CATALOG

UNIVERSITY OF THE PEOPLE

September 1, 2013 - August 31, 2014

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PRESIDENT'S WELCOME

Dear Student,

Welcome to the University of the People, and welcome to our community of students embarking on this unique educational journey!

Together with your professors and student peers, you are the future in global education. As a student body, you all have come from different paths representing students from numerous countries around the world – both developing and developed. For the next several years you will share a virtual classroom and be a part of our shared academic community.

Education at the University of the People is based on three fundamental principles. The first is inclusion—access to higher education should be a right for all, not a privilege for the few. The second principle is peer learning and the belief that we all have something to learn and something to share: as a UoPeople student, you will be expected to contribute, act responsibly and respect both your professors and classmates. The third principle is that improvement of the world begins with the individual: UoPeople will not merely provide you with a college education, but the building blocks to create a better life, community and world. Success ultimately lies in your own hands and your commitment to being an active participant at this institution.

I am proud to lead this academic community and I encourage you to be actively involved and dedicated as you take this unprecedented opportunity in realizing your educational dreams.

Good luck and much success,

President

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CHAPTER 1: GENERAL INFORMATION

Notices about the Catalog

1. This Catalog is permanently archived by the University and is the Catalog effective for all matriculated students at University of the People. Previous editions of the Catalog are available to University students on the University's website and upon request.

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 However, courses may be altered or withdrawn at any time, and University of the People shall not be liable in any manner if the academic courses and facilities described in the Catalog, or any other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

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. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

Notes about the University

1. At present, University of the People is not an accredited institution. Accordingly, at this time, students should be aware that a degree from UoPeople is not recognized for some employment positions, including, but not limited to, positions with the State of California. In addition, graduates may not be eligible to sit for any applicable licensure exams in California and other states, if relevant.

2. University of the People is a private institution approved to operate by the California Bureau for Private Postsecondary Education.

3. University of the People and Shai Reshef on behalf of University of the People currently hold memberships in the following organizations and consortiums: Partners for a New Beginning; The Clinton Global Initiative; Ashoka, AACRAO, and the OpenCourseWare Consortium.

4. The administrative offices of University of the People are located in Pasadena, California. The air-conditioned facilities are uniquely adapted to hold and secure student records. However, all instruction at the University, including its computerized teaching aids, takes place at University of the People's Online Campus.

5. University of the People shall not be liable in any manner for any interruption in the operation or failure of its website, its Virtual Learning Environment and/or any other program relating to University of the People's studies.

6. 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.

7. 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.)

8. University of the People exercises diligence to ensure that it provides clear and accurate information to all prospective and current students, the public and all other interested parties. The institution seeks to ensure that all recruitment and promotional materials, including its Catalog and website, as well as all public presentations about and on behalf of the University and its operations are as clear and accurate as possible.

9. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling, toll free: (888) 370-7589, (916) 431-6959, or by completing a compliant form, which can be obtained on the bureau's Internet Web address: www.bppe.ca.gov.

ACADEMIC YEAR

Academic Calendar 2013-2014[1]	Term 1	Term 2	Term 3	Term 4	Term 5
Admissions to the University cut-off[2]	Jul 18, 2013	Oct 3, 2013	Dec 12, 2013	Feb 27, 2014	May 8, 2014
Notice of admission to the University [3]	Aug 8, 2013	Oct 24, 2013	Jan 2, 2014	Mar 20, 2014	May 29, 2014
Course registration opens [4]	Jul 18, 2013	Oct 3, 2013	Dec 12, 2013	Feb 27, 2014	May 8, 2014
Course registration closes	Aug 7, 2013	Oct 23, 2013	Jan 1, 2014	Mar 19, 2014	May 28, 2014
Late course registration opens [5]	Aug 23, 2013	Nov 8, 2013	Jan 17, 2014	Apr 4, 2014	Jun 13, 2014
Late course registration closes	Aug 25, 2013	Nov 10, 2013	Jan 19, 2014	Apr 6, 2014	Jun 15, 2014
First day of Term	**Sep 5, 2013**	**Nov 14, 2013**	**Jan 30, 2014**	**Apr 10, 2014**	**Jun 19, 2014**
Last day - course drop	Sep 11, 2013	Nov 20, 2013	Feb 5, 2014	Apr 16, 2014	Jun 25, 2014
Last day - course withdrawal	Oct 2, 2013	Dec 11, 2013	Feb 26, 2014	May 7, 2014	Jul 16, 2014
Final exam period starts	Oct 31, 2013	Jan 9, 2014	Mar 27, 2014	Jun 5, 2014	Aug 14, 2014
Final exam period ends	Nov 3, 2013	Jan 12, 2014	Mar 30, 2014	Jun 8, 2014	Aug 17, 2014
Last day of Term	**Nov 6, 2013**	**Jan 15, 2014**	**Apr 2, 2014**	**Jun 11, 2014**	**Aug 20, 2014**
Grades published by[6]	Nov 13, 2013	Jan 22, 2014	Apr 9, 2014	Jun 18, 2014	Aug 27, 2014

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

2   Prospective students may apply for admission for any of the five terms throughout the school-year.

3   All accepted students are automatically registered into their first term course(s) by the office of Student Services.

4   Academic Advisors are available during registration periods and throughout the academic year; Instructors are available by email throughout the academic year.

5   **Please note that course availability during late registration is limited**. For proctored courses, students are responsible to meet all the requirements for arranging a proctor in this period.

6   Grades may be published earlier. Students are advised to check Student Services updates in the Student Portal.

Administrative Holidays 2013-2014

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.

Please note: **Studies will continue as scheduled**.

Administrative Holidays	
Labor Day	Sep 2, 2013
Veterans Day	Nov 11, 2013
Thanksgiving Day	Nov 28, 2013
Christmas Day	Dec 25, 2013
New Year's Day	Jan 1, 2014
Martin Luther King Day	Jan 20, 2014
Presidents Day	Feb 17 ,2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014

University of the People:
Mission and Core Values

University of the People (UoPeople) is a non-profit organization devoted to providing universal access to quality, online post-secondary education to qualified students. The mission of UoPeople is grounded in the belief that universal access to education is a key ingredient in the promotion of world peace and global economic development.

The mission is guided by the University's four core values:

Opportunity   UoPeople is based on the belief that education at a minimal cost is a basic right for all suitable applicants, not just for a privileged few. The University opens 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 an inclusive community by making its academic programs, educational services, and employment opportunities available to all 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 academic experience, suitable in its 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.

University of the People: A Brief History

Since its opening in 2009, University of the People has made great strides as the world's non-profit, tuition-free, online academic institution. President Shai Reshef has also been widely recognized for his work on behalf of the University.

The United Nations Global Alliance for ICT and Development (GAID) hosted the global announcement of the launch of the University of the People at a briefing at the United Nations headquarters in New York City on May 19, 2009. Following the announcement, in acknowledgement of Reshef's vision and initiative, the United Nations GAID named Reshef to its High-level Panel of Advisers. Later that month, Fast Company named Reshef to its list of the 100 Most Creative People in Business for his vision of globalized, accessible higher education.

In September of 2009, classes commenced at University of the People for the first time, with 177 students from 49 countries across the globe, all eager to begin their studies in the fields of Computer Science and Business Administration. Also in September, the Yale Law School Information Society Project expanded its program in digital education by entering into a research partnership with University of the People. In December of 2009, in recognition of his revolutionary venture and success in starting University of the People, Reshef was elected to an International Ashoka Fellowship.

In 2010, University of the People continued to grow as more students were applying and being accepted. In August of 2010, University of the People was invited by the for-profit world to ring the NASDAQ Closing Bell, an event that was broadcast to thousands of people in Times Square, online and on television.

In September of 2010, UoPeople committed to supporting "Developing Haiti through Higher Education" as part of the Clinton Global Initiative. By the end of 2010, the UoPeople's CGI Commitment to provide 250 Haitians with the opportunity to study completely free was officially launched. On November 18th, classes commenced for UoPeople's first 16 students at a dedicated Student Computer Center in Port-au-Prince. Operated by Haitian Connection Network, students were offered a place to study with computers, satellite Internet connection, generator and security.

Closing out UoPeople's recognized achievements for 2010, Reshef was selected by over 3 million Huffington Post readership as the 2010 "Ultimate Game Changer in Education" for his work with UoPeople.

During the 2010-11 academic year, University of the People's global mission expanded to include students from 110 countries. Among the new countries represented were Afghanistan, Cambodia, Ecuador, Finland, Kyrgyzstan, Malawi, Portugal, Sri Lanka, Uzbekistan and Zambia.

In June 2011, University of the People established a collaboration with New York University (NYU) to identify UoPeople students who would be eligible for admission to one of the most selective institutions in the world - NYU Abu Dhabi. Also in June, Hewlett-Packard, as part of the HP Catalyst Initiative, announced the launch of a research internship program with University of the People to help

prepare UoPeople students for the world economy. Nearing the end of 2011, University of the People and ASAL Technologies partnered to create a technology center in Ramallah, Palestine.

In June 2012, UoPeople announced the award of a $500,000 grant from the Bill & Melinda Gates Foundation to support UoPeople's efforts to earn accreditation. In addition, UoPeople was awarded a grant from the Intel Foundation to provide scholarships for women students in Haiti, and Hewlett-Packard pledged to fund 100 women students for study towards an Associate's Degree.

September 2012 marked the fourth anniversary of the opening of UoPeople's online tuition-free degree programs. In this same month UoPeople was awarded a Google for Non-Profits Grant of $500,000. Support for the University's mission has continually grown worldwide. In January 2013, UoPeople unveiled an impressive list of additional members to the Board of Trustees, President's Council and the Business and Computer Science Advisory Boards. In February 2013, President Reshef was invited to the White House on behalf of the University and its innovative education model.

A few months later, in April 2013, President Reshef visited Haiti for the second time and announced continuing financial aid for the remaining 150 places for Haitian students to study at UoPeople. The University also received numerous generous grants and donations to support its efforts to obtain accreditation. These included $150,000 from Carnegie Corporation New York, $200,000 from Hewlett-Packard, and $50,000 (as part of a larger grant) from the Goodman Family Supporting Foundation. The University also received a $25,000 scholarship from Western Union to support students from thirteen specific countries worldwide. In April 2013, UoPeople launched a unique and highly innovative Micro-Scholarship Portal to support prospective students to obtain scholarships and fund their academic studies with UoPeople. In August 2013, Microsoft 4Afrika announced a scholarship program to give 1,000 students from Africa scholarships, as well as access to Microsoft programs and resources.

University of the People has continued to grow and expand. With students from 137 countries admitted to UoPeople, about 1.2 million supporters on Facebook, and distinguished academics continuously joining UoPeople's advisory boards and academic leadership, the University is thriving. UoPeople is a sustainable, global enterprise changing the futures of many aspiring and deserving individuals.

CHAPTER 2: ADMISSIONS, APPLICATIONS, AND FEES

University of the People is an online institution that offers programs to qualified individuals, 18 years or older from all over the world. As such, it has no academic buildings, nor does it have dormitory facilities or provide assistance with visa services for students who enroll for study with it.

University of the People accepts students from all over the world, both from English-speaking and from non-English-speaking countries, with all instruction at the University given only in English. All applicants are required to have met a sufficient level of English proficiency to permit successful completion of the program.

Designed for self-motivated learners, admission to the University is based on a rigorous assessment of each applicant's potential for successful completion of its degree programs. Decisions on whether to admit applicants are based on the information provided in the application form. If the University determines that an applicant has provided false information or has omitted significant and/or material information, the University reserves the right to revoke the applicant's admission, suspend the applicant from studies, or take additional steps if deemed appropriate.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

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

All questions about applying to the University of the People should be directed to admissions@uopeople.org. Applicants may be accepted as a Degree Seeking Student to complete a prescribed course of study and earn a degree, or may be accepted as Non-Degree Special Students to

study Accelerated English Students in the Division of Continuing Education. Students may study at the University as part-time or full-time students.

Degree Seeking Students

Students who are accepted to the University of the People as Degree Seeking Students must select their degree program and degree level. Degree Seeking Students may choose one of four programs: an Associate's Degree in Computer Science, a Bachelor's Degree in Computer Science, an Associate's Degree in Business Administration, or a Bachelor's Degree in Business Administration.

Accelerated English Students in the Division of Continuing Education

Applicants to the University who are otherwise qualified but are unable to demonstrate English language proficiency may first be admitted to the Division of Continuing Education as Accelerated English students. Accelerated English students will be required to successfully complete either ENGL 0101 English Composition 1 or an equivalent course determined by the University, before becoming eligible to be considered for admission to the University as a Degree Seeking Student.

- ENGL 0101 English Composition 1 is a proctored course.

- Not formally part of UoPeople's undergraduate program of study, any credit earned for ENGL 0101 English Composition 1 will not count toward satisfying degree requirement at UoPeople. The course result for ENGL 0101 English Composition 1, however, will appear on the student transcript.

- Students studying Accelerated English in the Division of Continuing Education who fail ENGL 0101 English Composition 1 will be placed on Academic Probation and have a second and final attempt to pass the course; students who are unsuccessful after two attempts will be dismissed from the University.

- Dismissed students may appeal to the Office of Student Affairs to take the course a third and final time and should refer to UoPeople's dismissal appeal process. Students given the opportunity to repeat ENGL 0101 English Composition 1 a third time without success will be dismissed from the University without further appeal.

Students studying Accelerated English in the Division of Continuing Education are eligible for financial assistance in paying for the Examination Processing Fee for English Composition 1 ENGL 0101. All questions about financial assistance should be sent to the Scholarship Office at scholarships@uopeople.org.

Time to Degree Requirements: Part-Time and Full-Time Options

Degree Seeking Students may choose to be full-time students taking 2-3 courses per term, or part-time students taking 1 course per term. Students who maintain a cumulative grade point average (GPA) of ≥3.0 may register for up to three courses per term. In contrast, students on Probation Continued may register for only one course per term.

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.

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.

Time to degree will vary by student and depend in great part on whether a student studies full-time or part-time and whether or not they enroll for all five terms in every academic year.

Students are encouraged to be in contact with Academic Advisors in the Office of Student Affairs to begin developing an academic plan and to begin estimating their time-to-degree based on a number of factors and limitations listed below:

- Students who enroll full-time for all five terms in the year can complete the A.S. degree in two academic years and the B.S. degree in four years.

- Students who enroll full-time, but follow the more universal pattern of postsecondary study and annually take 1 term out of residence, can complete the A.S. degree in two and a half academic years and the B.S degree in five years.

- Students who pursue their degree on a part-time basis or who take extended leaves will take longer to graduate.

Students exceeding the number of terms of active enrollment without completing all their degree requirements will be administratively withdrawn from the University.

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

There are no special charges or fees associated with making a request for a special review or for extending your enrollment.

Admissions

To apply for admission to any undergraduate program, prospective students must complete an online application and an offline process that contains the following:

- **Essays**

  Applicants will be required to submit 6-8 short essays (70-100 words each) to complete their "insight resume" as part of the application. The goal of the essays is to understand and get to know applicants and to evaluate their thinking and writing abilities in English.

- **Education**

  Applicants must also submit their educational history as part of their application. The history must include names, locations, and high school enrollment dates. Additionally, applicants may provide information about colleges and/or universities that they have attended.

  The Office of Admissions may request that applicants provide additional information about their educational history to supplement the information submitted on the online application.

- **Proof of High School Completion**

  Applicants must present their high school diploma and transcript in one of the following formats: (a) official copies sent directly to University of the People from an official authority like the Ministry of Education or the high school, (b) photocopies of the original diploma and transcript approved by an official authority or by a notary, or (c) the original diploma and transcript.

  Applicants unclear about what qualifies as an official copy of their transcript are asked to email the Office of Admissions at admissions@uopeople.org.

  Diplomas and transcripts that are not in English must be submitted together with an official notarized translation. In certain cases, the Admissions Office may require applicants to present additional documentation. All documents submitted become the property of University of the People and will not be returned to applicants.

- **Proof of English Language Proficiency**

  Applicants whose native language is English or graduated from a school where the main language of instruction was English may be considered for undergraduate admission. In addition applicants who can provide official transcripts indicating a completion of at least 30 semester hours of credits with an average grade of "C" (2.0) or higher at an accredited college or university where the language of instruction was English may also be considered for undergraduate admission.

  Other candidates must demonstrate English proficiency through one of several approved English qualification exams to be considered for admission.

English qualification exams and minimum scores required for admission to UoPeople are:

TOEFL	Paper-based Test (PBT)	Internet based Test (iBT)
Minimum score required	500	61

IELTS	Minimum score required
	6.0

PTE Academic Test	Minimum score required
	44

EIKEN	Minimum score required
	Pre-1

ACT COMPASS	Minimum score required
	Level 3

CEFR	Minimum score required
Cambridge English Language Assessment	Level B2

Applicants who do not hold one of the qualifications listed, or whose score falls below the minimum score required, but have met all other Admissions requirements, may be considered to study accelerated English and take an institution approved English-as-a-second-language (ESOL) examination in order to demonstrate a proficient level of English before being considered for admission to an undergraduate degree program.

Please note that all qualification test documentation submitted must be either original documents or notarized photocopies, bearing original stamps and signatures from a notary public or the issuing institution.

Applicants are welcome to contact the Office of Admissions at admissions@uopeople.org with any questions regarding English proficiency qualifications.

- **Enrollment Agreement**

  Admitted applicants 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.

- **Additional Materials**

  Applicants will also have the option to send additional materials to support their admissions application, including a YouTube video, a resume, and information about the applicant's personal history and professional background.

Please note: Individuals interested in applying to UoPeople are required to submit their online application and pay a non-refundable Application Processing Fee of $50. Please refer to the section entitled Processing Fees later in this chapter for additional information on the Application Processing Fee.

Homeschooled Applicants

University of the People welcomes all individuals who meet the admissions criteria to apply including homeschooled applicants.

Homeschooled applicants must provide notarized/official proof of high school completion, be 18 years of age or older, and must meet the requirements for English language proficiency.

Additionally, homeschooled applicants who were supervised by their school district or Education Department must send their official diploma and transcripts. Other homeschooled applicants must send an official GED diploma and transcript or equivalent.

Review of Documentation

Any document sent by applicants in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Two credible providers of credential evaluations are World Education Services (WES www.wes.org) and American Association of Collegiate Registrars and Admission Officers (AACRAO www.aacrao.org). The University may also accept evaluations from other credible sources, and students are welcome to check with the Office of Admissions at admissions@uopeople.org for further information.

Making Our Decision

UoPeople accepts applications to the University five times a year and prospective students may apply for admissions for each of the five terms. All admissions materials and required documentation must be received by the following deadlines to be considered complete.

- **October 3, 2013** for Term 2 admission of the 2013-14 academic year
- **December 12, 2014** for Term 3 admission of the 2013-14 academic year
- **February 27, 2014** for Term 4 admission of the 2013-14 academic year
- **May 8, 2014** for Term 5 admission of the 2013-14 academic year
- **July 17, 2014** for Term 1 admission of the 2014-15 academic year

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

UoPeople will announce its decisions on the Notice of Admissions Day. For more information regarding the Admissions dates please refer to the Academic Calendar.

Processing Fees

The University of the People is a tuition-free, non-profit institution, meaning students are not charged for their educational instruction, course materials or annual enrollment.

The University of the People seeks to ensure that no qualified student is denied the right to pursue study at the post-secondary level. It is dedicated to the mission of opening access to higher education worldwide and strives to see that no qualified student is denied the opportunity to study at UoPeople for financial reasons.

As a non-profit academic institution, UoPeople has worked hard to control expenses and has succeeded in reducing nearly all of the cost of a higher education. In order to remain sustainable, it does charge small fees for application and examination processing and reserves the right to change the cost of the Application Processing Fee or the Examination Processing Fee. Note that the Exam Processing Fee will be reviewed annually, and any change to the fee amount will be implemented as at September 1 each year. Students will be notified of the change in fees no later than June 1 each year.

Until further notice, students currently residing in Haiti will receive a University Grant covering all processing fees for the Associate's Degree.

Application Processing Fee[7]

- Applicants to the University are required to pay a non-refundable Application Processing Fee of $50.

- University Grants to help defray the Application Processing Fee are available to applicants based upon their country of residence. This list can be found at https://applicants.uopeople.org/pdf/enrollmentagreement.pdf

- The Application Processing Fee must be submitted by the applicant along with his or her application for enrollment.

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

- A signed and notarized declaration testifying to the applicant's inability to pay the requested fee. This declaration must be signed by either the applicant and/or a local authority figure designated by UoPeople.

- Standardized form signed by the applicant

- Financial statements

- Other documentation required by UoPeople

In certain circumstances, UoPeople may be able to award applicants additional grants to further reduce the Application Processing Fee.

Examination Processing Fees

- All applicants and students applying for Academic Renewal who have begun their application to the University of the People on or after August 27, 2012 will be required to pay Examination Processing Fees.

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

- The Examination Processing Fees will apply to both Degree Seeking Students and to Non-Degree Seeking Students studying Accelerated English in the Division for Continuing Education.

- The Exam Processing Fee is not refundable for students who undertake the exam. Students who drop or withdraw from a course within the required deadlines are not required to pay the Examination Processing Fee. In addition, students who pay the Exam Processing Fee and do not

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[7] The determination of fees, as well as any University Grants, is at the sole discretion of UoPeople. University Grants are currently determined using publicly available data from the World Bank and the CIA World Fact Book. Inclusion of a place of residence in the list does not imply any legal position of the University of the People regarding its status.

take the exam will be awarded a full refund upon request provided this request is made in writing to payments@uopeople.org within 30 days of the end of the Exam period.

Total Estimated Fees

Total estimated fees for a program of study, taking into account University Grants, are listed below.* There are no other optional or special fees at present.

The University reserves the right to charge optional or special fees, upon reasonable notice to students, in future terms.

Total Estimated Fees						
	Application Processing Fee (one time)	Exam Processing Fee (per course)	Number of A.S. Courses	Number of B.S. Courses	Total A.S. Fees	Total B.S. Fees
No University Grant	$50	$100	20	40	**$2,050**	**$4,050**
30% University Grant	$35	$100	20	40	**$2,035**	**$4,035**
60% University Grant	$20	$100	20	40	**$2,020**	**$4,020**
80% University Grant	$10	$100	20	40	**$2,010**	**$4,010**

*Note: The above estimated fees are based on successful (one-time) completion of all courses. Students who are required to repeat courses will incur an additional Exam Processing Fee for each additional course taken. The University reserves the right to change the cost of the Application Processing Fee or the Exam Processing Fee.

Program refers to the undergraduate program of study that the Student has elected to study and has been accepted to. It does not include ENGL 0101 English Composition 1, which applies to Accelerated English Students only. Accelerated English Students should note that they are required to pay $100 for the Exam Processing Fee for ENGL 0101 English Composition 1.

Payments

- Payments methods for any of the fees include online payment using a PayPal account or as a guest for payments via credit card, offline payments such as Western Union or Cashier check. All questions regarding payment options should be directed to payments@uopeople.org.

- Students pay for their Examination Processing Fees when the drop/withdrawal period is over. All outstanding balances for Examination Processing Fees must be paid by the day of the exam.

- Payments for the Exam Processing Fee may be made all at once or in multiple installations.

- If a student takes the final exam and the Examination Processing Fee is not paid by the end of term, a financial hold will be placed on the student's file. In this event, the student will not be permitted to register or continue taking courses until all outstanding payments are made and the hold is removed.

- Students are encouraged to plan, anticipate, and budget for all Examination Processing Fee payments to avoid interruptions in their academic schedules. Students unable to pay the Examination Processing Fees may be required to interrupt their studies in order to 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 assistance to arrange payments should be directed to the Payments Office at payments@uopeople.org.

Financial Aid

UoPeople currently offers a number of options to assist students in need of financial aid. Students are encouraged to familiarize themselves with the scholarships available and the financial aid process, and are eligible to apply for one scholarship at a time.

Students needing financial assistance with Examination Processing Fees will be directed by the Scholarship Office to apply for a scholarship.

There are three types of Scholarships[8] available at UoPeople:

1. Dedicated Scholarships: scholarships funded by donors and UoPeople partners:

   o **Microsoft 4Afrika Scholarship**: available to UoPeople students living in Africa.

   o **UoPeople – Hewlett-Packard Women Scholarship**: available to female UoPeople degree seeking students.

   o **Intel Haiti Women Fund**: available to female Haitian UoPeople degree seeking students.

   o **Western Union Scholarship Fund**: available to both UoPeople Accelerated English and degree seeking students living in Brazil, China, Colombia, India, Jamaica, Mexico, Morocco, Nigeria, Philippines, Senegal, Romania, Russia, and Turkey.

   o **Gabriel & Marci Hawawini Scholarship Fund**: available to both UoPeople Accelerated English and degree seeking students.

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[8] Note that the availability and conditions of the scholarships may be subject to change. 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 Uopeople.org/groups/scholarships.

2. <u>Micro-Scholarship Portal</u>: individualized scholarship campaigns created by students in conjunction with the UoPeople Scholarship Office to raise money and enable donors to contribute to UoPeople on behalf of individual students in need of assistance.

   o Available to all students who are not eligible for, or are not awarded, a dedicated scholarship.

   The Micro-Scholarship Portal may be viewed at http://www.uopeople.org/groups/students

3. <u>UoPeople Scholarship</u>: scholarships funded by UoPeople to assist Accelerated English students in need of Financial Aid or degree seeking students who are not eligible for a dedicated scholarship and are unable to raise funds via the Micro-Scholarship Portal.

   o Available to all students who are not eligible for, or are not awarded, a dedicated scholarship <u>and</u> are unable to raise sufficient funding through the Micro-Scholarship Portal.

Students who accept any of the Scholarship options outlined above should refer to the particular terms and conditions pertaining to their scholarship for further information.

Notes about Scholarships

- Scholarships for Examination Processing Fees are not automatically awarded. Students and admitted applicants who anticipate being unable to pay part or all of the Examination-Processing Fees may apply for a full or partial Scholarship once admitted to UoPeople as a student, or at a later date during their studies.

- Accelerated English Students in the Division for Continuing Education are eligible for financial assistance in paying the Examination Processing Fee for ENGL 0101 English Composition 1.

- Students that are dismissed or voluntarily withdraw from the University forfeit all previously awarded scholarship funds. Students, who return to the university at a later date and require financial aid, will be required to complete a new scholarship request.

- Monies previously awarded to students that have been administratively withdrawn or suspended from the University, will be held and made available to these students for a total of 4 years, until such time that the academic renewal period has passed.

All questions about scholarships should be sent to the Scholarship Office at scholarships@uopeople.org.

Cancellation of Enrollment

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

During this time, the student may notify the University that he or she no longer wishes to cancel his or her enrollment.

Loans

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

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

California Student Tuition Recovery Fund Disclosure Statement

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

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

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

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

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

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

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

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

- The school closed before the course of instruction was completed.

- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

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

Questions regarding the STRF may be directed to:

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

Payment of STRF to UoPeople

A portion of the first Exam Processing Fee will be counted toward the Student Tuition Recovery Fund assessment fee which must be charged to all students residing in California. Although UoPeople is tuition-free, the fee is calculated based on 'institutional charges' and thus applies to Exam Processing Fees. The first Exam Processing Fee for students residing in California remains $100. The Student Tuition Recovery Fund assessment fee is not refundable.

CHAPTER 3: RECORDS AND UNIVERSITY POLICIES

All students and faculty are bound by the standards and regulations described in the University policies.

Student Records

University of the People maintains all records of enrolled UoPeople students, including all personal contact information. All student records are maintained permanently at the University including the degree or certificate that was granted and the date on which that degree or certificate was granted, the courses and units on which the certificate or degree was based, the grades earned by the student in each of those courses, and all transcripts.

For a period of no less than five years, the following institutional records shall be maintained by University of the People:

- The educational programs offered by UoPeople and the curriculum for each
- The names and addresses of the members of UoPeople's faculty and records of the educational qualifications of each member of the faculty
- Any other institutional records required by state or federal law

Privacy of Student Records

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 that the University has employed, contracted or partnered with, or has an official relationship with, who needs to access 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, an 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.

University Policies

Intellectual Property

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

All members of the University should be mindful that Third-Party Materials are most likely works protected by copyright. To use, reproduce, modify or distribute those materials, or to create derivative works based upon those materials, you must have the permission of the copyright owners or your use must be otherwise permissible under applicable copyright laws, such as use under the fair use doctrine.

Copyright protection extends to original works of authorship fixed in any tangible form, which may include books, articles, web pages, music, movies, video clips, photos, illustrations and charts, among other forms of creative expression.

Copyright protects original works of authorship that embody some minimum degree of creative expression, but it does not protect facts or ideas. Accordingly, things like mathematical formulas, data points, measurements and other facts are not copyrightable. However, while individual facts are not copyrightable, the selection and arrangement of facts may be protectable if the selection and arrangement reflect some degree of creativity.

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

UoPeople respects the intellectual property rights of others, seeking to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. All members of the UoPeople community are encouraged to pursue areas of research and study without interference. Anything that you create in conjunction with your work at UoPeople can be freely used by UoPeople and its students. Individuals are granted the right to take these contributions

with them should they leave the University. Course materials developed while at the University can continue to be used by UoPeople.

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.

Diversity Statement

University of the People is strongly committed to furthering the academic success and the general development of a diverse and international student body. University of the People works to promote a learning environment characterized by inclusiveness, values awareness and understanding of one another's differences and similarities, and strives to treat all with dignity and respect. The institution is committed to multiculturalism and to advancing its mission of being an inclusive community that makes its academic programs, educational services, and employment opportunities available to all qualified individuals.

Non-Discrimination Statement

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.

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 the Dean of Student Affairs at student.affairs@uopeople.org.

Grievance Policy

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 the 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.

Grievance Procedure

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

Grievants may choose various routes for dealing with their concerns. Starting with more informal mechanisms does not preclude the individual's deciding later to pursue more formal ones.

Informal Resolution

The grievant is first encouraged to communicate with the individual most directly responsible for the problem, and this often resolves the matter. In instances where no resolution is reached or if contacting or writing the person directly would be a source of discomfort, then the grievant may choose another route to achieving a resolution.

Grievants may seek to resolve the matter through mediation. Grievants wishing to have a third party informally resolve the issue consult with the Dean of Student Affairs (student.affairs@uopeople.org) who will attempt to facilitate a resolution. Both parties must consent to participate in the confidential, voluntary process. The Dean of Student Affairs does not decide who is right or wrong, but rather mediates a conversation between the parties. Because it is a voluntary process, disciplinary action cannot be taken against the respondent and, once agreement has been reached, it is final and cannot be appealed.

If, after 30 days, the Dean of Student Affairs deems it impossible to achieve a satisfactory resolution between the parties, the grievant can choose to close the matter or to file a formal complaint.

Formal Resolution

Formal grievances are submitted to the Office of Student Services (student.services@uopeople.org). The complaint must include a full description of the problem, the identity and status of the individual against whom the complaint is being lodged, a description of what may have been done to try to resolve the matter informally, and a suggested action requested or recommended to resolve the matter. Once the complaint is received, the Office of Student Services reviews it for appropriateness for this grievance procedure and emails the grievant acknowledging receipt of the complaint. The complaint is then forwarded to the Office of the Provost. If the complaint is not appropriate for this procedure, the grievant is informed and referred elsewhere as appropriate.

The Office of the Provost will initiate an investigation of the complaint. In undertaking the investigation, the Office will have complete discretion to gather any and all relevant information about the incident. In all instances, the respondent is notified of the complaint and receives a copy of it. The respondent is given 15 calendar days within which to submit a written response. Non-participation is not presumed to indicate guilt, but the investigation will continue without a response, and a finding will be issued. The finding will be issued within 45 calendar days of receipt of the formal complaint, and will be communicated to both the grieving party and the respondent. Any disciplinary action against the respondent will be promptly put into effect.

Both the grievant and the respondent have the right to appeal the final decision. The appeal must be submitted to the Office of Student Services (student.services@uopeople.org) within 10 calendar days of issuance of the formal finding. Appeals will only be considered in instances where 1) the appealing party has new information that was not available at the time of the investigation, 2) the appealing party has identified procedural irregularities of a magnitude that they would change or affect the finding or 3) the appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.

The Office of Student Services will refer the appeal to the Appeals Committee whose role is to determine if the process had been fair, if the decision was reasonable based on the facts and if the sanction was a reasonable one. The Committee will not conduct a new investigation and will make its decision within 20 calendar days of the receipt of the appeal by the Office of Student Services. The decision of the Appeal Committee is final.

The final decision will be sent to the complainant via email and to the head of the relevant department and a detailed log of each grievance will be kept in UoPeople central database. Access to this data is limited to the Office of the Provost and authorized staff.

Institutional Operations

Students may also employ informal or formal mechanisms for resolving concerns about the institution and its operations.

Students are encouraged to deal with these matters on their own by communicating with the individual or office most directly responsible. Most concerns are resolved in this manner.

Formal complaints are submitted to the Office of Student Services at student.services@uopeople.org. The complaint must include a full description of the problem and the action requested to resolve the matter. The Office of Student Services reviews the complaint for appropriateness for this grievance procedure and emails the grievant acknowledging receipt of the complaint. The complaint is then forwarded to the Appeals Committee. If the complaint is not appropriate for this procedure, the student is informed and referred elsewhere as appropriate.

The Appeals Committee conducts a review, including making provision for the respondent to weigh in on the matter, and issues a finding within 45 calendar days of receipt of the formal complaint. The finding is communicated to both the grieving party and the individual or unit cited in the complaint.

Good faith efforts must be made to implement any identified remedies as quickly as is reasonable. The decision of the Appeals Committee is final and no further appeal is possible.

Chapter 4: Undergraduate And Graduate Degree Programs

Institutional Learning Goals

Consistent with its mission, the University of the People seeks to enable students to accomplish the following learning goals for all of its degree programs. These learning goals cover three main areas: academic competencies, knowledge and intellectual abilities, and personal and civic responsibility.

A. Academic Competencies

Objective 1: Communication Fluency

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

Objective 2: Quantitative Fluency

Students will use mathematical methods to solve sophisticated problems.

Objective 3: Technological Fluency

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

B. Knowledge and Intellectual Abilities

Objective 4: Integrative Knowledge

Students will synthesize a broad understanding of the arts and humanities and the social and natural sciences..

Objective 5: Specialized Knowledge

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

C. Personal and Civic Responsibility

Objective 6: Intercultural and Historical Consciousness

Students will understand and critically reflect on how the geographies, histories, and cultures of the world have shaped contemporary global experience.

Undergraduate Degree Programs

The University of the People offers four undergraduate programs:

- Associate of Science in Business Administration (AS-BA)

- Bachelor of Science in Business Administration (BS-BA)

- Associate of Science in Computer Science (AS-CS)

- Bachelor of Science in Computer Science (BS-CS)

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.

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.

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.

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.

Degree Seeking Students must apply to one of the four undergraduate programs as part of their application process to the University. For questions regarding any and all academic issues, please contact the Office of Academic Affairs at academic.affairs@uopeople.org. Once accepted and matriculated at the University of the People, students in good standing may apply directly to the Office of Student Services requesting to change majors or degree programs. All requests should be sent to the Office of Student Services at student.services@uopeople.org. Students whose cumulative GPA is below a 2.00 who wish to change majors or degree programs are required to first contact the Dean of Student Affairs at student.affairs@uopeople.org.

Academic Degree Requirements

Each of the four undergraduate degree programs offered by University of the People requires completion a certain number of courses in the relevant major as well as general education courses.

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 180 quarter credits to earn the Bachelor's Degree and at least 90 quarter credits to earn the Associate's Degree and may consult with the 2009-2012 Catalog Addendum (past UoPeople Academic Requirements) at http://www.uopeople.org/167609

UoPeople students who began their studies at UoPeople as of Term 1 of the 2012-13 academic year[9] earn 3 semester credits per course. Students are required to complete at least 120 semester credits to earn the Bachelor's Degree, and at least 60 semester credits to earn the Associate's Degree.

Students are advised that the first digit of the course numbers indicates the level of the course. Generally levels are indicated as follows:

0   Courses below the 1000 level are preparatory in nature and may not be credited toward a UoPeople degree

1   Undergraduate course, introductory

2   Undergraduate course, intermediate

3 and 4   Undergraduate course, advanced

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[9] 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.

Students should be aware that every class listed in the University of the People Catalog is not necessarily offered every term; available courses can be seen in the Student Portal during registration.

General Education Courses

General education courses are the core of a liberal arts education and are instrumental to realizing UoPeople's institutional learning goals. They are offered by the Division of Arts and Sciences and include both required courses and electives.

Mastering the basic tenets of a liberal arts education, students focus on learning critical thinking, analysis, communication skills, quantitative and scientific literacy, civic engagement, citizenship, and understanding of ethical dimensions of behavior. At UoPeople, students encounter and explore these principles within the framework of a diverse and growing set of courses, all developed intentionally for a truly global audience.

General education courses meet the educational needs for student success regardless of the major being pursued. These courses are intended to add both depth and breadth to each student's overall educational experience by providing opportunities to make interdisciplinary connections between concepts and ideas, as well as an environment to contemplate their meaning and significance. As common learning experiences, general education courses also create a foundation for students to articulate their thoughts with one another, and to inspire new ideas.

General education courses also develop general intellectual skills and understanding to support life-long learning and educated citizenship in our changing world. The basic skills include language and communication skills, computer and information processing skills, and critical thinking skills. General education courses also provide an understanding of the methods and concerns of traditional branches of knowledge, the arts and humanities, the social and behavioral sciences, and the natural sciences, as well as historical perspective and appreciation of diversity across time, culture and national boundaries.

General education courses include both required courses and electives, and will encompass at least 45% of the total number of credits required for an undergraduate degree. For example, if there are 120 credits required for a degree, no fewer than 54 credits will be in general education courses.

The following general education courses are required for all undergraduates:

- UNIV 1001 Online Education Strategies
    - All Degree Seeking Students are required to take UNIV 1001 Online Education Strategies as a regularly graded course during their first term of study at UoPeople.
    - Students wishing to enroll in two courses will register for UNIV 1001 Online Education Strategies and one other course in their first term of study. Students wishing to enroll in one course during their first term may choose to only take UNIV 1001 Online Education Strategies.

- o Students unsuccessful in passing UNIV 1001 Online Education Strategies after two attempts will be dismissed from the University. Dismissed students may appeal to the Office of Student Services to take the courses a third and final time and should refer to UoPeople's dismissal appeal process. Students given the opportunity to repeat UNIV 1001 Online Education Strategies a third time without success will be dismissed from the University without further appeal.

- ENGL 1102   English Composition 2 (proctored course)
- MATH 1201   College Algebra (proctored course)
- MATH 1280   Introduction to Statistics (proctored course)

In addition to these required courses, UoPeople students are also required to take at least one course in each of these areas: **natural sciences, social sciences, and arts and humanities**. Below is a full list of the general education courses offered at University of the People:

ARTS AND SCIENCES COURSES

Area of Study	Course Title	Course Code	Prerequisites
Online Learning	Online Education Strategies	UNIV 1001	None
English	English Composition 2 (proctored course)	ENGL 1102	None
	Business English (elective for CS students only)	ENGL 1103	None
Mathematics	College Algebra (proctored course)	MATH 1201	None
	Calculus (elective for BA students only)	MATH 1211	MATH 1201
	Introduction to Statistics (proctored course)	MATH 1280	None
	Statistical Inference	MATH 1281	MATH 1280
	Discrete Mathematics (elective for BA students only)	MATH 1302	None
Natural Sciences	Introduction to Environmental Sciences	ENVS 1301	None
Social Sciences	Introduction to Sociology	SOC 1502	None
	Globalization	POLS 1503	None
	Introduction to Psychology	PSYC 1504	None
	Introduction to Economics	ECON 1580	None

Arts and Humanities	Art History	AHIST 1401	None
	Introduction to Philosophy	PHIL 1402	None
	Ethics and Social Responsibility	PHIL 1404	None
	Greek and Roman Civilization	HIST 1421	None

Program in Business Administration

Associate of Science Degree – Business Administration

The Associate of Science in Business Administration (AS-BA) requires the completion of at least 60 semester credits, including 33 credits in general education courses. Select general education courses are required for each degree program and are highlighted as such in the degree charts; **all courses in the Program Major listed in the degree charts are required.**

Sample Program for Full-Time Students Enrolled Year-Round:

Course (Code)	Course Title	Credits	Prerequisites	Program Major	General Education
Year 1					
UNIV 1001	Online Education Strategies	3	None	0	3 (required)
ENGL 1102	English Composition 2 (proctored course)	3	None	0	3 (required)
MATH 1201	College Algebra (proctored course)	3	None	0	3 (required)
BUS 1101	Principles of Business Management	3	None	3	0
BUS 1102	Basic Accounting	3	BUS 1101	3	0
BUS 1103	Microeconomics	3	BUS 1101	3	0
BUS 1104	Macroeconomics	3	BUS 1101	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 1		**30**		**12**	**18**
Year 2					
BUS 2201	Principles of Marketing (proctored course)	3	BUS 1101	3	0
BUS 2202	E-Commerce (proctored course)	3	BUS 1101	3	0

ENGL 1103	Business English	3	None	0	3 (required)
BUS 2203	Principles of Finance 1	3	BUS 1102	3	0
BUS 2204	Personal Finance	3	BUS 1101	3	0
BUS 2207	Multinational Management	3	BUS 2201	3	0
MATH 1280	Introduction to Statistics (proctored course)	3	None	0	3 (required)
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 2		**30**		**15**	**15**
Total Program Credits		**60**		**27**	**33**

Notes:

**Electives must be taken from general education courses in the Arts and Sciences. Select introductory courses may be available as an elective for one major, and as a requirement for another major. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled any prerequisites. Some of the courses may not be offered in every term.
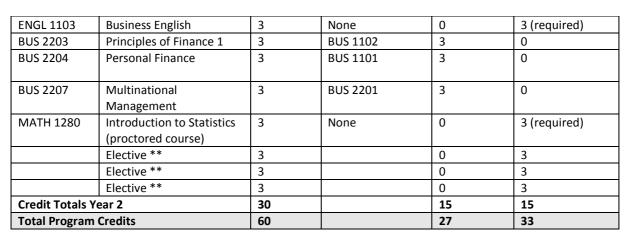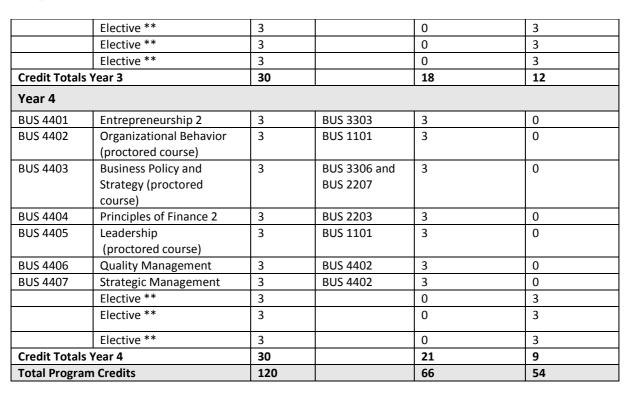
Bachelor of Science Degree – Business Administration

The Bachelor of Science in Business Administration (BS-BA) requires the completion of at least 120 semester credits, including 54 credits in general education courses. Years 1 and 2 are identical in the Associate's Degree Program and the Bachelor's Degree Program in Business Administration. Select general education courses are required for each degree program and are highlighted as such in the degree charts; **all courses in the Program Major listed in the degree charts are required**.

Sample Program for Full-Time Students Enrolled Year-Round:

Course Code	Course Title	Credits	Prerequisites	Program Major	General Education
Year 3					
BUS 3301	Financial Accounting (proctored course)	3	BUS 2203	3	0
BUS 3302	Consumer Behavior	3	BUS 2201	3	0
BUS 3303	Entrepreneurship 1 (proctored course)	3	BUS 2201	3	0
BUS 3304	Managerial Accounting	3	BUS 3301	3	0
BUS 3305	Business Law and Ethics (proctored course)	3	BUS 1101	3	0
BUS 3306	Business and Society	3	BUS 1101	3	0
	Elective **	3		0	3

	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 3		**30**		**18**	**12**
Year 4					
BUS 4401	Entrepreneurship 2	3	BUS 3303	3	0
BUS 4402	Organizational Behavior (proctored course)	3	BUS 1101	3	0
BUS 4403	Business Policy and Strategy (proctored course)	3	BUS 3306 and BUS 2207	3	0
BUS 4404	Principles of Finance 2	3	BUS 2203	3	0
BUS 4405	Leadership (proctored course)	3	BUS 1101	3	0
BUS 4406	Quality Management	3	BUS 4402	3	0
BUS 4407	Strategic Management	3	BUS 4402	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 4		**30**		**21**	**9**
Total Program Credits		**120**		**66**	**54**

Notes:

** Electives must be taken from general education courses in the Arts and Sciences. Select introductory courses may be available as an elective for one major, and as a requirement for another major. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled any prerequisites. Some of the courses may not be offered in every term.

Program in Computer Science

Associate of Science Degree – Computer Science

The Associate of Science in Computer Science (AS-CS) requires the completion of at least 60 semester credits, including 33 credits (if electing CS 1101) or 36 credits (if electing an elective in place of CS 1101) in general education courses. Select general education courses are required for each degree program and are highlighted as such in the degree charts; **all courses in the Program Major listed in the degree charts are required.**

Sample Program for Full-Time Students Enrolled Year-Round:

Course (Code)	Course Title	Credits	Prerequisites	Program Major	General Education
Year 1					
UNIV 1001	Online Education Strategies	3	None	0	3 (required)
ENGL 1102	English Composition 2 (proctored course)	3	None	0	3 (required)
MATH 1201	College Algebra (proctored course)	3	None	0	3 (required)
CS 1101	Programming Fundamentals *	3	None	3	0
CS 1102	Programming 1	3	None	3	0
CS 1103	Programming 2	3	CS 1102	3	0
CS 1104	Computer Systems	3	CS 1103	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 1		**30**		**12**	**18**
Year 2					
MATH 1280	Introduction to Statistics (proctored course)	3	None	0	3 (required)
CS 2203	Databases 1	3	CS 1102	3	0
CS 2204	Communications and Networking	3	CS 1104	3	0
CS 2205	Web Programming 1 (proctored course)	3	CS 1103	3	0
CS 2301	Operating Systems 1 (proctored course)	3	CS 1103	3	0
CS 2401	Software Engineering 1	3	CS 1103	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 2		**30**		**15**	**15**
Total Program Credits		**60**		**27**	**33**

Notes:

* Programming Fundamentals is recommended for students with no prior background and/or knowledge in Computer Programming. Students who choose not to take this course must instead choose an additional elective in its place. Students should begin with the programming course

(either CS 1101 Programming Fundamentals or CS 1102 Programming 1) that best reflects their experience with programming.

** Electives must be taken from general education courses in the Arts and Sciences. Select introductory courses may be available as an elective for one major, and as a requirement for another major. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled any prerequisites. Some of the courses may not be offered in every term.
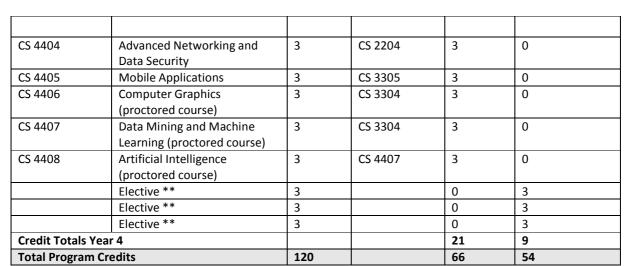
Bachelor of Science Degree – Computer Science

The Bachelor of Science in Computer Science (BS-CS) requires the completion of at least 120 semester credits, including 54 credits (if electing CS 1101) or 57 credits (if choosing an elective in place of CS 1101) in general education courses. Years 1 and 2 are identical in the Associate's Degree Program and the Bachelor's Degree Program in Computer Science. Select general education courses are required for each degree program and are highlighted as such in the degree charts; **all courses in the Program Major listed in the degree charts are required.**

Sample Program for Full-Time Students Enrolled Year-Round:

Course Code	Course Title	Credits	Prerequisites	Program Major	General Education
Year 3					
MATH 1302	Discrete Mathematics	3	None	0	3 (required)
CS 3303	Data Structures	3	CS1103	3	0
CS 3304	Analysis of Algorithms	3	CS 3303	3	0
CS 3305	Web Programming 2 (proctored course)	3	CS 2205	3	0
CS 3306	Databases 2 (proctored course)	3	CS 2203	3	0
CS 3307	Operating Systems 2	3	CS 2301	3	0
CS 3308	Information Retrieval (proctored course)	3	CS 3303	3	0
MATH 1211	Calculus	3	MATH 1201	0	3 (required)
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 3				**18**	**12**
Year 4					
CS 4402	Comparative Programming Languages	3	CS1103	3	0
CS 4403	Software Engineering 2	3	CS 2401	3	0

CS 4404	Advanced Networking and Data Security	3	CS 2204	3	0
CS 4405	Mobile Applications	3	CS 3305	3	0
CS 4406	Computer Graphics (proctored course)	3	CS 3304	3	0
CS 4407	Data Mining and Machine Learning (proctored course)	3	CS 3304	3	0
CS 4408	Artificial Intelligence (proctored course)	3	CS 4407	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 4				**21**	**9**
Total Program Credits		**120**		**66**	**54**

Notes:

**Electives must be taken from general education courses in the Arts and Sciences. Select introductory courses may be available as an elective for one major, and as a requirement for another major. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled any prerequisites. Some of the courses may not be offered in every term.

Graduate Study

The University of the People is currently in the process of planning for programming at the graduate level. It will be available if and when it has been accredited.

CHAPTER 5: UoPeople's Study Process, Course Requirements and Grading

University of the People offers a unique learning experience that pairs peer-based collaborative learning with advanced information technologies and the Internet. Taken together, this creates an affordable opportunity for universal access to quality higher education with an innovative pedagogical model. Peer-based learning is a collaborative approach that encourages reflection by engaging students from diverse perspectives in an encouraging learning environment. The theory behind this pedagogical model is that studying within communities is more motivating and challenging than reading alone or listening to online lectures. The peer learning methodology, with course Instructor facilitation, stimulates students and offers them a powerful platform to learn from one another.

Comprised of students from around the world, the student body will learn through the peer-based learning method with the support of course Instructors. Within the online study communities, students will share resources, exchange ideas, discuss weekly topics, submit assignments, and take exams. The curriculum is supported by course Instructors who participate in class discussions and oversee all courses. The University's Office of Institutional Research and Planning builds procedures for course evaluation and assessment. Students are asked to anonymously complete course evaluations at the end of each term and, on occasion, to participate in other anonymous surveys. Findings from these evaluations and surveys are used to improve student learning and overall experience.

The Term Schedule

Courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period for preparing and taking the final exam.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week. Within the Learning Week, students can decide when to complete their work. There are no specific times when a student must be logged on to study, and students are not obligated to attend courses 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/ 00:05 UoPeople Time GMT-5) and ends on the following Wednesday at 11:55pm/23:55 UoPeople Time GMT-5). 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. Please note that all reference to time in the study process and schedule is according to University of the People Time – (GMT-5 time zone).

The Study Process and Student Responsibilities

All learning takes place online, and each course requires a minimum of 15 weekly hours. UoPeople awards academic credit upon the successful completion of a course. The number of credit hours varies by course and is determined by the total amount of time students are expected to be academically engaged in all aspects of a course. Students should expect to spend a minimum of 135-150 hours of effort for a 3-credit course.

Students are expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses to questions and comments posted by course instructors and other students. Students are encouraged to seek clarification and assistance from other students, as well as from their course Instructors, to enhance the learning experience in each course.

Components of the Study Process

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 Attendance

Successful course completion depends on students following the instructions and guidelines provided in each course syllabus. Students are therefore advised to become familiar with the course syllabus at the beginning of the term.

Attendance is measured and recorded from posted responses to weekly discussion questions, participation in the peer assessment process, submission of weekly assignments, Learning Journal entries, quizzes, and the final exam.

The Learning Guide

The Learning Guide provides a framework for directing students through study material and tasks required each week including instructions on how to approach the weekly tasks.

Reading Assignments

UoPeople courses use open educational resources (OER) and other materials specifically donated to the University with free permissions for educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. All required

textbooks can be readily accessed inside each course although there may be additional required/recommended readings, supplemental materials, or other resources and websites.

Participation

Research has shown that student participation is directly related to course success In order to provide students with a rich learning experience, students must take an active approach to their studies by being present and involved.

The Class Forum

In the Class Forum, students discuss the course material with their classmates and get to know each other better by viewing their classmates' profiles.

Discussion Forum

Participation in the Discussion Forum is an integral part of the student's learning experience and grade. Students are required to develop and post a substantive response to the Discussion Assignment in the Discussion Forum. A substantive response is one that fully answers the question that has been posed by the instructor. In addition, students must extend the discussion by responding to at least three (3) peers' postings in the Discussion Forum by rating their assignments.

Assignments and Assessment

Students submit their assignments as described in the Learning Guide and Course Syllabus Students are required to submit all assignments by the indicated deadlines and, in addition, to peer assess three (3) classmates' assignments according to the instructions found in the Assessment Form which is provided during the following week. During this peer assessment period, students are expected to provide details in the feedback section of the Assessment Form, indicating why they awarded a grade to a peer. Failure to submit written assignments and/or Assessment Forms may result in failure of the course.

Late Assignments

The University of the People does not accept late assignments. It is important that students understand that missing a submission deadline precludes the possibility of participating in the peer assessment process. Students with exceptional circumstances preventing the timely submission of an assignment should contact their course instructor prior to the due date.

Learning Journal

Instructor may choose to assign specific topics and/or relevant questions as a weekly Learning Journal entry to complete, but student are still encouraged to also use it to document their activities, record questions/problems that they may have encountered, reflect on the learning process, and draft

answers for other course assignments. The Learning Journal must be updated on a weekly basis because its entries will be assessed directly by the course instructor as a part of a student's final grade. The Learning Journal will only be seen by the instructor.

Quizzes

Courses may contain three types of quizzes – the Self-Quiz, the Graded Quiz, and the Review Quiz. These quizzes may contain multiple choice, true/false, or short answer questions. The results of the Self-Quiz do not count towards the final course grade. However, it is highly recommended that students complete the Self-Quiz to ensure that they have adequately understood the course materials.

Final Exams

Students have a four-day period during Week 9 of the term to complete their final exams, beginning on Thursday of Week 9 at 12:05 am/ 00:05 GMT-5 and ending on Sunday of Week 9 at 11:55pm/23:55 UoPeople Time (GMT-5). Students are advised to complete their exams as early in the exam period as possible. Make-up exams are not allowed.

Access to Previous Coursework

Students should be aware that the University of the People does not provide access to courses and course materials on Moodle, including students' own contributions to their courses, beyond the current term. Following the first week after your final unofficial grades are posted within Moodle, access to the previous terms courses will be discontinued. Students are advised to save all their work on their computers in case they want to access it at a later date. If students would like to have access to the syllabus and/or reading materials from a course that has completed, please contact the Office of Academic Affairs at academic.affairs@uopeople.org.

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

In cases where there are inconsistencies with documentation, applicants are asked to supply additional information.

UoPeople levies no charges associated with verifying student identity.

Proctored Exams

University of the People students are required to successfully complete an appropriate number of proctored exams spaced throughout their program of study prior to graduation in order to verify the student's identity as a condition of awarding a degree and diploma upon graduation. The University provides information concerning the availability of and requirements concerning proctored exams to assist students in registering for courses during the next terms where a proctor is required.

Students in the Division of Continuing Education are required to complete ENGL 0101 English Composition 1 under the supervision of an approved proctor.

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 and 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 select their own proctors; however, the proctors must be approved by the University and cannot be related to the student. An approved proctor is a reputable third party of integrity, but not another student at the UoPeople or a relative of a UoPeople student. For example, a proctor can be a local official, work supervisor, librarian, or a religious figure. Additionally, students may arrange for a proctor through a third party company or organization offering proctoring services, but students should be aware that they would 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.

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

Proctored Courses for Computer Science Students

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 Courses for Business Administration Students

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

Please note that students failing to take the proctored final exam at the end of the term will be issued a failing grade for the course. In the event that UoPeople implements the No Final (NF) grade during the 2013-14 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.

Final Grades

Final course grades will be posted by the Office of Student Services and be available before the start of the next term. Students may view their grades in the Student Portal.

Grade Notations and Grading Policies

Criteria for Awarding Grades

The University awards letter grades in recognition of academic performance in each course. Students are graded according to their individual performance in the course and not on a curve.

The grading criteria listed below are illustrative and subject to the specifications in a given course. These are described in each course syllabus. Criteria for awarding grades as described in the course syllabi may include, but are not limited to:

- Quality of assignments and peer assessments

- Sufficient participation in the discussion forums (according to the requirements laid out in the course syllabus) and the quality of the postings

- Performance on quizzes and final exams

- Completion of the Learning Journal

The 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-. Students are reminded that they must have a minimum cumulative GPA of 2.00 in order to be in good academic standing and to graduate from the University of the People.

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
I	N/A	0. 00
NF/NC	N/A	0.00
W	N/A	N/A

Course Repeats

Students earning a passing grade in a given course are not permitted to retake the course.

Students failing a required course must repeat the course in order to complete their program. The University, however, may deny a student's request to retake a failed course.

ENGL 0101 English Composition 1 and UNIV 1001 Online Education Strategies

Students studying Accelerated English in the Division of Continuing Education who are unsuccessful in passing ENGL 0101 English Composition 1 after two attempts will be dismissed from the University. Similarly, all students unsuccessful in passing UNIV 1001 Online Education Strategies after two attempts will be dismissed from the University.

Dismissed students may appeal to the Office of Student Affairs to take the courses a third and final time. Appeals should be sent to the Office of Student Services at student.services@uopeople.org within 30 days of the dismissal notice. Decisions rendered by the Committee are final and binding.

Students given the opportunity to repeat English Composition 1 and Online Education Strategies a third time without success will be dismissed from the University without further appeal.

Grade Reports

At the conclusion of each term of study, students may check their grades in their unofficial academic record in the Student Portal.

Grade Appeals

1. 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.

2. 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.

3. Course instructors who decide to change the student's grade must inform the Office of Academic Affairs and submit the corrected grade. The 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.

4. If the student and the course instructor are unable to reach a resolution, the student may request a Grade Appeal form from the Office of Academic Affairs (academicaffairs@uopeople.org). The completed form must be submitted to the Office of Academic Affairs no later than 30 days after the last day of the term. Late appeals will not be accepted.

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

6. 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.

Summary of Transcript Notations

Pass/Fail (P/F)

Pass/Fail (P/F) graded courses are not included in the calculation of a student's GPA.

- 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-.

Incomplete (I)

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

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

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

No Credit (NC)

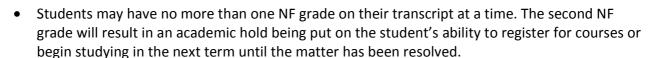No Credit (NC) and no grade points are earned for a course.

No Final (NF)

NOTE: This requirement may be implemented during the 2013-14 academic year, and students will be notified prior to the term in which it will take effect. Until such time, students choosing not to take the final examination will be granted the final letter grade earned in the course, taking into account the grade of "F" that will be assigned as the grade for the final examination.

Students who choose not to take a final exam at the end of a term are issued an NF (No Final) grade on their transcript for the course, and are required to repeat the course and take the final examination within one year of receiving the NF grade. Once the course is repeated, the new course grade is recorded and the original NF changes to No Credit (NC).

- Students required to pay Examination Processing Fees at the University who receive an NF grade will only be required to pay the fee once per course. This will happen at the point that they repeat the course and take the final examination, unless a student had already paid the fee the first time that he or she had registered for the course.

- Students may have no more than one NF grade on their transcript at a time. The second NF grade will result in an academic hold being put on the student's ability to register for courses or begin studying in the next term until the matter has been resolved.

- Students who do not complete the NF within one year will receive a grade of F for the course.

- Students receiving an NF grade in an elective course—a course not needed to satisfy a general education or major requirement for that student—have the option to petition the Student Affairs Committee to complete the course without taking the final exam, to receive the grade earned in a course without taking the final exam, including the grade of F that will be assigned as the grade for the final examination. All petitions should be sent to the Office of Student Services by the last day of the term and all decisions by the Committee are final. Students denied the petition will be required to repeat the course and take the final exam.

Withdrawal (W)

Withdrawal from a course within the withdrawal period is reflected on the student's official transcript.

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

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*3)+(2.33*3)+(0*3) =18 divided by the total course units (9). The resulting GPA is 2.00.

Students are required to be in good academic standing, with a minimum cumulative GPA of 2.00, in order to graduate from the University of the People.

CHAPTER 6: ENROLLMENT & REGISTRATION

Students are formally enrolled in the University and in their selected program once they have been admitted to the University and have been registered for courses. Once admitted to the University, applicants must sign and submit an enrollment agreement to the University, after which a UoPeople official administrator will sign the agreement on behalf of the University.

Students wishing to enroll in two courses will be registered for UNIV 1001 Online Education Strategies and one other course in their first term of study. Students wishing to enroll in one course during their first term will be registered for UNIV 1001 Online Education Strategies.

Students studying Accelerated English in the Division of Continuing Education are registered for ENGL 0101 English Composition 1 and should note that this is a proctored course. Once students complete ENGL 0101 English Composition 1, they may be considered for admission as a Degree Seeking Student and will then follow the initial course-taking pattern described above.

Registration

University of the People opens course registration for students over 3 weeks during every term. Course registration dates can be found on the University of the People Academic Calendar. Registration for courses is available on a first come, first served basis.

With the exception of a student's first term at UoPeople, students are required to register online for all courses, and registration must be completed by the dates listed in the Academic Calendar. For further information regarding registration please contact student.services@uopeople.org.

Course Registration at UoPeople takes place in the Student portal at:
https://students.uopeople.org/login.aspx

Registration Guidelines

- Students on Probation Continued may register for no more than one course per term.

- Students who maintain a cumulative GPA of ≥3.0 at the end of each term may register for up to three courses per term.

- All other students may register for up to two courses per term.

In considering how many courses to take each term, students are reminded that each course requires a minimum of 15 hours of study per week. Therefore students should carefully consider their other time commitments outside of the University when building their schedules.

The University of the People endeavors to fulfill all registration requests.

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 and therefore students are discouraged from relying 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.

Course Drops and Withdrawals

Students are responsible for managing their time at the University and balancing their studies with their non-University commitments. There is, however, some flexibility to enable students to adjust their academic workload after a term has started.

There may be circumstances and occasions when it is necessary for students to change their University activities by dropping a course or withdrawing from a course. Students needing to drop or withdraw from a class are required to follow UoPeople's course drop and withdrawal procedures and are advised to understand the implications outlined in this section.

Students dropping or withdrawing from courses frequently are strongly encouraged to contact an Academic Advisor in the Office of Student Affairs at advising@uopeople.org.

Course Drop

A student may drop a course during the first week of the course session without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect the grade point average (GPA). Note: Please refer to the Academic Calendar in order to verify the last day to drop a course without penalty.

A course drop applies to one course at a time and does not assume withdrawal from the University. Students are responsible for dropping their courses by requesting a course drop from the Online Form area in the Student Portal: (https://students.uopeople.org/login.aspx).

Course Withdrawal

Course withdrawal refers to students formally withdrawing from the course roster after the course drop period has passed, but within the first four weeks of the term. Please refer to the Academic Calendar in order to verify the last day to withdraw from a course without penalty.

Here, a course withdrawal relates to only one course at a time and does not assume withdrawal from the University. A course withdrawal differs from a course drop in that the course will be reflected on the student's official transcript. Students should note the following:

Course withdrawal requests must be sent from the Online Forms area in the Student Portal. The following consequences apply to a student who withdraws from a course within the first four weeks of the course session:

- The student receives a grade of "W" for the course

- The grade of "W" appears on the student's transcript

- The grade of "W" does not affect GPA

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 Academic 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) would have needed to occur after the course withdrawal deadline (during the last five weeks of the term) to make completion of a course or courses very difficult if not impossible. The Academic Affairs Committee assumes that the student's academic performance has been satisfactory up until to the point of the disruptive event.

To petition, students must first contact the Office of Academic Affairs at academic.affairs@uopeople.org to discuss the circumstances requiring a late withdrawal. Afterwards, students choosing to continue with the process of applying for a late withdrawal are required to send in all supporting documentation with the petition for the late withdrawal to the Office of Student Services at student.services@uopeople.org only 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.

Administrative Course Withdrawal

Students who have not participated in a course by the end of the 4th week of the term, or who may have had minimal participation but show no credit for any graded assessments, may be subject to an Administrative Withdrawal from the course.

Students who are administratively withdrawn from a course receive a grade of "W" for the course; the "W" appears on the student's transcript, but the grade of "W" does not affect the student's GPA.

CHAPTER 7: SATISFACTORY ACADEMIC PROGRESS REVIEW (SAP) AND STUDENT ACADEMIC STANDING

Satisfactory Academic Progress (SAP)

The University of the People monitors students' academic performance to ensure satisfactory progress toward a degree. Students at the University of the People are required to maintain a minimum cumulative GPA of 2.00. Satisfactory Academic Progress (SAP) is evaluated at the end of every term, and students are notified in writing by the Office of Student Affairs of their academic standing within one month of every evaluation point.

The University reserves the right to place students on Academic Warning or on Academic Probation and the right to remove students from Academic Warning or on Academic Probation based on their academic performance, notwithstanding the Academic Standards. Additionally, if at any evaluation point it can be determined by the University that it is mathematically impossible for a student to meet a minimum cumulative GPA of 2.00 before graduating, students may be dismissed from the University.

Good Standing

Students maintaining a minimum cumulative GPA of 2.00 are in good standing.

Dean's List

Students earning a minimum of a 3.50 cumulative GPA will be named to the Dean's List at the end of each term in which the 3.50 CGPA is maintained.

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 that 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 an Academic Advisor in the Office of Student Affairs at advising@uopeople.org.

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 that do not return to good standing the subsequent term are dismissed from the University.

Students studying Accelerated English in the Division of Continuing Education who fail ENGL 0101 English Composition 1 will be placed on Academic Probation and have a second and final attempt to pass the course; students who are unsuccessful after two attempts will be dismissed from the University.

Students on Academic Probation are strongly encouraged to be in contact with an Academic Advisor in the Office of Student Affairs at advising@uopeople.org.

Probation Continued

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

Students on Probation Continued are strongly encouraged to continue to be actively in contact with an Academic Advisor in Office of Student Affairs at advising@uopeople.org.

Academic Suspension

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 3 terms at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee.

Students on Academic Suspension may not enroll in the succeeding term; it is a one to three term separation from the University and does not count toward the student's time to degree.

After the specified suspension period had ended, students on academic suspension may apply for reinstatement as a Degree Seeking Student and will be required to sign a contract for Improved Academic Performance with the Office of Student Affairs.

Students returning from Academic Suspension are placed on Probation Continued, are permitted to 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.

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 Dismissal

Students who had been on Academic Probation in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are dismissed from the institution for academic reasons. In some cases, and at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee, such students may instead be placed on Probation Continued status or Academic Suspension. See Chapter 10 for more information about Academic Dismissal.

CHAPTER 8: GRADUATION

All University students are subject to the graduation requirements outlined in the University Catalog at the time they commenced their studies at the University of the People, and must meet all requirements related to source and time for credit acquisition outlined in Chapter 4.

Associate's degree students must complete all required general education and program courses and any electives with an overall minimum GPA of 2.0 (grade of C), and must also pass any required examinations as defined in the specific program. A minimum of 60 semester credits must be successfully completed in order to be awarded the degree.

Bachelor's degree students must successfully complete all required general education and program courses and any electives with an overall minimum GPA of 2.0 (grade of C), and must also pass any required examinations as defined by the specific program. A minimum of 120 semester credits must be successfully completed in order to be awarded the degree and diploma of UoPeople.
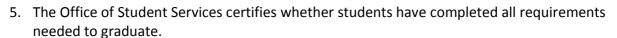
UoPeople does not have an Honors Society. However, Academic Honors for overall achievement at UoPeople are noted on the official transcript and diploma to UoPeople graduates on the following basis:

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

Graduation Procedure

1. Students who have successfully completed a minimum of 42 semester credits in the Associate's program and a minimum of 102 semester credits in the Bachelor's program should contact advising@uopeople.org to verify that they are on track for graduation.

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

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

4. Once students complete all courses needed to graduate (as outlined in the audit form), students should complete the graduation application form and send it to the Office of Student Services. A graduation application form will be sent to students upon request.

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

6. Students are notified as to whether they have met graduation requirements. If not, the Office of Student Services informs students of any outstanding requirements needed to graduate. Once completed, students go back to step 3 listed above.

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

Notes about the Graduation Procedure

- Graduation audits can be submitted during the first four weeks of the term and will be processed between the fifth and eighth week of the term.

- Graduates will be sent their official diploma and transcript during the ninth week of each term.

- Requests received after the fourth week of the term will be processed during the next available term.

All questions regarding the Graduation Procedure should be addressed to student.services@uopeople.org.

Ordering Transcripts

An official University of the People transcript will be provided to the student upon completion of the degree program.

Students who wish to receive an official transcript before the completion of the program may submit a request via email to student.services@uopeople.org, at which time the Office of Student Services will send the student an official transcript request form. Once both the completed form and the $15 USD transcript processing fee payment are received, an official copy of the student's transcript will be processed and sent within 14 – 21 business days.

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

Students may view their unofficial academic record in the Student Portal.

CHAPTER 9: ACADEMIC INTEGRITY AND THE DISCIPLINARY PROCESS

University of the People fosters a spirit of honesty and integrity so fundamental to a university community. Students at University of the People are responsible for following accepted standards of academic integrity. Distance learning programs require a higher level of self-monitoring with regard to academic integrity. All work submitted by a student must represent original work produced by that student. Additionally, all 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.

In cases where an act of academic misconduct remains undiscovered until after credits have been issued or a degree is awarded, University of the People reserves the right to revoke any credits or degree based on new revelations about scholarly issues including, but not restricted to, admission credentials, course work, research, theses, or other final projects.

Students found guilty of academic dishonesty or plagiarism may be faced with disciplinary sanctions including failure of an assignment or an entire course, disciplinary suspension, and ultimately dismissal from the University. Decisions rendered by the University are final and binding.

University of the People has a strict Code of Conduct, designed to maintain the quality of the learning experience. Students are required to follow the Code of Conduct carefully and act in accordance with it at all times.

General Code of Conduct

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

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

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

Code of Academic Integrity

University of the People subscribes to the values and beliefs that are fundamental to academic life and holds all members of its academic community to the highest standards of academic integrity. 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.

Students at the University are required to learn and be personally responsible for educating themselves about plagiarism and the appropriate forms of citation and referencing sources. It is imperative that students seek assistance from course instructors or contact the Office of Academic Affairs at academic.affairs@uopeople.org with any questions.

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 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 the majority of your 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.

  Please note that 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 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 attempting 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 student to their course instructor and in no instances should allegations be made

in a public forum. Specifically, if academic misconduct is suspected in a discussion forum posting, students should contact their course instructor and not assign the student a grade.

Disciplinary Process

All forms of academic dishonesty are grounds for disciplinary action and are permanently noted in a student's academic record. The University retains the right to impose severe disciplinary measures in proven cases of cheating and other forms of academic dishonesty. These may include one or more of the following:

- Failing an assignment or an entire course

- Disciplinary suspension from the University

- Dismissal from the University

- Other appropriate sanctions depending on the severity of the violation

Suspected breaches of the Academic Code of Conduct or the General Code of Conduct are subjected to the University's disciplinary processes.

When Instructors suspect a student has violated the Academic Code of Conduct, Instructors send a warning note to the students explaining in detail the University's policy regarding the violation, asking students to respond by either acknowledging their violation of the Academic Code of Conduct or by providing an explanation for their actions.

If a violation has been made, a student receives a zero for the assignment or discussion. The Instructor in conjunction with the Office of Academic Affairs determines whether the student has been warned about violating the Academic Code of Conduct in previous classes and if that is the case, the current instance is treated as a second occurrence. Students are then sent an official letter from the Office of Student Services who alerts students that the alleged academic misconduct has been referred to a disciplinary body, the Student Affairs Committee, and that possible sanctions may be imposed.

After the letter is sent by the Office of Student Services, students have seven days to respond to the reported violations by emailing back their response to student.services@uopeople.org. After the Student Affairs Committee reaches a decision about the violations, the Office of Student Services informs the student of the decision and any resulting sanction. Decisions rendered by the Student Affairs Committee are final and binding.

Chapter 10: Leave Of Absence, Withdrawal, And Dismissal

It is the student's responsibility to inform the University of the People about his/her academic plans each term by either (1) registering for classes (2) applying for a leave of absence (LOA), or (3) withdrawing from the University.

Inactivity

At its discretion, UoPeople allows students to be inactive for up to three consecutive terms **and** in no more than 3 terms in a given academic year (September to August)[10] when circumstances prevent their attendance at UoPeople. Under special circumstances such as military service, a student's inactivity may be extended for a maximum of five years.

Students requiring an extended period of inactivity at UoPeople may wish to consider withdrawing from the University of the People.

Students are considered **inactive** during a term in the following scenarios:

- with an approved leave of absence (LOA)

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

The time granted for a student's inactivity will not count against the total time allowed to complete the degree.

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[10] Please note that the calculation and counting of consecutive terms will include terms of leave from one academic year to the next academic year. Examples of when a student will be administratively withdrawn on the 4th term of inactivity may include: Terms 1, 2, 3 & 4, Terms 2, 3, 4 & 5, Terms 3, 4, 5, & 1, Terms 4, 5, 1, & 2, and Terms 5, 1, 2, & 3. Also true is the following scenario involving 4 non-consecutive terms of leave in the same Academic Year: Terms 1, 2, 4, & 5, and Terms 1, 3, 4, & 5.

Leave of Absence (LOA)

Students not planning to register for classes during an upcoming term are required to request a leave of absence (LOA) via the Student Portal (https://students.uopeople.org/login.aspx) using the online forms. Students have until one week before the term begins to make this request.[11]

Note that students who registered for courses and begin a term, but do not complete any of them after dropping and/or withdrawing and/or being granted an administrative course withdrawal from all courses, do not need to apply for a leave of absence and are considered inactive in the said term.

Students are encouraged to learn and comply with all LOA procedures; failure to comply with the LOA policy is grounds for University administrative actions.

- Students who fail to apply for a LOA and do not register for classes will be administratively withdrawn from the University on the first day of the term. In highly specialized cases, the University will grant administrative leave to the student.

- Students exceeding the maximum number of inactive terms either consecutively or in an academic year will be administratively withdrawn from UoPeople.

Students who are administratively withdrawn from UoPeople have the option to appeal within 30 days. To appeal an administrative withdrawal from UoPeople, students are required to send a formal appeal request to the Office of Student Services at student.services@uopeople.org.

Notes about a Leave of Absence

- Students experiencing extenuating circumstances that affect their ability to apply for a LOA may contact the Office of Student Services at student.services@uopeople.org.

- Any approved leave of absence from the University will be revoked for students who are dismissed or suspended.

- Students granted a leave of absence while on Academic Warning, Academic Probation, or Probation Continued will return to their studies with the same status.

- Students returning from an academic or disciplinary suspension are eligible to request a leave of absence before returning to their studies.

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[11] The University reserves the right to request supporting documentation for any leave of absence. All requests will be reviewed by the relevant committee and a decision will be sent to the student by the Office of Student Services. University of the People's decision to grant or refuse a request for a leave of absence will be final and binding.

Withdrawal from the University

Students who wish to withdraw from the University must send an email to the Office of Student Services at student.services@uopeople.org with their name, Student ID, and a request to withdraw from UoPeople. Students are also asked to indicate their reason for withdrawing from UoPeople in the email.

Students who have withdrawn but wish to return to study in the future may be required to re-apply for admission and to pay the Application Processing Fee and the Exam Processing Fees then in effect if they have been away from the University for more than 15 terms.

- Students in good academic standing may withdraw from the University with no limitation on their ability to request re-enrollment within 5 consecutive terms after withdrawing.

- Students in good academic standing may withdraw from the University for a period of 6-15 consecutive terms with no limitations on their ability to request reinstatement at any time during this period.

- Students may withdraw from the University with no limitation on their ability to request academic renewal after more than 15 consecutive terms away from the institution.

Administrative Withdrawal

Students will be administratively withdrawn from UoPeople when failing to comply with University policies and procedures.

- Students who fail to apply for a LOA and do not register for classes will be administratively withdrawn from the University at the beginning of the said term. In highly specialized cases, the University will grant administrative leave to the student.

- Students exceeding the maximum number of inactive terms either consecutively or in an academic year will be administratively withdrawn from UoPeople.

- Students who fail to return from an approved leave of absence at the beginning of the term immediately following the approved leave period and who do not submit a formal request to withdraw from the institution will be administratively withdrawn from the University as of the beginning of said term.

- 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 and who do not submit a request to withdraw from the institution will be administratively withdrawn from the University at the beginning of said term.

Students who are administratively withdrawn from UoPeople have the option to appeal within 30 days of the withdrawal notice. To appeal an administrative withdrawal from UoPeople, students are

required to send a formal appeal request to the Office of Student Services at student.services@uopeople.org.

Dismissal from the University

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 or unless the student later applies for readmission and is accepted.

Students may be dismissed from the institution for failing to make satisfactory academic progress and for disciplinary reasons including:

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

- Students for whom it is mathematically impossible to meet a minimum cumulative GPA of 2.00 before graduating are dismissed from the University.

- Students studying Accelerated English in the Division of Continuing Education who do not successfully pass ENGL 0101 English Composition 1 after two attempts are dismissed from the institution.

- Students who do not successfully pass UNIV 1001 Online Education Strategies after two attempts are dismissed from the University.

- Students who petition the Student Affairs Committee and are given the opportunity to repeat ENGL 0101 English Composition 1 and UNIV 1001 Online Education Strategies a third time and do not pass the courses, will be dismissed from the University without further appeal.

- Students who violate the Academic Code of Conduct or are found guilty of academic dishonesty or plagiarism may be faced with disciplinary sanctions including dismissal from the University without further appeal.

- Students who violate institutional policy may be dismissed from the University. The severity of the violation and the student's previous disciplinary record, if any, will determine the sanction issued, up to and including dismissal.

- Students falsifying information on an application, encouraging another to falsify information on an application, performing an act to intentionally mislead or misinform instructional personnel or administrators will be subject to disciplinary action, including dismissal from the University without further appeal.

Appeal Process for Dismissals and Suspensions

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

Students with extenuating circumstances will have the opportunity to submit a written appeal to the Student Affairs Committee no later than thirty days from the suspension or dismissal notice. All appeals should be sent to the Office of Student Services at student.services@uopeople.org and will be directed to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email within one week from the Office of Student Services.

The appeal should include a clear description of the basis of the appeal, students' reflections about their own academic difficulties at the University, and should specify a plan to better support their own academic success in the future. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance.

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

CHAPTER 11: ENROLLMENT STATUSES AND RETURNING TO THE UNIVERSITY

Re-Enrollment

Degree Seeking Students who have interrupted their otherwise continuous enrollment at the University and wish to resume their studies are required to contact the Office of Student Services to request re-enrollment. Once re-enrolled, students will be eligible to register for courses in the subsequent term.

Re-enrollment is necessary after any of the following situations:

- students who were on approved leave of absences, 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 returning earlier than the specified time arranged for a leave of absence must re-enroll at the University.

- students who had formally withdrawn from UoPeople, had the minimum or higher cumulative GPA required at the time they left, and are in good disciplinary standing with UoPeople may apply to re-enroll after being out of residence for 5 or fewer consecutive terms.

To allow for academic planning, students should contact the Office of Student Services at student.services@uopeople.org to request re-enrollment as soon as they decide on the term in which they wish to return. Requests for re-enrollment should be initiated at least fifty 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.

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. 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. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for re-enrollment under the supervision of the Dean of Student Affairs. These students will be permitted to register for one course per term until returning to good academic standing.

Reinstatement

Reinstatement is a procedure that allows former Degree Seeking Students the opportunity to return to the University:

- students who had been suspended from the University of the People for disciplinary reasons for five 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 from the University and have been away for more than five but fewer than fifteen consecutive terms, may apply for reinstatement.

- Students applying for Reinstatement are required to have been in good standing when they left the University. However, the Student Affairs Committee will review reinstatement requests for students with a cumulative GPA below a 2.00. 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 open registration period after their re-reinstatement has been approved.

  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 advised to register for one course per term until returning to good academic standing.

Students interested in applying for reinstatement should contact the Office of Student Services at student.services@uopeople.org.

Once reinstated, students are required to maintain good standing, and are encouraged to be in contact with an Academic Advisor in the Office of Student Affairs. Students who are reinstated and fail to achieve or maintain a minimum 2.00 term GPA, will be placed on Academic Warning, Academic Probation, Probation Continued, or may ultimately be dismissed.

Academic Renewal

UoPeople students who have been away from the University for a minimum of 15 consecutive terms, who had formally withdrawn from the University, or may or may not be in good academic or disciplinary standing with the University, may apply for Academic Renewal by contacting the Office of Student Services at student.services@uopeople.org.

Academic renewal requests should be initiated at least fifty days before the first day of the term in which academic renewal is sought. Students applying for academic renewal will be required to complete a new application for admission and to pay the Application Processing Fee and Exam

Processing Fees then in effect. Students accepted for Academic Renewal will be contacted by the Office of Student Services.

Students 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 an Academic Advisor in the Office Student Affairs, and are required to maintain good standing at the University.

CHAPTER 12: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

The University of the People encourages all admitted and prospective students to contact the relevant University office for any assistance and clarification of policies and procedures.

Library Services: library@uopeople.org

Office of Academic Advising: advising@uopeople.org

Office of Academic Affairs: academic.affairs@uopeople.org

Office of Admissions: admissions@uopeople.org

Office for Payments: payments@uopeople.org

Office of Scholarships: scholarships@uopeople.org

Office of Student Affairs: student.affairs@uopeople.org

Office of Student Services: student.services@uopeople.org
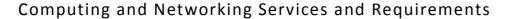
Technical Support: support@uopeople.org

University Services

Library Resources and Services

In support of our students and their academic pursuits, University of the People has joined the Library and Information Resource Network (LIRN). LIRN enhances UoPeople's academic programs with a rich and powerful collection of resources including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. All University of the People instructional personnel and enrolled students may use these resources free of charge. Additionally, students are provided recommended open sources 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, please contact UoPeople's Director of Library Services at library@uopeople.org.

Computing and Networking Services and Requirements

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 on the Virtual Learning Environment. The University may access and observe communications conducted on the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the Code of Conduct including investigating allegations of misconduct, suspected misconduct or other complaints. Additionally, the University of the People may provide limited access to learning resources to individuals other than students, alumni, instructional personnel, and staff.

Contact Information for Students

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 student.services@uopeople.org and include the following information:

- The student's full name including both the first and last name

- Student ID

- Details to be updated

Students should note that any change of contact information on Moodle at http://my.uopeople.org is not considered a formal change of contact information; you must notify the office of Student Services. 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.
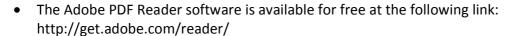
Computer Requirements

Students are required to have access to a computer with a reliable Internet connection in order to complete all requirements for a course.

Students 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, students need to be able to open and save documents in these formats as well.

- 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.

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

- 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:

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

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

- Other Software: Please 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.

Student Login Username and Password

Each student is assigned a designated username and password to log into the University of the People Online Learning Platform and courses. UoPeople students with technical issues should contact Technical Support at support@uopeople.org for assistance with login problems.

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.

Technical Support

Technical Support is available to registered students through email at support@uopeople.org. In order to trouble shoot the problem, students are asked to include the following information in the e-mail:

- Student ID number and the student's first and last names

- The course number and the course name (example: BUS 1103 Microeconomics).

- Provide a brief description about what happened when the error occurred.

- Include any error messages received. Another option is for students to 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.

- Record the exact time (University of the People time) that the error occurred.

University Offices

Office of Academic Affairs

- The Office of Academic Affairs provides students with advice pertaining to their academic studies and pertinent information regarding academic policies and procedures.

- The Office of Academic Affairs assists students in solving academic-related problems within their courses, peer assessment issues, communication with course instructors, and other general course-related issues such as academic honesty.

- The Office of Academic Affairs implements policies and procedures for Incomplete Grades, Late Withdrawals, Administrative Course Withdrawals, and Change of Major or Degree Program Requests.

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

Students who have academic-related questions should always contact their course instructor first; however, the Office of Academic Affairs is always present to provide support and outreach to all University of the People students at the following email address: academic.affairs@uopeople.org.

Office of Student Affairs

The Office of Student Affairs supports UoPeople students as they navigate their way through their studies in order to help them achieve academic success and feel prepared to graduate and make plans beyond the University.

Academic Advising

Academic advising is available for students wishing to be in contact with an Academic Advisor at the University of the People. Students are encouraged to touch base with an academic advisor at least once a year to check on their academic progress. Academic Advisors are available for students to guide them through their academic studies at the University of the People and help students monitor their degree progress and choose the next logical sequence of courses.

Academic Advisors also work with students at the University of the People to answer questions and respond to concerns about academic progress, goals in attaining their degrees from the University, and challenges and decisions that need to be made throughout their academic studies. Students both receive emails from the University's academic advisors throughout the term, and are invited to address UoPeople's Academic Advising team privately by emailing advising@uopeople.org.

Students in danger of not passing the Satisfactory Academic Progress (SAP) review, or who have already been placed on Academic Warning or Academic Probation and are in danger of being dismissed

from the University for unsatisfactory academic progress, are strongly encouraged to seek out and work together with an Academic Advisor.

Students who have been suspended from the University also may be in contact with the Dean of Student Affairs at student.affairs@uopeople.org to discuss any questions about the terms of their suspension and the opportunities for them to return to the University of the People in the future.

Academic Advising Virtual Office

The Academic Advising Virtual Office (AAVO) is a resource center for students at the University, providing access to University academic advisors and mentors in Moodle, and allowing students to collectively support, assist, guide, and advise one another at the University through discussion forums.

Eligible students are invited to participate in UoPeople's AAVO and participants are required to follow all the rules and regulations outlined in the Catalog. Inappropriate postings violating the Academic Code of Conduct and Academic Code of Integrity will be removed from the AAVO, and students with repeated violations in the AAVO will no longer be given access to the center. All violations are grounds for disciplinary action.

The AAVO can be accessed via student Moodle homepages.

Career Education Program

An online Career Education Program is currently being planned to provide students eager for additional exposure to information on life-long learning and the world of work. The program will offer workshops on a variety of topics such as resume writing, networking across borders, applying for graduate study, and many others intended to provide a rich array of work/life resources for students at UoPeople.

The Career Education Program will not serve as a job placement agency, but as an interactive program assisting students in preparing for life after the degree. For more information about this program, students are encouraged to contact the Office of Student Affairs at student.affairs@uopeople.org.

UoPeople Alumni Society

Alumni services and an Alumni Society are being planned for graduates of the University of the People. The University of the People looks forward to welcoming all UoPeople graduates into the Alumni Society. For more information, please contact the Office of Student Affairs at student.affairs@uopeople.org.

Internships

University of the People helps students make connections with companies providing internships opportunities. Currently, the University of the People has partnered with the Catalyst Initiative and other companies offering internships to top qualified UoPeople students. For more information about internship opportunities, contact the Office of Student Affairs at student.affairs@uopeople.org.

Other

UoPeople does not currently offer the following services: Student ID cards, an orientation program, and a graduation ceremony.

Office of Student Services

The Office of Student Services forms part of a comprehensive network of services at the University designed to support and help students throughout their studies. Student Services provides students with both administrative and academic services in consultation with other bodies of the University and is also responsible for implementing university policies and procedures, keeping the student body updated accordingly.

Student Services provides a range of support, information, and special services to enhance student experiences at UoPeople. Student Services provides a range of support, information, and special services to enhance student experiences at UoPeople. All student records are permanently and confidentially maintained by the Office of Student Services. Information regarding enrollment data and the date of degrees conferred will be of public record.

Students are welcome to email the Office of Student Services regarding:

- Course registration

- Proctor information

- Appeals

- Updates to student records

- Leave of absence questions

- Forms for various processes and procedures (i.e. change of degree program request forms & official transcript order forms.)

- Graduation deadlines and logistics

- Referrals to other UoPeople offices

- General information about the University

Students are encouraged to contact the Office of Student Services at student.services@uopeople.org.

Office of Admissions

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 with updates to their applicant status.

More information about the admissions process can be found in Chapter 2; interested parties can reach the Office of Admissions at admissions@uopeople.org.

Scholarship Office

The Scholarship Office receives and processes scholarship requests from admitted applicants and current students who are unable to pay part or all of the exam processing fees.

Additionally, the Scholarship Office provides scholarship information to prospective students and is available to answer any questions or concerns.

The Scholarship Office can be reached by emailing scholarships@uopeople.org.

Payment Office

The Payment Office oversees the processing of payments for both application and exam processing fees at UoPeople, and is responsible for the handling and disbursement of grants for application processing fees. Also working in conjunction with the Scholarship Office, the Payment Office processes and reconciles scholarship payments for students unable to pay exam processing fees.

For questions regarding payments including payment methods, amounts payable, and payment deadlines, applicants and students may contact the Payment Office at payments@uopeople.org.

CHAPTER 13: COURSE DESCRIPTIONS AND KEY

Undergraduate Courses in Arts and Sciences Courses

Online Education Strategies

This course is required for all students and is a preparation for a successful journey into the online learning environment with the University. It will introduce students to the University of the People library, the resources available to them, to the academic methods, and to the policies and expectations for student performance. Further, it will provide an overview of strategies for student success including time and stress management, effective study skills, and personal ownership of the learning process.

Course Code: UNIV 1001
Prerequisites: None
Credits: 3

English Composition 1 (Proctored Course)

This course is a mandatory course for all students that have not demonstrated English proficiency. The purpose of this course is to develop and enhance English skills of reading and writing which are necessary for adequate performance in all academic areas. The units focus on a range of texts and genres designed to improve students' knowledge and understanding of academic discourse. Each unit also focuses on the progressive development of reading, grammar, writing and test taking skills.

Course Code: ENGL 0101
Prerequisite: None
Credits: 3

English Composition 2 (Proctored Course)

This course is designed to further develop and enhance skills in purposeful academic writing and analysis. The course covers the short story (literature, genre), the importance of storytelling, research review, computer-supported cooperative work (CSCW), and promotes advanced writing skills.

Course Code: ENGL 1102
Prerequisite: None
Credits: 3

Business English

The purpose of this course is to build an understanding of effective uses of English in a business environment and to develop strong core business communication skills. This course will introduce the varying modes of English communication in the business environment and when to use them. It will also help to develop and expand students' business-related vocabulary, and to develop an understanding of the best techniques for successful communication in varying business contexts.

Course Code: ENGL 1103
Prerequisite: None
Credits: 3

College Algebra (Proctored Course)

This course can be used to satisfy an Arts and Sciences requirement as well as provide a solid grounding in algebra, trigonometry, and analytic geometry in preparation for further mathematical studies. The course includes an extensive study of linear, quadratic, and rational functions. It also contains an introduction to exponential and logarithmic functions and circles. Finally, the topic of systems of linear equations is covered.

Course Code: MATH 1201
Prerequisite: None
Credits: 3

Calculus

This course covers topics such as real numbers, differentiation, continuous functions, integration, limits, analytic geometry and trigonometry.

Course Code: MATH 1211
Prerequisite: MATH 1201
Credits: 3

Introduction to Statistics (Proctored course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution and the Central Limit Theorem. The R statistical programming environment is used for computation, graphical presentation, and simulations.

Course Code: MATH 1280
Prerequisite: None
Credits: 3

Statistical Inference

This course covers inferential statistics, estimation, and hypothesis testing. The emphasis in the course is on the presentation of statistical methods and on the interpretation of the outcome. The philosophy and practice of statistics and not its mathematics is at the center. Needed mathematical computations are demonstrated via simulations rather than by abstract proofs. The R system for data analysis is used as part of the teaching.

Course Code: MATH 1281
Prerequisite: MATH 1280
Credits: 3

Discrete Mathematics

This course is primarily intended for students majoring in Computer Science. The emphasis will be on the development of technical discrete mathematics skills, rather than rigorous proof. Topics will include number systems, sets, logic, induction, elementary counting techniques, relations, functions, matrices, and Boolean algebra.

Course Code: MATH 1302
Prerequisite: None
Credits: 3

Art History

This survey course in Western Art History will explore art as a cultural production. This introduction to the academic discipline will familiarize students with major movements and styles of art as well as the various media and purposes of artistic production. The relationship of the visual arts and the individual artist to their society and culture will also be explored.

Course Code: AHIST 1401
Prerequisite: None
Credits: 3

Ethics and Social Responsibility

This course explores Western and non-Western approaches to ethical reasoning, and the social implications of unethical behavior. Current professional ethics as well as cultural values will be analyzed, and students will be asked to reconcile these with personal beliefs in order to prepare them for taking responsibility for their actions in the world.

Course Code: PHIL 1404
Prerequisite: None
Credits: 3

Globalization

This course examines changes in national economies over the past half century. Special attention is given to the ways that globalization impacts citizenship, ethnic and religious issues, migration, public health, poverty, and wealth. The cross-cultural context affords the opportunity to address issues of a global nature which may profoundly influence the conditions under which people live and work.

Course Code: POLS 1503
Prerequisite: None
Credits: 3

Greek and Roman Civilization

The course includes selected readings from Homer, Plato's Dialogues, and a brief description of the rise and fall of the Roman Empire. Students will address the question: In what ways did Greek and Roman civilization provide the foundations for the development of western culture?

Course Code: HIST 1421
Prerequisite: None
Credits: 3

Introduction to Economics

This course provides an introduction to economics as well as an overview of macroeconomics and microeconomics. Course topics include the operations of a market economy, money and banking, the relations between business organizations and government regulatory agencies, optimal allocation of resources, price stability and long-term growth.

Course Code: ECON 1580
Prerequisite: None
Credits: 3

Introduction to Environmental Sciences

This is a multidisciplinary course that will bring together data collected from various scientific fields to help students understand the environment, current environmental problems and solutions to these problems. The course will cover topics that include biodiversity conservation, agriculture related environmental impacts, environmental effects of human populations and urbanization, the consequences of society's dependence on fossil fuel and solutions using alternative energy sources, environmental waste or pollutants affecting land, water and air and lastly environmental economics, ethics, policy and sustainable living.

Course Code: ENVS 1301
Prerequisite: None
Credits: 3

Introduction to Philosophy

This course traces the origins of philosophical thinking from Socrates and Plato in Ancient Greece to great thinkers of modern times. The profound questions they posed about reality, ethics, and knowledge still challenges us today. This course emphasizes how philosophy is a manner of thinking about the most basic problems faced by ordinary people and students are encouraged to examine the ideas of the philosophers as they impact their own lives.

Course Code: PHIL 1402
Prerequisite: None
Credits: 3

Introduction to Psychology

This course covers the basic principles of psychology, its common approaches, and its theoretical underpinnings. As both a research and applied discipline, Psychology involves the study of mental processes and behavior and will facilitate better understanding of the relationship between mind and body, and the self and other.

Course Code: PSYC 1504
Prerequisite: None
Credits: 3

Introduction to Sociology

This course studies and compares social groups and institutions and their interrelationships. Special topics covered in the course include culture, socialization, deviance, stratification, race, ethnicity, social changes, and collective behavior. As an introduction to the scientific discipline of Sociology, students will have the opportunity to analyze what we know and what we think we know as citizens, individuals, and as novice sociologists.

Course Code: SOC 1502
Prerequisite: None
Credits: 3

Undergraduate Courses in Business Administration

Principles of Business Management

This course is an introduction to the field of business management. Topics include developing mission, vision and values, organizational culture, leadership, decision-making, organizational behavior, motivation, and human resource management. This course will present a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling. Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management

Course Code: BUS 1101
Prerequisite: None
Credits: 3

Basic Accounting

The Basic Accounting course introduces students to financial reporting and financial management concepts and practices. The primary focus of this course is the preparation and use/analysis of general purpose financial statements in support of the capital market decision-making process. In addition, certain financial accounts concepts related to current assets will be covered.

Course Code: BUS 1102
Pre- or Co-requisite: BUS 1101
Credits: 3

Microeconomics

This course introduces the economic analysis of the interactions between households, businesses and government with regard to allocation of goods, services and resources. In this course, we will learn about basic elements of consumer and firm behavior, different market structures and their effects on welfare, and the direct and indirect role of the government in determining economic outcomes. Topics include theory of consumer behavior, production, and cost determination.

Course Code: BUS 1103
Prerequisites: BUS 1101
Credits: 3

Macroeconomics

This course provides a solid overview of the field of macroeconomics with the intent to develop a general understanding and appreciation of the factors and methods used to manage macroeconomic policy and the impact of these policies on the global economy. This course will help you to understand

how a nation's economy works and how macroeconomic policy impacts a nation's economy. It will help you to judge what policies you, as an informed member of society and participant in the economy, will or will not support.

Course Code: BUS 1104
Prerequisites: BUS 1101
Credits: 3

Principles of Marketing (Proctored course)

This course provides an introduction to the field of marketing where students develop a general understanding and appreciation of the factors and methods involved in marketing a variety of goods and services. Topics include consumer needs, segmentation, target marketing, positioning, pricing, distributing, and promoting goods and services. Emphasis is placed on the integration of marketing principles into an organized approach for decision-making.

Course Code: BUS 2201
Prerequisites: BUS 1101
Credits: 3

E-Commerce (Proctored course)

This course serves as an introduction to internet-based business models (i.e., e-commerce) in organizations. Study of this field will assist information professionals to recognize opportunities and overcome challenges posed by the e-economy. Topics include e-commerce management, use of information systems and integration with human resources, knowledge management strategies, e-marketing and relationships between the internet, government, and society.

Course Code: BUS 2202
Prerequisites: BUS 1101
Credits: 3

Principles of Finance 1

This course provides a broad understanding of basic principles in the area of finance. The course introduces techniques for effective financial decision-making and helping managers to maximize shareholders' wealth. The course covers topics related to the operation of financial markets and banking systems and the problems of financing and investment decisions and provides a theoretical background for critical and productive thinking.

Course Code: BUS 2203
Prerequisites: BUS 1102
Credits: 3

Personal Finance

This course provides a practical overview of personal finance management with the intent to provide students with the knowledge and skills to manage their personal finances effectively in order to ultimately attain financial security. Emphasis will be placed on the development of personal financial management skills. Areas of study will include financial planning, budgets, basic finance and financial statements, credit management, savings, personal risk management, insurance, retirement planning, and investments.

Course Code: BUS 2204
Prerequisites: BUS 1101
Credits: 3

Multinational Management

This course provides an examination and analysis of multinational management functions and processes including planning, organizing, leading, and controlling across cultures and borders in globally diverse environments and organizations. Topics include cross-cultural strategic planning, leadership, and human resource management.

Course Code: BUS 2207
Prerequisites: BUS 2201
Credits: 3

Financial Accounting (Proctored course)

This course continues the study of accounting begun by the students during their Basic Accounting course. This course emphasizes accounting for liabilities, accounting for equity, and corporate forms of ownership. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and analysis of variances. Obtaining familiarity of these topics and tools is intended to highlight the importance of management reporting and decision making.

Course Code: BUS 3301
Prerequisite: BUS 2203
Credits: 3

Consumer Behavior

This course provides the student with a comprehensive theoretical and practical foundation of knowledge regarding the forces (such as economic, social, psychological, and cultural factors) that shape the attitudes and behaviors of consumers of products and services.

Course Code: BUS 3302
Prerequisites: BUS 2201
Credits: 3

Entrepreneurship 1 (Proctored course)

This course provides an introduction to entrepreneurship and the dynamics of starting/owning a business. This course is designed to assist students with the knowledge and skills entrepreneurs need to start and/or manage a small business. It will help you understand the steps involved in the process of the creation/development of business ideas and turning those ideas into a successful business model. The course will focus on the feasibility, planning, and implementation of a new business venture.

Course Code: BUS 3303
Prerequisites: BUS 2201
Credits: 3

Managerial Accounting

This course is a continuation of Financial Accounting with focus shifted to the internal needs of managers. The course offers students an understanding of managerial accounting techniques used in today's modern business world.

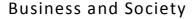Course Code: BUS 3304
Prerequisites: BUS 3301
Credits: 3

Business Law and Ethics (Proctored course)

This course introduces the student to law and ethics as they apply in a business environment. The intent of this course is to develop in the student a general understanding of basic legal principles and how they affect the conduct of business on a practical level. While common law legal systems and that of the United States in particular are used to demonstrate the interaction of law and business, the principles introduced here assist in developing a general approach to business law and ethics. Topics include an introduction to law in general, litigation and alternatives to litigation, criminal law, torts and contracts, property law, employment law and business ethics. The interaction of law and business disciplines, such as management, finance, human resources, accounting, and sale and marketing is emphasized.

Course Code: BUS 3305
Prerequisites: BUS 1101
Credits: 3

Business and Society

This course explores the inter-relationships between business and society, including the tensions between various stakeholders and the growing pressures to approach business with corporate responsibility and sustainability as primary underlying influences. With rapidly changing technology and globalization, we must strategize our business decisions with far greater insight and conscientiousness than ever before. This course takes a look at business and society relationships from various global perspectives, including developing countries and societies, and different cultural norms and beliefs. It provides students with insights into the issues surrounding business from both macro and micro level perspectives.

Course Code: BUS 3306
Prerequisites: BUS 1101
Credits: 3

Entrepreneurship 2

This course continues where Entrepreneurship 1 ended and addresses entrepreneurship in international markets. The key success factors in creating a new internationally oriented business venture will be examined from the perspective of the entrepreneur.

Course Code: BUS 4401
Prerequisites: BUS 3303
Credits: 3

Organizational Behavior (Proctored course)

This course focuses on the examination of research and theory of factors that influence the way members of an organization behave. Topics include the behavior of employees, work groups and supervisors, effective organizational communication, handling of change in the organization, and the goals and structure of an organization.

Course Code: BUS 4402
Prerequisites: BUS 1101
Credits: 3

Business Policy & Strategy (Proctored course)

This course addresses the formulation, implementation, monitoring and control of business strategies and supporting organizational policies. Students learn to evaluate the comprehensive business enterprise through an integrated view of the various functional disciplines. This course attempts to develop the conceptual and abstract skills required by leaders of businesses in a competitive environment in order to understand business issues and challenges from the perspective of all functional managers.

Course Code: BUS 4403
Prerequisites: BUS 3306 and BUS 2207
Credits: 3

Principles of Finance 2

This course expands on concepts from Principles of Finance 1 to provide greater depth of core issues including valuation, cost of capital, capital budgeting, estimating cash flows, capital structure, dividends, forecasting, and working capital management. Case studies and information resources will be utilized to explain how financial theory is applied in real-life situations.

Course Code: BUS 4404
Prerequisites: BUS 2203
Credits: 3

Leadership (Proctored course)

In this course, students will explore organizational leadership theories as well as examine how to strategically lead self and others while fostering a culture of performance. Students will use tools that leverage organizational and individual development. Through an integration of a variety of these tools, strategies, and theories, the students will develop knowledge, skills and attitudes (KSA) necessary in contemporary leadership development.

Course Code: BUS 4405
Prerequisites: BUS 1101
Credits: 3

Quality Management

This course investigates to concept of "quality" in organizational culture, and how it has developed over time. A number of quality-improvement techniques will be explored, such as employee empowerment, quality-improvement tools, cross-functional teams, leadership for quality, continuous leaning, process management, Taguchi methods, ISO 9000 standards, and the role of inspection in quality management. Issues concerning the implementation of methods such as Total Quality Management (TQM) will also be studied.

Course Code: BUS 4406
Prerequisites: BUS 4402
Credits: 3

Strategic Management

This course explores the relationships between organizations and their environments from a corporate policy perspective. Topics to be discussed include organizational structure and development,

competition analysis, long and short-range planning, creating mission and vision statements, implementing goals, performance indicators and evaluation.

Course Code: BUS 4407
Prerequisites: BUS 4402
Credits: 3

Undergraduate Courses in Computer Science

Programming Fundamentals

This course covers the basics of computer programming and provides a foundation for further learning in this area. It is suited for students who are absolute beginners and as such no previous computer programming knowledge is required to finish this course. The course uses the Python programming language which is very simple and straightforward. Although this course is for beginners, the course will cover abstract concepts which can be applied to almost any programming language, and students are encouraged to pay attention to these, since the way of thinking like a programmer is the most valuable lesson they will learn.

Course Code: CS 1101
Prerequisites: None
Credits: 3

Programming 1

This introductory course teaches the fundamental concepts of programming languages by use of the popular Java language. The topics cover fundamental principles of programming, including data types, program control and decisions, loops, string manipulations, procedures, arrays, software testing, and debugging.

Course Code: CS 1102
Prerequisites: None
Credits: 3

Programming 2

This course builds on the Introduction to Programming 1 course and teaches a more highly developed Java programming language with features beyond the basic concepts covered in the first programming course, preparing students for professional software development builds on this work in several directions. A large part of the course will be devoted to more advanced building blocks such as recursion, linked data structures, and Java's Collection Framework. In addition to this, you will learn more about designing and coding complex, robust, and efficient programs. And you will be introduced to a professional programming tool: the Eclipse Integrated Development Environment.

Course Code: CS 1103
Prerequisites: CS 1102
Credits: 3

Computer Systems

This course is an introduction to computer systems. In this course we will begin by exploring the internal design and functionality of the most basic computer components. From there, we will use an online hardware simulator to actually "build" a computer and develop an assembler from the ground using concepts we will learn in the class. In the process, we will cover the ideas and techniques used in the design of modern computer hardware and discuss major trade-offs involved in system design as well as future trends in computer architecture and how those trends might affect tomorrow's computers.

Course Code: CS 1104
Prerequisites: CS 1103
Credits: 3

Databases 1

This course introduces the fundamental concepts necessary for designing, using and implementing database systems. We stress the fundamentals of database modeling and design, relational theory, and the Structured Query Language.

Course Code: CS 2203
Prerequisites: CS 1102
Credits: 3

Communications and Networking

This course will introduce the basic concepts of communication networks, including the OSI model and different types of communication protocols, including the Internet Protocol (TCP/IP protocol). The course will also cover the key concepts and structures of the Internet. Throughout the course, we will mainly be focusing on the two most prevalent reference models of network definition, OSI and TCP/IP.

Course Code: CS 2204
Prerequisites: CS 1104
Credits: 3

Web Programming 1 (Proctored course)

This course introduces students to fundamental concepts and issues surrounding software development for programs that operate on the web and the internet such as static and dynamic content, dynamically served content, web development processes, and security.

Course Code: CS 2205
Prerequisites: CS 1103
Credits: 3

Operating Systems 1 (Proctored course)

This course provides an applied introduction to commercial operating systems. It is intended for intermediate students who have basic programming skills. Key concepts of computer systems and operating systems are introduced, as well as the communications and linkages associated with computer systems. Operating systems that are introduced include Microsoft Windows and UNIX/Linux.

Course Code: CS 2301
Prerequisites: CS 1103
Credits: 3

Software Engineering 1

This course focuses on the engineering process requirements, including identification of stakeholders, requirements elicitation techniques such as interviews and prototyping, analysis fundamentals, requirements specification, and validation. Course topics will include the use of models (State-oriented, Function-oriented, and Object-oriented), documentation for Software Requirements (Informal, semi-formal, and formal representations), structural, informational, and behavioral requirements; non-functional requirements, and the use of requirements repositories to manage and track requirements through the life cycle.

Course Code: CS 2401
Prerequisites: CS 1103
Credits: 3

Data Structures

This course introduces the fundamental concepts of data structures and the algorithms that proceed from them. Although this course has a greater focus on theory than application the assignments, examples, and cases introduced throughout the course help to bring the gap between theoretical concepts and real world problem solving. We will be using a software tool that will enhance our understanding of the operation and function of the data structures and algorithms explored throughout the course by visually animating examples of data structures and algorithms so that we can understand their operation. Key topics within this course will include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, tress, and graphs), and the basics of algorithmic analysis.

Course Code: CS 3303
Prerequisites: CS 1103
Credits: 3

Analysis of Algorithms

This course builds on knowledge of elementary algorithm analysis gained in Data Structures to further analyze the efficiency of algorithms for sorting, searching, and selection. The course will also introduce algorithm design techniques.

Course Code: CS 3304
Prerequisites: CS 3303
Credits: 3

Web Programming 2 (Proctored course)

This course builds on the concepts and issues discussed in Web Programming 1 surrounding software development for programs that operate on the web and the Internet. Existing and emerging web development topics to be covered include web applications, web services, enterprise web development, markup languages, and server-side programming.

Course Code: CS 3305
Prerequisites: CS 2205
Credits: 3

Databases 2 (Proctored course)

This course will cover server database management, configuration and administration, security mechanisms, backup and recovery, transact SQL Programming, and an introduction to database web-application development.

Course Code: CS 3306
Prerequisites: CS 2203
Credits: 3

Operating Systems 2

This course builds on principles learned in Operating Systems 1 to approach complex computer operating system topics such as networks, parallel computing, remote procedure call, concurrency, transactions, shared memory, message passing, scale, naming, and security.

Course Code: CS 3307
Prerequisites: CS 2301
Credits: 3

Information Retrieval (Proctored course)

This course covers the storage and retrieval of unstructured digital information. Topics include automatic index construction, retrieval models, textual representations, efficiency issues, search engines, text classification, and multilingual retrieval.

Course Code: CS 3308
Prerequisites: CS 3303
Credits: 3

Comparative Programming Languages

This course focuses on the organization of programming languages, emphasizing language design concepts and semantics. This course will explore the study of language features and major programming paradigms, with a special emphasis on functional programming.

Course Code: CS 4402
Prerequisites: CS 1103
Credits: 3

Software Engineering 2

This course addresses more advanced topics in software engineering. Topics include the study of project planning, techniques for data-oriented design, object-oriented design, testing and quality assurance, and computer-aided software engineering.

Course Code: CS 4403
Prerequisites: CS 2401
Credits: 3

Advanced Networking and Data Security

This course explores the basic components and design principles of advanced broadband networks (wireline and wireless), exploring how they enable essential services such as mobility, and secure data storage, processing and transmission. This course will also introduce the student to emerging issues facing organizations considering implementing cloud computing services and mobility to enabling worker productivity. Students will also be exposed to the basic pillars of network security (IA) and protecting individual privacy.

Course Code: CS 4404
Prerequisites: CS 2204
Credits: 3

Mobile Applications

The course explores concepts and issues surrounding information system applications to real-time operating systems and wireless networking systems.

Course Code: CS 4405
Prerequisites: CS 3305
Credits: 3

Computer Graphics (Proctored course)

This course explores graphics applications and systems. Topics to be covered include the basic structure of interactive systems, implementation of packages, distributed architectures for graphics, and the representation of surfaces.

Course Code: CS 4406
Prerequisites: CS 3304
Credits: 3

Data Mining and Machine Learning (Proctored course)

This course presents an introduction to current concepts in machine learning, knowledge discovery, and data mining. Approaches to the analysis of learning algorithm performance will also be discussed and applied.

Course Code: CS 4407
Prerequisites: CS 3304
Credits: 3

Artificial Intelligence (Proctored course)

This course will cover current concepts and techniques in artificial intelligence, including "reasoning", problem solving, and search optimization.

Course Code: CS 4408
Prerequisites: CS 4407
Credits: 3

Course Codes

During Term 1 of the 2012-2013 academic year, University of the People changed the course code and numbering for the courses below. Note that the old course prefixes and numbering are in parentheses.

Undergraduate Courses in Arts and Sciences Courses

UNIV 1001 (GS1001) Online Education Strategies
ENGL 0101 (GS1101) English Composition 1
ENGL 1102 (GS1102) English Composition 2
ENGL 1103 (GS1103) Business English
MATH 1201 (GS1201) College Algebra
MATH 1211 (GS1211) Calculus
MATH 1280 (GS1280) Introduction to Statistics
MATH 1281 (GS1281) Statistical Inference
MATH 1302 Discrete Mathematics
AHIST 1401 (GS1401) Art History
PHIL 1404 (GS1404) Ethics and Social Responsibility
POLS 1503 (GS1503) Globalization
HIST 1421 (GS1421) Greek and Roman Civilization
ECON 1580 (GS1580) Introduction to Economics
ENVS 1301 (GS1301) Introduction to Environmental Sciences
PHIL 1402 (GS1402) Introduction to Philosophy
PSYC 1504 (GS1504) Introduction to Psychology
SOC 1502 (GS1502) Introduction to Sociology

Undergraduate Courses in Business Administration

BUS 1101 (BU1101) Principles of Business Management
BUS 1102 (BU1102) Basic Accounting
BUS 1103 (BU1103) Microeconomics
BUS 1104 (BU1104) Macroeconomics
BUS 2201 (BU1201) Principles of Marketing
BUS 2202 (BU1202) E-Commerce
BUS 2203 (BU1203) Principles of Finance 1
BUS 2204 (BU1204) Personal Finance
BUS 2207 (BU1307) Multinational Management
BUS 3301 (BU1301) Financial Accounting
BUS 3302 (BU1302) Consumer Behavior
BUS 3303 (BU1303) Entrepreneurship 1
BUS 3304 (BU1304) Managerial Accounting

BUS 3305 (BU1305) Business Law and Ethics
BUS 3306 (BU1306) Business and Society
BUS 4401 (BU1401) Entrepreneurship 2
BUS 4402 (BU1402) Organizational Behavior
BUS 4403 (BU1403) Business Policy & Strategy
BUS 4404 (BU1404) Principles of Finance 2
BUS 4405 (BU1405) Leadership
BUS 4406 (BU1406) Quality Management
BUS 4407 (BU1407) Strategic Management

Undergraduate Courses in Computer Science

CS 1101 Programming Fundamentals
CS 1102 Programming 1
CS 1103 Programming 2
CS 1104 (CS1202) Computer Systems
CS 2203 (CS1203) Databases 1
CS 2204 (CS1204) Communications and Networking
CS 2205 (CS1205) Web Programming 1
CS 2301 (CS1301) Operating Systems 1
CS 2401 (CS1401) Software Engineering 1
CS 3303 (CS1303) Data Structures
CS 3304 (CS1304) Analysis of Algorithms
CS 3305 (CS1305) Web Programming 2
CS 3306 (CS1306) Databases 2
CS 3307 (CS1307) Operating Systems 2
CS 3308 (CS1308) Information Retrieval
CS 4402 (CS1402) Comparative Programming Languages
CS 4403 (CS1403) Software Engineering 2
CS 4404 (CS1404) Advanced Networking and Data Security
CS 4405 (CS1405) Mobile Applications
CS 4406 (CS1406) Computer Graphics
CS 4407 (CS1407) Data Mining and Machine Learning
CS 4408 (CS1408) Artificial Intelligence

CHAPTER 14: UNIVERSITY LEADERSHIP & INSTRUCTIONAL PERSONNEL

President
Mr. Shai Reshef, M.A.

Provost
David H. Cohen, Ph.D.

Dean, Division of Arts and Sciences
Dalton Conley, Ph.D.

Dean, Division of Computer Science
Alexander Tuzhilin, Ph.D.

Dean, Division of Business Administration
Russell S. Winer, Ph.D.

Director of Library Services
Ilene Frank, M.A.

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Manchester Business School
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Rutgers University
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Ph.D., Education
Nova Southeastern University
Business Administration

Ramachandran Bharath
Ph.D., Economics and Commerce

Simon Fraser University
Mathematics

Anima Bhardwaj
M.S., Computer Science
Banasthali Vidyapith
Computer Science

Bathelemy Bolivar
M.A., Education
University of Manitoba
Mathematics

T.L. Brink
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University of Chicago
Business Administration

William Butler
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University of Maryland
Computer Science

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Bowie State University
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Steve Olshewsky
J.D. and Ph.D., Accounting
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September 1, 2013 - August 31, 2014

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