ADDENDUM

2013-14 CATALOG

(as of 12/3/2013)

UNIVERSITY OF THE PEOPLE

225 S. Lake Ave., Suite 300

Pasadena, CA 91101

www.uopeople.org

info@uopeople.org

Tel. +1 626 264 8880

Credit Hours

University of the People employs a system of assigning course credit hours to all courses to track student achievement. The semester hour is used to quantify and represent the time an average student is expected to be actively engaged, representing a reasonable expectation of the time it will take the average student to achieve the stated learning outcomes in a course.

It is university policy that every semester hour is equivalent to a minimum of 45 hours of actual work for students during the course of the 9-week term, of which at least 15 hours must be spent in active academic engagement in addition to the remaining hours of additional preparation required to complete all of the academic work both comprising and representing the corresponding credit hours.

Rules governing the assignment of course credit hours are monitored by the Associate Provost of Academic Affairs. Guidance in complying with this policy is provided in the Course Development Guide and the Faculty Handbook.

Disciplinary Process

Adherence to the Code of Academic integrity is required of every member of the UoPeople community in all academic undertakings. While all members of UoPeople are required to uphold these values, the disciplinary process described concerns the conduct of students.

All violations of the Code of Academic Integrity are reported to the Office of Student Services and are permanently noted in a student's academic record. Breaches of the Code of Academic Integrity are grounds for disciplinary action and are normally subject to the following sanctions by the University:

First violation: Warning issued, and student is awarded a zero on the assignment.

Second violation: Student is issued a zero on the assignment or exam in question, as well as a failing grade in the course.

Third violation: Student is issued a failing grade in the course and is suspended from UoPeople for one or more terms.

Fourth violation: Student is dismissed from the university.

Sanctions, however, may vary based on past disciplinary records, and the University retains the absolute discretion to determine the appropriate sanction to be imposed for any infraction, depending

on the severity of the violation. Sanctions may also be cumulative; no sanction is necessarily exhausted before another sanction is imposed.

Students suspected of violating the Code of Academic Integrity are contacted by their Course Instructor. Students with two or more violations are also sent a letter from the Office of Student Services stating that their alleged academic misconduct will be referred to the University's disciplinary committee, the Student Affairs Committee. Students are allowed seven days to respond to the Office of Student Services at student.services@uopeople.org before their case is referred to the Student Affairs Committee.

Once the Student Affairs Committee reaches a decision, the Office of Student Services informs the student of the decision and of any resulting sanctions. Decisions rendered by the Student Affairs Committee are final and binding.

Privacy at UoPeople

University of the People respects and honors the privacy of all of its students, applicants and personnel and protects the confidentiality of its students' educational records. Except as provided by law, as set out in the terms of its Privacy Policy, or as provided in other University policies, the University will not publish or provide to a third party, the confidential information of a student, applicant or member of its personnel.

Breach of Privacy

If a student, applicant or member of the University's personnel believes that his or her privacy has been breached by the University, he or she should follow the grievance procedure outlined in the Catalog.

All alleged breaches of privacy will be investigated thoroughly and disciplinary actions may be imposed upon any member of the University's personnel found to have breached the privacy of any applicant, student or other member of the University's personnel.

Grading Policies and Practices

The University insures that students are issued grades in a timely fashion, and that grades are determined in a manner that is accurate, fair, and consistently applied in accord with established standards. Students are encouraged to speak to their Course Instructors if they wish further clarification of their grades, would like to discuss their assessments, or are considering requesting a grade change. Students with further complaints regarding alleged unfair or improper grading at UoPeople and who are unable to reach a resolution with their Instructor may request a Grade Appeal form from the Office of Academic Affairs (academic.affairs@uopeople.org).

Grade Reports

At the conclusion of each term of study, students may check their grades in their unofficial academic record in the Student Portal. Since the unofficial academic record is a permanent record of a student's academic performance, including course selections, grades, and credits earned toward a degree, it must be correct at all times. Students who believe an error has been made on their academic records should be in contact with the Office of Academic Affairs at academic.affairs@uopeople.org.

Math Preparedness of Applicants Seeking to Major in Computer Science

All applicants wishing to major in computer science must demonstrate that they possess the requisite preparation in mathematics in order to be admitted to the major.

Applicants indicating an interest in majoring in computer science must provide evidence of one or more of the following: strong high school mathematics preparation, prior college-level work in mathematics and/or computer science, and/or work-related experience in this area.

Applicants who are otherwise qualified but whose educational or work history does not show a sufficiently-strong mathematical background will be offered the opportunity to enroll as a Non-Degree Special Student and take MATH 0101 Developmental Algebra. The final examination is proctored and the course may not be used to meet the requirements of any UoPeople degree program.

Non-Degree Special Students who successfully complete the course may request to have their application to be a Degree Seeking Student reactivated and a decision made on their admissibility to the institution. Those who fail the course are given the opportunity to repeat the course one additional time. If they pass the course on the second try, they may request to have their application to be a Degree Seeking Student reactivated and a decision made on their admissibility to the institution. Those who fail the course a second time are not eligible to be admitted to study as a Degree Seeking Student.