

This award was established by the President on the recommendation of the Academic Council in 1974. The award is given for outstanding accomplishment by a tenured faculty member in any or all of the following areas: teaching, research, creative endeavors and service to the University. The nomination form states the specific criteria for each of these categories. One award is made each year at University Convocation. The award includes an unrestricted monetary award. The University Awards Committee selects the recipient of the award.

10.6.3 Faculty Research Lecturer

Approved by Academic Council and Provost on February 8, 2001

This award was established by the Faculty Research Committee to recognize faculty with a record of meritorious research or artistic contributions during their service at the University. Nominations are open to all tenured faculty with a minimum of seven years of service at the Stockton campus. The Faculty Research Committee selects the recipient of the award and forwards the name to the President who will notify the faculty member. The recipient will give a lecture or presentation in the spring semester. An honorarium accompanies the award.

10.6.4 Eberhardt Teacher-Scholar Award

Approved by Academic Council and Provost on February 8, 2001; Revised 2004.

Up to five Eberhardt Teacher-Scholar Awards are awarded each year to recognize both exemplary teaching and scholarship. Stipends are restricted to professional expenses. Faculty who have completed four years of service to the University are eligible. Nominees are reviewed by the Eberhardt Teacher/Scholar Award Committee consisting of members from both the Committee on Academic Planning and Development (CAPD) and the Faculty Research Committee (FRC). The four members are chair of the CAPD, chair of FRC, and one member from each committee. The Committee reviews nomination documents and recommends to Academic Council for their approval. A letter from the Academic Council chair is sent to the award recipients(s).

Chapter 11. Academic Policies and Procedures for Undergraduate Students

11.1 Undergraduate Admissions Policy

Approved by Academic Council on April 26, 2001; Provost on April 24, 2002

The Admission and Financial Aid Committee reviews and recommends admissions policies for undergraduate programs to the Academic Council for approval. Current policies are on file at the Office of the Associate Provost for Enrollment.

The current policies regarding freshmen admissions were approved by the Academic Council on May 13, 1993 and May 31, 1994.

The current policy regarding the admission of transfer students was approved by the Academic Council on October 12, 1995.

11.2 Undergraduate Financial Aid Policy

Approved by Academic Council on April 26, 2001, Provost on April 24, 2002

The Admission and Financial Aid Committee reviews financial aid policy for undergraduate programs. Current policies are on file at the Office of the Associate Provost for Enrollment.

11.3 Academic Calendar and Class Schedule

Approved by Academic Council on April 26, 2001; Provost on April 24, 2002

The University Registrar prepares the annual academic calendar in consultation with the Academic Affairs Committee on Undergraduate Studies. The Academic Council reviews and approves the annual academic calendar.

The dean of each school or college is responsible for establishing the list of courses to be offered in each semester and for submitting a suggested time schedule for all courses. The University Registrar has final responsibility for room assignments and the scheduling of times of class meetings. The University Registrar edits, duplicates and distributes the class schedule. Only courses listed in the schedule or officially added to it may be offered. The University Registrar establishes the schedule for the production of the class schedule and the calendar for student advising.

11.4 Curriculum Changes

Approved by Academic Council on April 26, 2001

All undergraduate courses offered by the University of the Pacific for credit must be approved by the Academic Affairs Committee on Undergraduate Studies and the appropriate curriculum committee of the school or college through which the course is offered. Special Topics courses may be offered with the approval of the dean of the school or college through which the course is offered. If a Special Topics course is offered more than twice, such a course requires the approval of the appropriate committees listed above. Seminars and research earning University credit must have the approval of the dean of the school or college in which the credit is offered.

11.5 Class Size

Approved by Academic Council on April 9, 1998; Administration on April 24, 2002

Class size should reflect the University's commitment to a superior, student centered learning experience. The faculty, department chairs and deans of individual schools and colleges are responsible for providing course offerings and class size consistent with superior pedagogy as well as efficient and effective use of faculty.

At the end of the preregistration period for each term, the University Registrar will distribute to the dean of each school or college a list of courses whose preregistrants are ten or fewer students in an undergraduate course or six or fewer students in a graduate course.

The dean and department chair will review reasons for maintaining or canceling each course. If the dean or department chair determines that a scheduled course will be canceled, students preregistered for the course will be notified in a timely fashion and provided assistance in finding an appropriate substitute course.

11.6 Independent Study

Approved by Academic Council on April 26, 2001

Independent Study may not normally cover the same material covered by a simultaneously scheduled class nor may Independent Study be offered to increase the number of units the student may earn in a regularly scheduled course. Each school or college must establish and publish policies and procedures for enrollment in Independent Study consistent with University policies. The dean of each school or college is responsible for administering these policies and procedures.

11.7 Course Syllabus

Approved by Academic Council; Revised October 11, 2012, Revised October 13, 2016

At the beginning of each semester, each faculty member will provide a course syllabus in writing to students. The course syllabus constitutes an agreement between the instructor and the student.

The course syllabus must include the following:

1. Course subject code, course number and course name, number of units, course location(s)
2. Course description with reference to the catalog copy
3. Course learning objectives and goals
4. All major assignments and examinations
5. Any other additional student responsibilities, if applicable
6. List of anticipated course topics or course schedule
7. A clear statement of attendance policies
8. A clear statement of the grading policy and determination of final grade
9. A statement that copies of student work may be retained to assess how the learning objectives of the course are being met

10. Description of violations of the honor code and a statement of procedures for handling such violations (See 11.24)
11. Course instructors and their means of contact
12. Statement on Americans with Disability Act (ADA) accommodations
13. List of the program, and where applicable, the undergraduate core competencies, and general education (GE), learning objectives/outcomes that are met by this course in a meaningful manner

11.8 Attendance Policies

Approved by Academic Council on April 26, 2001, Revised on February 16, 2017

Students are expected to attend classes regularly. Specific attendance policies are, however, determined by individual instructors who will provide students with a written statement of such policies at the beginning of the semester in their course syllabus.

The student is responsible for notifying instructors of absences due to illness, University related activities, military duty or veteran status, including service-related medical appointments where failure to appear might result in loss of benefits, or other conditions beyond the control of the student.

11.9 Office Hours

Approved by Academic Council on April 26, 2001

Each instructor is expected to be available for consultation with students through means such as established office hours, appointments and electronic means of communication. Instructors are expected to make these policies readily accessible to all students in the class and to include them in their course syllabus. Instructors who are also advisers will need to schedule adequate office hours to meet advisees' needs.

11.10 Contact Hours in Relation to Hours of Credit

Approved by Academic Council on April 26, 2001, Administration on April 24, 2002

Courses will be scheduled to allow 15 hours of lecture or equivalent per semester unit of credit.

11.11 Final Examination Policy

Approved by Academic Council on April 26, 2001

Matters of grading and testing procedures are the responsibility of individual instructors. If the instructor chooses to give a final examination, it must be scheduled during the time specified by the University Registrar for the final examination for that course.

11.12 Student Assistants

Approved by Academic Council on April 26, 2001

The use of students to assist in laboratory instruction, paper grading, and caring for materials in connection with the instructional program may be authorized whenever classes are large or require special services. If such needs arise, provision should be made for the required funds when budget requests are submitted.

It is the policy of the University not to place an undergraduate in full charge of a class or any activity of a class. Such a student should be used only as an assistant. Students who are enrolled in a course may not serve as an assistant in that course. If an assistant is used in checking tests, the checking ought to be of only a routine nature and not to involve evaluative judgments; the latter are the responsibility of the instructor.

It is the responsibility of the instructor to whom an assistant is assigned to supervise the assistant's activities and evaluate the assistant's performance.

11.13 Academic Advising

Approved by Academic Council on April 26, 2001, Administration on April 24, 2002

Academic advising is an essential component of teaching and is a faculty responsibility. Advising new students serves to introduce them to the intellectual nature of the University and assists them in making a successful transition to collegiate life and in selecting programs and courses which integrate individual needs with academic objectives. Advising majors and students in professional schools and programs serves to introduce them to the nature of the disciplines and professional life and assists them in the design of their academic programs and the selection of and transition to professional careers. Accomplishing these goals is the joint responsibility of the students, faculty, staff and administrators of the University.

The Director of the Student Advising Center is responsible for administration of the University program of faculty and student advisers for new students. Departments and professional schools and programs are responsible for administration of the program of faculty advising for students who have selected a major.

11.13.1 Responsibilities of Administration

The Division of Student Life and the Office of the Provost provide direct academic advising services through the following centers: Student Advising Center, Education Resources Center,

Mathematics Resource Center, International Programs and Services, Career and Internship Center, and the Counseling Center.

11.13.2 Student Responsibilities

Each student is responsible for:

1. becoming aware of the academic rules and regulations, registration, procedures, deadlines, general education and graduation requirements;
2. monitoring progress towards completion of graduation requirements;
3. consulting the student's faculty adviser on a regular basis;
4. obtaining correct information before making a decision;
5. making final decisions regarding program and course selection.

11.13.3 Faculty Adviser Responsibilities

Faculty, as advisers, are responsible for providing:

1. appropriate opportunities for individual consultation with advisees;
2. assistance in exploration of education alternatives;
3. correct information concerning academic rules, regulations and graduation requirements;
4. guidance in and evaluation of work toward degree requirements (e.g. general education, major and unit requirements);
5. informed referral to University services and programs available to assist students in their academic, career and personal development.

11.13.4 Advising Process

The Academic Advising process involves the ongoing interaction among a variety of objectives. The primary aspects of the dynamic advising process are:

1. defining and developing realistic educational goals and exploring educational alternatives through course work;
2. exploring career alternatives and the linkage between academic preparation and career entry;
3. matching student needs and abilities to University resources;
4. planning a program of study consistent with objectives;
5. selecting specific classes, sections, times;
6. fulfilling general education requirements, graduation and major requirements.

11.14 Grade Policy

Approved by Academic Council on April 26, 2001. Revised and Approved April 26, 2019

11.14.1 Symbols and Definitions

Grading Policies

Symbols and Definitions: Undergraduate and first professional level students are assigned grades in keeping with the following provisions.

Symbol	GPA	Definition
A	4.0	Outstanding work, highly meritorious
A-	3.7	
B+	3.3	
B	3.0	Very good but not outstanding
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Barely passing but counts toward graduation
F	0.0	Failure. Will count in the grade point average. Must be repeated with a satisfactory grade to receive credit toward graduation.
FW	0.0	Failure withdrawal. Will count in the grade point average. Must be repeated with a satisfactory grade to receive credit toward graduation. FW is assigned when a student does not complete a course, usually for lack of attendance. The instructor will need to indicate the student's final date of attendance when assigning this grade.
AU/AW		Audit/Audit Withdrawal
I		Incomplete work due to extenuating circumstances which prevent the completion of the work assigned within the regular time of the term. Each incomplete grade must be accompanied with a contract statement agreed to by both instructor and student as to: <ol style="list-style-type: none"> what work remains to be completed how it is to be evaluated. a time indicated for completion within but no later than the following deadlines: <ul style="list-style-type: none"> for fall semester, by July 1 following; for spring semester by November 1 following; for summer term by January 1 following. If work is not completed within these stipulated times, the instructor may wish to indicate a grade in lieu of the "F" or "NC" which automatically would be imposed with failure to complete the work. All Incompletes must be made up before graduation if the student intends to complete the course.
N		Deferred grading

Symbol GPA Definition

NC	No credit recognition. Represents unsatisfactory work under “Pass/No Credit” grading option.
NCW	No credit withdrawal. No credit recognition. Assigned when student does not complete a course with a ‘Pass/No Credit’ grading option, usually for lack of attendance. The instructor will need to indicate the student’s final date of attendance when assigning this grade.
NG	No grade reported. No credit recognition. An NG is a default grade given when an instructor does not report a grade.
P	Passing work on the pass/no credit system. P grade is approved only for certain courses and programs of a college or school. A minimum of C- or better is required to pass a course with a ‘Pass/No Credit’ grading option.
W	Authorized withdrawal from courses after the prescribed period.

11.14.2 Pass/No Credit Grading System

Depending upon the regulation of a particular college or school, students may request to receive pass or no credit grades rather than the traditional letter grades. This is available to encourage enrollments in courses outside the student's area of major or specialization and thus to help broaden the student's general education.

Normally this freedom is limited to one course per term and does not include courses within a student's major field. Forms are available in the office of the University Registrar and must be submitted prior to the deadline for adding classes.

A minimum of a C- or better is required to pass a course with a “Pass/No Credit” grading option.

11.14.3 Repetition of a Course/Grade Replacement Policy

Approved by Academic Council on March 11, 1999, revised January 28, 2016, revised April 14, 2016

In order to repeat a course at the undergraduate or first professional level, students must have received a C- or lower the first time the class was taken. Once a course is completed (with a grade of C or higher) the student may not repeat any prerequisites for that course. The grading option, when repeating a course, must be the same as the one used originally. Any given course can be repeated one time only. Fundamental Skills courses are exempt from the one time repeat rule.

Students must have both a 2.00 cumulative Pacific GPA and a 2.00 major/minor/program Pacific GPA to graduate. Prior to Fall Semester 2015, the grades received for courses repeated were averaged. Beginning Fall Semester 2015, the best institutional grade attempted when repeating a course is used to calculate the cumulative Pacific GPA and the major/minor/program GPA. Both the initial and subsequent repeat grade will remain on the academic record.

Students may exercise their grade replacement rights up to a maximum of three times while enrolled in undergraduate and first professional degree programs at Pacific, with subsequent repeated courses being grade averaged. Basic skills are exempt from the three times rule.

11.15 Student Programs of Study

Approved by Academic Council on April 26, 2001

Every student, in order to receive credit for coursework taken during a particular term, must be properly registered during that term. It is the student's responsibility to comply with this regulation. The registration procedures are indicated in the Schedule of Classes which is available from the Office of the University Registrar prior to the beginning of each term.

11.15.1 Full-Time Course Load

Approved by Academic Council on April 26, 2001

Twelve units constitute a minimum full-time program of studies during a semester for the regular undergraduate and first professional level student and is the minimum required for participation in intercollegiate activities. If a student registers for less than 12 units or drops below 12 units, financial aid may be reduced. Students who are less than half-time, 6 units, are not eligible for financial aid.

The maximum study load during a semester for undergraduates without special permission is 18 units and 19 units for first professional level students. Students who wish to enroll for units in excess of the maximum study load must petition their school or college and receive approval in advance. Approval is based to a great extent upon the student's past academic record and will result in additional tuition charges.

11.15.2 Limitations on Credit

Approved by Academic Council on April 26, 2001

The maximum number of units accepted from a community college or similar institution is limited to 70 units. However, no college credit from such institutions will be accepted after a student has completed 70 units from all institutions attended.

Customarily a total of no more than eight units of activity classes such as dance, physical education, theater activity courses, club sports and intercollegiate athletic courses may be applied toward a degree unless specified by the degree program.

A total of no more than 20 units may be applied toward a degree from any or all of the following: courses taken in accredited correspondence schools, extension correspondence schools, extension courses, and/or courses taken by examination. None of these credits, except extension

courses taken at the University, will be accepted during the session in which the student is completing requirements for graduation in this University.

A total of no more than 30 units of coursework in business administration may be applied toward a degree, except in the case of students majoring in business administration who may apply up to 64 units of business courses toward the degree.

11.15.3 Bachelor's Degrees

Approved by Academic Council on April 26, 2001

To be eligible for graduation, candidates must have:

1. completed the major requirements specified by the school/college/department with a minimum grade point average of 2.0. At least 16 units of the major requirements must be completed at Pacific with a minimum grade point average of 2.0;
2. completed a minimum of 30 units in general education including Mentor Seminars I, II and III and a path of six or nine courses as specified by the school or college (transfer students should refer to the General Education section for GE requirements);
3. met entrance skills requirements;
4. achieved a grade point average of at least 2.0 on all letter-graded work completed at the University of the Pacific. On non-letter-graded work, the faculty will determine the equivalency;
5. fulfilled the minimum residence requirement of 32 out of the last 40 semester units of registration with Pacific just prior to receiving the degree;
6. accumulated the appropriate number of units specified by the particular school or college.

Any candidate for a bachelor's degree who has not completed work within seven years must reapply and be subject to any new requirements in effect at that time.

11.15.4 Second Degrees

Approved by Academic Council on April 2, 1999

A student may earn concurrent baccalaureate degrees from different schools or in different specialties within a school or college by simultaneously completing all requirements for the specific degrees. When two different specialties fall under the same degree (such as a B.A.) the two specialties will be considered as two majors. If a student holds a baccalaureate degree from University of the Pacific and wishes to pursue a second bachelor's degree in a different specialty, a minimum of thirty-two (32) semester units of work must be completed between receipt of the first and second degree. A student may earn concurrent baccalaureate degrees from different schools or in different specialties within a school by simultaneously completing all requirements for the specific degrees.

11.15.5 Policy on Academic Minors

Approved by Academic Council on March 8, 2018

In 1986, the Academic Affairs Committee authorized the establishment of academic minors. Beginning in the fall of 2018, minors are subject to the following conditions:

1. A minor represents a prescribed group of courses in a subject area other than the major.
2. Minors are voluntary. A school, department, or program is under no obligation to offer a minor unless the faculty and administration of the unit desire to do so.
3. Minors will consist of a minimum of five courses and will include a minimum of 20 semester units. The curriculum must represent a coherent set of related courses and where possible will include advanced level courses.
4. A school, department, or program wishing to offer a minor must gain approval through the standard curriculum review procedure.
5. At least 10 units in a minor must be taken at the University of the Pacific.
6. Students must have at least a 2.0 GPA within the minor to receive credit for the minor.
7. Students pursuing a minor must have a minor adviser from the unit offering the program. Decisions concerning waivers, substitutions, and transfer equivalents of minor requirements must be made by the minor adviser and must conform to the requirements listed above.
8. These are minimum standards regarding minors at Pacific. Individual schools may adopt stricter provisions (to be approved through the standard curriculum review process).

11.15.6 Posthumous Degrees

Approved by Academic Council on May 9, 2002

Degrees can be awarded posthumously if all but a minor portion of the degree requirements have been fulfilled and there is reasonable expectation that the degree requirements would have been completed. Posthumous degrees are to be approved by the Provost, based on recommendation(s) from the student's advisor, department chair, school/college dean and Dean of the Graduate School (if appropriate).

11.15.7 Acquisition of Graduate Credit as an Undergraduate

Approved by Academic Council on April 26, 2001

Undergraduate students seeking to open a graduate transcript (i.e., earn graduate credit) are subject to the conditions described in Section 12.6 of Chapter 12 on policies and procedures for graduate students.

11.15.8 Withdrawals from a Course

Approved by Academic Council on April 26, 2001

An official withdrawal is normally granted to students who complete the withdrawal petition properly and turn it in to the Student Advising Center prior to the last day for dropping classes for the term. Students who withdraw without filing such a petition may incur academic penalties. If a student wishes to withdraw from a term after the deadline for dropping classes, the withdrawal must be approved by the Academic Regulations Committee. If approved, the courses the student was registered for will appear on the student's transcript with the notation "W" but will not count in the units earned nor in calculation of the grade point average.

11.15.9 Changes in the Study Program

Approval Academic Council, Provost on April 24, 2002

If the student desires to drop or add a course after filing registration material, a drop/add form must be completed, approved by the adviser and instructor, and processed by the office of the University Registrar. Deadlines for dropping or adding courses are announced in the class schedule each term. After the deadline dates have passed, requests to add or drop courses must be made by special petition and normally will be approved only if it can be shown that the request is warranted due to some special situation or hardship. Courses which a student is allowed to drop after the deadline will appear on the student's transcript with the notation "W" but will not count in the units earned nor in the calculation of the grade point average.

Any petitions approved after the deadline dates will be subject to a clerical service fee. The date on which the petition is filed with the University Registrar is the effective date for financial and academic adjustments.

11.15.10 Course Audit

Approved by Academic Council on April 26, 2001

Auditing of courses is an option that allows exposure to a course with no course credit or grade given. To audit a course, approval must be granted by both the instructor and the chair of the department in which the course is offered. Auditing is not available in participation courses such as applied music, physical education, art courses of an applied nature, etc. Students auditing a course must pay both an auditing fee and any material or laboratory fees that are required. Courses taken through auditing may not subsequently be converted to course credit or grade. The student must indicate a desire to audit the course at the time of registration.

11.15.11 Enrollment in Graduate Level Courses

Approved by Academic Council on April 26, 2001

Qualified undergraduate students may take graduate classes (course numbers 200 or above) only under exceptional circumstances. Students must meet conditions described in Section 12.6 of Chapter 12 on policies and procedures for graduate students.

11.15.12 Credit by Examination

Approved by Academic Council on April 26, 2001

An undergraduate student in good standing and currently enrolled for four or more units may “challenge” by examination certain courses offered in the current term by the University. Departments have the right to designate which of their courses are appropriate for credit by examination. This policy is subject to the following restrictions.

1. A student may challenge a course covering material in which, because of independent study since high school graduation or because of work at another college or University which was not accepted for transfer credit, the student feels prepared. It is the responsibility of the student to explain how the material was mastered.
2. A student wishing to challenge a course should not expect the instructor of the course to provide assistance beyond an explanation of the scope of the examination.
3. A student wishing to challenge a course may not attend the class meetings of the course.
4. A student may not receive credit by examination in the semester in which the student intends to receive his or her baccalaureate degree.
5. A student may not get credit by examination for a course which the student has already audited or received a grade of F or NC.
6. A student may not get credit by examination for a course in a structured sequence if the student has received credit for a higher level course in the sequence.
7. Credit earned by a challenge examination may not be used to meet the University residency requirement.

A student wishing to pursue the credit by examination option must:

1. complete the appropriate form from the office of the University Registrar;
2. obtain approval from his or her adviser, the instructor offering the course, and the dean of the school or college offering the course;
3. pay the scheduled service fee.

Successful completion of the examination will be recorded on the transcript with a grade of pass and will be made a part of the student’s academic record in the term in which the examination is requested. Appropriate tuition fees will be assessed.

11.15.13 Change of Degree Objective

Approved by Academic Council on April 26, 2001

A student who has been admitted to one degree program and who later desires to change the objective to another degree or to another college or school of the University must submit the appropriate request to the office of the University Registrar.

11.15.14 Change of Major

Approved by Academic Council on April 26, 2001

A student who decides to change a major or to declare one must submit the appropriate form, available from the office of the University Registrar, to the office of the appropriate dean.

Requests for these changes are routinely approved and are needed to assure the assignment of an adviser.

11.15.15 Withdrawal from the University

11.16 Scholastic Honors

11.16.1 Dean's Honor Roll

Approved by Academic Council on April 26, 2001

Each undergraduate student currently enrolled in the University of the Pacific who achieves a 3.5 grade point average at the close of a term in which twelve or more units of letter-graded (A through F) work have been completed will be declared as being on the Dean's Honor Roll for that term. A notation of this achievement will be indicated on the student's academic record.

11.16.2 Graduation Honors

Approved by Academic Council on April 26, 2001

The determination of Honors at Graduation (Cum Laude, Magna Cum Laude, Summa Cum Laude) will be made by each college or school in conjunction with the approval of the Committee on Academic Affairs.

11.17 Academic Standing

Approved by Academic Council on April 26, 2001

At the end of each semester, a student's academic standing will be determined to be one of the following: good standing, good standing with warning, probation, or subject to disqualification. The criteria for these academic standings are based upon a combination of cumulative University GPA and the term GPA and vary according to a student's classification. Students who are subject to disqualification are reviewed by an appropriate committee and are either disqualified from further enrollment at the University or are allowed to continue for the next semester on probation. Criteria for the different academic standings are outlined below:

11.17.1 Good Standing

Unless admitted on probation, a student is in good standing during the first semester of attendance. After the first semester a student must have a term GPA of 2.00 or higher and a cumulative University GPA of 2.00 or higher.

11.17.2 Good Standing with Warning

A student must have a term GPA below 2.00 and a cumulative University GPA of 2.00 or higher.

11.17.3 Probation

After a semester in Good Standing, Freshmen through Juniors: a term GPA below 2.00 and a cumulative University GPA below 2.00.

After a semester in Good Standing with Warning or Probation:

Freshmen: a term GPA below 2.00 and a cumulative University GPA between 1.50 and 1.99;

Sophomores: a term GPA below 2.00 and a cumulative University GPA between 1.80 and 1.99;

Juniors: a term GPA below 2.00 and a cumulative University GPA between 1.95 and 1.99.

All undergraduates: a term GPA of 2.00 or higher and a cumulative University GPA below 2.00.

A student on academic probation may not register for independent study.

11.17.4 Subject to Disqualification

After a semester in Good Standing.

Seniors: a term GPA below 2.00 and a cumulative University GPA below 2.00.

After a semester in Good Standing with Warning or Probation.

Freshmen: a term GPA below 2.00 and a cumulative University GPA below 1.50.

Sophomores: a term GPA below 2.00 and a cumulative University GPA below 1.80.

Juniors: a term GPA below 2.00 and a cumulative University GPA below 1.95.

Seniors: a term GPA below 2.00 and a cumulative University GPA below 2.00.

11.17.5 Disqualified

The Academic Regulations Committee determines whether a student subject to disqualification is disqualified. If not disqualified, a student subject to disqualification will be on probation for the following term. If disqualified a student will not be allowed to register for further study at the University during a regular term while disqualified, but may attend the “open enrollment” summer sessions.

A student who has been disqualified may appeal immediately for reconsideration and possible reinstatement on probation within the same school or college or in another school or college of the University. A disqualified student who has been out of the University for one semester or more may apply for readmission to the University through the Admissions Office. If readmitted, such a student would enter on probation and would need to make up the earlier deficiency in order to attain good academic standing.

11.18 Residence Requirement

Approved by Academic Council on April 26, 2001

The minimum residence requirement for a bachelor's degree program is 32 out of the last 40 units of registration in the University of the Pacific just prior to receiving the degree. Normally these 32 units must be taken on the Stockton campus, but study in University-affiliated programs elsewhere in the United States or abroad may count toward the residency requirement if the student has taken at least 32 units on the Stockton campus at the time of graduation. The school or college from which the student is to graduate may stipulate that the units in residence must include certain specific requirements in the major program and/or a certain minimum of units within the school or department of the major.

11.19 Application for Graduation

Approved by Academic Council on April 26, 2001

An application for graduation filed with the office of the University Registrar is an indication of an intent to graduate at a specific time. It should be filed with the office of the University Registrar in the spring semester by any student expecting to fulfill degree requirements during the next academic year. This allows time for a review of studies completed and to enable the students to enroll for any requirements not yet completed. Certification for actual graduation will be by the adviser and the faculty of the college or school.

Students may graduate at the end of the fall semester, end of the spring semester, or end of the summer sessions, but graduation ceremonies are held only once a year in May. Students who will complete their bachelor degree requirements during the following summer may request by petition to participate in the May commencement ceremonies.

11.20 Records and Transcripts

Approved by Academic Council on April 26, 2001, Provost April 24, 2002

An academic record for each student is maintained in the office of the University Registrar. This official record is considered to be both private and confidential. It is used in the conduct of the student's personal and academic affairs.

Upon written request by the student, an official transcript of his or her academic record is issued to whomever he or she designates provided that all of the student's financial obligations to the University are in order. A service fee per transcript is charged for processing the record.

Official transcripts of credit earned at other institutions which have been presented for admission or evaluation of credit become the property of the University and are not reissued or copied for distribution to other institutions. Copies of transcripts of work completed at other institutions must be obtained from the originating institution.

11.21 Class Standing

Approved by Academic Council on April 26, 2001, Provost April 24, 2002

Undergraduate students will be designated freshmen, sophomores, juniors or seniors by the number of units which have been completed toward graduation as follows:

1 - 27.5 units	Freshman
28 - 55.5 units	Sophomore
56 – 91.5 units	Junior
92 or more units	Senior

11.22 General Education Program

Approved by Academic Council and the Faculty on October 26, 1990.

The Faculty approved a general education with the following components:

1. A core experience consisting of a two semester sequence of freshman Mentor Seminars and a third capstone Mentor Seminar during junior or senior year.
2. Alternative liberal education sequences of courses whose goal is breadth of understanding and a mature command of communication skills.
3. A set of basic skills requirements

The General Education Committee is responsible for the continued development and implementation of the general education program subject to the availability of resources. The General Education Committee in cooperation with the Director of General Education is responsible for overseeing the implementation of the program.

A current statement describing the general education program and its requirements within each college and school can be obtained from the Associate Dean for General Education through the Office of the Dean at the College. Please visit the [General Education Program Webpage](#).

11.23 Experiential Learning Program

Approved by Academic Council on Nov. 11, 1999

The University is committed to making available to every qualified student at least one Experiential Learning Opportunity (ELO) appropriate to the student's program of study.

The rationale behind a policy that guarantees the availability of experiential learning opportunities for all eligible students is based on an assumption that University graduates should be competent for both work and life. Gaining competence involves not only the acquisition of knowledge, but also learning to effectively utilize that knowledge.

Experiential learning opportunities provide potential for learning to occur, and for skills to develop through direct, physical interaction with the environment; appropriate practical experiences help students relate theory to practice, and make connections between education and the world in which they will live and be active. Experiential learning opportunities focus on the contextual aspects of knowledge and learning occurs through induction rather than deduction. Experiential learning is learning by doing, learning by interactions with others, and learning by exposure and immersion.

The nature of experiential learning is such that it requires sufficient time in the learning environment for knowledge and skills to develop and sufficient time to critically evaluate what has been learned. Experiential learning opportunities involve hands-on experience and encourage both reflection and analysis.

1. Policies related to experiential learning are developed by the Experiential Learning Oversight Committee (ELOC) and approved by the Academic Council. These policies include:
2. Guidelines for Experiential Learning Opportunities
3. Procedures to assist units in developing and maintaining ELOs in accord with the Guidelines
4. Policies for compensating faculty for supervising the academic component of every Experiential Learning Opportunity

Information about these policies is available from the Chair of the Experiential Learning Oversight Committee, through the Office of the Provost.

11.24 Honor Code

Approved by the Faculty in 1958; Revised and approved by Academic Council November 7, 2013; revised April 16, 2014; revised September 24, 2014; revised September 10, 2015; revised September 14, 2017

Honor Code

The Honor Code at the University of the Pacific calls upon each student to exhibit a high degree of maturity, responsibility, and personal integrity. Students are expected to:

- Act honestly in all matters;
- Actively encourage academic integrity;
- Discourage any form of cheating or dishonesty by others;
- Inform the instructor and appropriate university administrator if the student has a reasonable and good faith belief and substantial evidence that a violation of the Honor Code has occurred.

1. Conduct in conflict with the Honor Code includes, but is not limited to:

1.1. Cheating

Cheating is the willful giving or receiving of an unauthorized or dishonest advantage to/from another. Cheating may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking, signs, and gestures.

Attempted cheating is also considered cheating. Examples of cheating include, but are not limited to, the following:

1.1.1. Copying graded assignments from another student or giving one's work to be copied or used by another student for credit.

1.1.2. Working together on a take-home assignment when not specifically permitted by the instructor.

1.1.3. Looking at another student's paper during an examination or allowing a student to look at one's paper or giving answers to another during an examination.

1.1.4. Looking at text or notes during an examination when not specifically permitted by the instructor.

1.1.5. Doing homework, taking an exam, writing a paper, or doing any other coursework for another student when not specifically permitted by the instructor.

1.1.6. Using any technological/communication tool not authorized by the instructor during an exam.

1.2. Plagiarism

Plagiarism involves presenting as one's own, the work, or the opinions of someone else without proper acknowledgement. Plagiarism includes, but is not limited to:

1.2.1. Failing to give credit for ideas, statements of facts, or conclusions derived by another author; failure to use quotation marks when quoting directly from another, whether it is a paragraph, a sentence, or part thereof; failure to properly cite the work of another person.

1.2.2. Submitting an assignment purchased or obtained from a "research" or term paper service.

1.2.3. Submitting an assignment, whole or in part, obtained from an internet resource.

1.2.4. Giving a speech or oral presentation written by another and claiming it as one's own work.

1.3. Other Academic Dishonesty

Other forms of academic dishonesty include but are not limited to:

1.3.1. Planning with one or more students to commit any form of academic dishonesty.

1.3.2. Having another student take one's examination or do one's computer data or lab experiment.

1.3.3. Lying to an instructor or providing any misrepresentation of information, in order to receive any academic advantage or accommodation.

1.3.4. Submitting papers or speeches for credit that are substantially the same in two or more classes without prior written approval of the instructors involved.

1.3.5. Removing tests from the classroom without approval of the instructor, or misappropriating any portion of a test, either physically or electronically.

1.3.6. Altering answers on a scored test or any graded work and submitting it for a higher grade without explicitly articulating the alterations made.

1.4. Honor Code Jurisdiction & Sanctioning

1.4.1. The faculty and the office of Student Conduct and Community Standard has jurisdiction over Honor Code violations committed by all Pacific undergraduate students, including Pacific students attending study abroad programs. Instructors should refer all suspected Honor Code violations to the Office of Student Conduct and Community Standards for adjudication and sanctioning.

1.4.2. Instructors may impose academic penalties (e.g., failing grade for the exam, assignment, or course) based on penalties described in the Honor Code statement of the course syllabus. Additional sanctions may be imposed by the Office of Student Conduct and Community Standards and outlined in *Tiger Lore Student Handbook*.

1.4.3. A student found responsible for a violation of the Honor Code resulting in suspension or dismissal from the University will receive a grade determined by the instructor of the course in which the violation occurred and be withdrawn from all other courses.

1.4.4. A sanction of suspension or dismissal will appear on the student's transcript.

Approval Process

Changes to this policy may be proposed by the Director of Student Conduct and Community Standards or members of the Faculty. Proposed changes should be submitted to the Academic Affairs Committee on Undergraduate Studies. If approved by the Academic Affairs Committee on Undergraduate Studies, the proposed changes will be forwarded to the Academic Council.

11.25 Policy on Computer Security for Students Approved by Vice President for Student Life and ASUOP.

For the purposes of this policy, a student is defined as any person enrolled, auditing, or visiting any class, laboratory, or life-long learning center.

Students at the University of the Pacific have access to computer resources in many places across the three campuses. Some students are issued computers as part of their lab equipment and are used regularly in their studies. Many of the computers at the University are networked to share common resources such as servers, software, databases and the Internet. These policies define acceptable behavior expected of the University's students with regard to computer use.

11.25.1 Compliance

Compliance with this policy is mandatory. It is the responsibility of each student to understand his/her role and responsibilities regarding information security issues, and to protect the University's information assets.

11.25.2 Enforcement

Failure to comply with these policies may result in disciplinary action against the student as defined in the Pacific Guide, and/or charges may be brought against the student. The University reserves the right to deny any student access to computer resources without prior notice if the student violates this policy.

11.25.3 Information Security Policy

Students are issued a unique User identifier (UserID) when they register for accessing their electronic mail (e-mail) account. A password is issued at the same time as the UserID. This password is used to authenticate the student when he/she signs onto the e-mail system. Students must create passwords that cannot be easily guessed. Under normal circumstances, a student's password should not be shared with anyone. Passwords should be considered confidential information, and must be changed periodically to help prevent someone from gaining unauthorized access to the student's account.

Information created or used by students in the normal course of academic studies must be protected from unauthorized access and use. Students must access only those systems and data to which they are specifically authorized, and only for the authorized purposes of that access.

While the University attempts to keep all student created files stored on its systems private, its ability to do so is limited. Students are advised to avoid using University systems to store highly sensitive information.

11.25.4 Physical Security Policy

The University may issue some students a portable computer. It is the responsibility of the student to take all reasonable and prudent measures to protect the computer from theft or damage. Students will be held financially liable for missing computers and for damage to computers beyond ordinary wear and tear. A few protective measures include but are not limited to:

Keep the computer locked up when not in use. Portable computers are small, lightweight and tend to disappear when left unattended. Students must take all precautions against theft.

If traveling with the computer, never check the computer in baggage. Always carry the computer on board the aircraft, train or whatever means of transportation is being used.

Do not leave the computer out in plain sight in an unattended automobile. Theft of portable computers from automobiles is very common and the likelihood of recovery is slim. Always lock the computer in trunk or otherwise hide from view.

11.25.5 Internet and Network Security

Students are expected to comply with all California, federal, and other laws, as well as the University of the Pacific's policies and guidelines with regard to computer usage. The University views abuse of computer facilities and usage as a serious offense which will be adjudicated as specified in Pacific Guide - under Judicial System page 18 through 21.

Students should not use University computer resources for personal gain or commercial purposes. Also, students must not engage in any activity that interferes with another student's use of the University's computer systems, or in any way impedes or restricts access of a University employee's use of, or access to, University computer resources.

Students should also be aware that their use of the University computing resources may be monitored. Although the University does not normally or routinely monitor individual use of the computers or the network, certain computing processes require backup of data and/or communications. The University may monitor, and/or interrupt network activity if one or more of the following occurs:

1. The student has made confidential information publicly available by posting in a chat room, public bulletin board or web site.
2. The University deems it necessary to protect the security and/or integrity of the network, its data, or other resources or to protect the University from some liability.
3. The University believes an account may be involved in illegal activity or activity that is in violation of this policy.
4. A User account is using excessive computer/network resources.
5. Knowingly performing an act, which will interfere with the normal operation of computers, terminals, peripheral, or networks.

The use of the Internet can be a valuable tool in conducting research, communication with family and friends, etc. However, there is a significant risk to the student as well as the University when

using the Internet. Students should use “common sense” when accessing the Internet and follow some basic “etiquette”. The following rules are intended as a guide in the proper use of the Internet and the University's network. It is not intended to be an all-inclusive list.

1. Students should access only the systems to which they have explicit authority. In other words, students must not attempt to “hack” into other systems, either over the Internet or University-owned systems.
2. Do not attempt to speak on behalf of the University or use University trademarks, logos, etc. without official permission from the University communications office.
3. Students should not attempt to sign onto a University system as someone else or attempt to guess someone else's password.
4. When accessing the Internet or school systems, students should never represent themselves as someone else (spoofing).
5. Students should not send sensitive data across the Internet. The Internet is basically an insecure environment and should be treated as such.
6. Students should refrain from participating in e-mail chain letters
7. Students should not download or upload information whose content could cause the University legal ramifications or negatively reflect on the reputation of the University - including material with derogatory racial, sexual, or religious statements, materials with offensive language, graphics, or images, or other material that is prohibited by law.
8. Using electronic mail to harass others.

11.26 Student Academic Grievance Policy and Procedures

Approved by Academic Council on May 21, 1970; Revised October 14, 2004; Revised November 10, 2011; Revised February 14, 2013

Informal Grievance Process for Academic Matters

Prior to submitting a formal grievance, the student shall:

1. Consult the instructor whose action is being appealed. This consultation generally must take place within 14 calendar days of the start of classes after the grading period in question. The instructor is expected to meet with the student and respond to his/her grievance in writing within 10 calendar days.
2. If the student and the instructor are unable to reach agreement, or if the instructor is unwilling or unable to meet with the student, the student shall meet with the chair of the instructor's department. If the instructor involved is the Department Chair or if there is no Department Chair, the student shall meet with the appropriate Assistant or Associate Dean of the school involved. The Department Chair/Assistant or Associate Dean will meet with the student and with the instructor and recommend a solution to both the instructor and the student in writing within 10 calendar days.

Formal Grievance Process for Academic Matters

1. If the student and instructor are still unable to reach agreement, the student may file a grievance with the Office of Student Conduct and Community Standards (Student Conduct) generally within the 42 calendar days (6 weeks) of the start of classes after the grading period in question.
2. The Office of Student Conduct shall immediately notify a Student and Faculty Advocate. The Student and Faculty Advocates will meet with the aggrieved student within 14 calendar days (2 weeks) and advise the student in the preparation of evidence necessary to support his/her complaints.
3. Once a grievance has been forwarded, the Student Academic Grievance Board shall be convened to conduct a hearing within 21 calendar days (3 weeks). The Office of Student Conduct shall postpone the Student Academic Grievance Board Hearing in the event that the student is currently a party to an academic dishonesty case. The Board shall review all evidence, including the course syllabus, grading policy, exams, homework assignments, papers and other appropriate documents. Hearings are closed to all but the parties to the complaint, any witnesses, and the Student and Faculty Advocates. The student may be advised by the Student and Faculty Advocates during the hearing, but the Advocates may not testify. The Board will deliberate in executive session.
4. The decision of the Board is final, and the Board has the authority to change a grade or determine a remedy if it deems such action necessary. The decision will be provided in writing to the student, the instructor, the Student and Faculty Advocates, the Dean of the school or college involved, and, when a grade is changed, the University Registrar who shall amend the student's transcript. All written copies of the complaint, evidence, and decision, and the content of the hearings will be treated as confidential and will not be released other than as mentioned above.

All timelines for this process are suggested and may be extended for just cause.

11.27 Student Handbook

Approved by Vice President for Student Life

The Office of the Vice President for Student Life publishes a student handbook containing a statement of policies and procedures affecting student life at the University of the Pacific on the Stockton Campus. Copies of this handbook are available from the Office for Student Life. The annual bulletin of the University of the Pacific contains information about academic regulations, tuition and fees, and other matters of importance to students and faculty.

11.28 Summer Sessions

Approved by Academic Council on April 26, 2001, and Provost; revised by Academic Council on September 14, 2017 and the Provost on August 28, 2018

Overall administration of Summer Sessions is determined by the following units: College of the Pacific, Conservatory of Music, Eberhardt School of Business, the Benerd School of Education,

the School of Engineering and Computer Science, and the McGeorge School of Law. In addition, the Vice Provost for Undergraduate Education and College/schools strive to see that courses in these units are available for students from the Thomas J. Long School of Pharmacy and Health Sciences. For planning and policy matters, the Vice Provost for Undergraduate Education consults with Deans from the Colleges/schools.

11.28.1 Contact Hours in Relation to Hours of Credit and Scheduling

Summer courses will be scheduled to allow the same number of student contact hours per unit as are required during the academic year: 15 hours per (semester) unit of credit. Details of time scheduling, maximum student course loads and other specific information are found in the Summer Sessions Policy Guidelines recommended by the Summer Sessions Advisory Board and approved through the Office of Summer Sessions.

11.28.2 Allocation of Courses

Each school or college will determine the number of units of credit it will offer and the internal distribution of units across disciplines based on enrollment, cost, revenue, marketing data and recommendations provided by the Office of Summer Sessions and the Summer Sessions Advisory Board. Each dean will work to ensure that course offerings address the needs and interests of students while addressing minimum course enrollment issues.

All decisions regarding number of units offered, extra courses, contingency courses, and outside-funded courses are subject to review and approval by the Office of Summer Sessions and the Provost.

11.28.3 Approval of Courses

Most courses taught during the summer should be identical to those which are offered during the regular year. No special approval is required to offer these courses. The faculty must submit descriptions of special topics or new courses which they propose to teach through their chairperson, where appropriate, and then to the dean of their school or college. The dean shall employ the same curriculum review procedures used during the regular academic year to determine the appropriateness of courses and their academic acceptability.

11.28.4 Personnel and Salary Policies

(edit note - NOT Approved by Academic Council, April 26, 2001)

A full teaching load per instructor will average about a unit per week up to seven units in a five week session and four units in a four week session. No faculty member may teach more than a full load or be paid for more without the specific approval of the dean of the unit and the Assistant/Associate Provost. Administrators with twelve-month appointments may not receive additional compensation for summer session work without the approval of the Provost. Summer Session salaries per credit by academic rank will be approved by the Provost and the Vice President for Finance upon the recommendation of the Summer Sessions Advisory Board.

Approved salaries for the current year will be included in the Summer Sessions Policy Guidelines. A faculty member will receive the salary indicated on his/her contract with the following exceptions: Courses with less than the minimum enrollment by the third day are subject to cancellation. The faculty member will not receive compensation for the canceled course unless an appropriate alternative assignment is available and approved by the dean of the college or school and the Assistant/Associate Provost. With the approval of the Assistant/Associate Provost, faculty salaries will be prorated for the course approved to be taught with less than minimum enrollments.

Independent Study instructors' salaries will be determined by the above process. Enrollment for thesis, dissertation, or research credit is not to be construed as Independent Study and does not produce additional salary for the instructor.

Neither a faculty member who is already teaching a full load nor an administrator on a twelve-month contract may receive compensation for Independent Study, nor may the total salary of any combination of course teaching or Independent Study exceed full course load compensation without the specific approval of the Office of Summer Sessions and the Provost.

11.28.5 Independent Study

All Independent Study must be described fully in a contract signed by the student and the instructor, approved by the dean of the instructor's school or college, and given to the University Registrar with the registration forms. A student on academic probation may not register for Independent Study.

11.28.6 Incompletes

An instructor may assign an Incomplete for a course or an Independent Study only after a contract has been drawn up between the student and the instructor for the completion of the work. All Incompletes incurred in the summer sessions must be completed by January 1 following the summer session. For details on procedures and deadlines for Incomplete grades, see 11.14.1.

11.29 Policy for Online and Blended/Hybrid Courses and Programs

11.29.1 Definitions of Courses

Courses are classified by the following delivery modes:

- Traditional course: A course that is delivered primarily with face-to-face instruction, i.e. where teaching activities occur in real time and in the same location. A learning management system may be used to post the syllabus and assignments and web-based instructional tools may be used to supplement learning, but scheduled class sessions are not normally replaced with web-enhanced learning. The percentage of course instruction delivered online is 0 - 33% in traditional courses.
- Blended/Hybrid course: A course where content is delivered with both face-to-face instruction and online instruction, i.e. where teaching activities occur using the internet to

enable access at off-campus locations and can occur either synchronously or asynchronously. A substantial portion of the content is web-enhanced learning, typically using a learning management system or other tool that supports regular and substantive interaction between students and faculty. The percentage of course content delivered online is 34 - 79% in blended/hybrid courses.

- Online: A course where most or all of the content is delivered online, typically with no face-to-face instruction. The web-enhanced learning typically takes place using a learning management system to support regular and substantive interaction between students and faculty, and can include synchronous and/or asynchronous components. The percentage of course content delivered online is 80 - 100% in online courses.

11.29.2 Definitions of Online and Blended/Hybrid Programs

Online and Blended/Hybrid programs are defined as follows:

- Fully Online program: A program where 0% of the units require face-to-face instruction.
- Online program: A program where up to 20% of the units require face-to-face instruction. These will include a combination of online and blended/hybrid courses, but no traditional courses.
- Blended/Hybrid program: A program where at least 51% of the units require face-to-face instruction. These will include a combination of online, blended/hybrid courses, and/or traditional courses.

11.29.3 Policy for Online and Blended/Hybrid Courses

11.29.3a. Online and Blended/Hybrid Course Approval

All online and blended/hybrid undergraduate courses must be approved by the Academic Affairs Committee on Undergraduate Studies and the appropriate curriculum committee of the school or college through which the course is offered. Previously approved traditional courses being transitioned to online or blended/hybrid must be approved in the new delivery mode by the Academic Affairs Committee on Undergraduate Studies and the appropriate curriculum committee of the school or college through which the course is offered.

11.29.3b. Adherence to Credit Hour Policy

For every credit awarded, online and blended/hybrid courses are required to ensure the equivalent of one hour of regular and substantive interaction between faculty-students and students-students, plus two hours of out of class work, as a per-week average over a 15-week semester (following the Carnegie definition). Each course will include sufficient interactive tools and course design elements that allow faculty and students interactive opportunities that equal or exceed the interaction found in a traditional classroom setting. Faculty must document calculations for interactive and out of class work, and keep these records, as directed by their academic unit.

11.29.3c. Attendance and Identity Verification

All syllabi for online and blended/hybrid courses must include an attendance policy that informs students that to earn full course credit, students are required to regularly and substantively participate in course activities and meet deadlines. Syllabi must also include a link to the University of the Pacific Code of Student Responsibility and any academic unit-specific policies. Faculty must adopt a method or methods for evaluating a student's regular and substantive in course activities and meeting deadlines. These methods may include, but are not limited to, monitoring students to ensure they access the course platform during the first week and at regular intervals, requiring students to complete earlier material before accessing later material, and sending students timely notices for failure to attend or participate adequately. To demonstrate substantive participation specifically at the first week of the course, students must complete an assignment or assessment.

Online and blended/hybrid courses must utilize an identity verification method, to establish that each registered student is the same student who participates in and completes the course and receives the academic credit. Academic units must employ at least one of the following methods: (1) a secure log-in and pass code, (2) proctored examinations, or (3) new or other technologies or practices that are effective in verifying student identity.

11.29.3d. Accessibility for All Students

Pacific is committed to providing equal educational opportunities for qualified persons with disabilities in a manner consistent with the University's obligations under law. This commitment and obligation applies not just to the Office of Services for Students with Disabilities (SSD) but to all faculty members as well. Traditional course offered with face-to-face instruction may be presented in an accessible format through the use of interpreters, transcription services, note taker services, and other assistive technologies. The wide range of technologies used in blended/hybrid or online courses, however, can either significantly ease or hinder the goal of creating courses that are universally accessible to all students. Faculty teaching courses offered in a blended/hybrid or online format must consider accessibility for all students from the design phase onward. Training resources shall be provided by the university to inform faculty on best practices for common online content such as video, audio, document files, images, synchronous webcasts, lecture capture, and other technologies.

11.29.3e. Student Rights and Responsibilities

Students enrolled in online and blended/hybrid course will have the same rights (access to advising, grievances, and all other academic rights) and have the same responsibilities expected of all students.

11.29.3f. Copyright Compliance

Faculty members are responsible for ensuring that the materials included in all courses, whether traditional, blended/hybrid, or online, comply with copyright law. This verification and compliance checking shall be done by the academic unit during the course development, approval process, and periodic curriculum review. Training resources shall be provided by the university to inform faculty on best practices.

11.29.3g Course Development, Workload, and Intellectual Property

Ownership of materials, faculty compensation, copyright issues and the use of revenue derived from the creation and production of blended/hybrid and online courses, including software, or other media products shall be in accordance with the Intellectual Property Policy (Section 9.6.1 and 9.6.1a of the Faculty Handbook). The Policy defines “course” to include “any on-site or distance-learning course, a course delivered synchronously or asynchronously by traditional or electronic means, and courseware that is a combination thereof.” Under the Policy, the University retains rights to Institutional Works and faculty retain rights they may hold to their Academic Works. For blended/hybrid and online courses, video and audio recordings produced with Significant University Resources shall be considered Institutional Works, but faculty shall retain any rights they may hold to the underlying content and the ideas of their disciplines that they have contributed to those video and audio recordings.

Academic units shall adopt a workload policy that accounts for the time investment for course development of online or hybrid/blended courses and for the regular and substantive interaction between faculty and students in course delivery.

Online course development requires a significant time investment that may exceed the time needed to prepare a traditional course. In developing a workload policy, academic units shall consider industry best practices such as compensation of faculty through release of course time, stipends, and similar approaches.

Teaching an online or hybrid course requires a weekly investment of faculty time that is at least equivalent to teaching a traditional course. For online teaching faculty, academic units should consider teaching an online course to be at least the equivalent of teaching a traditional course of similar class size, and subject to the same faculty workload policies and practices.

11.29.3h. Faculty Training

Faculty training on teaching blended/hybrid or online courses is highly recommended. Academic units may determine whether training within their unit is mandatory.

An online training certification course can be completed through the university which covers the following topics:

- Selection and design of content, learning activities, and instructional strategies that are appropriate for an online learning environment
- Evaluating an online course for quality and compliance
- Identification of tools and best practices to support compliance in online courses

11.29.3i. Compliance Review

All blended/hybrid and online courses must be reviewed for all compliance issues before they are offered. The compliance review can be performed by a university designee or by an experienced reviewer of online courses designated by the academic unit.

11.29.4 New Online Programs

Programs in which 50% or more of the units are delivered online must be approved by WSCUC.