ACADEMIC AND GENERAL POLICIES

Applicable Catalog

Students in continuous enrollment may elect to graduate under the curricular requirements of either the catalog for the year in which they enter the university or the catalog of a subsequent year. Those who opt for a subsequent catalog, however, must notify their Success Coach or Program Director and meet all requirements in that catalog. Students whose enrollment is not continuous (i.e., not enrolled for more than three full semesters) as regular students are subject to the catalog requirements for the year in which they re-enter the university or that of a subsequent year of enrollment. A student may not combine requirements from two or more catalogs.

Maximum and Minimum Course Loads

The maximum course load is 18 units. Overloads may be carried with the written approval of the Dean of the College of Extended Learning on the recommendation of the academic unit leader. This must be filed with the Office of Records prior to the applicable registration period. If a student has failed a PLNU course or is on academic probation the academic unit leader, in consultation with One Stop: Financial, can limit the number of units in a given term. For financial aid purposes, a full-time course load for undergraduate students is twelve units per semester; a three-quarter course load is nine units; and a half-time course load is six units. Courses also must apply toward your current degree program to be considered for federal and state aid eligibility. For further information regarding financial aid, students should contact their One Stop: Financial representative.

Transcripts

A complete and official transcript of coursework is available in the Office of Records. There is a nominal fee for an official transcript. Please contact the Office of Records for more information. By federal law, requests must be accompanied by a written signature. Transcripts may not be released to anyone other than the student except by written authorization. Unofficial transcripts are available from the Office of Records. Forms for ordering both are available on the university website. Current students may print their own unofficial transcripts from the university website. Expedited processing and electronic ordering of transcripts are both available for an additional fee.

Course Offerings and Class Schedules

All course offerings are posted in Workday (http://workday.pointloma.edu/). The university reserves the right to cancel any class with insufficient enrollment and make necessary changes in its schedule and programs.

Course Numbering System

Course Number	Classification	Level
1000-2999	Lower-division courses open to undergraduate students	
3000-4999	Upper-division courses open to undergraduate students	

Prerequisite/Corequisite

Some courses listed in this catalog stipulate either a prerequisite or a co-requisite. A prerequisite is a condition or requirement that must be fulfilled prior to enrolling in a course, such as a specific student classification, permission of the instructor, or another course. A co-requisite refers to a condition or a requirement that must be met prior to or concurrent with enrollment in a course.

Credit Hour Policy

According to the United States Department of Education with regard to the credit hour definition, one semester unit represents an hour (minimum fifty minutes) of class time per week for at least 15 weeks (Carnegie definition). Two hours of preparation are normal for each hour of class.

- Face-to-face instructional hours are equivalent to the following:
  - 1 credit hour = 750 minutes instructional time
  - 2 credit hours = 1500 minutes
  - 3 credit hours = 2250 minutes
  - 4 credit hours = 3000 minutes
- Web-Facilitated courses use web-based technology to facilitate what is essentially a face-to-face course. These offerings can be up to 25% online/web-based work.
- Hybrid or Blended courses use online and face-to-face delivery. A substantial proportion of the content (between 26% and 79%) is delivered online, and it typically uses online discussion and has a reduced number of face-to-face meetings.
- Online courses have the majority of content online and typically do not have face-to-face meetings.

Academic unit leadership will monitor the unit of credit policy through the course syllabus, schedule, and faculty governance policies and procedures.

State Authorization and Student Location

State authorization is a formal determination by a state that Point Loma Nazarene University (PLNU) is approved to conduct activities regulated by that state. In certain states outside California, PLNU is not authorized to enroll students in online (distance education) courses and/or offer internships within that state. Student location is based on where a student is physically located while taking courses. Students taking face-to-face courses are located in California, regardless of their home state at the time of application.

If a student moves to another state after admission to a program and/or enrollment in an online course, continuation within the program and/or course will depend on whether PLNU is authorized to offer distance education courses in that state. If a student wishes to conduct an internship outside California, they must select a state where it is permitted. It is the student's responsibility to notify PLNU of any change in their physical location, other than incidental travel. Refer to the State Authorization (https://www.pointloma.edu/offices/office-educational-effectiveness/disclosures/) map to view which states allow online (distance education) and/or internships outside California.

Add/Drop Policy

Adding a Class. The deadline for students to register for courses is the last day of the second week of the semester or the last day of the first week of a Quad. Exceptions to this deadline will only be considered if students have extenuating circumstances beyond their control and

the student completes a change of schedule form, with the approval of the school dean/department chair and the Vice Provost for Academic Administration. The form is then filed with the Office of Records.

Dropping a Class. Students may drop a course through the last day of the second week of the semester or the last day of the first week of a Quad; enrollment will be deleted from the student's permanent record. After that, a student may request to withdraw from the course through the end of the week of 60% of the total course length. In these cases, a "W" will appear on the transcript with no impact on the GPA. After the withdrawal period, if a student requests to be removed from a class, a letter grade of "F" or "NC" (unless an Incomplete is feasible and approved) will be assigned. Students should consider refund and transcript implications when dropping or withdrawing from a class.

Academic Honesty

The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of university life. Any violation of the university's commitment is a serious affront to the very nature of Point Loma's mission and purpose.

Violations of academic honesty include cheating, plagiarism, falsification, identity fraud, aiding academic dishonesty, and malicious interference.

Cheating is the use of unauthorized assistance that results in an unfair advantage over other students. It includes but is not limited to: bringing and/or using unauthorized notes, technology or other study aids during an examination; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; allowing another person to do one's work and submitting it as one's own; submitting work done in one class for credit in another without the instructor's permission.

Plagiarism is the use of an idea, phrase, or other materials from a source without proper acknowledgment of that source. It includes but is not limited to: the use of an idea, phrase, or other materials from a source without proper acknowledgment of that specific source in a work for which the student claims authorship; the misrepresentation and/or use of sources used in a work for which the student claims authorship; the use of papers purchased online as all or part of an assignment for which the student claims authorship; submitting written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent.

Artificial Intelligence Use[1] PLNU acknowledges the potential benefits of using Artificial Intelligence (AI) tools for learning purposes, such as generating ideas, enhancing critical thinking, refining arguments, and aiding research and writing. Students are to consult their syllabus and instructor for the specific course policy regarding AI tool use. It is important to note that using AI-generated content without proper authorization or attribution constitutes plagiarism (see above). If utilizing AI-generated content as a resource for an assignment, students must provide proper acknowledgement of the AI tool and cite the platform used. Furthermore, students should exercise caution regarding potential misinformation or inaccuracies that may arise from using AI.

Falsification is the alteration of information or forging of signatures on academic forms or documents. It includes but is not limited to: using improper methods of collecting or generating data and presenting them as legitimate; altering graded work and submitting it for re-grading; falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, recommendations, letters of permission, transcripts or any other university document; misrepresenting oneself or one's status in the university.

Academic identity fraud is the act of allowing a person to impersonate the registered student, by doing the academic work and by submitting it as if it were the work of the registered person. This encompasses both face to face and online environments. It includes, but is not limited to: having another person complete a course assignment, take an examination, respond to discussion board questions, or complete any kind of academic exercise on behalf of the registered student. In such cases, it may be considered collusion to commit fraud on the part of both parties.

Aiding academic dishonesty is assisting another person in violating the standards of academic honesty. It includes but is not limited to: allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of academic honesty policies; providing false information in connection with any academic honesty inquiry.

Malicious intent is misuse of academic resources or interference with the legitimate academic work of other students. It includes but is not limited to: removing books, journals, or pages of these from the library without formal checkout; hiding library materials; refusing to return reserve readings to the library; damaging or destroying the projects, lab, studio work or other academic product of fellow students.

A student remains responsible for the academic honesty of work submitted in PLNU courses and the consequences of academic dishonesty beyond receipt of the final grade in the class and beyond the awarding of the diploma. Ignorance of these catalog policies will not be considered a valid excuse or defense. Students may not withdraw from a course as a response to a consequence.

Response Procedure for First Offense

The following response procedure must be used by faculty or administrators who discover a violation of academic honesty in current or previous courses.

1. *Fact-Finding:* The instructor or administrator should attempt to speak or otherwise communicate informally with the student as the first step.
2. *Internal Communications:* The instructor must inform in writing the academic unit leader and dean (who oversees the instructor and course in which the violation occurred) about the violation. The dean must then contact the Vice Provost for Academic Administration and inquire whether the student engaged in any prior incidents of academic dishonesty. If so, the instructor and academic unit leader should follow the process outlined below under *Repeat Offense(s)*. Otherwise, continue to follow the first offense response procedure.
3. *Notice of Decision to Student:* Once the violation is discovered, the instructor will send a written communication to the student regarding the incident and the consequences. Instructors can give students a lower grade (including an "F") on a specific assignment or a lower grade (including an "F") in the course as a consequence of a violation of academic honesty. The written communication should inform the student of the right to appeal and provide a link to the appeal procedure from the appropriate catalog. The communication should also inform the student that (i) a repeated violation of academic honesty may result in probation, suspension, administrative withdrawal or expulsion from the university, and/or (ii) depending on the gravity of the offense, a first violation of academic

honesty may also result in probation, suspension, administrative withdrawal or expulsion from the university, in the discretion of the Vice Provost for Academic Administration (see No. 5 below). In cases of academic identity fraud, the violation(s) could be interpreted as a criminal offense and could result in criminal charges as well as administrative withdrawal from Point Loma Nazarene University.

4. *Notice to PLNU Administration:* The instructor must send in writing a report of the incident to the academic unit leader, dean, and the Vice Provost for Academic Administration. The report should include a description of the violation, the evidence of the violation, and the action taken. Additionally, the Academic Dean must notify GPS Student Financial Services (gpssfs@pointloma.edu) of any interruption in course attendance/participation. The official record of the incident and any appeals is maintained by the Office of the Vice Provost of Academic Administration.
5. *Further Action:* Upon receiving notice from the instructor of a violation of academic honesty, the Vice Provost for Academic Administration may, at their discretion, based on the gravity of the offense and its surrounding circumstances, determine to impose additional consequences on the student, including without limitation probation, suspension, administrative withdrawal or expulsion from the university. If the Vice Provost for Academic Administration takes such further action, they shall notify the student in writing within two (2) business days of receiving the instructor's decision.

Appeal Procedure

The following appeal procedure must be used by a student who wishes to appeal consequences associated with a finding of academic dishonesty.

Appeals must address at least one of the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the student conduct process (e.g., substantiated bias, material deviation from established policy or procedures).
- The discovery of new evidence which is demonstrated to have been unknown or unavailable after reasonable diligence during the underlying student conduct process that could substantially impact the original finding or consequence. A summary of this new evidence, explanation of how and why it was unknown or unavailable before, and its potential impact must be included in the appeal.
- Why the resulting sanction(s) are unfair or arbitrary. Note that the appeal must be in regard to the stated standards and not due to professional judgment.

The written letter of appeal must specifically address at least one of the grounds for appeal noted above.

Note that some violations may be considered ineligible for appeal, in the discretion of the Vice Provost for Academic Administration. Such violations could include without limitation those that involve or impact the health, safety, or security of any member of the PLNU community.

1. *Written Appeal to School or College Dean:* The student should present an appeal of the penalty in writing within ten (10) business days of receiving the instructor's or Vice Provost for Academic Administration's decision, whichever is later, including all documents and evidence supporting the appeal, to the Vice Provost for Academic Administration who will send the appeal to any two uninvolved school or college deans. The deans will review the appeal and send a written ruling to the student, instructor, and Vice Provost for Academic Administration. The Provost will make a final decision in cases where there is a split vote. The appeal decision reached by the deans is final.

Response Procedure for Repeated Offense(s)

The following response procedure, after completing Items 1 and 2 from the First Offense Response Procedure as noted above, must be used by faculty or administrators who discover a repeated offense of a violation of academic honesty in current or previous courses.

1. *Initial Notice to Student:* If a prior offense of academic dishonesty has been noted, the school or college dean must notify the student in writing that such prior offense(s) will be included and evaluated by the dean when considering the consequence that should be imposed with respect to the current offense.
2. *Evaluation:* The school or college dean must consult with the instructor about the current incident of academic dishonesty and the instructor's recommendations regarding the consequences for the current violation. The school or college dean may also, at their discretion, consult with the Vice Provost of Academic Administration or others in order to evaluate the current incident and any prior offenses of academic dishonesty committed by the student. Depending upon the gravity of the incident or pattern of incidents of academic honesty violations and the circumstances surrounding the current and prior offenses of academic dishonesty, such consequences may include, without limitation, probation, suspension, administrative withdrawal or expulsion from the university. In cases of academic identity fraud, the violation(s) could be interpreted as a criminal offense and could result in criminal charges as well as administrative withdrawal from Point Loma Nazarene University.
3. *Notice of Decision to Student:* The school or college dean will communicate their decision and the consequences in writing to the student. The written communication should inform the student of the right to appeal and provide a link to the appeal procedure from the appropriate catalog. Additionally, the Academic Dean must notify GPS Student Financial Services (gpssfs@pointloma.edu) of any interruption in course attendance/participation.

Appeal Procedure

The following appeal procedure must be used by a student who wishes to appeal consequences associated with a finding of a repeated offense(s) of academic dishonesty.

Appeals must address at least one of the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the student conduct process (e.g., substantiated bias, material deviation from established policy or procedures).
- The discovery of new evidence which is demonstrated to have been unknown or unavailable after reasonable diligence during the underlying student conduct process that could substantially impact the original finding or consequence. A summary of this new evidence, explanation of how and why it was unknown or unavailable before, and its potential impact must be included in the appeal.
- Why the resulting sanction(s) are unfair or arbitrary. Note that the appeal must be in regard to the stated standards and not due to professional judgment.

Note that some violations may be considered ineligible for appeal, in the discretion of the Vice Provost for Academic Administration. Such violations could include without limitation those that involve or impact the health, safety, or security of any member of the PLNU community.

1. *Written Appeal to Neutral Dean:* The student should submit to the Vice Provost for Academic Administration a written appeal of the dean's decision including all document and evidence supporting the

appeal within ten (10) business days of receiving the dean's decision. The Vice Provost for Academic Administration will select a neutral academic dean to review the appeal. This dean will send a written notice of the decision on the appeal to the student, instructor, original dean, and Vice Provost for Academic Administration.

2. *Administrative Committee:* If the student isn't satisfied with the dean's decision from Step 1 above, the student may submit a further written appeal including all documents and evidence supporting the appeal, to the Vice Provost for Academic Administration within ten (10) business days of receiving the dean's decision on the appeal. The Vice Provost for Academic Administration will distribute the appeal to an administrative committee comprising an uninvolved dean, a member of the Graduate and Extended Studies Committee appointed by the Provost, and the Vice Provost for Academic Administration or designee. The appeal decision reached by this committee is final.

[1] Artificial Intelligence Use Guidance created with assistance from Los Angeles Pacific University.

Academic Behavior Policy

Both faculty and students at Point Loma Nazarene University have the right to expect a safe and ordered environment for learning. Students are expected to take the initiative to learn and conduct themselves in a mature and civil manner in the classroom environment. Any student behavior that is disruptive or threatening is a serious affront to Point Loma Nazarene University as a learning community. Students who fail to adhere to appropriate academic behavioral standards may be subject to discipline. Although faculty members communicate general student expectations in their syllabi and disruptive student conduct is already addressed in the Graduate and Professional Studies Student Handbook (https://pointloma-public.courseleaf.com/handbooks/grad-handbook/), the purpose of this policy is to clarify what constitutes disruptive behavior in the academic setting and what actions faculty and relevant administrative offices may take in response to such disruptive student behavior.

"Disruption," as applied to the academic setting, means classroom, instructor or classmate-related student behavior that a reasonable faculty member would view as interfering with or deviating from normal classroom, class-related, or other faculty-student activity (advising, co-curricular involvement, etc.). Faculty members are encouraged to communicate positive behavior expectations at the first class session and to include them in course syllabi. Examples of disruptive classroom or class-related behavior include, but are not limited to:

- Persistent speaking without being recognized or interrupting the instructor or other speakers
- Lack of respect for the instructor(s) and/or students
- Overt inattentiveness (e.g., sleeping)
- Inordinate or inappropriate demands for instructor or classroom time or attention
- Unauthorized use of cell phone or computer
- Behavior that distracts the class from the subject matter or discussion
- Behavior that is inconsistent with the mission of the University
- Unwanted contact with a classmate or instructor in person or online, via social media (including posts) or other means
- Inappropriate public displays of affection
- Refusal to comply with reasonable instructor direction
- Invasion of personal space, physical threats, harassing behavior or personal insults
- Any violation of the Community Living, Responsibilities, and Personal Conduct policies as outlined in the Graduate and Professional Studies Student Handbook (https://pointloma-public.courseleaf.com/handbooks/grad-handbook/) as these apply to the context of the academic learning environment (see below).

The above types of behavior are prohibited in the classroom, course-related off-campus activities and class-related interactions between students and instructors or academic administrators. Incidents which involve both academic and non-academic behavior may result in responses coordinated by the Vice Provost for Academic Administration (VPAA) and the Vice Provost for Graduate and Professional Studies or the Assistant Dean of the College of Extended Learning.

Civil and polite expression of disagreement with the course instructor, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

All students, including students with disabilities, are required to comply with this Academic Behavior Policy and related policies in their respective Student Handbooks, Catalogs and/or faculty syllabi. Students with disabilities, however, may be entitled to receive academic adjustments, modifications or auxiliary aids and services as described under the "Academic Accommodations (p. 7)" section.

Response Procedure

The following response procedure is recommended to faculty who witness or experience disruptive behavior, either in the classroom or in contact with an enrolled student outside the classroom. Depending on its severity, disruptive behavior could result in any of the following responses:

1. Notice to Student: Verbal and/or written request to stop behavior and warning of potential consequences.
2. Further Action (one or both):
   - Immediate exclusion from the current class period/activity (particularly if the student is noncompliant to the instructor's reasonable direction).
   - Report emailed to Vice Provost for Academic Administration which may further result in the student meeting with the academic unit leader and the VPAA to develop and sign classroom behavior and growth plan detailing appropriate behaviors and consequences for failure to comply. Any resulting sanctions for noncompliance will be communicated by the Vice Provost for Academic Administration in consultation with the academic unit leader and appropriate dean.
3. Depending on the frequency and severity of the student behavior, consequences as determined by the Vice Provost for Academic Administration in consultation with the academic unit leader and appropriate dean may also include without limitation permanent exclusion from a specific class, suspension, expulsion or administrative withdrawal from the university.

If events occur in classes or off-campus activities after university business hours, faculty should call the Department of Public Safety and ask to speak to the highest-ranking officer who will notify administrative personnel.

Appeal Procedure

The following appeal procedure must be used by a student who wishes to appeal consequences associated with an academic behavior sanction.

Appeals must address at least one of the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the student conduct process (e.g., substantiated bias, material deviation from established policy or procedures).
- The discovery of new evidence which is demonstrated to have been unknown or unavailable after reasonable diligence during the underlying student conduct process, that could substantially impact the original finding or consequence. A summary of this new evidence, explanation of how and why it was unknown or unavailable before, and its potential impact must be included in the appeal.
- Why the resulting sanction(s) are unfair or arbitrary. Note that the appeal must be in regard to the stated standards and not due to professional judgment.

The written letter of appeal must specifically address at least one of the grounds for appeal noted above.

Note that some violations may be considered ineligible for appeal, in the discretion of the Vice Provost for Academic Administration. Such violations could include without limitation those that involve or impact the health, safety, or security of any member of the PLNU community.

First Offense Procedure

1. *Written Appeal to School or College Dean:* The adult undergraduate student may request a university ombudsperson during the appeal process by contacting the Vice Provost for Academic Administration within two (2) business days of receiving the Vice Provost for Academic Administration's decision. The Vice Provost will work to identify an appropriate university ombudsperson. The student should present an appeal of the penalty in writing within ten (10) business days of receiving the Vice Provost for Academic Administration's decision, including all documents and evidence supporting the appeal, to the Vice Provost for Academic Administration who will send the appeal to any two (2) uninvolved school or college deans. The deans will review the appeal and send a written ruling to the student, instructor, academic unit leader, and Vice Provost for Academic Administration. The Provost will make a final decision in cases where there is a split vote. The appeal decision reached by the deans is final.

Repeated Offense(s) Procedure

1. *Written Appeal to Neutral Dean:* The accelerated undergraduate student may request a university ombudsperson during the appeal process by contacting the Vice Provost for Academic Administration within two (2) business days of receiving the Vice Provost for Academic Administration's decision. The Vice Provost for Academic Administration will work to identify an appropriate university ombudsperson. The student must submit to the Vice Provost for Academic Administration a written appeal of the decision including all documents and evidence supporting the appeal within ten (10) business days of receiving the decision. The Vice Provost for Academic Administration will select a neutral academic dean to review the appeal. This dean will send a written notice of the decision on the appeal to the student, instructor, academic unit leader, original dean, and Vice Provost for Academic Administration.
2. *Administrative Committee:* If the student isn't satisfied with the neutral dean's decision from Step 1, the student may submit a further written appeal including all documents and evidence supporting the appeal, to the Vice Provost for Academic Administration within ten (10) business days of receiving the dean's decision on the appeal. The Vice Provost for Academic Administration will distribute the appeal to an administrative committee comprising two uninvolved deans, a member of the Graduate and Extended Studies Committee appointed by the Provost, and the Vice Provost for Academic Administration or designee. The appeal decision reached by this committee is final.

General Petition/Appeal Policy

It is the responsibility of the university to conduct processes resulting in decisions that impact students or potential students. The university has established a general petition/appeal policy that may be used if a student or potential student believes the process was not followed, has new information, or believes the resulting decision is unfair based on the stated standards. The petition/appeal policy does not include student dissatisfaction with the resulting decision. A petition/appeal form is available from the Vice Provost for Academic Administration and must be submitted within ten (10) days of the decision that is being petitioned/appealed. Petitions/appeals submitted after this deadline will not be considered.

Note: Petitions/appeals established for other academic concerns (i.e., Academic Behavior, Academic Honesty, Grade Appeal) should follow the respective processes as outlined in the Catalog.

Once a petition/appeal has been made, there are up to two stages available in the process. The procedure is considered complete at the first stage, unless the student requests the second stage in writing to the Vice Provost for Academic Administration within ten (10) days of completion of the first stage. To submit a petition/appeal, follow the procedure as outlined below.

Appeals must address at least one of the following grounds:

- A procedural error or omission that significantly impacted the outcome of the student process.
- The discovery of new evidence, which is demonstrated to have been unknown or unavailable after reasonable diligence during the underlying process, that could substantially impact the original finding. A summary of this new evidence, explanation of how and why it was unknown or unavailable before, and its potential impact must be included in the appeal.
- Why the resulting decision(s) is/are unfair or arbitrary. Note that the appeal must be regarding the stated standards and not due to professional judgment.

The written letter of appeal must specifically address at least one of the grounds for appeal noted above.

- **Stage 1:** Written Appeal to Neutral Dean: The student must submit to the Vice Provost for Academic Administration a written appeal of the original decision including all documents and evidence supporting the appeal within ten (10) business days of sending the original decision. The Vice Provost for Academic Administration will select a neutral academic dean to review the appeal. This dean will send a written notice of the decision on the appeal to the student, appropriate involved parties, and Vice Provost for Academic Administration.
- **Stage 2:** Administrative Committee: If the student is unsatisfied with the dean's decision from Stage 1 above, the student may submit a further written appeal including all documents and

evidence supporting the appeal, to the Vice Provost for Academic Administration within ten (10) business days of sending the dean's decision on the appeal. The Vice Provost for Academic Administration will distribute the appeal to an administrative committee comprising two uninvolved deans and at least one additional committee member (examples: Student Success, Student Accounts, Financial Aid, Records) appointed by a Vice Provost. The appeal decision reached by this committee is final.

Ombudsperson - Student Advocacy

A student may request the assistance of a university ombudsperson to assist and advise them while they are involved in an academic appeals process. The role of a university ombudsperson is to listen to a student's concerns and serve as a student resource throughout the appeal process. An ombudsperson provides a safe place for students to discuss issues. The ombudsperson can explain academic policies, procedures, rules, and processes. They are able to review drafts of letters and/or appeal documents for clarification and effectiveness. They are not able to give legal advice. A request for the assistance of a university ombudsperson may be directed to the Vice Provost for Academic Administration.

Class Attendance

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

Synchronous Class Attendance

For synchronous courses which have specific scheduled meeting times (including in-person, hybrid, and synchronous online courses), absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. For courses with specific attendance requirements, those requirements are outlined in the course syllabus. Students may be warned if a student demonstrates a lack of attendance. After a warning, if absences continue and reach a total of more than twenty (20) percent of the course, the student may be de-enrolled from the course without further advance notice to the student.

If the date of de-enrollment is past the last date to withdraw from a course, the student will be assigned a letter grade of "F" or "NC." There are no refunds for courses where a de-enrollment was processed after the last date to withdraw from a course.

A student who registers late must, therefore, be exceptionally careful about regular attendance during the remainder of the course. Registered students who neither attend the first class session nor inform the instructor of record of their desire to remain in the class may, at the request of the instructor, be removed from the class roster.

Exceptions to the foregoing attendance regulations due to extenuating circumstances beyond the student's control may be granted only by appeal to the Vice Provost for Academic Studies or designee.

Note: For synchronous courses with an online asynchronous week, refer to the Online Asynchronous Class Attendance policy listed below.

Online Asynchronous Class Attendance

Students taking online courses with no specific scheduled meeting times are expected to actively engage throughout each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes, but is not limited to:

- Engaging in an online discussion
- Submitting an assignment
- Taking an exam
- Participating in online labs
- Initiating contact with faculty member within the learning management system to discuss course content

Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Students may be warned if a student demonstrates a lack of academic activity. After a warning, students who miss more than one week of academic activity without prior approval and arrangements with the instructor may be disenrolled or withdrawn from the course. If the date of de-enrollment is past the last date to withdraw from a course, the student will be assigned a letter grade of "F" or "NC." There are no refunds for courses where a de-enrollment was processed after the last date to withdraw from a course.

Non-Registered Individuals

In support of a controlled and manageable classroom environment conducive to the learning experience as well as noting the location of students for accurate records and campus safety, only assigned instructors and registered students are permitted to attend respective classes. There are some instances in which non-registered individuals may be permitted to attend a class session(s) when the visit pertains to the content of the course session(s), such as but not limited to university-sponsored invitations for guest lectures as determined by the Office of Academic Affairs and other visits pertaining to the learning environment (e.g., lecture review) as determined by the Program Director or instructor of the course.

Below are definitions corresponding to this policy:

- **Non-registered individual**: A person who is not currently enrolled in any class(es) at Point Loma Nazarene University for a particular term.
- **Non-registered student**: A person who is currently enrolled in class(es) at Point Loma Nazarene University but not enrolled in the particular class of interest.
- **Registered student**: A person who is currently enrolled in class(es) at Point Loma Nazarene University and is officially registered for the particular class of interest.

Additionally, the below items apply to non-registered individuals or students:

- Students who withdraw or are dropped from a class may no longer attend the particular class of interest.
- The conduct of any university-sponsored non-registered individuals who attend a class must adhere to a safe and manageable classroom environment conducive to the learning experience. All such individuals must abide by the policies set forth in this catalog and the Graduate and Professional Studies Student Handbook (https://pointloma-public.courseleaf.com/handbooks/grad-handbook/).

Note: Non-registered students interested in a course may add a course after courses begin within the limits of registration under the following conditions: course and classroom capacity, approval of the instructor teaching the course, and by the last day to add a course within the particular term as specified on the Academic Calendar.

Academic Accommodations

Pursuant to Section 504 of the Rehabilitation Act and other applicable laws, PLNU prohibits discrimination and harassment against a qualified individual with a disability. While all students are expected to meet the minimum standards for completion of each course as established by the instructor, students with disabilities may request academic adjustments, modifications or auxiliary aids/services. The PLNU Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2533), is the point of contact for disability issues for all PLNU undergraduate and graduate students, including students enrolled at the Mission Valley Campus and College of Extended Learning students enrolled in PLNU courses at Community College satellite campuses. Current and prospective students seeking accommodation must follow the reasonable accommodation procedures which may be found on the EAC website (https://www.pointloma.edu/offices/educational-access-center/).

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that EAC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

Examinations

Examinations may be deferred due only to illness or other equally valid conditions over which the student has no control. Approval for deferral must occur before the scheduled examination. Faculty and/or the department or school has the authority to grant examination deferral.

Grading System

Traditional letter grades (A, B, C, D, F) including plus and minus grades are used to indicate the level of scholarship earned for each course. Except for the correction of an error, all traditional letter grades are final at the conclusion of the academic term. Once the degree has been posted on the student's official transcript, no change of grade action is allowed for courses leading to the degree.

[CR] Credit

The grade utilized for designated courses which are graded on a Credit/No Credit basis. Courses graded Credit are counted toward a student's total number of units but have no grade-point value and no effect on the grade-point average.

[P] Pass

The grade utilized for designated courses which are graded on a Pass/No Credit basis. Courses graded by this designation are counted toward a student's total number of units but have no grade-point value and no effect on the grade-point average.

[I] Incomplete

A grade of Incomplete is given for work which has been completed partially in a satisfactory manner, but which, for valid reasons such as illness or death in the family, is not finished. The grade of I is to be given only on the basis of extraordinary circumstances clearly beyond the student's control. The grade of I is regarded as a deficiency grade and may be removed by the assignment of additional work to make up the deficiency; or, in cases where the incomplete is assigned because of inability to take a final examination, by a special examination. A grade of Incomplete must be made up within two weeks of the end of the course. If the work is not completed, the grade earned will be entered according to completed work for computation into the grade-point average. Until made up, a grade of I is considered as F in determining the student's grade-point average, and eligibility for financial assistance. *Note: Federal fair use policy requires ending access to Canvas resources after three weeks. Instructors should keep this in mind when establishing incomplete grade resolution requirements and deadlines.*

[IP] In Progress

A provisional grade assigned to courses, such as fieldwork courses, that extend longer than a term due to the nature of the course requirements. The grade of IP carries no grade points and is replaced by the grade earned when the requirements for the course are properly completed. If the work is not completed within one calendar year from the end of the term date of enrollment, the course registration will be concluded and a grade of No Credit [NC] assigned or a grade based on completed work for computation into the grade-point average.

[NC] No Credit

The grade recorded for all non-passing work in those courses graded on a Credit/No Credit basis. The NC grade has no grade-point value and no effect on the grade-point average. In order to complete an NC course to meet degree or credential requirements, including one that was an IP and reverted to NC, a student assigned this grade must register again for the course.

[W] Withdrawn

This grade is recorded when a student drops a course during the withdrawal period. After the last day to drop a course, students may withdraw from a course until the withdrawal deadline which is 60% of the total course length.

Grade Points

Letter grades are converted to numerical equivalents for computation according to the following scale.

Courses in which grades of IP, W, CR, and NC are received are not included in determining the grade-point average. See individual programs and course descriptions for any additional grade requirements.

Repeated Courses

Students may repeat courses in which they earned a grade lower than a C. Students may repeat courses up to two (2) times in which they earned a grade lower than a C unless fewer allowable repetitions are specified within the parameters of the program in the catalog. Written permission from the program director is required to take the course beyond three (3) attempts. Any repeated grade appears on the transcript, but the highest grade is used for grade-point calculation. Only the units associated with the highest grade will be calculated into the total units earned toward graduation. Students receiving Veterans Benefits may not be eligible for benefits when repeating a course.

Course Grade Appeals

It is the responsibility of the faculty to evaluate student performance and assign grades. The university has established a course grade appeal policy that may be used if a student believes the syllabus was not followed in the grade calculation or that grading was done in a capricious[1] or arbitrary[2] manner. The appeal policy does not include student dissatisfaction with a grade based on the faculty member's professional judgment. A Course Grade Appeal Form is available from the Vice Provost for Academic Administration and must be submitted within eight (8) weeks of the grade being published. Appeals submitted after this deadline will not be considered.

Once an appeal has been made, there are up to four stages available in the process. The procedures are considered complete at each stage, unless the student requests the next stage to the Vice Provost for Academic Administration in writing within ten (10) days of completion of the previous stage. To submit an appeal, follow the procedures as outlined below.

- Stage 1: Consult with Instructor of Course
  - As a first step, it is the responsibility of the student to express concern over a course grade first to the faculty member teaching the course. This informal step may be done verbally or in writing and must be completed within eight (8) weeks of the grade being published. This level of interchange is likely to resolve the matter in most cases. If, however, the concern is not resolved, the student may submit the Course Grade Appeal Form.
- Stage 2: Appeal to Academic Unit Leader
  - Should the faculty member and the student not reach agreement on the grade, the student has ten (10) business days to request the Course Grade Appeal Form from the Vice Provost for Academic Administration, write up the grade concern, and formally submit the Course Grade Appeal Form with a clear rationale to the academic unit leader. It is the student's responsibility to make the case that the grading was not in conformity with the course expectations as provided in the syllabus or was done in a capricious or arbitrary manner. The appeal should include (a) a description of the outcome of the informal process from Stage 1 and (b) all supporting documents and evidence. The best type of evidence includes documented items such as a course syllabus, assignment descriptions, formal evaluations from a class, the University catalog, or any other forms of written records pertaining to the course that were available to both the student and instructor. The Course Grade Appeal Form may be obtained from the Vice Provost for Academic Administration.
    It is the faculty member's responsibility to provide a copy of the relevant grades, a syllabus, and a description of how the course grade was computed.
    The academic unit leader may request additional materials from the student and/or faculty member. The academic unit leader, in the role of mediator, will meet with the student and the faculty member in an attempt to settle the dispute.
    In the event that the concern is in a class with the academic unit leader as instructor, a senior faculty member, selected by the Provost (or designee), with experience as an academic unit leader from a related discipline may fulfill this role.
    A summary of the outcome of this meeting will be provided in writing to the student and faculty member with a copy to the Vice Provost for Academic Administration.
- Stage 3: Appeal to the Dean
  - If stage two does not resolve the dispute, the student has ten (10) business days to inform the Vice Provost for Academic Administration and submit the appeal to the dean responsible for the academic unit in which the course is offered (if this dean is not a different individual than the academic unit leader, stage 3 is omitted). All documentation will be forwarded by the academic unit leader to the dean. The dean will discuss the dispute with the student, the academic unit leader, and the faculty member and make a recommendation as to a resolution which will be communicated to both the student and faculty member in writing.
- Stage 4: Appeal to the Vice Provost
  - If either the student or faculty member does not accept the recommendation from the previous stages, the student or faculty member may appeal by informing the Vice Provost for Academic Administration within ten (10) business days. The dean will forward the matter to the Vice Provost for Academic Administration who will thoroughly review the matter. The Vice Provost may involve the Graduate and Extended Studies Committee or other individuals with specialized expertise to review and make recommendations to the Vice Provost. The Vice Provost will make the decision and the decision will be provided to the student, the faculty member, and the dean in writing. The decision of the Vice Provost is final.
    In the rare event that the decision is to recommend a grade change and the faculty member rejects the recommendation, the Provost will have the grade changed to reflect the recommendation.

[1] Capricious grading refers to grading that is unpredictable, erratic, and subject to impulses. This type of grading lacks a consistent standard and can change without warning or justification, making it difficult for students to understand or predict how their performance will be evaluated.

[2] Arbitrary grading refers to grading that is based on random choice or personal impulse, rather than any reason, system, or established criteria. Arbitrary grading lacks a clear rationale and does not adhere to the predefined standards set forth in the course syllabus.

Earned Grades Policy

In addition to completing a course's academic requirements, PLNU's Earned Grades Policy requires that a student's account be substantially paid in full to receive final course grades in a given term. Please review the complete Earned Grades Policy here (https://drive.google.com/a/pointloma.edu/file/d/1gpvHTMzRo6mCu8kRkM_336VGLAbCOty9/view/?usp=sharing).

Major and Minor Requirements

To view requirements for majors, minors, and certificates, see the Degree Program Information (https://pointloma-public.courseleaf.com/aug-catalog/degree-program-information/) page.

Independent Study

Independent studies at the university level enable students to enrich their academic experience by pursuing topics and research in a closely supervised program with an academic supervisor. In such a study, a qualified student works with the instructor to develop a plan and syllabus. Adult degree completion students may receive credit for up to six units of independent study to be applied to their degree program. No more than four units may be received from one project or study.

An independent study form and proposal must be submitted with a registration form to the program director, with an approved copy filed with the Office of Records. The independent study must be approved by the instructor, academic unit leader, and the respective dean. Independent study fees may apply depending on circumstances.

Prior Learning Credit

In addition to the program units earned through the accelerated undergraduate program, additional semester units must be earned to meet the degree completion requirements of 120 total semester units. A maximum of 30 units can be evaluated for credit through the following non-traditional methods:

- Testing (CLEP[1], DSST[1])
- Prior Learning for university academic credit as evaluated by the American Council on Education (ACE) or the Council on Adult and Experiential Learning (CAEL) or the Military Experience credit

American Council on Education (ACE) provides guidance on workplace learning. See https://www.acenet.edu/Research-Insights/Pages/Student-Support/Post-Traditional-Learners.aspx (https://www.acenet.edu/Research-Insights/Pages/Student-Support/Post-Traditional-Learners.aspx)for more information.

Credit for Prior Learning (CPL) is not credit for "life experience." It is credit for prior learning and students must demonstrate through a portfolio that learning has taken place. The faculty will evaluate the portfolio to determine how much credit should be given for the learning accomplished. The student is responsible for any costs accrued for completing the evaluation.

[1] CLEP and DSST scores must be presented on original official documents from the issuing entity and are subject to the time limitations that each may place on score availability. (CLEP keeps scores for 20 years, after which time, testing would need to be re-done.)

Transfer Credit

Transfer credit is defined as undergraduate credit earned at other accredited institutions. Students in accelerated undergraduate programs must transfer in a minimum of forty (40) units. At least 36 units must be taken in residence, with the exception of RN-BSN students with Advanced Standing (minimum 30 units in-residence), or students who have appropriate transfer credit from an accredited BSN program (minimum 33 units in-residence). PLNU will not accept transfer credit from Career or Technical courses without a thorough evaluation process. Transfer credit from Foreign Institutions will not be accepted without proper transcript evaluation from an approved Foreign Transcript evaluation service. For transfer coursework to be considered, it must be presented on an original official transcript directly from the issuing institution.

Academic Standing

Good Academic Progress

The academic progress of all students is reviewed by the Associate Dean for Academic Affairs. Those who maintain the minimum required grade-point average are in good academic standing and as such are making progress toward a degree. To remain free of academic warning or academic risk, students must earn a minimum cumulative grade-point average specified by the program in which they are enrolled. The Adult Undergraduate programs require a GPA of 2.000 for the major course of study. Specific programs may impose higher standards.

Levels of Academic Concern

Point Loma takes seriously a student's inability to make satisfactory progress toward the goal of a degree. The university works with students placed on academic warning or academic risk to create links between them, advisors, program directors, and other support staff. Policies concerning students on academic warning or academic risk are administered by the Office of Graduate and Professional Studies.

Note: Students who receive federal or state aid or military-related benefits must meet certain qualitative and quantitative standards of academic progress. Eligibility for federal or state aid or military-related benefits is a separate, though related, consideration from academic standing. Additional information on PLNU's financial aid satisfactory progress policy is available in the PLNU Graduate and Professional Studies Student Financial Services Office.

Academic Warning

Students whose cumulative GPA meets the minimum standard for good academic standing, but whose session GPA for any one semester falls below 2.000[1], are placed on academic warning. While not technically on academic risk, these students are under the strict supervision of the Office of Student Success and may be required to repeat courses in which they received a low grade.

[1] Specific programs may impose higher standards. A session GPA of 2.750 will be used for students in the Bachelor of Business Administration program.

Academic Risk

Students whose cumulative GPA falls below minimum standards are placed on academic risk. Students on academic risk who fail to earn the minimal required session GPA for their program the following semester may be academically dismissed from continuing at the university.

Continuance on Academic Risk

Students who are on academic risk and earn at least the required GPA for their program during the current session, but whose cumulative GPA is below that standard, may be continued on academic risk at the discretion of the Office of Graduate and Professional Studies. These students are under the supervision of the Office of Student Success.

Academic Dismissal

Students whose cumulative GPA falls below the minimum requirements for two consecutive semesters are academically dismissed from continuing at the university. Students who are academically dismissed due to performance below minimum GPA standard will receive a letter from the Office of Graduate and Professional Studies describing the reason for the dismissal, the student's eligibility or ineligibility to apply for readmission, and the route to readmission if eligible.

Readmission After Academic Dismissal

To be considered for readmission, students who are academically dismissed must:

- spend at least one semester away from the university
- meet with the Office of Graduate and Professional Studies to create an academic improvement plan, and
- complete an application for readmission.

Students being readmitted to the university after a dismissal or a voluntary withdrawal while on academic warning or academic risk will be readmitted under academic risk regardless of their cumulative GPA in order to allow for monitoring of the student's progress.

Withdrawal and Readmission

Withdrawal from the University

There are times when a student finds it necessary to withdraw from the university. In order to avoid being administratively withdrawn, courses and incompletes being converted to a failing grade, and financial payments going into default, students are required to notify the Office of Records and complete a Notice of Intent to Withdraw from the university. If withdrawal occurs while a student is registered for classes, students must also follow the procedures listed below for withdrawing from a course.

Withdrawal from a Course

Students may drop a course at any time up to the last day allowable to drop a course (i.e. the last day of a 100% refund). If this action leaves the student with no remaining courses, a withdrawal form (available online) must be filed within seven (7) business days, otherwise an administrative withdrawal will be applied by the Office of Records. After the last day to drop a course, students may still withdraw from a course until the withdrawal deadline which is the end of the week of 60% of the total course length. Within this timeframe, students who wish to withdraw must contact the Center for Student Success or their Program Director. Courses are then graded with a W (withdrawal). In these cases, a W will appear on the transcript with no impact on the GPA.

Financial implications for withdrawals may be found under “Refund Policy (https://pointloma-public.courseleaf.com/aug-catalog/financing-plnu-education/#refundpolicy).”

Leaves of Absence

For more information regarding Leaves of Absence, please refer to the Graduate and Professional Studies Student Handbook (https://pointloma-public.courseleaf.com/handbooks/grad-handbook/).

Readmission

Students who have been admitted to the university, have attended classes, and have subsequently withdrawn formally or failed to register for more than one semester (or two sequential Quads) but less than one year must contact their program academic advisor or the Office of Student Success to determine next steps for re-entry. Students who have not been enrolled for three full semesters from the last date of attendance must submit a new application through the Office of Graduate and Professional Studies Admissions. The new application will use the student’s prior residential GPA as the readmission GPA. Should the residential GPA not meet satisfactory academic progress, the student would be considered for admission under probation and would be required to have an academic improvement plan in place prior to admission. Students who are successfully readmitted are subject to the program requirements of the catalog under which they re-enter unless a leave of absence has been granted. Also upon return, students are subject to availability of course offerings and course sequencing. Students previously admitted under exception will retain their exception status.

Administrative Withdrawal

Students who have not attended or enrolled in a course for one semester, are not currently completing coursework, and have not officially withdrawn, will be placed in an inactive status. Students who have been inactive for one year will be administratively withdrawn. Such withdrawal may have financial aid implications. Students with this status must submit a new application to the university and to their degree program.

Curricular Exceptions

Occasionally, an exception to the requirements in this catalog may be appropriate. The program director will make a recommendation to the appropriate dean. Decisions regarding exceptions are based on the merit of each individual case.

All curricular exceptions combined may not exceed 20% of the total units required for the degree or credential. The rationale for such changes must be substantiated with official academic records that become part of the student’s PLNU academic records in the Office of Records.

A curricular exception is a course substitution of one PLNU course substituting for another PLNU course.

Application for Graduation

A student who intends to graduate must complete an Application for Degree Candidacy obtained from their Student Services Counselor. The form must be filed with the Office of Records no less than 60 days prior to the anticipated degree posting date. All work taken toward a degree must be completed in full with passing grades recorded prior to the anticipated degree posting date. Degrees are conferred three (3) times per year at the close of each academic term. If all program requirements for the semester of application are not completed, the student must reapply for graduation. Degrees are posted in the semester of final registration and/or completion of final requirements.

Commencement convocation is held two times a year, at the close of the fall and spring terms. All candidates who completed their work and had their degree posted in the current academic year may participate. A candidate who is deficient in meeting graduation requirements by nine (9) units may be permitted to participate in the following commencement. The diploma is available to graduates approximately 10 weeks after satisfactory completion of all work for the degree after the closest degree confirmation date.

All candidates must complete all program courses to participate in Commencement unless all of the following are met:

- There are no more than nine (9) non-program units lacking to complete the required units for the degree; and
- There is an approved plan to complete the remaining units in the immediately following term

Graduation Honors

Graduation with Latin Honors. The university recognizes academic excellence with the following honors designation based exclusively on the residential grade-point average (GPA earned in residence at PLNU):

- **Summa cum Laude (highest honors), 3.900 and above**
- **Magna cum Laude (high honors), 3.700 to 3.899**
- **Cum Laude (honors), 3.500 to 3.699**

Final honors are designated on diplomas. To be considered for honors a student must have a minimum cumulative grade-point average of 3.500, including all transfer work. The specific level of honors noted above is only based on PLNU residential units.

The university announces ceremonial (unofficial) honors during the commencement ceremony using these calculations based on the GPAs and a minimum of 36 residential units earned by the conclusion of the preceding semester. Official honors are calculated and posted with the degree.

Academic Honors

Dean's List

Each semester, beginning in Fall 2021, the Vice Provost for Academic Administration recognizes honor students who have achieved a session grade-point average of 3.500 or higher in at least 9 earned units of work during the previous semester. The Dean's List is provided to students via email in the following semester.

Education Records (FERPA) and Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Point Loma Nazarene University ("PLNU") receives a request for access. A student should submit to the Office of Records, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask PLNU to amend a record should write the Office of Records, clearly identify the part of the record the student wants changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy under FERPA.

If PLNU decides not to amend the record as requested, PLNU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before PLNU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Under FERPA, PLNU may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official includes persons employed by PLNU in an administrative, supervisory, academic, research, or support staff position (including security personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of PLNU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PLNU.

Upon request, PLNU also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. PLNU will make a reasonable attempt to notify a student of these disclosures, unless the request or disclosure is initiated by the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by PLNU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202

FERPA also permits PLNU to disclose directory information without student consent. Accordingly, PLNU may, but is not required to, release directory information. PLNU has defined directory information as name, address (including electronic mail), photo, telephone number, date and place of birth, major field of study, dates of attendance, enrollment status, degrees, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree candidacy, and the most recent previous educational agency or institution attended. This information may be provided, upon review by the Director of Records, as public information to individuals who demonstrate a valid need for the information.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA requires PLNU to record such disclosures. Eligible students have a right to inspect and review the record of disclosures.

In addition to the above, FERPA permits postsecondary institutions to disclose PII from the education records without obtaining prior written consent of the student in the following circumstances:

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to specific requirements.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities. Such disclosures may be made in connection with an audit or evaluation of federal or California supported education programs, or for the enforcement of, or compliance with, federal legal requirements that relate to those programs.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the

aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, PLNU in order to:
  - develop, validate, or administer predictive tests;
  - administer student aid programs; or
  - improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to all FERPA requirements.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to FERPA's requirements. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to FERPA's requirements, if PLNU determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of PLNU's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if PLNU determines the student committed a disciplinary violation and the student is under the age of 21.

Periodically, PLNU conducts formal and informal photo and video shoots (around the campus and at off-campus events and activities) for use in university publications, social media, promotional videos/commercials, and the PLNU Web site. Students who require that no identifiable image be used by the university must notify Marketing and Creative Services in writing prior to the second Monday of each semester. Students should email their request to photo-optout@pointloma.edu and include their full name and student ID number. In addition, PLNU may submit information about students' participation in school activities to media outlets. Students who require that their names be excluded from such stories must notify Marketing and Creative Services in writing prior to the second Monday of each semester.

Questions relative to FERPA policies should be referred to the Office of Records (https://www.pointloma.edu/offices/records/). To notify the Director of University Compliance and Registrar of an employee's failures by PLNU to comply with the requirements of FERPA, you can email compliance@pointloma.edu or file an online report (https://pointloma-advocate.symplicity.com/collections/compliance/01ce721acf586739e5a4ed72e2b709d2/).

Teach-Out Policy

For more information regarding Teach-Out Policy, please refer to PLNU's Teach-Out Policy and Procedures (https://drive.google.com/file/d/1kLvKbxAgb8m2m9OZR3cXafVfnzabBAf4/view/?usp=sharing).

Official Catalog

As the online catalog is considered to be the official document relative to academic program offerings and charges, any print-outs of pages taken from the online version are, by definition, unofficial. Also, PLNU reserves the right to amend this catalog at any time without prior notice. This catalog, along with the policies herein, supersedes and control over all previous catalogs, except as otherwise expressly provided herein regarding graduation requirements.