

ACADEMIC AND GENERAL POLICIES

Applicable Catalog

The student is ultimately responsible for the fulfillment of all requirements for graduation in the catalog in effect at initial enrollment. Those who opt for a subsequent catalog, however, must notify the Office of Records and meet all requirements in that catalog. Students who have not been registered for two or more consecutive semesters come under the catalog in effect at the time of re-entry. Only one catalog can be selected, and all requirements from that catalog must be met.

Course Load

Traditional Student Population

The normal academic course load is 15-17 units per semester, including any concurrent units at another institution, with a maximum of 8 units in either quad. Summer academic course load is 6 units per session and 12 units per summer, including concurrent units.

Students in their first semester at PLNU are limited to 17 units per semester. Students on academic warning or academic risk status are limited to 13 units per semester (a total of 9 in the summer).

If a student in good academic standing finds it necessary to carry a load greater than the normal load, the maximum number of units allowed is determined by the student's grade-point average as shown in the table below. Students may petition to the Office of Records to assume a course overload beyond the maximum units listed below.

Courses must apply toward your current degree program to be considered for federal and state aid eligibility.

Minimum GPA	Maximum Load
2.500	18 units
2.750	19 units
3.000	20 units

LEAP Student Population

The LEAP course load is a maximum of 14 units in the fall semester, and 14-17 units in the spring semester, based on the student's fall GPA.

- LEAP students who earn a fall GPA between 1.800 and 2.799 will carry a maximum spring load of 14 units.
- LEAP students who earn a fall GPA of 2.800 or greater will carry a maximum spring load of 17 units.

Transcripts

A complete and official transcript is available by ordering through the Office of Records (<https://www.pointloma.edu/records/>) webpage or by going to the National Student Clearinghouse (<https://tsorder.studentclearinghouse.org/school/ficocode/00126200/>) website. Official transcript costs are specified on the ordering page. Transcripts marked for pick up will not be released to anyone other than the student except by a signed, written authorization submitted to the Records Office prior to pick up; photo ID is required for pick up of transcripts. Unofficial transcripts are free and available through Workday as well as ordering through the Office of Records (<https://www.pointloma.edu/records/>) webpage. Expedited processing and mailing options may be available

for an additional fee. Once the Records Office completes transcript processes and mails/releases the transcripts as noted on the order, we cannot guarantee times for mailing/delivery by outside agencies.

Academic Calendar

The academic year at PLNU is divided into fall and spring semesters of 15 weeks, followed by a summer semester of two sessions. A complete listing of important dates is found in the catalog as well as on the university website. In addition, the university provides course information in Workday along with any corresponding course fees and other details pertinent to these terms of study.

Course Schedules

All schedules are posted in Workday. Current students, staff, and faculty should refer to the course schedule in Workday for the most up-to-date information. The schedule of course offerings, complete with final examination times, are available each spring for the following fall semester's classes and each fall for the following spring semester's classes. Also, early in the spring semester a schedule of summer session classes is posted. The university reserves the right to cancel any class with fewer than ten students and make necessary changes in its schedule and programs.

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).

- 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
- Two hours of preparation are normal for each hour of class.
- Three hours of laboratory are equivalent to one hour of class (minimum 50 minutes).
- Transfer work on the quarter system converts as three quarter units equal to two semester units.
- Online courses require students to dedicate a minimum of 37.5 hours of active participation per credit hour towards their coursework.

Distance Education refers to courses that are offered in the online modality as defined in the catalog.

Course Modality Definitions

- **In-Person Courses:** Courses that meet in-person with the instructor and students in a physical classroom setting. With approval by the Academic Dean, this may include up to 25% of qualified class interactions through a Learning Management System (such as Canvas).
- **Hybrid Courses:** Courses with class meetings that take place both in the classroom and online synchronously and/or asynchronously.
- **Online Courses:** Courses with class meetings where all instruction and interaction is fully online.
 - Asynchronous Courses: All class meetings are asynchronous.
 - Synchronous Courses: At least one class meeting takes place at a designated time.

The Deans' Offices monitor compliance with this 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.

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 Use¹ 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 or 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 appropriate 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 Dean of Students and inquire whether the student engaged in any prior incidents of academic dishonesty. If so, the instructor and dean 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 consequence(s). 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, the Dean of Students, 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 Student Financial Services (sfs@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 Dean of Students.
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: Reviewed by School/College Dean:* The traditional 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 instructor's or Vice Provost for Academic Administration's decision, whichever is later. If desired by the student, 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 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 (2) 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. For purposes of determining the appropriate consequences for the current violation, the dean may also, at their discretion, consult with the applicable academic unit leader, the Dean of Students, the Vice Provost for 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 Student Financial Services (sfs@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.

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: Reviewed by Neutral Dean:* The student in a traditional undergraduate program 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 dean's decision. If desired by the student, the Vice Provost will work to identify an appropriate university ombudsperson. The student must 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, Dean of Students, and Vice Provost for Academic Administration.
2. *Written Appeal: Reviewed by 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 academic administrator, the Vice Provost for Academic Administration or designee, and the Dean of Students or designee. The appeal decision reached by this committee is final.

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

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 classes in which a student is registered is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements to be met. There are no allowed or excused absences (including illness) except as approved in writing by the Provost for specific students participating in certain university-sanctioned activities.

An enrolled student who is a member of the Armed Services (including the reserve components) and misses class(es) due to receiving orders to perform a period of service (active duty, inactive duty training, or state service) will not have the corresponding missed class sessions classified as "unexcused." Such students must provide appropriate documentation to the Office of Military Programs and Services to ensure their absences are recorded accurately.

Students who become ill should contact their professor(s) in advance or as soon as possible regarding missing class. In these cases, students should consult their course syllabi and contact their professor to inquire about the possibility of a make-up policy. For chronic illness scenarios, students may contact the Educational Access Center (EAC) for a consultation. Note that the Wellness Center does not provide notes to students for illness.

Absences approved in writing by the Provost still count toward the 10%-20% limits, but allow students to make up work, quizzes, or tests missed as a result of a university-sanctioned activity. Activities of a unique nature, such as labs or other activities identified clearly on the syllabus, cannot be made up except in rare instances when instructors have given advanced, written approval for doing so.

Whenever the number of accumulated absences in a class, for any cause, exceeds ten (10) percent of the total number of class meetings, the faculty member should send an email to the student and the Vice Provost for Academic Administration (VPAA) warning of attendance jeopardy.

If after a warning, absences continue and reach a total of more than twenty (20) percent of the course, the faculty member or VPAA may initiate the student's de-enrollment from the course without further advanced notice to the student.

If the requirements of a university-sanctioned activity extend beyond the normal annual demands, the procedure approved by faculty and outlined in the Student Athletic Handbook will be followed.

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

Absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. Consequently, a student who registers late must carefully monitor regular attendance during the remainder of the semester. Registered students who neither attend the first class session nor inform the faculty of their desire to remain in the class may, at the request of the instructor, be dropped from the class.

Exceptions to the foregoing attendance regulations due to extenuating circumstances may be granted only by appeal to the Vice Provost for

Academic Administration. Students are responsible to consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

Note: Ultimately, students are solely responsible for their registrations and any financial implications. Inaccurate course registrations can lead to a grade of “F” for failure to complete a course and not dropping by the last day to drop, or no credit allowed if the course is not registered for by the last date to add. Please see the academic calendar (<https://www.pointloma.edu/current-students/>) for appropriate dates.

Deployment Leave

This Deployment Leave Policy is designed to provide guidelines and procedures for students who are called for military deployment while enrolled in courses at our institution. The purpose is to support and accommodate students serving in the military by offering flexibility in managing their academic responsibilities during and after deployment. This Deployment Leave Policy is designed to balance the educational needs of students with the unique challenges of military deployment. It aims to provide flexibility and support to ensure that students can successfully navigate their academic commitments during and after their service.

Deployment Leave covers an open-ended timeframe based on the actual length of deployment.

Notification and Documentation

Students are required to notify the Department of Military Programs and Services upon receipt of deployment orders. Students are required to inform the Department of Military Programs and Services immediately upon their release from deployment. Students must provide appropriate documentation verifying their deployment status and dates.

Options for Courses in Progress

Upon receiving deployment orders, students have the following options regarding their current courses:

- **Complete Current Courses:**
 - Students may choose to continue and complete their current courses as per the original schedule.
- **Drop Current Courses with Full Refund:**
 - Students have the option to drop their current courses with a full refund of tuition and fees.
- **Take an Incomplete Grade:**
 - Students may opt for an Incomplete Grade when feasible. If this option is chosen, the student is responsible for completing the remaining coursework within 6 months of their release from deployment.

Resumption of Study and Completion of Program

Students must enroll and resume their studies within one year of their release from deployment. Students retain their catalog year assignments when resuming study within one year of the end of their deployments. Students who take one or more deployment leaves are eligible for an extension of the maximum time to complete their programs by the total length of the deployment(s).

Support and Resources

The Department of Military Programs and Services will maintain open communication with students to address any concerns or provide additional support.

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 Traditional Undergraduate Student Handbook (<https://pointloma-public.courseleaf.com/prior-catalogs/2024-2025/handbooks/tug-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 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 Traditional Undergraduate Student Handbook (<https://pointloma-public.courseleaf.com/prior-catalogs/2024-2025/handbooks/tug-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 Traditional Undergraduate Student Handbook (<https://pointloma-public.courseleaf.com/prior-catalogs/2024-2025/handbooks/tug-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 Dean of Students.

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 accommodations, 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: Reviewed by School/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: Reviewed by Neutral Dean:* The student in a traditional undergraduate program 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. *Written Appeal: Reviewed by 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.

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 an 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.

Classroom Recording Policy

This policy provides guidelines for classroom recordings to ensure the privacy, consent, and appropriate use of recorded materials, fostering a conducive learning environment for all participants.

- **Instructor Permission for Recording:**
 - No classes, whether conducted online or in-person, shall be recorded without the explicit permission of the instructor.
 - Prior to recording, the instructor must provide clear consent and communicate their decision to allow recording.
- **Notice to Participants:**
 - Students are notified on the course syllabus that the class sessions may be recorded.
- **EAC/ADA Accommodations:**
 - Recording may be permitted to fulfill accommodations under the Americans with Disabilities Act (ADA) for students with disabilities.
 - In such cases, the instructor shall work with the Educational Access Center (EAC) to ensure appropriate arrangements are made to support these accommodations.
- **Consideration for Non-Consent:**
 - Instructors shall make reasonable efforts to address the students who do not wish the instructor to capture their audio or video while maintaining the educational experience for all participants and fulfilling accommodations under the Americans with Disabilities Act (ADA) for students with disabilities.
- **Unauthorized Recording:**
 - Any form of recording without explicit permission from the instructor is strictly prohibited.
 - Students engaging in unauthorized recording may face disciplinary action including permanent exclusion from a specific class, suspension, expulsion, or administrative withdrawal from the university.
- **Responsible Use of Recordings:**
 - The use of recorded materials, including but not limited to audio or video recordings, by anyone (including the professor) for purposes other than instruction is not permitted.

Examinations and Reports

Examinations may be deferred due only to illness or because of other equally valid conditions over which the student has no control. Faculty report to administration as early as possible any student who, for any reason, is in danger of failing a course. Those students whose work is falling below a "C" average are referred to academic support services. Faculty are asked to make mid-semester grades available to students. Grades of "D" and "F" are reported to the Vice Provost for Academic Administration.

Grading

Letter grades (A, B, C, D, F) including plus and minus grades are used to indicate the level of scholarship earned for each course. Once the degree has been posted on the student's official transcript, no change of grade action is allowed.

[CR] Credit

The grade utilized for designated courses which are graded only on a Credit/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. The "CR" grade is also assigned to units earned through Advanced Placement (AP).

[P] Pass

The grade utilized for designated courses which are graded only 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.

[NC] No Credit

The grade recorded for all non-passing work in those courses graded on a Credit/No Credit basis and for those courses taken on a Pass/No Credit basis. The NC grade has no grade-point value, has no effect on the grade-point average and yields no earned credits.

[F] Failure

This grade is given for unsatisfactory performance in a course where an NC is not applicable. If the course taken at this university is repeated here, the F remains on the permanent record, but only the higher grade earned for the course is computed in determining the grade-point average. See "Repeated Courses (p. 10)."

[H] Audit

Students may register for some courses at the university on an audit basis (indicated on the transcript by the letter H). The following conditions apply:

- An audit is taken by students for personal enrichment or review.
- No academic unit credit can be earned for an audited course.
- There is no expectation of interaction on the part of student or faculty member.
- Students may not incur excessive absences, as defined in this Catalog.
- Audits are available on a space-available basis only.
- An audit grading type cannot apply to a physical education activity course, studio art classes, performance classes, skill courses, beginning and intermediate foreign languages, laboratory sciences, fieldwork, internships, practicum experiences, study abroad, research, or private music lessons.
- Courses taken by audit may not revert to a credit course or vice versa after the first two weeks of the semester (or one week of a Quad course); and
- The student must indicate the audit election by the last day to add classes, with the approval of the student's academic advisor, and may not change the basis of registration for this course thereafter.

[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 "I" must be made up, if at all, by the end of the next regular semester. Until made up, a grade of "I" is considered as "F" in determining the student's grade-point average, and eligibility for financial assistance and intercollegiate competition.

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 used in certain courses which may extend longer than a semester (for a complete list of courses approved for the IP grade, students should contact the Office of Records). The grade of IP carries no grade points, and is replaced by the grade earned when the requirements for the course are properly completed. A grade of IP must be changed at the end of the next regular semester (summer is not a regular semester). If the course is not completed, the IP will be changed to an F.

[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:

The grade-point average is computed for each student, and a satisfactory grade-point average is necessary for continuance and for graduation.

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/open/?id=1FxY3d91YU2MvhWZJ3nDakfmjmeb3CWvw>).

Major and Minor Requirements

To view requirements for majors, minors, and certificates, see the Degree Program Information (<https://pointloma-public.courseleaf.com/prior-catalogs/2024-2025/tug-catalog/degree-program-information/>) page.

Non-Traditional Delivery Credits

Point Loma Nazarene University recognizes the place of non-traditional delivery systems in education and has developed policies and procedures to guide students in this regard. Online and/or hybrid courses utilizing technology-mediated instruction are also strictly controlled by the university's accrediting body. Consequently, the following guidelines both define the boundaries for distance learning modalities and protect the integrity of Point Loma's deeply held commitments to the learning environment.

Policies

1. The approval of online courses must always be on a case-by-case basis.
2. As academic units with a non-traditional delivery, online courses must be approved prior to enrollment in those courses and are limited to 12 semester units over the student's total degree program.
3. Online credits submitted to PLNU for approval must be offered by an institution of higher learning accredited by the Western Association of Schools and Colleges, the Northwest Commission on Colleges and Universities, the Higher Learning Commission of the North Central Association of Colleges and Schools, Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, or by an accrediting agency recognized by both the United States Department of Education and the Council for Higher Education Accreditation.

4. The course must apply to comparable degree programs at the home institution in which it resides.
5. Students requesting consideration of an online course in transfer must submit an Academic Policy Petition, together with a hard-copy print-out of the course description and syllabus.
 - a. If the course is to satisfy a major/minor requirement, then approval must be obtained from the department chair/school dean in which the course is required.
 - b. If the course is to satisfy Foundational Explorations requirements, approval must be obtained from the department chair/school dean in which the content resides.
6. Following action from the appropriate department chair/school dean, the petition is submitted to the Records Office for processing and final evaluation by the Vice Provost for Academic Administration.
7. All online courses must be graded by traditional methods (letter grades). Courses graded credit/no credit will not be accepted.
8. Proctoring of examinations must be arranged and paid for by the student, as PLNU faculty/staff are not obligated to perform such tasks.
9. Online courses approved by PLNU must be completed within twelve months of approval.

Procedures

1. Students interested in taking an online course should pick up an Academic Policy Petition at the Office of Records.
2. Students should check with the appropriate department chair/school dean for program specific guidelines for an online course.
3. Students should take the completed petition along with a course description and syllabus to the appropriate department chair/school dean as stated in the policy.
4. If approval is given, the completed petition should be taken to the Records Office for processing and final evaluation by the Vice Provost for Academic Administration.
5. If final approval is given the student may enroll in the course.
6. The transcribed course grade must be submitted to the PLNU Office of Records within twelve months of approval of the course.

Pass/No-Credit Option

A student in an undergraduate program may elect to take a course on a Pass/No-Credit basis under the following circumstances:

- Completion of at least 24 semester units;
- Not more than one such course per semester;
- A maximum of 12 units toward graduation to be elected for such courses;
- The course selected must be an elective-not applied toward a requirement, or a required professional course (for credential); and
- The student must indicate the "Pass/No-Credit" election by the last day to add classes, with the approval of the student's academic advisor, and may not change the basis of registration for this course thereafter.

This option is not available for transfer courses taken by on-line delivery, after matriculation at Point Loma.

Course Grade Appeal

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 capricious¹ or arbitrary² 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 Academic Policies 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.

Freshman Forgiveness

A non-transfer student who does non-passing work (a failing grade) in a class during the first semester of the freshman year may receive an “NC” grade for one course of up to 5 units and be placed on academic warning with a limit of 13 units in the following term. Freshman Forgiveness is automatically applied after final grades have been submitted. Transfer students who have earned more than 12 units at another college or university, and LEAP students entering with conditional status, are not eligible for the provision of the NC grade.

Note: Students whose cumulative GPA is below 2.000 are placed on academic risk with a maximum of 13 units in the following term.

Transfer from Non-Accredited Institutions

Normally, units presented in transfer from an institution that is not accredited are not accepted. Students may petition a limited number of such courses, not to exceed 12 semester units, by the established petition process to the appropriate academic department and schools, through the Vice Provost for Academic Administration. Petitions are accepted for consideration only after satisfactory completion (2.000 or higher) of at least 12 units at PLNU.

Repeated Courses
Repeatable Courses

If the course is designated as a repeatable course in the course description, all attempts up to the maximum specified and grades earned will remain on the transcript and will be calculated into the GPA.

All Other Courses

Courses passed with a C or above may not be repeated. However, students desiring to raise an unsatisfactory grade (any grade lower than C) in a course taken at this university may repeat the course. If this is done, the course must be repeated at this university and each grade will appear on the transcript but the lower grade(s) will not be used for grade-point calculations. The lower grade(s) will be removed from the GPA calculation and the highest grade earned will replace it. Only the units associated with the higher grade will be calculated into the total units earned toward graduation.

Note: Students receiving veteran’s benefits may not be eligible for benefits when repeating courses. Further information regarding authorization of benefits for repeated courses may be obtained in the Office of Student Financial Services.

Classification of Students

Regular students in undergraduate programs are those who pursue, or are entitled to pursue, one of the established programs leading to graduation with the bachelor’s degree. Part-time undergraduates are those who, for adequate reasons, are permitted to register for fewer than 12 units per semester. Non-degree seeking students are those who take elective courses not leading to a degree.

The classification for students in undergraduate programs is as follows:

Classification	Units Taken
Freshman	0-24 units
Sophomore	25-56 units
Junior	57-88 units
Senior	89+ units

Academic Standing

Point Loma takes seriously a student’s ability to make satisfactory progress toward the goal of a degree. At the conclusion of the fall and spring semesters, the academic progress of all undergraduate students is reviewed by the Vice Provost for Academic Administration either to confirm satisfactory standing or to make changes based on student cumulative or semester GPA. In addition to the category of Good Academic Standing, student performance can result in classification at any one of four levels of academic concern.

Good Academic Standing

To maintain good academic standing and remain free of academic warning or risk, students must achieve a minimum cumulative 2.000 grade-point average. Those who maintain the minimum required grade-point average are in good academic standing and as such are making progress toward a degree. During their first semester of academic work, first-time freshmen must earn at least a 1.800 GPA, regardless of the number of units taken, to remain in good academic standing.

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, faculty advisors, program directors, and other support programs. Policies concerning students on academic warning or academic risk are administered by the Vice Provost for Academic Administration.

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 academic progress policy is available in the PLNU Traditional Undergraduate 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, are placed on academic warning and limited to 13 units maximum (nine (9) units during the summer) during the warning period. While not on academic risk, these students are under the supervision of the Office of the Vice Provost for Academic Administration.

Academic Risk

Students whose cumulative GPA falls below 2.000 are placed on academic risk and limited to 13 units maximum (nine (9) units during the summer) during the risk period. Students on academic risk who fail to earn a 2.000 session GPA 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 a 2.000 during the current session, but whose cumulative GPA remains below 2.000, may be continued on academic risk. These students are under the supervision of the Office of the Vice Provost for Academic Administration.

Academic Dismissal

Students whose cumulative GPA falls below 2.000 for two consecutive semesters and whose semester GPA is also below 2.000 will be dismissed from continuing at the university at the end of that second semester.

Students who are academically dismissed due to performance below minimum GPA standard will receive a letter from the Vice Provost for Academic Administration describing the reason for the academic 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 Fall or Spring semester away from the university
- take 12 pre-approved units at another institution
- present official transcripts that demonstrate a university cumulative GPA of 2.000 or above
- meet with the Office of the Vice Provost for Academic Administration 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. Such students are limited to 13 units in their first semester back to allow deep concentration on a lighter class schedule.

Veterans and Progress Toward a Degree

Any students receiving veterans benefits who fail to maintain normal progress because of attendance, poor grades, or by reduction of course load are responsible for notifying the Student Financial Services Office so that it may notify the Veterans Administration. If withdrawal from the university occurs, veterans' benefits will be terminated as of the date of termination of enrollment. Grades of NC and F are reported to the Veterans Administration, and the student may be liable for repayment of benefits received.

Athletic Eligibility

Academic performance must be adequate in order for athletes to participate in intercollegiate athletics. A faculty athletic representative certifies the eligibility of each player, and coaches ensure that only eligible students participate. Athletic eligibility conforms to policies of the National Collegiate Athletic Association Division II (NCAA).

LEAP Academic Disqualification or Administrative Withdrawal

LEAP students who fail to meet certain academic standards may be subject either to disqualification or administrative withdrawal.

Disqualification. LEAP students may be disqualified during either fall or spring semesters.

- In fall semester, LEAP participants who receive grades of C- or better in FST 1000 and ENG 1001 but whose cumulative GPA falls below 1.800 will be disqualified.
- In spring semester, LEAP students who receive a grade of C- or better in FST 1001, but whose cumulative GPA falls below 2.000 will be disqualified.

LEAP students who are disqualified will receive a letter from the Vice Provost of Academic Administration indicating they have been disqualified from continuing at the university. To be considered for readmission, LEAP students who are disqualified must:

- spend at least one regular semester away from the university (summer is not considered a regular semester);
- take 12 pre-approved units at another institution;
- present official transcripts that demonstrate a university cumulative GPA of 2.000 or above;
- meet with the Vice Provost for Academic Administration; and
- complete an application for readmission.

If readmitted, such students would sign a proposed Academic Improvement Plan, return on Academic Risk status and enroll in a maximum of 13 units in their first semester back to allow deep concentration on a lighter class schedule.

Administrative Withdrawal. LEAP students may be disqualified at the end of either fall or spring semester.

- In fall semester, LEAP participants who receive grades of lower than C- in FST 1000 or ENG 1001 and whose cumulative GPA falls below 1.800 will be administratively withdrawn.
- In spring semester, LEAP participants who receive a grade of lower than C- in FST 1001 and whose cumulative GPA falls below 2.000 will be administratively withdrawn.

LEAP students who are administratively withdrawn will receive a letter from the Vice Provost of Academic Administration indicating they have been administratively withdrawn from continuing at the university. Although this withdrawal action offers no opportunity for appeal or readmission to LEAP, administratively withdrawn LEAP students who wish to do so can reapply directly through the Office of Admissions once they have completed 24 or more transferable units at another institution with a 2.800 or higher cumulative GPA.

Withdrawal

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 repayments going into default, students are required to notify the Office of Records and complete an Official Notice of Intent to Withdraw from the university. The form can be found on the Office of Records (<https://www.pointloma.edu/records/>) webpage or in the Office of Records. If withdrawal occurs while a student is registered for classes, students must 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 allowed 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 Office of Records. Courses are then graded with a W (withdrawn). In these cases, a W will appear on the transcript with no impact on the GPA.

Students who cease attending after the withdrawal period will be assigned a letter grade of "F." Students who never attended a course for which they are registered receive an "F" in that course if accepted procedures for dropping/withdrawing are not followed.

Financial implications for withdrawals may be found under Refund Policies (<https://pointloma-public.courseleaf.com/prior-catalogs/2024-2025/tug-catalog/financing-plnu-education/#refundpolicies>).

Registration Limitations

Concurrent Enrollment

A registered student may not transfer credit for a course taken concurrently at another institution if a similar course is offered at the university at any time during the academic year except by prior approval of the Vice Provost for Academic Administration. Forms for such transfer of credit are available in the Office of Records. Course approvals are required for work taken during the summer while the student is not in

attendance at this university. In computing a student's maximum load, all courses being taken are considered.

Transfer Limitations

A combined maximum of 70 units may be transferred to PLNU from the following sources: community colleges, AP, CLEP, and IB. All such courses are, by definition, lower-division level. In no case will a lower division course transfer to meet an upper-division course requirement.

Curricular Exceptions

Any petitions for academic exceptions to stated Catalog requirements and policies must be presented to the Vice Provost for Academic Administration. A petition which is denied may be appealed in writing to the Academic Policies Committee, whose ruling is final.

Transferring Units while Enrolled at the University

After matriculation at PLNU, students who wish to augment their experience with coursework from another accredited institution must obtain written approval from the Office of Records prior to registering. In this process, coursework designed to meet PLNU requirements in the academic major requires additional approval of the respective department chair or school dean.

Academic Honors

Dean's List

Each semester the Vice Provost for Academic Administration recognizes students who have achieved a session grade-point average of 3.500 or higher in at least 12 earned units of PLNU in-residence work during the previous semester. The Dean's List is provided to students via email in the following semester. **Note:** Transfer courses, Study Abroad courses, and other off-campus program grades are not considered for Dean's List eligibility.

The Dean's List represents the achievement of the student as documented on the transcript as of the end of the third week of the following term. Later modifications to the transcript such as grade changes, completion of incompletes, or receipt of late grades do not change a student's status for purposes of Dean's list eligibility.

Honors Scholars

During the senior year, a student who has demonstrated exceptional scholarship and capacity for serious and creative study or research may propose to graduate as an honors scholar. With the guidance of a major professor, the student submits the results of an approved proposal to a committee and, if accepted and when the project is completed satisfactorily, earns the Honors Scholar classification.

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/>).

This Catalog, along with the policies herein, supersedes and control over all previous Catalogs, except as otherwise expressly provided herein regarding graduation requirements.

Leave of Absence

For more information regarding Leave of Absence, please refer to the Traditional Undergraduate Student Handbook (<https://pointloma-public.courseleaf.com/prior-catalogs/2024-2025/handbooks/tug-handbook/>).

Study Abroad Policy

To maintain a high academic standard, study abroad programs require a minimum cumulative GPA of 2.750 or higher. Any appeal to this requirement must be made to the Director of Study Abroad and in consultation with the Vice Provost for Academic Administration. Students who are on academic risk or disciplinary probation are not eligible to participate in study abroad programs. Study abroad students will be limited to a maximum of 16 semester units in sessions of 15 weeks or more and to prorated unit maximum ratios in sessions of shorter lengths. On a case-by-case basis as part of their study abroad application process, students may seek approval to include one PLNU online class of 4 units or fewer within the 16 semester unit maximum. Transfer courses, Study Abroad courses, and other off-campus program grades are not considered for Dean's List eligibility.

Grades earned through the following programs are neutral and, as such, not included in PLNU GPA calculation:

- Study Abroad Office (SAO)-designated international affiliates
- Non-SAO programs
- Semester-at-Sea programs

Grades earned through the following programs **are included** in PLNU GPA calculation:

- SAO-designated domestic affiliates
- SAO-designated partner programs
- PLNU faculty-led programs

Students should confirm their program with the PLNU Study Abroad Office.

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.