



UNIVERSITY
OF THE PEOPLE
Tuition-Free Online University



ADDENDUM

2015-16 CATALOG

(as of 2/24/2016)

UNIVERSITY OF THE PEOPLE

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Purpose of this Addendum

The purpose of the Addendum is to provide information about changes that have occurred since publication of the 2015-2016 UoPeople Catalog. The Addendum contains approved changes to programs and courses as well as changes in policies and procedures UoPeople.

All changes and additions listed here take precedence over the information contained in the 2015-2016 Catalog. All information contained in the Addendum is subject to change without notice.



APPLYING TO UOPEOPLE

University of the People is an online institution that offers programs to qualified individuals 18 years old or older from all over the world, both from English-speaking and from non-English-speaking countries, with all instruction at the University delivered in English. All applicants are required to possess a sufficient level of English proficiency to permit successful completion of an undergraduate degree program.

As of Term 5 of the 2015-16 academic year, all admitted applicants will first study in UoPeople Foundations, completing at least two and no more than five courses in UoPeople Foundations while submitting their application to be considered for admission as a Degree Seeking Student in their desired undergraduate degree program.¹ All students are assigned a Program Advisor who provides guidance and academic advising for students throughout their studies at UoPeople. Upon successful completion of studies in UoPeople Foundations Courses, students may be considered for admission as a Degree Seeking Student at UoPeople.

Demonstrating English Proficiency

Applicants must prove English proficiency to begin taking courses in UoPeople Foundations.

Applicants whose native language is English or graduated from a school where the main language of instruction was English may be considered for immediate admission to UoPeople Foundations. 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 admission to UoPeople Foundations.

Other applicants 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:

English Proficiency Qualification	Minimum score required
Test of English as a Foreign Language (TOEFL*) Paper-based Test (PBT)	500
TOEFL* Internet-based Test (iBT)	61

¹ Coursework counted is at the 1000 level and above.



International English Language Testing System (IELTS)	6.0
Pearson Test of English (PTE) Academic Test	44
EIKEN English Proficiency Exam	Pre-1
ACT COMPASS	Level 3
Exams within the Common European Framework of Reference (CEFR)	B2

English proficiency qualification test documentation may be submitted electronically unless otherwise specified by the University. If submitted via regular post, documentation must be either original documents or notarized photocopies, bearing original stamps and signatures from a notary public or the issuing institution. Meeting the minimum entry requirements does not guarantee admission to the University. Applicants are welcome to contact the Office of Admissions at admissions@uopeople.edu with any questions regarding English proficiency qualifications.

Applicants who cannot present evidence of meeting one of the qualifications listed above or whose score falls below the minimum score required, but who have met all other Admissions requirements, may still be considered for admission. If admitted, these students will be required to successfully complete a University approved English course and examination, ENGL 0101 English Composition 1, before starting UoPeople Foundations Courses. Upon successful completion of the course and examination with a minimum grade of 73% or higher, students may begin enrolling in UoPeople Foundations Courses to be considered for admission as a Degree Seeking Student.

To demonstrate a proficient level of English, students will be allowed to enroll in ENGL 0101 English Composition 1 on two occasions only, excluding course drops and withdrawals. Those who fail the course the first time it is taken are given the opportunity to repeat it one additional time. If unsuccessful in passing the course on the second try, students will be dismissed without appeal.

UoPeople Foundations

In order to demonstrate strong academic ability to be considered for admission to an undergraduate degree program at UoPeople, students start their admissions process to the University while completing UoPeople Foundations Courses. Once students meet the admissions criteria, they may be considered for admission as a Degree Seeking Student in their desired undergraduate degree program. Credits earned in UoPeople Foundations Courses at the 1000 level and above count towards the associate and bachelor's degree requirements.



UoPeople Foundations Application Process

Applicants to UoPeople Foundations are required to complete the Online Application and pay a non-refundable Application Processing Fee of \$50. The application deadline for UoPeople Foundations is as follows:

May 5, 2016 to begin UoPeople Foundations Term 5 of the 2015-16 academic year

July 14, 2016 to begin UoPeople Foundations Term 1 of the 2016-17 academic year

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

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

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

UoPeople Foundations Courses

Applicants who have graduated from high school and who have met the requirement for English language proficiency may be admitted to study in UoPeople Foundations. During their first term of study, students are enrolled in UNIV 1001 Online Education Strategies where they are introduced to the instructional methodology employed by UoPeople; receive training in academic policies and procedures; learn to gather, organize and use information from primary and secondary sources; and begin to develop the habits of mind necessary to be a successful student. Students are also enrolled in a second course in their program during their first term.

Students interested in taking one course only during their first term in UoPeople Foundations must elect UNIV 1001 Online Education Strategies, a requirement for all first term UoPeople students. Students wishing to take only one course can cancel their second course in the Student Portal before the term begins, or drop or withdraw from their second course in the Student Portal during the normal drop/withdraw periods once the term has begun.



New Student Orientation

To introduce new students to UoPeople's Learning Management System (LMS), Moodle, as well as the opportunities, responsibilities, and resources for all students at the University, students who receive notice of admission and confirm their enrollment to the University as of 5 weeks before the start of the term, may be enrolled in UNIV 0001 UoPeople Preview, a three-week orientation program, before their first term of study in UoPeople Foundations. UNIV 0001 UoPeople Preview is ideally completed before the student's first term of study at the University, but is not required.

Grades and Transcripts

An academic record is maintained for each student enrolled in UoPeople Foundations, and the student's work will be graded and recorded in accordance with the policies of the University outlined in the Catalog. Relevant coursework completed at the 1000 level and above in UoPeople Foundations Courses will be accepted as meeting degree requirements for those who are later admitted as Degree Seeking Students, and will be listed as transfer credits on the student's transcript.

Students may request a copy of the official transcript of their academic work at UoPeople by following the instructions for requesting a transcript outlined in the Catalog. These credits will apply toward an Associate's or Bachelor's Degree and the credits may be transferable to other institutions, but students who intend to transfer courses to another institution are advised to verify whether courses completed at UoPeople will be transferable before embarking on their studies.

Academic Standing

Students enrolled in coursework to meet the English proficiency requirement and students in UoPeople Foundations are required to maintain a minimum CGPA 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.

Good Standing

Students maintaining a minimum CGPA of 2.00 are in good standing.

Academic Warning

Students who had been in good standing in the previous term and whose minimum CGPA drops to below 2.00 at the end of the term are placed on Academic Warning.

Academic Probation

Students who had been on Academic Warning in the previous term and whose minimum CGPA drops to below 2.00 at the end of the term are placed on Academic Probation.



Academic Dismissal

Students who had been on Academic Probation in the previous term and whose minimum CGPA continues to be below 2.00 at the end of the current term are dismissed from the University. Academic Dismissal is a permanent separation from the University and is not appealable.

Students who have not maintained a minimum CGPA of 2.50 after completing five courses in UoPeople Foundations are not eligible to be admitted to study as a Degree Seeking Student and will be dismissed from the University without further appeal.

Matriculation Policies

Students who wish to withdraw from UoPeople Foundations must send an online form via the Student Portal. Their request will be reviewed and processed by the Office of Student Services.

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 Examination Processing Fees then in effect if they have been out of residence for more than 15 terms. Students who have been out of residence for 5 or fewer consecutive terms may apply for re-enrollment, or may apply for reinstatement if they have been out of residence for anywhere between 6 and 15 consecutive terms. Out of residence refers to the number of terms that a student has been inactive at the University—either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms.

Processing Fees

Students in UoPeople Foundations will be required to pay an Examination Processing Fee of \$100 per course for every final exam taken. Financial assistance may be available and questions should be directed to the Financial Aid office at financial.aid@uopeople.edu.

Other Applicable Policies

All prospective and admitted students to UoPeople Foundations are subject to all other applicable policies and procedures required of all UoPeople students as outlined in the Catalog.

Admissions as a Degree Seeking Student

To apply for admissions consideration as a Degree Seeking Student, students must meet all the admissions requirements for a degree program at UoPeople as follows:



- **Submit Proof of High School Completion**

In order to be considered for admission as a Degree Seeking Student to an undergraduate degree program, proof of high school completion (high school diploma or its official functional equivalent) must be submitted in one of the following formats:

- (a) an official copy of a diploma (or transcript showing graduation) sent directly to UoPeople from an official authority (Ministry of Education or the school itself); or
- (b) the original diploma; or
- (c) a photocopy of the original diploma (or transcript showing graduation) certified by a notary.

If unable to provide (a), (b), or (c) listed above, the best evidence available must be provided, including a signed certification from the applicant regarding earning a diploma, a written explanation of why an official diploma or transcript cannot be sent, and an attachment of an unofficial/copied/scanned diploma. Submission of these materials does not guarantee admission; the Office of Admissions will assess each of these required submissions on an individual basis to determine acceptance, keeping a full record of the submissions and evaluations.

Diplomas that are not in English must be submitted together with an official notarized translation. In certain cases, the Office of Admissions may require the presentation of additional documentation. All documents submitted for admissions consideration must be received via regular post to the Office of Admissions at UoPeople by Week 6 of the term prior to beginning studies as a Degree Seeking Student. Documents submitted become the property of University of the People and will not be returned.

Refugees and Asylum-Seekers who are unable to produce original diplomas and/or transcripts may submit alternative documentation.

- **Meet the CGPA Requirements in UoPeople Foundations Courses**

To meet the eligibility requirements to be accepted as a Degree Seeking Student, students must earn the required cumulative grade point average (CGPA) in all UoPeople Foundations Courses completed at UoPeople.

The required GPA is 2.00 (C) or higher in each of the first two courses² in UoPeople Foundations. Students who meet this requirement may be considered for admissions immediately as a Degree Seeking Student.

Students who do not earn at least a 2.00 CGPA in each of the first two courses may take up to three additional courses and will be eligible to be admitted as a Degree Seeking Student if they

² Courses taken at the 1000 level or higher are evaluated.



earn a CGPA of 2.50 or above in all UoPeople Foundations Courses. Students who do not earn the required grades or CGPA in accord with the admissions criteria specified above will be evaluated again by the Office of Admissions to determine if they meet the admission criteria during each subsequent term. Those who do not meet the criteria for admission to degree study by the time they have completed five courses will be dismissed from the institution.

Review of Documentation

Any document sent throughout the admissions process 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.edu for further information.

Individuals who falsify or withhold information, or intentionally mislead or misinform personnel or administrators, will be declared ineligible for admission. In cases discovered after admission to UoPeople, the student will be subject to disciplinary action, including dismissal from the University without further appeal.

Making Our Decision

UoPeople accepts applications to the University five times a year and prospective students may apply for admission to any of the five terms. For admissions consideration, the online application and any required documentation must be received by the application deadline.

Every application is reviewed by the Office of Admissions to determine an applicant and/or student's overall readiness to study and ability to successfully complete a degree program. Admittance is at the University's sole discretion. Meeting minimum admissions requirements does not guarantee placement; decisions are made on an individual basis.

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 a rolling basis, and all relevant applicants will be informed of their admission status by the final Notice of Admission Day. For more information regarding the Admissions dates please refer to the Academic Calendar.

Students are invited to contact the Office of Admissions at admissions@uopeople.edu with any questions regarding the admissions process.