UNIVERSITY OF THE PEOPLE
Tuition-Free Online University

CATALOG

UNIVERSITY OF THE PEOPLE

September 1, 2012 - August 31, 2013

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PRESIDENT'S WELCOME

Dear Student,

Welcome to the University of the People, and welcome to our community of students embarking on this unique educational journey!

Together with your professors and student peers, you are the future in global education. As a student body, you all have come from different paths representing students from numerous countries around the world – both developing and developed. For the next several years you will share a virtual classroom and be a part of our shared academic community.

Education at the University of the People is based on three fundamental principles. The first is inclusion—access to higher education should be a right for all, not a privilege for the few. The second principle is peer learning and the belief that we all have something to learn and something to share: as a UoPeople student, you will be expected to contribute, act responsibly and respect both your professors and classmates. The third principle is that improvement of the world begins with the individual: UoPeople will not merely provide you with a college education, but the building blocks to create a better life, community and world. Success ultimately lies in your own hands and your commitment to being an active participant at this institution.

I am proud to lead this academic community and I encourage you to be actively involved and dedicated as you take this unprecedented opportunity in realizing your educational dreams.

Good luck and much success,

Shai Reshef

President

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CHAPTER 1: GENERAL INFORMATION

Notices about the Catalog

1. This Catalog is permanently archived by the University and is the Catalog effective for all matriculated students at University of the People. Previous editions of the Catalog are available to University students upon request.
2. University of the People takes reasonable care to provide the academic courses and facilities described in the Catalog. However, courses may be altered or withdrawn at any time, and University of the People shall not be liable in any manner if the academic courses and facilities described in the Catalog, or any other University of the People documents, are not offered.
3. All policies and procedures; rules and regulations; curricula, programs, and courses herein described are subject to change without prior notice. The information contained in this Catalog is subject to change at any time, and the University reserves the right to change the academic calendar according to its sole discretion.
4. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement and students are required to review the School Performance Fact Sheet, which is provided as part of the online application.
5. Any questions a student may have regarding this catalog that have not been satisfactorily resolved by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

Notes about the University

1. At present, University of the People is not an accredited institution.
2. University of the People shall not be liable in any manner for any interruption in the operation or failure of its website, its Virtual Learning Environment and/or any other program relating to University of the People's studies.
3. University of the People does not participate in federal and state financial aid programs.
4. University of the People exercises diligence to ensure that it provides clear and accurate information to all prospective and current students, the public and all other interested parties. The institution seeks to ensure that all recruitment and promotional materials, including its

Catalog and website, as well as all public presentations about and on behalf of the University and its operations are as clear and accurate as possible.

5. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.
6. University of the People is a private institution approved to be operated by the Bureau for Private Postsecondary Education.
7. University of the People does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)
8. The administrative offices of University of the People are located in Pasadena, California. The air-conditioned facilities are uniquely adapted to hold and secure student records. However, all instruction at the University, including its computerized teaching aids, takes place at University of the People's Online Campus.

2012-2013 Academic Calendar

Academic Calendar 2012-2013[1]	Term 1	Term 2	Term 3	Term 4	Term 5
Admissions to the University cut-off day[2]	Jul 26, 2012	Oct 4, 2012	Dec 20, 2012	Feb28, 2013	May 9, 2013
Notice of admission to the University [3]	Aug 16, 2012	Oct 25, 2012	Jan 10, 2013	Mar 21, 2013	May 30, 2013
Course registration opens	Jul 19, 2012	Oct 4, 2012	Dec 13, 2012	Feb 28, 2013	May 9, 2013
Course registration closes	Aug 8, 2012	Oct 24, 2012	Jan 2, 2013	Mar 20, 2013	May 29, 2013
Late course registration opens [4]	Aug 24, 2012	Nov 9, 2012	Jan 18, 2013	Apr 5, 2013	Jun 14, 2013
Late course registration closes	Aug 26, 2012	Nov 11, 2012	Jan 20, 2013	Apr 7, 2013	Jun 16, 2013
First day of Term	Sep 6, 2012	Nov 15, 2012	Jan 31, 2013	Apr 11, 2013	Jun 20, 2013
Last day - course Drop	Sep 12, 2012	Nov 21, 2012	Feb 6, 2013	Apr 17, 2013	Jun 26, 2013
Last day - course withdrawal	Oct 3, 2012	Dec 12, 2012	Feb 27, 2013	May 8, 2013	Jul 17, 2013
Final exam period starts	Nov 1, 2012	Jan 10, 2013	Mar 28, 2013	Jun 6, 2013	Aug 15, 2013
Final exam period ends	Nov 4, 2012	Jan 13, 2013	Mar 31, 2013	Jun 9, 2013	Aug 18, 2013
Last day of Term	Nov 7, 2012	Jan 16, 2013	Apr 3, 2013	Jun 12, 2013	Aug 21, 2013
Grades published [5]	Nov 14, 2012	Jan23, 2013	Apr 10, 2013	Jun 19, 2013	Aug 28, 2013

[1] University of the People reserves the right to make changes at any time.

[2] Prospective students may apply for admission for any of the five terms throughout the school-year.

[3] All accepted students are automatically registered into courses for their first term of study by the Office of Student Services.

[4] **Please note that course availability during late registration is limited**. For proctored courses, students are responsible for meeting all of the requirements for arranging for a proctor in this period.

[5] Grades may be published earlier. Students are advised to check Student Services updates in the student portal.

2012-2013 Administrative Holidays

University of the People offices will be closed on the following holidays.

Please note: **Studies will continue as scheduled**.

Administrative Holidays	
Labor Day	Sep 3, 2012
Veterans Day	Nov 12, 2012
Thanksgiving Day	Nov 22, 2012
Christmas Day	Dec 25, 2012
New Year's Day	Jan 1, 2013
Martin Luther King Day	Jan 21, 2013
Presidents Day	Feb 18 ,2013
Memorial Day	May 27, 2013
Independence Day	July 4, 2013

University of the People:
Our Mission, Vision & Core Values

University of the People (UoPeople) is a non-profit organization devoted to providing universal access to quality, online post-secondary education to qualified students. The vision of University of the People is grounded in the belief that universal access to education is a key ingredient in the promotion of world peace and global economic development.

The mission and vision are guided by the University's four core values:

Opportunity University of the People is based on the belief that education at a minimal cost is a basic right for all suitable applicants, not just for a privileged few. The University opens the gates of higher education to qualified students anywhere in the world by offering its programs through distance learning and by making this opportunity affordable.

Community University of the People creates an inclusive community by making its academic programs, educational services, and employment opportunities available to all qualified individuals from all over the world, and by providing learning opportunities that engage students and faculty from diverse backgrounds.

Integrity University of the People grounds its institutional culture in candor, transparency and best professional practices, and expects all students, faculty, staff, and administrators to uphold the highest standards of personal integrity, honesty and responsibility. Additionally, the University expects its students to take responsibility for their education, and to pursue their studies diligently and with seriousness of purpose.

Quality University of the People provides a high-quality online academic experience, suitable in its scope and depth to the challenges of the 21st century. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

University of the People: A Brief History

Since its opening in 2009, University of the People has made great strides as the world's first non-profit, tuition-free, online academic institution. President Shai Reshef has also been widely recognized for his work on behalf of the University.

The United Nations Global Alliance for ICT and Development (GAID) hosted the global announcement of the launch of the University of the People at a briefing at the United Nations headquarters in New York City on May 19, 2009. Following the announcement, in acknowledgement of Reshef's vision and initiative, the United Nations GAID named Reshef to its High-level Panel of Advisers. Later that month, Fast Company named Reshef to its list of the 100 Most Creative People in Business for his vision of globalized, accessible higher education.

In September of 2009, classes commenced at University of the People for the first time, with 177 students from 49 countries across the globe, all eager to begin their studies in the fields of Computer Science and Business Administration. Also in September, the Yale Law School Information Society Project expanded its program in digital education by entering into a research partnership with University of the People. In December of 2009, in recognition of his revolutionary venture and success in starting University of the People, Reshef was elected to an International Ashoka Fellowship.

In 2010, University of the People continued to grow as more students were applying and being accepted. In August of 2010, University of the People was invited by the for-profit world to ring the NASDAQ Closing Bell, an event that was broadcast to thousands of people in Times Square, online and on television.

In September of 2010**,** UoPeople committed to supporting "Developing Haiti through Higher Education" as part of the Clinton Global Initiative. By the end of 2010, the UoPeople's CGI Commitment to provide 250 Haitians with the opportunity to study completely free was officially launched. On November 18th, classes commenced for UoPeople's first 16 students at a dedicated Student Computer Center in Port-au-Prince. Operated by Haitian Connection Network, students were offered a place to study with computers, satellite internet connection, generator and security.

Closing out UoPeople's recognized achievements for 2010, Reshef was selected by over 3 million Huffington Post readership as the 2010 "Ultimate Game Changer in Education" for his work with UoPeople.

During the 2010-11 academic year, University of the People's global mission expanded to include students from 110 countries. Among the new countries represented are Afghanistan, Cambodia, Ecuador, Finland, Kyrgyzstan, Malawi, Portugal, Sri Lanka, Uzbekistan and Zambia.

In June 2011, University of the People established a collaboration with New York University (NYU) to identify UoPeople students who would be eligible for admission to one of the most selective institutions in the world - NYU Abu Dhabi. Also in June, Hewlett-Packard, as part of the HP Catalyst Initiative, announced the launch of a research internship program with University of the People to help

prepare UoPeople students for the world economy. Nearing the end of 2011, University of the People and ASAL Technologies partnered to create a technology center in Ramallah, Palestine.

In June 2012, UoPeople announced the award of a $500,000 grant from the Bill & Melinda Gates Foundation to support UoPeople's efforts to earn accreditation. In addition, UoPeople was awarded a grant from the Intel Foundation to provide scholarships for women students in Haiti, and Hewlett-Packard pledged to fund 100 women students for study towards an Associate's Degree.

University of the People has continued to grow and expand. With students from nearly 130 countries enrolled at UoPeople, over 1,000,000 supporters on Facebook, and distinguished academics continuously joining UoPeople's advisory boards or academic leadership, the University is thriving. UoPeople is a sustainable, global enterprise changing the futures of many aspiring and deserving individuals.

CHAPTER 2: ADMISSIONS, APPLICATIONS, AND FEES

University of the People is a virtual, online institution that offers programs to qualified individuals 18 years or older from all over the world. As such, it has no academic buildings, nor does it have dormitory facilities or provide assistance with visa services for students who enroll for study with it.

University of the People accepts students from all over the world, both from English-speaking and from non-English-speaking countries, with all instruction at the University given only in English. All applicants are required to have a sufficient level of English proficiency to permit successful completion of the program.

Designed for self-motivated learners, admission to the University is based on a rigorous assessment of each applicant's potential for successful completion of a degree in either Computer Science or Business Administration. Decisions on whether to admit applicants are based on the information provided in the application form. If the University determines that an applicant has provided false information or has omitted significant and/or material information, the University reserves the right to revoke the applicant's admission, suspend the applicant from studies, or take additional steps if deemed appropriate.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at University of the People is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at University of the People is also at the complete discretion of the institution to which you may seek to transfer, If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at this institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending University of the People to determine if your credits or degree will transfer.

Additionally at this time, the University has no transfer agreements with any other college or university and does not accept transfer credit from other colleges and universities. The University of the People also does not award credit for prior experiential learning, challenge examinations or achievement tests.

All questions about applying to the University of the People should be directed to admissions@uopeople.org.

Applicants may be accepted as a Degree Seeking Student to complete a prescribed course of study and earn a degree, or may be accepted as Accelerated English Students in the Division of Continuing Education. Students may study at the University as part-time or full-time students.

Degree Seeking Students

Students who are accepted to the University of the People as Degree Seeking Students must select their degree program and degree level. Degree Seeking Students may choose to obtain one of four degrees: an Associate's Degree in Computer Science, a Bachelor's Degree in Computer Science, an Associate's Degree in Business Administration, or a Bachelor's Degree in Business Administration.

Accelerated English Students in the Division of Continuing Education

Applicants to the University who are otherwise qualified but are unable to demonstrate English language proficiency[6] may first be admitted to the Division of Continuing Education to study Accelerated English. A student studying Accelerated English will be required to pass English Composition 1 (ENGL 0101) before being eligible to be admitted to the University as a Degree Seeking Student. A passing grade for English Composition 1 is a grade of 73% or higher. A student studying Accelerated English who fails English Composition 1 will have a second and final attempt to pass the course.

It is important to note that, although a passing grade in English Composition 1 is required to be admitted as a Degree Seeking Student and will appear on the student transcript, the credit cannot be counted towards satisfying a degree requirement at UoPeople.

Students studying Accelerated English must arrange for a proctor for English Composition 1. Due to the proctoring requirement, Accelerated English students' admission may be delayed by one term.

Students studying Accelerated English in the Division of Continuing Education are eligible for financial assistance in paying for the Examination Processing Fee for English Composition 1. All questions about financial assistance should be sent to the Payments Office at payments@uopeople.org.

[6] This includes students who (1) are not English native speakers, (2) did not study at an institution where English was the main language of instruction or (3) did not earn a minimum TOEFL score of 500 or a minimum IELTS score of 6.

Time to Degree: Part-Time and Full-Time Options

Degree Seeking Students may choose to be full-time students taking 2-3 courses per term, or part-time students taking 1 course per term. Only those full-time students who earn a cumulative grade point average (GPA) of ≥3.3 at the end of each term will be permitted to request permission to enroll in three courses per term on an ongoing basis beginning in their third term of study; they will eligible to continue to take three courses as long as they maintain a cumulative GPA of ≥3.3.[7]

As a new University and with only a few graduates to date, it is not yet possible to know how long it will typically take students to complete an Associate's or a Bachelor's Degree at the University of the People. It will vary by student and depend in great part on whether a student studies full-time or part-time and whether or not they enroll for all five terms in every academic year. However, UoPeople students can begin to estimate their time-to-degree based on a number of factors and limitations listed below:

- Students who elect to enroll in 2 or 3 courses full-time for all five terms in the year can complete the A.S. degree in two academic years and the B.S. degree in four years.
- Students who enroll full-time, but follow the more universal pattern of postsecondary study and annually take 1 term out of residence, can complete the A.S. degree in two and a half academic years and the B.S degree in five years.
- Students who pursue their degree on a part-time basis (1 course a term) or who take extended leaves will take longer to graduate.
- Students must complete all requirements for the Associate's degree in no more than 25 terms of active enrollment excluding any periods of separation from the University.
- Students must complete all requirements for the Bachelor's degree in no more than 50 terms of active enrollment excluding any periods of separation from the University.

Extensions for extenuating circumstances such as military service are available through the Office of Student Services.

Admissions

To apply for admission to any undergraduate program, prospective students must complete an online application and an offline process that contains the following:

[7] NOTE: This requirement will be implemented during the 2012-13 academic year, and students will be notified prior to the term in which it will take effect. Until such time, the Office of Academic Affairs will work with students to help them register for the appropriate number of courses each term.

- **Essays:** Applicants will be required to submit 6-8 short essays (70-100 words each) to complete their "insight resume" as part of the application. The goal of the essays is to understand and get to know applicants and to evaluate their thinking and writing abilities in English.
- **Educational History:** Applicants must also submit their educational history as part of their application. The history must include names, locations, and high school enrollment dates. Additionally, applicants may provide information about colleges and/or universities that they have attended.
- **Proof of High School Completion:** Applicants must present their high school diploma and transcript in one of the following formats: (a) official copies sent directly to University of the People from an official authority like the Ministry of Education or the high school, (b) photocopies of the original diploma and transcript approved by an official authority or by a notary, or (c) the original diploma and transcript.

  Applicants unclear about what qualifies as an official copy of their transcript are asked to email the Office of Admissions at admissions@uopeople.org.

  Diplomas and transcripts that are not in English must be submitted together with an official notarized translation. In certain cases, the Admissions Office may require applicants to present additional documentation. All documents submitted become the property of University of the People and will not be returned to applicants.
- **Proof of English Language proficiency** – Applicants 1) who are non-native English speakers or graduated from an institution where English was not the primary language of instruction and 2) who do have a minimum IELTS score of 6.0 or a TOEFL score of 500 must present their IELTS or TOEFL certificate to be considered for an undergraduate program. Please note that all documents submitted must be original documents or notarized photocopies, bearing original stamps and signatures from a notary public or the issuing institution. Applicants to the University who are unable to demonstrate English language proficiency may first be admitted to study Accelerated English.
- **Additional Materials:** Applicants will also have the option to send additional materials to support their admissions application, including a YouTube video, a resume, and information about the applicant's personal history and professional background.
- **Enrollment Agreement:** Admitted applicants will be required to sign and submit an enrollment agreement to the University as part of their enrollment confirmation, after which the relevant University official will sign the agreement on behalf of the University.

Please note: Individuals interested in applying to UoPeople are required to submit their online application and pay a non-refundable Application Processing Fee of $50. Please refer to the section entitled Processing Fees later in this chapter for additional information on the Application Processing Fee.

Review of Documentation

Any document sent by applicants in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Two credible providers of credential evaluations are World Education Services (WES www.wes.org) and American Association of Collegiate Registrars and Admission Officers (AACRAO www.aacrao.org). The University may also accept evaluations from other credible sources, and students are welcome to check with the Office of Admissions at admissions@uopeople.org for further information.

Processing Fees

The University of the People is a tuition-free, non-profit institution. It will remain tuition-free, meaning students will not be charged for their educational instruction, course materials or annual enrollment.

The University of the People seeks to ensure that no qualified student is denied the right to pursue study at the post-secondary level. It remains dedicated to the mission of opening access to higher education worldwide and will strives to see that no qualified student is denied the opportunity to study at UoPeople for financial reasons.

As a non-profit academic institution, UoPeople has worked hard to control expenses and has succeeded in reducing nearly all of the cost of a higher education. In order to remain sustainable, it does charge small processing fees for application and examination processing and reserves the right to change the cost of the Application Processing Fee or the Examination Processing Fee.

Application Processing Fee[8]

- Applicants to the University are required to pay a non-refundable Application Processing Fee of $50.
- The Application Processing Fee must be submitted by the applicant along with his or her application for enrollment.

Applicants unable to pay the Application Processing Fee must be in direct contact with the Payments Office to explain why they cannot pay the Application Processing Fee. UoPeople may request clarification and 'proof of circumstance' around the inability to pay this fee. Proof of circumstance may include:

- A signed and notarized declaration testifying to the applicant's inability to pay the requested fee. This declaration must be signed by either the applicant and/or a local authority figure designated by UoPeople.
- Standardized form signed by the applicant
- Financial statements
- Other documentation required by UoPeople

University Grants to help defray the Application Processing Fee may be available to applicants based upon their country of residence. This list can be found at:
https://uopforms.webox07.com/pdf/enrollmentagreement.pdf

[8] The determination of fees, as well as any University Grants, is at the sole discretion of UoPeople. University Grants are currently determined using publicly available data from the World Bank and the CIA World Fact Book. Inclusion of a place of residence in the list does not imply any legal position of the University of the People regarding its status.

In certain circumstances, UoPeople may be able to award applicants additional grants to further reduce the Application Processing Fee. Until further notice, students currently residing in Haiti will receive a University Grant covering all fees for the Associate's Degree.

Examination Processing Fees[9]

- All applicants beginning a new application to apply to the University of the People as of September 1, 2012 will be required to pay Examination Processing Fees.
- Students in the University are required to pay a non-refundable Examination Processing Fee of $100 per end-of-course exam. The amount of the Examination Processing Fee may be reviewed annually. If there is any change to the fee amount, it will be implemented as of September 1 each year. Students will be notified of the change in fees no later than June 1.
- The Examination Processing Fees will apply to both Degree Seeking Students and to Accelerated English Students in the Division for Continuing Education.
- Students who drop or withdraw from a course within the required deadlines are not required to pay the Examination Processing Fee.

Total Estimated Fees

Total estimated fees for a Program of study, taking into account University Grants, are listed below.* There are no other optional or special fees at present.

The University reserves the right to charge optional or special fees, upon reasonable notice to students, in future terms.

Total Estimated Fees						
	Application Processing Fee (one time)	Exam Processing Fee (per course)	Number of A.S. Courses	Number of B.S. Courses	Total A.S. Fees	Total B.S. Fees
No University Grant	$50	$100	20	40	**$2,050**	**$4,050**
30% University Grant	$35	$100	20	40	**$2,035**	**$4,035**
60% University Grant	$20	$100	20	40	**$2,020**	**$4,020**
80% University Grant	$10	$100	20	40	**$2,010**	**$4,010**

[9] The determination of fees, as well as any University Grants, and the award of any scholarship in whole or in part, is at the sole discretion of UoPeople. University Grants are currently determined using publicly available data from the World Bank and the CIA World Fact Book – information which is reviewed periodically.

***Note**: The above estimated fees are based on successful (one-time) completion of all courses. Students who are required to repeat courses will incur an additional Exam Processing Fee for each additional course taken. The University reserves the right to change the cost of the Application Processing Fee or the Exam Processing Fee. If the Exam Processing Fee is changed it shall be done as follows: the amount of the Exam Processing Fee will be reviewed annually, and any change to the fee amount will be implemented as at September 1 each year. Students will be notified of the change in fees no later than June 1 each year.

Program refers to the undergraduate program of study that the Student has elected to study and has been accepted to. It does not include English Composition 1, which applies to Accelerated English Students only. Accelerated English Students should note that they are required to pay $100 for the Exam Processing Fee for English Composition 1.

Payments

- Students pay for their Examination Processing Fees when the drop/withdrawal period is over. All outstanding balances for Examination Processing Fees must be paid by the day of the exam.
- All payments should be made online via the Student Portal using credit card or a PayPal account, and payments may be made all at once or in multiple installations. More payment options may be offered in the future.
- If a student takes the final exam and the Examination Processing Fee is not paid by the end of term, a financial hold will be placed on the student's file. In this event, the student will not be permitted to register or continue taking courses until all outstanding payments are made and the hold is removed.
- Students are encouraged to plan, anticipate, and budget for all Examination Processing Fee payments to avoid interruptions in their academic schedules. Students unable to pay the Examination Processing Fees may be required to interrupt their studies in order to secure additional funding. In this case, students should apply for a leave of absence (LOA) from the University.
- Students may review outstanding balances and payments due to the University inside the Student Portal. All clarifications, questions, and assistance to arrange payments should be directed to the Payments Office at payments@uopeople.org.

Financial Aid

Students needing financial assistance with Examination Processing Fees will be directed by the Payments Office to apply for a scholarship.

There are three[10] types of Scholarships available at UoPeople:

1. Dedicated Scholarships: scholarships funded by donors and UoPeople partners; these opportunities are highlighted on UoPeople's website at www.uopeople.org.
2. Micro-Scholarship: individualized scholarship campaigns created by UoPeople students to raise money and enable donors to contribute to UoPeople on behalf of individual students in need of assistance.
3. UoPeople Scholarship: scholarships funded by UoPeople to assist students in need of Financial Aid.

Students who accept any of the Scholarship options outlined above should refer to the particular terms and conditions pertaining to their scholarship for further information.

A Few Notes about Scholarships

- Scholarships for Examination Processing Fees are not automatically awarded. Students who anticipate being unable to pay part or all of the Examination-Processing Fees may apply for a full or partial Scholarship during the application process, or at a later date.
- Accelerated English Students in the Division for Continuing Education are eligible for financial assistance in paying the Examination Processing Fee for English Composition 1.
- Applicants who do not have the financial means to pay the Examination Processing Fees should be in direct contact with the Payments Office. UoPeople may request clarification and 'proof of circumstance' regarding the inability to pay these fees.

All questions about scholarships should be sent to the Payments Office at payments@uopeople.org.

Cancellation of Enrollment

Students have the right to cancel their enrollment agreement at any time and are not charged any Examination Processing Fees during the first seven days of enrollment or prior to the first day of classes.

Loans

Students who obtain a loan from individuals or organizations outside of the University of the People to help pay for these fees are solely responsible for repaying the full amount of the loan plus interest, less the amount of any refund. Students receiving federal student financial aid funds are entitled to a refund of the money not paid from federal student financial aid program funds.

[10] Other scholarships may become available to throughout the academic year. Students are encouraged to check the UoPeople websites for updates on scholarship opportunities.

The following statement is required for legal reasons. It may not apply to all students.

Student Tuition Recovery Fund Disclosure Statement

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:

1. You are a student who is a California resident or are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident or are not enrolled in a residency program.
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897

CHAPTER 3: RECORDS AND UNIVERSITY POLICIES

All students and faculty are bound by the standards and regulations described in the University policies.

Student Records

University of the People maintains all records of enrolled UoPeople students, including all personal contact information. All student records are maintained permanently at the University including the degree or certificate that was granted and the date on which that degree or certificate was granted, the courses and units on which the certificate or degree was based, the grades earned by the student in each of those courses, and all transcripts.

For a period of no less than five years, the following institutional records shall be maintained by University of the People:

- The educational programs offered by UoPeople and the curriculum for each
- The names and addresses of the members of UoPeople's faculty and records of the educational qualifications of each member of the faculty
- Any other institutional records required by state or federal law

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings. While the FERPA Act does not apply to University of the People since it is not a federally-funded institution, University of the People nonetheless strives to meet the Act’s provisions to the greatest extent possible.

The University will not disclose a student's education record without obtaining the student's prior written consent, except in certain instances where a student's educational records may be disclosed to school administrators with a legitimate educational interest. These individuals may include a person that the University has employed, contracted or partnered with, or has an official relationship with, who needs to access the educational record (or part thereof) for educational, administrative and research functions, and/or to perform his/her designated job including faculty, administration, clerical and professional employees, and other individuals who manage student records.

Students may inspect and review their own records pertaining to academic standing and financial information at any time. Students may also seek amendment of inaccurate or misleading information in their education records.

University of the People depends on the accuracy of the records submitted by its students. False information on an application, an act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the University. Students seeking access or amendment of their educational records should contact the Office of Student Services.

University Policies

Diversity Statement

University of the People is strongly committed to furthering the academic success and the general development of a diverse and international student body. University of the People works to promote a learning environment characterized by inclusiveness, values awareness and understanding of one another's differences and similarities, and strives to treat all with dignity and respect. The institution is committed to multiculturalism and to advancing its mission of being an inclusive community that makes its academic programs, educational services, and employment opportunities available to all qualified individuals.

Non-Discrimination Statement

University of the People does not discriminate on any basis and is committed to equality of opportunity. Discrimination is defined as (1) treating members of a protected class less favorably because of their membership in that class or (2) having a policy or practice that has a disproportionately adverse impact on protected class members. University of the People will not engage in discrimination and prohibits all forms of harassment in its educational and employment programs, policies, practices, or procedures on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation including gender identity, and veteran status. The University will comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations. This non-discrimination policy applies to admissions, employment, access to and treatment in University programs and activities.

Disability Policy

The University of the People recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 (as amended), requiring the University to provide reasonable accommodations to qualified disabled students in all University programs and activities. Students with a disability requiring reasonable academic adjustments should contact the Dean of Student Affairs at student.affairs@uopeople.org.

Grievance Policy

University of the People is committed to providing a learning and working environment that values all of its members and ensures freedom from discrimination and harassment. At the same time, no part of this policy abridges academic freedom or the University of the People's educational mission. Statements and written materials that are relevant to the classroom subject matter are excluded from the prohibitions contained in this policy.

Grade disputes, admissions decisions, graduation appeals and similar academic decisions are not issues for grievance, unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, color, ethnic/national origin, disability, sexual orientation or veteran status. Student allegations of discrimination are grounds for initiating a grievance.

Grievance Procedure

The Grievance procedure is applicable to all students, administration, and instructional personnel of University of the People. UoPeople encourages its students and instructional personnel to resolve any disagreements, complaints, misunderstandings and grievances by informal means, where possible, before filing a formal grievance.

Informal Resolution

The grievant is first encouraged to communicate with the individual most directly responsible for the problem, and this often resolves the matter. In instances where no resolution is reached or if contacting or writing the person directly would be a source of discomfort, then the grievant may choose another route to achieving a resolution.

Grievants may seek to resolve the matter through mediation. Grievants wishing to have a third party informally resolve the issue consult with the Dean of Student Affairs (student.affairs@uopeople.org) who will attempt to facilitate a resolution. Both parties must consent to participate in the confidential, voluntary process. The Dean of Student Affairs does not decide who is right or wrong, but rather mediates a conversation between the parties. Because it is a voluntary process, disciplinary action cannot be taken against the respondent and, once agreement has been reached, it is final and cannot be appealed.

If, after 30 days, the Dean of Student Affairs deems it impossible to achieve a satisfactory resolution between the parties, the grievant can choose to close the matter or to file a formal complaint.

Formal Resolution

Formal grievances are submitted to the Office of Student Services (student.services@uopeople.org). The complaint must include a full description of the problem, the identity and status of the individual against whom the complaint is being lodged, a description of what may have been done to try to resolve the matter informally, and a suggested action requested or recommended to resolve the matter. The Office of Student Services reviews the complaint for appropriateness for this grievance

procedure and emails the grievant acknowledging receipt of the complaint. The complaint is then forwarded to the Office of the Provost. If the complaint is not appropriate for this procedure, the grievant is informed and referred elsewhere as appropriate.

The Office of the Provost will initiate an investigation of the complaint. In undertaking the investigation, the Office will have complete discretion to gather any and all relevant information about the incident. In all instances, the respondent is notified of the complaint and receives a copy of it. The respondent is given 15 calendar days within which to submit a written response. Non-participation is not presumed to indicate guilt, but the investigation will continue without a response, and a finding will be issued. The finding will be issued within 45 calendar days of receipt of the formal complaint, and will be communicated to both the grieving party and the respondent. Any disciplinary action against the respondent will be promptly put into effect.

Both the grievant and the respondent have the right to appeal the final decision. The appeal must be submitted to the Office of Student Services (student.services@uopeople.org) within 10 calendar days of issuance of the formal finding. Appeals will only be considered in instances where 1) the appealing party has new information that was not available at the time of the investigation, 2) the appealing party has identified procedural irregularities of a magnitude that they would change or affect the finding or 3) the appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.

The Office of Student Services will refer the appeal to the Appeals Committee whose role is to determine if the process had been fair, if the decision was reasonable based on the facts and if the sanction was a reasonable one. The Committee will not conduct a new investigation and will make its decision within 20 calendar days of the receipt of the appeal by the Office of Student Services. The decision of the Appeal Committee is final.

The final decision will be sent to the complainant via email and to the head of the relevant department and a detailed log of each grievance will be kept in UoPeople central database. Access to this data is limited to the Office of the Provost and authorized staff.

Institutional Operations

Students may also employ informal or formal mechanisms for resolving concerns about the institution and its operations.

Students are encouraged to deal with these matters on their own by communicating with the individual or office most directly responsible. Most concerns are resolved in this manner.

Formal complaints are submitted to the Office of Student Services at student.services@uopeople.org. The complaint must include a full description of the problem and the action requested to resolve the matter. The Office of Student Services reviews the complaint for appropriateness for this grievance procedure and emails the grievant acknowledging receipt of the complaint. The complaint is then forwarded to the Appeals Committee. If the complaint is not appropriate for this procedure, the student is informed and referred elsewhere as appropriate.

The Appeals Committee conducts a review, including making provision for the respondent to weigh in on the matter, and issues a finding within 45 calendar days of receipt of the formal complaint. The finding is communicated to both the grieving party and the individual or unit cited in the complaint. Good faith efforts must be made to implement any identified remedies as quickly as is reasonable. The decision of the Appeals Committee is final and no further appeal is possible.

Chapter 4: Undergraduate And Graduate Degree Programs

The University of the People offers four undergraduate degree programs:

- Associate of Science in Business Administration (AS-BA)
- Bachelor of Science in Business Administration (BS-BA)
- Associate of Science in Computer Science (AS-CS)
- Bachelor of Science in Computer Science (BS-CS)

Degree Seeking Students must apply to one of the four undergraduate degree programs as part of their application process to the University. For questions regarding any and all academic issues, please contact the Office of Academic Affairs at academic.affairs@uopeople.org.

Once accepted and matriculated at the University of the People, students in good standing may apply directly to the Office of Student Services requesting to switch degree programs. All requests should be sent to the Office of Student Services at student.services@uopeople.org. Students whose cumulative GPA is below a 2.00 are advised to first contact the Dean of Student Affairs at student.affairs@uopeople.org before applying to switch programs.

Undergraduate Degree Programs

The Associate of Science in Business Administration (AS-BA) program is built on a strong liberal arts foundation and provides a broad understanding of business and business fundamentals. Students learn how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The AS-BA program supports enhanced performance in current roles; prepares those not currently employed for entry level roles in private, governmental and non-profit sectors; and provides a foundation for continued study towards a Bachelor's of Science Degree.

The Bachelor of Science in Business Administration (BS-BA) program provides students with comprehensive knowledge of the foundations of business and how it can be used to solve real-world problems. Early on, the program's curriculum is identical to that of the AS-BA program and as such teaches students how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The program then covers advanced topics and provide students with an in-depth knowledge of business theories

and models and their application to a broad range of business situations. In particular, leadership, entrepreneurship, and the analysis of business problems and opportunities are emphasized. The BS-BA program connects business to the role of work in a global society, offering broad preparation for whatever career pathway a student might elect, as well as providing solid preparation for graduate study in this and related fields.

The Associate of Science in Computer Science (AS-CS) program is built on a strong liberal arts base and enables students to explore the field from a range of perspectives, gaining a fundamental understanding of the mathematical and scientific principles underlying computing and information technology and of their application in the field. Students learn how to apply strategies for the effective design of computing systems; analyze problems using multiple perspectives, methods, and tools; and develop their critical thinking in respect to computer ethics. The AS-CS program supports improved performance in current roles; prepares graduates for entry level positions in the vast array of settings in which computing plays a role; and equips them for continued study towards a Bachelor of Science Degree.

The Bachelor of Science in Computer Science (BS-CS) program provides students with comprehensive knowledge of computer science and application. Early on, the program's curriculum is identical to that of the AS-CS program and as such teaches students how to apply strategies for the effective design of computing systems, analyze problems using multiple perspectives, methods, and tools, and develop their critical thinking in respect to computer ethics. The program then covers advanced topics and provides students with the in-depth knowledge and analytical skills associated with the design, development, testing and documentation of a range of operating systems; database management; and programming languages. With computers found in every employment sector, students completing the Bachelor of Science Degree are prepared for work in an endless array of settings and roles, as well as for graduate study in the field.

Institutional Learning Goals

Consistent with its mission, the University of the People seeks to enable students to accomplish the following learning goals for all of its degree programs. These learning goals cover three main areas: academic competencies, knowledge and intellectual abilities, and personal and civic responsibility.

A. Academic Competencies

Objective 1: Communication Fluency

Students' communications and their academic writing will demonstrate the use of clear, well-organized arguments and credible supporting evidence.

Objective 2: Quantitative Fluency

Students will use mathematical methods to solve sophisticated problems.

Objective 3: Technological Fluency

Students will acquire the technological skills required to excel as professionals.

B. Knowledge and Intellectual Abilities

Objective 4: Integrative Knowledge

Students will synthesize a broad understanding of science and social science.

Objective 5: Specialized Knowledge

Students will master the fundamental concepts, principle terminology, historical foundations, and future implications of a specific field or discipline.

C. Personal and Civic Responsibility

Objective 6: Intercultural and Historical Consciousness
Students will understand and critically reflect on how the geographies, histories, and cultures of the world have shaped contemporary global experience.

Academic Degree Requirements

Division of Arts & Sciences

General education courses in the Division of Arts and Sciences are instrumental to realizing UoPeople's institutional learning goals. Mastering the basic tenets of a liberal arts education, students focus on learning critical thinking, analysis, communication skills, quantitative and scientific literacy, civic engagement, citizenship, and understanding of ethical dimensions of behavior. At UoPeople, students encounter and explore these principles within the framework of a diverse and growing set of courses, all developed intentionally for a truly global audience.

General education courses meet the educational needs for student success regardless of the major being pursued. These courses are intended to add both depth and breadth to each student's overall educational experience by providing opportunities to make interdisciplinary connections between concepts and ideas, as well as an environment to contemplate their meaning and significance. As common learning experiences, general education courses also create a foundation for students to articulate their thoughts with one another, and to inspire new ideas.

General education courses also develop general intellectual skills and understanding to support life-long learning and educated citizenship in our changing world. The basic skills include language and communication skills, computer and information processing skills, and critical thinking skills. General education courses also provide an understanding of the methods and concerns of traditional branches of knowledge, the arts and humanities, the social and behavioral sciences, and the natural sciences, as

well as historical perspective and appreciation of diversity across time, culture and national boundaries.

General education courses include both required courses and electives, and will encompass at least 40-50% of the total number of credits required for an undergraduate degree. For example, if there are 120 credits required for a degree, no fewer than 45-50 credits will be in general education courses.

The following general education courses are required for all undergraduates:

- UNIV 1001 Online Education Strategies
  - This is a core course and all Degree Seeking Students take it in the first term of study at UoPeople.
  - Students wishing to enroll in two courses will register for UNIV 1001 Online Education Strategies and one other course in their first term of study. Students wishing to enroll in one course during their first term will register for UNIV 1001 Online Education Strategies.
  - Students studying Accelerated English in the Division of Continuing Education must first pass ENGL 0101 English Composition 1 before being admitted as a Degree Seeking Student at the University; they then enroll in UNIV 1001 Online Education Strategies.
  - Students who begin their studies as Degree Seeking Students who want to strengthen their English skills have the option to enroll in ENGL 0101 English Composition 1. Students will receive both credit and a grade in the course, but the credit cannot be counted towards satisfying degree requirements at UoPeople.
- ENGL 1102 English Composition 2 (proctored course)
- MATH 1201 College Algebra (proctored course)
- MATH 1280 Introduction to Statistics (proctored course)

In addition to required courses, UoPeople students are also required to take at least one course in each of these areas: natural sciences, social sciences, and arts and humanities. Students should be aware that every class listed in the University of the People Catalog is not necessarily offered every term nor yet fully developed; available courses can be seen in the Student Portal during registration.

Upcoming Changes in the 2012-2013 Academic Year

UoPeople students beginning their studies at UoPeople in Term 1 of the 2012-2013 academic year, will earn 3 semester credits per course, instead of the 5 quarter credits per course that students had earned in earlier years at the University. Along with this change, students will be required to complete 120 semester credits (instead of 180 quarter credits) to earn the Bachelor's Degree, and 60 semester credits (instead of 90 quarter credits) to earn the Associate's Degree.

Additionally, the University of the People has changed the prefixes (the letters before the course numbers) to many, but not all courses at the University. For example, College Algebra has changed from GS 1201 to MATH 1201, and Consumer Behavior from BU 1302 to BUS 3302; **the changes to the**

course prefixes are reflected in the chart below with the *old prefixes for the courses given in parentheses.*

Any questions about the names and numbering system of courses may be directed to the Office of Academic Affairs at academic.affairs@uopeople.org. Students who have questions or need clarification about any of these changes may contact the Office of Student Services at student.services@uopeople.org.

Students are advised that the first digit of the new course numbers indicates the level of the course. Generally levels are indicated as follows:

0	Courses below the 1000 level are preparatory in nature and may not be credited toward a UoPeople degree
1	Undergraduate course, introductory
2	Undergraduate course, intermediate
3 and 4	Undergraduate course, advanced

ARTS AND SCIENCES COURSES

Area of Study	Course Title	Course Code	Pre-requisites
Online Learning	Online Education Strategies	UNIV 1001 (GS1001)	None
English	English Composition 2 (proctored course)	ENGL 1102 (GS1102)	None
	Business English	ENGL 1103 (GS1103)	None
Mathematics	College Algebra (proctored course)	MATH 1201 (GS1201)	None
	Calculus	MATH 1211 (GS1211)	MATH 1201 (GS1201)
	Introduction to Statistics (proctored course)	MATH 1280 (GS1280)	None
	Statistical Inference	MATH 1281 (GS1281)	MATH 1280 (GS1280)
	Discrete Mathematics	MATH 1302	None
Natural Sciences	Introduction to Environmental Sciences	ENVS 1301 (GS1301)	None
Social Sciences	Introduction to Sociology	SOC 1502 (GS1502)	None
	Globalization	POLS 1503 (GS1503)	None
	Introduction to Psychology	PSYC 1504 (GS1504)	None
	Introduction to Economics	ECON 1580 (GS1580)	None

Arts and Humanities	Art History	AHIST 1401 (GS1401)	None
	Introduction to Philosophy	PHIL 1402 (GS1402)	None
	Greek and Roman Civilization	HIST 1421 (GS1421)	None
	Ethics and Social Responsibility	PHIL 1404 (GS1404)	None

Program in Business Administration

Associate of Science Degree – Business Administration

The Associate of Science in Business Administration (AS-BA) requires the completion of 60 semester credits, including 33 credits in general education courses.

Sample Program for Full-Time Students enrolled year-round:

Course (Code)	Course Title	Credits	Prerequisites	Program Major	General Education
Year 1					
UNIV 1001 (GS1001)	Online Education Strategies	3	None	0	3
ENGL 1102 (GS1102)	English Composition 2 (proctored course)	3	None	0	3
MATH 1201 (GS1201)	College Algebra (proctored course)	3	None	0	3
BUS 1101 (BU1101)	Principles of Business Management	3	None	3	0
BUS 1102 (BU1102)	Basic Accounting	3	BUS 1101 (BU1101)	3	0
BUS 1103 (BU1103)	Microeconomics	3	BUS 1101 (BU1101)	3	0
BUS 1104 (BU1104)	Macroeconomics	3	BUS 1101 (BU1101)	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 1		**30**		**12**	**18**
Year 2					
BUS 2201 (BU1201)	Principles of Marketing (proctored course)	3	BUS 1101 (BU1101)	3	0
BUS 2202 (BU1202)	E-Commerce (proctored course)	3	BUS 1101 (BU1101)	3	0
ENGL 1103 (GS1103)	Business English	3	None	0	3
BUS 2203 (BU1203)	Principles of Finance 1	3	BUS 1102 (BU1102)	3	0
BUS 2204	Personal Finance	3		3	0

(BU1204)			BUS 1101 (BU1101)		
BUS 2207 (BU1307)	Multinational Management	3	BUS 2201 (BU1201)	3	0
MATH 1280 (GS1280)	Introduction to Statistics (proctored course)	3	None	0	3
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 2		**30**		**15**	**15**
Total Program Credits		**60**		**27**	**33**

Notes:

**Electives must be taken from general education courses in the Arts and Sciences. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled the prerequisite. Some of the courses may not be offered every term or yet be fully developed.

Bachelor of Science Degree – Business Administration

The Bachelor of Science in Business Administration (BS-BA) requires the completion of 120 semester credits, including 54 credits in general education courses. Years 1 and 2 are identical to the Associate's Degree Program and the Bachelor's Degree Program in Business Administration.

Sample Program for Full-Time Students enrolled year-round:

Course Code	Course Title	Credits	Pre-Requisites	Program Major	General Education
Year 3					
BUS 3301 (BU1301)	Financial Accounting (proctored course)	3	BUS 2203 (BU1203)	3	0
BUS 3302 (BU1302)	Consumer Behavior	3	BUS 2201 (BU1201)	3	0
BUS 3303 (BU1303)	Entrepreneurship 1 (proctored course)	3	BUS 2201 (BU1201)	3	0
BUS 3304 (BU1304)	Managerial Accounting	3	BUS 3301 (BU1301)	3	0
BUS 3305 (BU1305)	Business Law and Ethics (proctored course)	3	BUS 1101 (BU1101)	3	0
BUS 3306 (BU1306)	Business and Society	3	BUS 1101 (BU1101)	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 3		**30**		**18**	**12**

Year 4					
BUS 4401 (BU1401)	Entrepreneurship 2	3	BUS 3303 (BU1303)	3	0
BUS 4402 (BU1402)	Organizational Behavior (proctored course)	3	BUS 1101 (BU1101)	3	0
BUS 4403 (BU1403)	Business Policy and Strategy (proctored course)	3	BUS 3306 and BUS 2207 (BU1306 and BU1307)	3	0
BUS 4404 (BU1404)	Principles of Finance 2	3	BUS 2203 (BU1203)	3	0
BUS 4405 (BU1405)	Leadership (proctored course)	3	BUS 1101 (BU1101)	3	0
BUS 4406 (BU1406)	Quality Management	3	BUS 4402 (BU1402)	3	0
BUS 4407 (BU1407)	Strategic Management	3	BUS 4402 (BU1402)	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 4		**30**		**21**	**9**
Total Program Credits		**120**		**66**	**54**

Notes:

**Electives must be taken from general education courses in the Arts and Sciences. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled the prerequisite. Some of the courses may not be offered in every term or be fully developed yet. A full list of available courses is communicated to students in advance of each term.

Program in Computer Science

Associate of Science Degree – Computer Science

The Associate of Science in Computer Science (AS-CS) requires the completion of 60 semester credits, including 18 credits (if electing CS 1101) or 21 credits (if electing an elective in place of CS 1101) in general education courses.

Sample Program for Full-Time Students enrolled year-round:

Course (Code)	Course Title	Credits	Pre-Requisites	Program Major	General Education
Year 1					
UNIV 1001 (GS1001)	Online Education Strategies	3	None	0	3

ENGL 1102 (GS1102)	English Composition 2 (proctored course)	3	None	0	3
MATH 1201 (GS1201)	College Algebra (proctored course)	3	None	0	3
CS 1101	Programming Fundamentals *	3	None	3	0
CS 1102	Programming 1	3	None	3	0
CS 1103	Programming 2	3	CS 1102	3	0
CS 1104 (CS1202)	Computer Systems	3	CS 1103	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 1		**30**		**12**	**18**
Year 2					
MATH 1280 (GS1280)	Introduction to Statistics (proctored course)	3	None	0	3
CS 2203 (CS1203)	Databases 1	3	CS 1102	3	0
CS 2204 (CS1204)	Communications and Networking	3	CS 1104 (CS1202)	3	0
CS 2205 (CS1205)	Web Programming 1 (proctored course)	3	CS 1103	3	0
CS 2301 (CS1301)	Operating Systems 1 (proctored course)	3	CS 1103	3	0
CS 2401 (CS1401)	Software Engineering 1	3	CS 1103	3	0
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 2		**30**		**15**	**15**
Total Program Credits		**60**		**27**	**33**

Notes:

* Programming Fundamentals is recommended for students with no prior background and/or knowledge in Computer Programming. Students who choose not to take this course may instead choose an additional elective in its place. Students should begin with the programming course (either CS 1101 Programming Fundamentals or CS 1102 Programming 1) that best reflects their experience with programming.

** Electives must be taken from general education courses in the Arts and Sciences. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled the prerequisite. Some of the courses may not be offered or yet be fully developed. A full list of available courses is communicated to the students in advance of each term.

Bachelor of Science Degree – Computer Science

Program Description

The Bachelor of Science in Computer Science (BS-CS) requires the completion of 120 semester credits, including 54 credits in general education courses. Years 1 and 2 are identical to the Associate's Degree Program and the Bachelor's Degree Program in Computer Science.

Sample Program for Full-Time Students enrolled year-round:

Course Code	Course Title	Credits	Pre-Requisites	Program Major	General Education
Year 3					
MATH 1302	Discrete Mathematics	3	None	0	3
CS 3303 (CS1303)	Data Structures	3	CS1103	3	0
CS 3304 (CS1304)	Analysis of Algorithms	3	CS 3303 (CS1303)	3	0
CS 3305 (CS1305)	Web Programming 2 (proctored course)	3	CS 2205 (CS1205)	3	0
CS 3306 (CS1306)	Databases 2 (proctored course)	3	CS 2203 (CS1203)	3	0
CS 3307 (CS1307)	Operating Systems 2	3	CS 2301 (CS1301)	3	0
CS 3308 (CS1308)	Information Retrieval (proctored course)	3	CS 3303 (CS1303)	3	0
MATH 1211 (GS1211)	Calculus	3	MATH 1201 (GS1201)	0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 3				**18**	**12**
Year 4					
CS 4402 (CS1402)	Comparative Programming Languages	3	CS1103	3	0
CS 4403 (CS1403)	Software Engineering 2	3	CS 2401 (CS1401)	3	0
CS 4404 (CS1404)	Advanced Networking and Data Security	3	CS 2204 (CS1204)	3	0
CS 4405 (CS1405)	Mobile Applications	3	CS 3305 (CS1305)	3	0
CS 4406 (CS1406)	Computer Graphics (proctored course)	3	CS 3304 (CS1304)	3	0
CS 4407 (CS1407)	Data Mining and Machine Learning (proctored course)	3	CS 3304 (CS1304)	3	0
CS 4408	Artificial Intelligence	3	CS 4407	3	0

(CS1408)	(proctored course)		(CS1407)		
	Elective **	3		0	3
	Elective **	3		0	3
	Elective **	3		0	3
Credit Totals Year 4				**21**	**9**
Total Program Credits		**120**		**66**	**54**

Notes:

**Electives must be taken from general education courses in the Arts and Sciences. Unless otherwise specifically stated in the catalog, students can take any Arts and Sciences course as an elective as long as they have fulfilled the prerequisite. Some of the courses may not be offered or yet be fully developed. A full list of available courses is communicated to the students in advance of each term.

Master of Business Administration

The Master of Business Administration is not yet available. The University of the People is currently in the process of planning for a program leading to the Master of Business Administration. The program will be available if and when it has been accredited.

Chapter 5: UoPeople's Study Process, Course Requirements and Grading

University of the People offers a unique learning experience that pairs peer-based collaborative learning with advanced information technologies and the Internet. Taken together, this creates an affordable opportunity for universal access to quality higher education with an innovative pedagogical model. Peer-based learning is a collaborative approach that encourages reflection by engaging students from diverse perspectives in an encouraging learning environment. The theory behind this pedagogical model is that studying within communities is more motivating and challenging than reading alone or listening to online lectures. The peer learning methodology, with course Instructor facilitation, stimulates students and offers them a powerful platform to learn from one another.

Comprised of students from around the world, the student body will learn through the peer-based learning method with the support of course Instructors. Within the online study communities, students will share resources, exchange ideas, discuss weekly topics, submit assignments, and take exams. The curriculum is supported by course instructors who participate in class discussions and oversee all courses. The University's Office of Institutional Research and Planning builds procedures for course evaluation and assessment. Students are asked to anonymously complete course evaluations at the end of each term and, on occasion, to participate in other surveys. Findings from these evaluations and surveys are used to improve student learning and overall experience.

The Term Schedule

Courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period for preparing and taking the final exam.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week. Within the Learning Week, students can decide when to complete their work. There are no specific times when a student must be logged on to study, and students are not obligated to attend courses at any specific time during the study week.

The Learning Week starts at midnight between Wednesday and Thursday (more precisely, on Thursday at 12:05 am/ 00:05 UoPeople Time GMT-5) and ends on the following Wednesday at 11:55pm/23:55 UoPeople Time GMT-5). The weekly study units are made available one week at a time at the start of the new Learning Week and students always have access to the completed units. Please note that all reference to time in the study process and schedule is according to University of the People Time – (GMT-5 time zone).

The Study Process and Student Responsibilities

All learning takes place online, and each course requires approximately 16-20 study hours per week. UoPeople awards academic credit upon the successful completion of a course. The number of credit hours varies by course and is determined by the total amount of time students are expected to be academically engaged in all aspects of a course. Students should expect to spend a minimum of 135-150 hours of effort for a 3-credit course.

Students are expected to comply fully with the instructions in the course syllabus and to participate actively in required discussion forums by posting responses to questions and comments posted by course instructors and other students. Students are encouraged to seek clarification and assistance from other students, as well as from their course Instructors, to enhance the learning experience in each course.

Components of the Study Process

Each learning unit is comprised of several elements including a Learning Guide, assignments, quizzes and discussion questions. Students must read the syllabus to fully understand the components and requirements of every course.

The Learning Guide

The Learning Guide includes instructions on how to approach the weekly tasks. The guide consists of an online lecture intended to enrich and update the existing reference materials, and a list of further reading references and activity sources.

Reading Assignment

The reading assignments are text-based, freely available electronic resources such as open source textbooks, articles, tutorials and links to open source courseware, all with the proper licensing agreements allowing use of the materials. In some cases, there are optional links to animations, simulations and audio and video lectures that are recommended for students whose network connection allows access to such materials.

Participation

In order to provide students with a rich learning experience, students must take an active approach to their studies by being present and involved. Research has shown that student participation is directly related to course success, and this is particularly true for students in online universities.

The Class Forum

Studying takes place in small groups or classes. While classes involve asynchronously study, the peer-to-peer model provides the learning week with "real time" attributes. The majority of the peer and collaborative learning occurs at this level. In this forum exclusively used by students for a particular class, students comment and engage in discussions about the course material with their classmates.

Discussion Forum

Participation in the Discussion Forum is an integral part of the student's learning experience and grade. The minimum expectation for student involvement in the Discussion Forum is outlined below:

- Students must post an initial response to the 'Discussion Question' every week. Postings and responses should be researched, well thought out, and contain appropriately cited sources.
- Post a minimum of three comments per week in the discussion threads in the Discussion Forum (e.g., providing constructive feedback to another student's posting and helping to develop the discussion).

Course Attendance

Successful course completion depends on students following the instructions and guidelines provided in each course syllabus. Students are therefore advised to become familiar with the course syllabus at the beginning of the term.

Attendance is measured and recorded from posted responses to weekly discussion questions, participation in the peer assessment process, submission of weekly assignments and Learning Journals, and quizzes and the final exam. Attendance and active participation in a courses accounts for approximately 70% of the grade, with the final examination constituting approximately 30% of the grade.

Assignments and Assessment

Students submit their assignments as described in the Learning Guide and Course Syllabus. Assignments are generally assessed by a number of the student's peers who will respond to a specific set of instructions regarding how, and according to what criteria, to perform the assessment. The grade for the assignment is based on the average of the grades awarded by the peer assessors.

Each student is required to fulfill their peer assessor responsibilities fairly, non-competitively and professionally; peer assessor responsibilities are considered part of the University Code of Conduct. Note that inappropriate responses to others in assessing their classmates' work may affect the student's own grade or result in disciplinary action. A component of each student's overall grade for the course is based on the student's performance and appropriateness as an assessor.

Where relevant, solutions to the weekly assignment will be posted during the subsequent weekly unit.

Students should be aware that the University of the People does not provide access to courses and course materials on Moodle, including students' own contributions to their courses, beyond the current and previous term. Students are advised to save all their work on their computers in case they want to access it at a later date. Questions or clarifications about this policy may be addressed to the Office of Academic Affairs academic.affairs@uopeople.org.

Late Assignments

The University of the People does not accept late assignments. It is important that students understand that missing a submission deadline precludes the possibility of participating in the peer assessment process. Students with exceptional circumstances preventing the timely submission of an assignment should contact their course instructor prior to the due date.

Learning Journal

Students are required to keep a Learning Journal where they record their accomplishments during each Learning Week, allowing the course instructor to evaluate how students are progressing in terms of the material and overall goals of the course. The Learning Journal forms part of the formal final grade and is intended to help students organize, consolidate, and record their thoughts, activities and accomplishments over the week. Course instructors may require specific tasks and assignments to be recorded in the Learning Journal.

Entries to the Learning Journal must be brief, but also include:

- when students have completed each step in the Learning Guide
- a record of research for additional materials used in the student's studies (the Internet, libraries)
- any problems or unexpected events that occurred during the week
- any other noteworthy points

It is highly recommended that the entries to the Learning Journal be made on a daily basis. The Learning Journal is evaluated at the end of the term by the course instructor and forms a part of the final grade.

Quizzes

In order for students to evaluate and gauge their own learning progress each week, students are encouraged to take "self-quizzes." Upon submitting the answers to a self-quiz, students receive immediate feedback. Students are encouraged to take the quiz multiple times until they feel that they have mastered the material. Unless explicitly indicated in the course syllabus, self-quizzes do not affect a student's course grade.

The dates of graded quizzes are listed in the course syllabus, and students are assigned a grade. Both self and graded quizzes are important learning tools to prepare for the final exam.

Proctored Exams

University of the People students are required to successfully complete an appropriate number of proctored exams spaced throughout their program of study prior to graduation in order to verify the student's identity in confirming a degree and diploma upon graduation. The University provides information concerning the availability of and requirements concerning proctored exams to assist students in registering for courses during the next terms where a proctor is required.

Students in the Division of Continuing Education are required to complete ENGL 0101 English Composition 1 under the supervision of an approved proctor.

Associate's Degree students beginning their studies at UoPeople in Term 1 of the 2012-2013 academic year are required to complete at least five course final exams under the supervision of an approved proctor and Bachelor's Degree students beginning their studies at UoPeople in Term 1 of the 2012-2013 academic year are required to complete at least eleven course final exams under the supervision of an approved proctor.

Students select their own proctors; however, the proctors must be approved by the University and cannot be related to the student. An approved proctor is a reputable third party of integrity, but not another student at the UoPeople or a relative of a UoPeople student. For example, a proctor can be a local official, work supervisor, librarian, or a religious figure. The University reserves the right to verify a proctor at any time.

The following courses have final examinations which must be taken under the supervision of a proctor.

Proctored Courses for Computer Science Students

ENGL 1102 (GS1102): English Composition 2
MATH 1201 (GS1201): College Algebra
MATH 1280 (GS1280): Introduction to Statistics
CS 2205 (CS1205): Web Programming 1
CS 2301(CS1301): Operating Systems 1
CS 3305 (CS1305): Web Programming 2
CS 3306 (CS1306): Databases 2
CS 3308 (CS1308): Information Retrieval
CS 4406 (CS1406): Computer Graphics
CS 4407 (CS1407): Data Mining and Machine Learning
CS 4408 (CS1408): Artificial Intelligence

Proctored Courses for Business Administration Students

ENGL 1102 (GS1102): English Composition 2
MATH 1201 (GS1201): College Algebra
MATH 1280 (GS1280): Introduction to Statistics
BUS 2201 (BU1201): Principles of Marketing
BUS 2202 (BU1202): E-Commerce
BUS 3301 (BU1301): Financial Accounting
BUS 3303 (BU1303): Entrepreneurship 1
BUS 3305 (BU1305): Business Law and Ethics
BUS 4402 (BU1402): Organizational Behavior
BUS 4403 (BU1403): Business Policy and Strategy
BUS 4405 (BU1405): Leadership

Please note that students failing to take the proctored final exam at the end of the term will be issued a failing grade for the course.

Final Exams

Students have a four-day period during Week 9 of the term to complete their final exams, beginning on Thursday of Week 9 at 12:05 am/ 00:05 GMT-5 and ending on Sunday of Week 9 at 11:55pm/23:55 UoPeople Time (GMT-5).

Final Grades

Final course grades will be posted by the Office of Student Services and be available before the start of the next term. Students may view their grades in the Student Portal.

Grade Notations and Grading Policies

Criteria for Awarding Grades

The University awards letter grades in recognition of academic performance in each course. Students are graded according to their individual performance in the course and not on a curve.

The grading criteria listed below are illustrative and subject to the specifications in a given course. These are described in each course syllabus. Criteria for awarding grades as described in the course syllabi may include, but are not limited to:

- Quality of assignments and peer assessments
- Sufficient participation in the discussion forums (according to the requirements laid out in the course syllabus) and the quality of the postings
- Performance on quizzes and final exams
- Completion of the Learning Journal

The Grading System

At the end of each course, a letter grade will be given by the course instructor for the course, based on the student's performance. The minimum passing grade for a course is a D-. Students are reminded that they must have a minimum cumulative GPA of 2.00 in order to be in good academic standing and to graduate from the University of the People.

The University has established the following grading scale. All instructional personnel are expected to comply with this scale:

Grade	Grade Scale	Grade Points
A+	98-100	4. 00
A	93-97	4. 00
A-	90-92	3. 67
B+	88-89	3. 33
B	83-87	3. 0
B-	80-82	2. 67
C+	78-79	2. 33
C	73-77	2. 00
C-	70-72	1. 67
D+	68-69	1. 33
D	63-67	1. 00
D-	60-62	0. 67
F	Under 60*	0. 00
I	N/A	0. 00
NF	N/A	0.00
W	N/A	N/A

Beginning in Term 1 of the 2012-2013 academic year, all students will be required to take UNIV 1001 Online Education Strategies as a regularly graded course.

Course Repeats

Students earning a grade below the minimum for a required course must repeat the course in order to complete their program. The University, however, may deny a student's request to retake a failed course. Students earning a passing grade in a given course are not permitted to retake the course.

Students studying Accelerated English in the Division of Continuing Education who are unsuccessful in passing ENGL 0101[11] English Composition 1 after two attempts will be dismissed from the University. Similarly, all students unsuccessful in passing UNIV 1001 Online Education Strategies after two attempts will be dismissed from the University.

Dismissed students may appeal to the Office of Student Affairs to take the courses a third and final time. Appeals should be sent to the Office of Student Services at student.services@uopeople.org. Decisions rendered by the Committee are final and binding. Students given the opportunity to repeat English Composition 1 and Online Education Strategies a third time without passing will be dismissed from the University without further appeal.

Grade Reports

At the conclusion of each term of study, students may check their grades in their unofficial transcript in the Student Portal.

Grade Appeals

1. Students who believe they have been graded unfairly may appeal their final course grades. Students who have passed a Pass/Fail course may not appeal their passing grade; only students who have failed a Pass/Fail course may appeal their final grade.
2. To appeal a grade, students must contact their course instructor online within seven days of the last day of the term. This discussion is intended to provide the course instructor an opportunity to explain the basis for the grade and to provide the student with an opportunity to indicate possible errors or misjudgments in the assignment of the grade. Frequently, a discussion with the course instructor resolves the issue. Course instructors who decide to change the student's grade must inform the Office of Academic Affairs and submit the corrected grade. The Instructor has the discretion to increase, decrease, or leave the student's final grade as is in response to a Grade Appeal. The Office of Student Services will update the student's academic record and recalculate the student's cumulative GPA.

[11] A passing grade for ENGL 0101 (English Composition 1) is a grade of 73% or higher.

3. If a student and his or her course instructor are unable to reach a resolution, the student may request a Grade Appeal form from the course instructor. Students appealing a grade should note that the burden of proof in challenging a grade rests with the student. For a change in grade to be recommended, a student must make a compelling case that the grade originally given was unjustly or unfairly awarded.
4. The completed Grade Appeal form with the Instructor's comments regarding the request must be submitted by the student to the Office of Student Services at student.services@uoopeople.org no later than 30 days after the grade posting. Late appeals will not be accepted.
5. Grade appeals are reviewed by the Student Affairs Committee, and students are informed in writing of Committee's decision. Decisions rendered by the Committee are final and binding. A record of the final decision and all related materials will become part of the student's official academic record.

Summary of Transcript Notations

Pass/Fail (P/F)

Pass/Fail (P/F) graded courses are not included in the calculation of a student's GPA.

- Pass (P) indicates completion of the course with academic work equivalent to a D- or above.
- Fail (F) indicates completion of the course with academic work earning below a D-.

Incomplete (I)

An Incomplete "I" is a type of deferred grade that appears on a student's transcript when a course has not been completed during the normal time of instruction. It is not computed in the GPA. An Incomplete is given at the course instructor's discretion to a student who has not completed all course requirements, but who has attended, been active, and is passing the course at the time of the request.

Students must request an incomplete grade prior to the term end date. All course incompletes must be completed within the first three weeks of the following term; however, other time arrangements are possible depending on the circumstances. When a student completes all outstanding requirements for an incomplete course, the permanent grade replaces the "I" on the transcript.

If a student does not complete the work within the allowed period, the "I" grade will lapse to an "F", and a student's cumulative GPA and student status is recalculated at that time.

No Final (NF)

Students who choose not to take a final exam at the end of a term are issued an NF (No Final) grade on their transcript for the course, and are required to repeat the course and take the final examination within one year of receiving the NF grade.

NOTE: This requirement will be implemented during the 2012-13 academic year, and students will be notified prior to the term in which it will take effect. Until such time, students choosing not to take the final examination will be granted the final letter grade earned in the course, taking into account the grade of "F" that will be assigned as the grade for the final examination.

- Students required to pay Examination Processing Fees at the University who receive an NF grade will only be required to pay the fee once per course. This will happen at the point that they repeat the course and take the final examination, unless a student had already paid the fee the first time that he or she had registered for the course.
- Students may have no more than one NF grade on their transcript at a time. The second NF grade will result in an academic hold being put on the student's ability to register for courses or begin studying in the next term until the matter has been resolved.
- Students who do not complete the NF within one year will receive a grade of F for the course.
- Students receiving an NF grade in an elective course—a course not needed to satisfy a general education or major requirement for that student—have the option to petition the Student Affairs Committee to complete the course without taking the final exam, to receive the grade earned in a course without taking the final exam, including the grade of F that will be assigned as the grade for the final examination. All petitions should be sent to the Office of Student Services by the last day of the term and all decisions by the Committee are final. Students denied the petition are required to repeat the course and take the final exam.

Withdrawal (W)

Withdrawal from a course within the withdrawal period is reflected on the student's official transcript.

Grade Point Average (GPA)

All course credits where a letter grade is issued are factored into a student's term and cumulative GPA.

A student's grade-point average (GPA) is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three 3-credit courses and receives grades of A-, C+, and F, then the GPA for the term equals the total grade points (3.67*3)+(2.33*3)+(0*3) =18 divided by the total course units (9). The resulting GPA is 2.00.

Students are required to be in good academic standing, with a minimum cumulative GPA of 2.00, in order to graduate from the University of the People.

CHAPTER 6: ENROLLMENT & REGISTRATION

Students are formally enrolled in the University and in their selected program once they have been admitted to the University and have been registered for courses. Once admitted to the University, applicants must sign and submit an enrollment agreement to the University, after which a UoPeople official administrator will sign the agreement on behalf of the University.

Students wishing to enroll in two courses will register for UNIV 1001 Online Education Strategies and one other course in their first term of study. Students wishing to enroll in one course during their first term will register for UNIV 1001 Online Education Strategies.

Students studying Accelerated English in the Division of Continuing Education are registered for ENGL 0101 English Composition 1. This is a proctored course beginning in Term 2, 2012/2013. Those who pass English Composition I can be admitted as Degree Seeking Students and will then follow the initial course-taking pattern described above. Students studying Accelerated English may be advised that they would benefit from also taking ENGL 1102 English Composition 2 to further develop their English language skills. Those who decide to do this can petition to have English Composition 2 accepted for credit towards a UoPeople degree once they are accepted as a Degree Seeking Student.

Registration

University of the People opens course registration for students over 3 weeks during every term. Course registration dates can be found on the University of the People Academic Calendar. Registration for courses is available on a first come, first served basis.

With the exception of a student's first term at UoPeople, students are required to register online for all courses, and registration must be completed by the dates listed in the Academic Calendar.

To register, go to the Student portal at: https://uopeoplestudentservices.webox07.com/login.aspx

Only full-time students who maintain a cumulative GPA of ≥3.3 at the end of each term will be permitted to request permission to enroll in three courses per term on an ongoing basis beginning in their third term of study and may continue to do so as long as they maintain a cumulative GPA of ≥3.3. Students below a cumulative GPA of 3.3 who register for 3 courses will receive a letter from the Office of Student Affairs instructing them to drop a course.

In considering how many courses to take each term, students are reminded that each course requires approximately 16-20 hours of study per week. Therefore students should carefully consider their other time commitments outside of the University when building their schedules.

The University of the People endeavors to fulfill all registration requests.

Late Registration

There will be a late period for registration during the few days before each academic term begins, but students should be aware that only certain courses that are not already fully enrolled will be available during this period. Late Course Registration dates are listed on the University of the People Academic Calendar. To register for courses during this late registration period, please follow instructions for doing so in the Student Portal. University of the People discourages students from relying on the late registration period to register for courses because of the very limited number of seats that may be available during this period.

Course Drops and Withdrawals

Each degree program is made up of a number of different courses, both core and elective. Students are responsible for managing their time at the University and balancing their studies with their non-University commitments. There is, however, some flexibility to enable students to manage their academic workload. There may be circumstances and occasions when it is necessary for students to change their University activities by dropping a course or withdrawing from a course. Should students need to do so, they must follow the process and should understand the implications that are outlined in this section.

Students dropping or withdrawing from courses frequently are strongly encouraged to contact an Academic Advisor in Student Affairs to discuss their engagement with the University by emailing advising@uopeople.org.

Course Drop

A student may drop a course during the first week of the course session without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect the grade point average (GPA). Note: Please refer to the Academic Calendar in order to verify the last date in a term when it is possible to drop a course without penalty.

A course drop applies to one course at a time and does not assume withdrawal from the University. Students are responsible for dropping their courses by requesting a course drop from the Online Form area in the Student Portal: (https://uopeoplestudentservices.webox07.com/login.aspx).

Course Withdrawal

Course withdrawal refers to students formally withdrawing from the course roster after the course drop period has passed, but within the first four weeks of the term. Please refer to the Academic Calendar in order to verify the last date for course withdrawal each term.

Here, a course withdrawal relates to only one course at a time and does not assume withdrawal from the University. A course withdrawal differs from a course drop in that the course will be reflected on the student's official transcript. Students should note the following:

Course withdrawal requests must be sent from the Online Forms area in the Student Portal. The following consequences apply to a student who withdraws from a course within the first four weeks of the course session:

- The student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA

Petition for Late Withdrawal

Students are responsible to complete all courses after the withdrawal deadline and only the most serious circumstances warrant withdrawing from a course after the last day of the withdrawal deadline listed in the University of the People Academic Calendar. However, in the event of a documented emergency after the Course Withdrawal deadline, students may petition the Academic Affairs Committee for a late withdrawal. Petitions and all supporting documentation for late withdrawals can be sent to the Office of Academic Affairs at academic.affairs@uopeople.org only up until and including the last day of a term.

Please note that late withdrawals are rarely granted by the University. Students should understand that petitioning for a late withdrawal indicates that a non-academic, extraordinary event (like a serious illness or a severe personal disruption, but not including internet problems) would have needed to occur after the course withdrawal deadline (during the last five weeks of the term) to make completion of a course or courses very difficult if not impossible. The Academic Affairs Committee assumes that the student's academic performance has been satisfactory up until to the point of the disruptive event.

Administrative Course Withdrawal

Students who have not participated in a course by the end of the 4th week of the term, or who may have had minimal participation but show no credit for any graded assessments, may be subject to an Administrative Withdrawal.

The following consequences apply to a student who is administratively withdrawn from a course:

- A student receives a grade of "W" for the course
- The grade of "W" appears on the student's transcript
- The grade of "W" does not affect GPA

Chapter 7: Satisfactory Academic Progress Review (Sap) And Student Academic Standing

Satisfactory Academic Progress (SAP)

The University of the People monitors students' academic performance to ensure satisfactory progress toward a degree. Students at the University of the People are required to maintain a minimum cumulative GPA of 2.00. Satisfactory Academic Progress (SAP) is evaluated at the end of every term, and students are notified in writing by the Office of Student Services of their academic standing within one month of every evaluation point.

The University reserves the right to place students on Academic Warning or on Academic Probation and the right to remove students from Academic Warning or on Academic Probation based on their academic performance, notwithstanding the Academic Standards. Additionally, if at any evaluation point it can be determined by the University that it is mathematically impossible for a student to meet a minimum cumulative GPA of 2.00 before graduating, students may be dismissed from the University.

Good Standing

Students maintaining a minimum cumulative GPA of 2.00 are in good standing.

Dean's List

Students earning a minimum of a 3.50 cumulative GPA will be placed on the Dean's List at the end of each term.

Academic Warning

Students who had been in good standing in the previous term and whose minimum cumulative GPA drops to below 2.00 at the end of the current term are placed on Academic Warning. Students on Academic Warning that meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing.

Students on Academic Warning are encouraged to be in contact with an Academic Advisor in the Office of Student Affairs at advising@uopeople.org.

Academic Probation

Students who had been on Academic Warning in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are placed on Academic Probation. Students on Academic Probation that meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing. Students on Academic Probation that do not return to good standing the subsequent term are dismissed from the University.

Academic Probation students are strongly encouraged to be in contact with an Academic Advisor in the Office of Student Affairs at advising@uopeople.org.

Probation Continued

Students who are on Academic Probation and whose term achievements show substantial improvement but whose cumulative GPA is still just below a 2.00 and would be subject to academic dismissal may instead be placed on Probation Continued status at the sole discretion of Dean of Student Affairs and the Student Affairs Committee. Probation Continued status allows the student another term to achieve good standing. However, students on Probation Continued status that fail to achieve good standing within one term will face Academic Dismissal. In highly specialized cases, Probation Continued may be extended for more than one term.

Students on Probation Continued are strongly encouraged to continue to be actively in contact with an Academic Advisor in Office of Student Affairs at advising@uopeople.org.

Academic Dismissal

Students who had been on Academic Probation in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are dismissed from the institution for academic reasons. See Chapter 10 for more information about Academic Dismissal.

CHAPTER 8: GRADUATION

All University students are subject to the graduation requirements outlined in the University Catalog at the time they commenced their studies at the University of the People, and must meet all requirements related to source and time for credit acquisition outlined in Chapter 4.

Associate's degree students must complete all required general education and program courses and any electives with an overall minimum GPA of 2.0 (grade of C), and must also pass any required examinations as defined in the specific program. A minimum of 60 semester credits must be successfully completed in order to be awarded the degree.

Bachelor's degree students must successfully complete all required general education and program courses and any electives with an overall minimum GPA of 2.0 (grade of C), and must also pass any required examinations as defined by the specific program. A minimum of 120 semester credits must be successfully completed in order to be awarded the degree.

Academic Honors for overall achievement at UoPeople are noted on the official transcript and diploma to UoPeople graduates on the following basis:

- 3.85 – 4.0 *Summa Cum Laude* (highest honors)
- 3.70 –3.84 *Magna Cum Laude* (high honors)
- 3.50 –3.69 *Cum Laude* (honors)

Graduation Procedure

1. Students who have successfully completed a minimum of 42 semester credits in the Associate's program and a minimum of 102 semester credits in the Bachelor's program should contact advising@uopeople.org to verify that they are on track for graduation.
2. Academic Advising will guide students on their course selection and will inform the Office of Student Services that they have completed the first step in the graduation process.
3. Once students have successfully completed a minimum of 51 semester credits in the Associate's program and a minimum of 111 semester credits in the Bachelor's program, they may request to be audited for graduation by the Office of Student Services.
4. The Office of Student Services completes the graduation audit form, files it in the student's record and sends a copy to the student.

5. Once students complete all courses needed to graduate (as outlined in the audit form), students should complete the graduation application form and send it to the Office of Student Services. A graduation application form will be sent to students upon request.
6. The Office of Student Services certifies whether students have completed all requirements needed to graduate.
7. Students are notified as to whether they have met graduation requirements. If not, the Office of Student Services informs students of any outstanding requirements needed to graduate. Once completed, students go back to step 3 listed above.
8. The Office of Student Services prepares the diploma and an official transcript and sends it to the student.

Ordering Transcripts

An unofficial transcript is available for students through the Student Portal, but an official University of the People transcript will be provided to the student upon completion of the program.

If students wish to receive an official transcript before completion of the program they may submit a request via email to student.services@uopeople.org and pay a fee of $15 USD. All official transcript requests should include the following:

- Student name
- Address where transcript should be mailed
- The number of transcripts requested (extra copies will bear additional cost)
- Student's electronic signature

An official transcript of the student's academic record will, upon written request, be mailed to the institution or agency indicated in the request or sent to the student in a sealed envelope. Third-party requests must be accompanied with a signed letter of authorization from the student.

Chapter 9: Academic Integrity And The Disciplinary Process

University of the People fosters a spirit of honesty and integrity so fundamental to a university community. Students at University of the People are responsible for following accepted standards of academic integrity. Distance learning programs require a higher level of self-monitoring with regard to academic integrity. All work submitted by a student must represent original work produced by that student. Additionally, all sources must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader.

In cases where an act of academic misconduct remains undiscovered until after credits have been issued or a degree is awarded, University of the People reserves the right to revoke any credits or degree based on new revelations about scholarly issues including, but not restricted to, admission credentials, course work, research, theses, or other final projects.

Students found guilty of academic dishonesty or plagiarism may be faced with disciplinary sanctions including failure of an assignment or an entire course, disciplinary suspension, and ultimately dismissal from the University.

University of the People has a strict Code of Conduct, designed to maintain the quality of the learning experience. Students are required to follow the Code of Conduct carefully and act in accordance with it at all times.

General Code of Conduct

University of the People strongly values freedom of expression, encourages diverse viewpoints, and values treating others with civility and respect. University of the People does not tolerate offensive or harassing behavior. All University students, faculty and staff are required to uphold these principles in all areas of academic life, including electronic and other communications.

Members of the UoPeople community must not behave in a way that may be perceived as offensive or hostile and are required to show students, instructional personnel, staff, volunteers and administrators respect at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted and will be considered to be a violation of the Code of Conduct and grounds for disciplinary action or dismissal from the University at large.

Students are required to comply with the requests of UoPeople officials acting within the scope of their employment responsibilities, and failure to do so is a violation of the Code of Conduct and also grounds for disciplinary action.

Code of Academic Integrity

University of the People subscribes to the values and beliefs that are fundamental to academic life and holds all members of its academic community to the highest standards of academic integrity. University of the People students are expected to work diligently to ensure that all assignments, exams or other course work submitted represents the student's original work.

Students at the University are required to learn and be personally responsible for educating themselves about plagiarism and the appropriate forms of citation and referencing sources. It is imperative that students seek assistance from course instructors or contact the Office of Academic Affairs at academic.affairs@uopeople.org with any questions.

All scholarship must be free of fraud and deception including:

- Plagiarism—the unintentional or intentional representation of the words or ideas of another as one's own work in any academic exercise. This includes failing to properly identify direction quotations with both a proper citation and with quotation marks, submitting a paper that was the result of someone else's efforts but represented as one's own work, paraphrasing bodies of work without proper citation, and copying so many words or ideas from a source that it makes up the majority of your work even while attempting to paraphrase and change the text. Plagiarism also includes giving incorrect information about the source of a quotation and submitting academic work multiple times without informing the course instructor and receiving approval.
- Please note that when course instructors or University personnel suspect plagiarism, both special programs and the Internet will be used to identify the sources of intellectual property suspected of being used or cited inappropriately.
- Fabrication—falsifying documents, changing or inventing data, citing sources not consulted, and citations.
- Unauthorized Assistance—completion of an academic exercise or exam by someone other than the student or collaborating without acknowledging the collaboration. While collaboration is a key element to a positive University of the People learning experience, it is critical that students acknowledge any collaboration and its extent in all submitted course work.
- Misrepresentation—lying or misrepresenting a student's personal situation to a University member in attempting to receive special circumstances, permissions, or extensions.
- Collusion—assisting another student in committing an act of academic dishonesty.

All members of the academic community, including instructional personnel, students and University administrators, are expected to assist in maintaining the highest level of integrity and to report all incidents that violate academic honesty. Students encountering suspected cases of cheating should discreetly report the student to their course instructor and in no instances should allegations be made

in a public forum. Specifically, if academic misconduct is suspected in a discussion forum posting, students should contact their course instructor and not assign the student a grade.

Disciplinary Process

All forms of academic dishonesty are grounds for disciplinary action and are permanently noted in a student's academic record. The University retains the right to impose severe disciplinary measures in proven cases of cheating and other forms of academic dishonesty. These may include one or more of the following:

- Failing an assignment or an entire course
- Disciplinary suspension from the University
- Dismissal from the University
- Other appropriate sanctions depending on the severity of the violation

Suspected breaches of the Academic Code of Conduct or the General Code of Conduct are subjected to the University's disciplinary processes.

When Instructors suspect a student has violated the Academic Code of Conduct, Instructors send a warning note to the students explaining in detail the University's policy regarding the violation, asking students to respond by either acknowledging their violation of the Academic Code of Conduct or by providing an explanation for their actions.

If a violation has been made, a student receives a zero for the assignment or discussion. The Instructor in conjunction with the Office of Academic Affairs determines whether the student has been warned about violating the Academic Code of Conduct in previous classes and if that is the case, the current instance is treated as a second occurrence. Students are then sent an official letter from the Office of Student Services who alerts students that the alleged academic misconduct has been referred to a disciplinary body, the Student Affairs Committee, and that possible sanctions may be imposed.

After the letter is sent by the Office of Student Services, students have seven days to respond to the reported violations by emailing back their response to student.services@uopeople.org. After the Student Affairs Committee reaches a decision about the violations, the Office of Student Services informs the student of the decision and any resulting sanction.

Chapter 10: Leave Of Absence, Withdrawal, And Dismissal

It is the student's responsibility to inform the University of the People about his/her academic plans each term by either (1) registering for classes (2) applying for a leave of absence (LOA), or (3) withdrawing from the University.

Leave of Absence

At its discretion, the University allows students to be on leave for up to three terms in a given academic year when circumstances prevent their attendance at UoPeople. These circumstances may include military service, other educational pursuits, work/internships, familial obligations, medical reasons for self or for family members, and travel/relocation. Under special circumstances such as military service, a leave may be approved for a maximum of five years. Students requiring an extended leave of absence may wish to consider withdrawing from the University of the People.

The time granted for a student's leave of absence will not count against the total time allowed to complete the degree.

- Students not planning to register for classes during an upcoming term are required to request a leave of absence (LOA) via the Student Portal (https://uopeoplestudentservices.webox07.com/login.aspx) using the online forms up until the last day before the term begins.[12]
- Students who registered for courses and begin a term, but then decide to drop all courses by the drop deadline or withdraw from all courses by the withdrawal deadline, are still required to apply for a LOA. These students must still submit a LOA request via email by the end of the 4th week of classes (23:55/11:55pm UoPeople Time GMT-5) to the Office of Student Services at student.services@uopeople.org. The email should include the student's first and last name, Student ID, and the reason for the request.
- Students experiencing extenuating circumstances that affect their ability to apply for a LOA may contact the Office of Student Services at student.services@uopeople.org.

[12] The University reserves the right to request supporting documentation for any leave of absence. All requests will be reviewed by the relevant committee and a decision will be sent to the student by the Office of Student Services. University of the People's decision to grant or refuse a request for a leave of absence will be final and binding.

- Failure to comply with the LOA policy is grounds for University administrative actions, which may include placing the student on an administrative LOA for the term or administratively withdrawing the student from the university.
- As of Term 1 of the 2012-13 academic year, students who do not apply for a leave of Absence by the end of the 4th week will be required to appeal the Office of Student Affairs to complete a late leave of absence request, and discuss waivers of the above penalties. All appeal requests should be sent to the Dean of Student Affairs at student.affairs@uopeople.org by the last day of the term.
- UoPeople students are encouraged to learn and comply with all LOA procedures. Stricter enforcement of the LOA policy will begin on September 1, 2013, (the 2013-2014 academic year), and there will be less latitude for making exceptions.
- The University cannot approve LOA requests for students who may be dismissed for academic reasons at the end of the said term. Therefore Academic Probation and Probation Continued students should understand that they may only receive a decision about their LOA request after their academic status is determined at the end of the term.
- Students granted a leave of absence while on Academic Warning, Academic Probation, or Probation Continued will return to their studies with the same status.

Withdrawal from the University

Students who wish to withdraw from the University must send an email Student Services at student.services@uopeople.org indicating their name and Student ID and requesting to withdraw. Students submitting a request to withdraw are also asked to indicate their reason for withdrawing from the University of the People in the email to Student Services.

Students who have withdrawn but wish to return to study in the future may be required to re-apply for admission and to pay the Application Processing Fee then in effect if they have been away from the University for more than 15 terms.

- Students in good academic standing may withdraw from the University with no limitation on their ability to request re-enrollment within five consecutive terms after withdrawing.
- Students in good academic standing may withdraw from the University for a period of 6-15 consecutive terms with no limitations on their ability to request reinstatement at any time during this period.
- Students may withdraw from the University with no limitation on their ability to request academic renewal after more than 15 consecutive terms away from the institution
- Students who fail to return from an approved leave of absence at the beginning of the term immediately following the approved leave period and who do not submit a formal request to

withdraw from the institution will be administratively withdrawn as of the beginning of said term.

- Students who fail to return from an academic or a disciplinary suspension at the beginning of the term immediately following the period of the suspension and who do not submit a request to withdraw from the institution will be administratively withdrawn at the beginning of said term.

Dismissal from the University

Academic Dismissal is a permanent separation from the University, and means a student may not enroll in any succeeding term unless given permission by the Student Affairs Committee pursuant to the appeals process or unless the student later applies for readmission and is accepted.

Students may be dismissed from the institution for failing to make satisfactory academic progress and for disciplinary reasons including:

- Students who had been on Academic Probation in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are dismissed from the institution for academic reasons.
- Students for whom it is mathematically impossible to meet a minimum cumulative GPA of 2.00 before graduating are dismissed from the University.
- Students studying Accelerated English in the Division of Continuing Education who do not successfully pass ENGL 0101 English Composition 1 on two tries are dismissed from the institution.
- Students who do not successfully pass UNIV 1001 Online Education Strategies on two tries are dismissed from the University.
- Students who petition the Student Affairs Committee and are given the opportunity to repeat English Composition 1 and Online Education Strategies a third time and do not pass the courses, will be dismissed from the University without further appeal.
- Students who violate the Academic Code of Conduct or are found guilty of academic dishonesty or plagiarism may be faced with disciplinary sanctions including dismissal from the University.
- Students who violate institutional policy may be dismissed from the University. The severity of the violation and the student's previous disciplinary record, if any, will determine the sanction issued, up to and including dismissal.
- Students falsifying information on an application, encouraging another to falsify information on an application, performing an act to intentionally mislead or misinform instructional personnel or administrators will be subject to disciplinary action, including dismissal from the University.
- Students who have been suspended for disciplinary reasons and do not return to their studies will be dismissed.

Appeal Process for Dismissals and Suspensions

Students with extenuating circumstances will have the opportunity to submit a written appeal to the Student Affairs Committee no later than thirty days from the suspension or dismissal notice. All appeals should be sent to the Office of Student Services at student.services@uopeople.org and will be directed to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email within one week from the Office of Student Services.

The appeal should include a clear description of the basis of the appeal, students' reflections about their own academic difficulties at the University, and should specify a plan to better support their own academic success in the future. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance.

Students will receive a final decision about the appeal within six weeks of their submission of the appeal. Decisions rendered by the Committee are final and binding.

CHAPTER 11: ENROLLMENT STATUSES AND RETURNING TO THE UNIVERSITY

Re-Enrollment

Degree Seeking Students who have interrupted their otherwise continuous enrollment at the University and wish to resume their studies are required to contact the Office of Student Services to request re-enrollment. Once re-enrolled, students will be eligible to register for courses in the subsequent term.

Re-enrollment is necessary after any of the following situations:

- UoPeople students who were on approved leave of absences, had the minimum or higher cumulative GPA at the time their leave began, and are in good disciplinary standing with UoPeople after being out of residence for five or fewer consecutive terms, may register for classes in the term immediately following the end of their leave, effectively serving to re-enroll themselves into the University. These students therefore are not required to contact the Office of Student Services in order to re-enroll in the University.
- UoPeople students returning earlier than the specified time arranged for a leave of absence must re-enroll at the University.
- UoPeople students who had formally withdrawn from UoPeople, had the minimum or higher cumulative GPA required at the time they left, and are in good disciplinary standing with UoPeople may apply to re-enroll after being out of residence for 5 or fewer consecutive terms.

To allow for academic planning, students should contact the Office of Student Services at student.services@uopeople.org to request re-enrollment as soon as they decide on the term in which they wish to return. Requests for re-enrollment should be initiated at least fifty days before the first day of the term in which re-enrollment is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

Students applying for re-enrollment are required to be in good standing. However, the Student Affairs Committee will review re-enrollment requests for students with a cumulative GPA below a 2.00. The Office of Student Services will inform students whether their request has been approved or denied, and students may only begin registering for courses during the open registration period after their re-enrollment has been approved. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for re-enrollment under the supervision of the Dean of Student Affairs. These students will be permitted to register for one course per term until returning to good academic standing.

Reinstatement

Reinstatement is a procedure that allows formerly Degree Seeking Students the opportunity to return to the University:

- UoPeople students who had been suspended from the University of the People for disciplinary reasons for five or fewer terms must apply for reinstatement and return to their studies in the term immediately following the end of the suspension period.
- UoPeople students who have formally withdrawn from the University and have been away for more than five but fewer than fifteen consecutive terms, may apply for reinstatement.
- Students applying for Reinstatement are required to be in good standing. However, the Student Affairs Committee will review reinstatement requests for students with a cumulative GPA below a 2.00. The Office of Student Services will inform students whether their request has been approved or denied, and students may only begin registering for courses during the open registration period after their re-reinstatement has been approved. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for reinstatement under the supervision of the Dean of Student Affairs. These students will be advised to register for one course per term until returning to good academic standing.

Students interested in applying for reinstatement should contact the Office of Student Services at student.services@uopeople.org.

Once reinstated, students are required to maintain good standing, and are encouraged to be in contact with an Academic Advisor in the Office of Student Affairs. Students who are reinstated and fail to achieve or maintain a minimum 2.00 term GPA, will be placed on Academic Warning, Academic Probation, Probation Continued, or may ultimately be dismissed. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be reinstated and placed on Probation Continued under the supervision of the Dean of Student Affairs. These students will be permitted to register for one course per term while on Probation Continued.

Academic Renewal

UoPeople students who have been away from the University for more than 15 consecutive terms, who had formally withdrawn from the University or may or may not be in good academic or disciplinary standing with the University, may appeal to the Student Affairs Committee for academic renewal. Students may be granted only one academic renewal and the University has the sole discretion at the time of the Academic Renewal to determine which, if any, credits previously earned will be applied toward a University degree.

At the start of Academic Renewal, a notation is added to the student's previous UoPeople transcript listing the student's academic renewal status. Additionally, the student's cumulative grade point average and cumulative credits start anew with their return to the University.

Academic renewal requests should be initiated at least fifty days before the first day of the term in which academic renewal is sought. Students may apply for academic renewal by contacting the Office of Student Services at student.services@uopeople.org. They will be required to complete a new application for admission and to pay the Application Processing Fee then in effect. Students accepted for Academic Renewal will be contacted by the Office of Student Services.

Students may only begin registering for courses during the open registration period after their academic renewal has been approved. Students who are approved for Academic Renewal are strongly encouraged to enroll in only one course under the advisement of an Academic Advisor in the Office Student Affairs, and are required to maintain good standing at the University.

CHAPTER 12: UNIVERSITY SERVICES AND UNIVERSITY OFFICES

The University of the People encourages all admitted and prospective students to contact the relevant University office for any assistance and clarification of policies and procedures.

Library Services: library@uopeople.org

Office of Academic Advising: advising@uopeople.org

Office of Academic Affairs: academic.affairs@uopeople.org

Office of Admissions: admissions@uopeople.org

Office for Payments: payments@uopeople.org

Office of Student Affairs: student.affairs@uopeople.org

Office of Student Services: student.services@uopeople.org

Technical Support: support@uopeople.org

University Services

Library Resources and Services

In support of our students and their academic pursuits, University of the People has joined the Library and Information Resource Network (LIRN). LIRN enhances UoPeople's academic programs with a rich and powerful collection of resources including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. All University of the People instructional personnel and enrolled students may use these resources free of charge. Additionally, students are provided recommended open sources including textbooks and course materials.

For questions or suggestions regarding the University of the People Library and Resource Center, including LIRN or open educational resources, please contact UoPeople's Director of Library Services at library@uopeople.org.

Computing and Networking Services and Requirements

Although Moodle and Class Forums are not open to public access, students should note that these online spaces are neither private nor confidential. Neither students nor instructional personnel should

assume privacy when communicating on the Virtual Learning Environment. The University may access and observe communications conducted on the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the Code of Conduct including investigating allegations of misconduct, suspected misconduct or other complaints. Additionally, the University of the People may provide limited access to learning resources to individuals other than students, alumni, instructional personnel, and staff.

Contact Information for Students

The primary form of official communication from University of the People is through e-mail. Students are required to main active e-mail addresses and are responsible for keeping their contact information accurate and current. Students should note that the email address they used to apply to the University of the People is the one maintained by the Office of Student Services unless they have subsequently submitted a request to change their email address. Students wishing to update any of their contact information should contact student.services@uopeople.org and include the following information:

- The student's full name including both the first and last name
- Student ID
- Details to be updated

Students should note that any change of contact information on Moodle at http://my.uopeople.org is not considered a formal change of contact information. Please note that, to ensure receipt of important announcements from the University, students should check that spam filters are set to receive email from University of the People.

Computer Requirements

University of the People students require access to a computer with an Internet connection as well as the ability to save documents and files. Typically, University of the People learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats. Therefore, students need to be able to open and save documents in these formats as well.

- The Adobe PDF Reader software is available for free at the following link: http://get.adobe.com/reader/
- Microsoft Office is commercial software which is not available for free. If you do not already have or are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) please use one of the following free options:
    1. Download and install LibreOffice, a free and open source office suite that is mostly MS Office compatible. (http://www.libreoffice.org/download/) When saving, please be sure to save your documents in MS Office format, not the default format. This is the preferred free option.

2. Create a Hotmail account. Using the online web apps (Word, PowerPoint, and Excel), students can view and edit basic Word, PowerPoint, and Excel files in a web browser. (http://www.hotmail.com).

- Other Software: Please note that certain courses, for example, computer science courses, may require the installation and use of other specialized software. This information will be listed in the relevant course syllabus.

Student Login Username and Password

Each student is assigned a designated username and password to log into the University of the People Online Platform and courses. UoPeople students with technical issues should contact Technical Support at support@uopeople.org for assistance with login problems.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Please ensure you keep your password secret and do not give it to anyone else.

Technical Support

Technical Support is available to registered students through email at support@uopeople.org. In order to trouble shoot the problem, students are asked to include the following information in the e-mail:

- Student ID number and the student's first and last names
- The course number and the course name (example: BUS 1103 Microeconomics).
- Provide a brief description about what happened when the error occurred.
- Include any error messages received. Another option is for students to press the 'print screen' button (located on the upper right corner of most keyboards) and copy and paste the image into the body of the email.
- Record the exact time (University of the People time) that the error occurred.

University Offices

Office of Academic Affairs

- The Office of Academic Affairs provides students with advice pertaining to their academic studies and pertinent information regarding academic policies and procedures
- The Office of Academic Affairs assists students in solving academic-related problems within their courses, peer assessment issues, communication with course instructors, and other general course-related issues such as academic honesty

- The Office of Academic Affairs implements policies and procedures for Incomplete Grades, Late Withdrawal, Administrative Withdrawal, and Change of Program Requests.

Students who have academic-related questions should always contact their course instructor first; however, the Office of Academic Affairs is always present to provide support and outreach to all University of the People students at the following email address: academic.affairs@uopeople.org.

Office of Student Affairs

The Office of Student Affairs supports UoPeople students as they navigate their way through their studies in order to help them achieve academic success and feel prepared to graduate and make plans beyond the University.

Academic Advising

Academic advising is available for students wishing to be in contact with an Academic Advisor at the University of the People. Students are encouraged to touch base with an academic advisor at least once a year to check on their academic progress. Academic Advisors are available for students to guide them through their academic studies at the University of the People and help students monitor their degree progress and choose the next logical sequence of courses.

Academic Advisors also work with students at the University of the People to answer questions and respond to concerns about academic progress, goals in attaining their degrees from the University, and challenges and decisions that need to be made throughout their academic studies. Students both receive emails from the University's academic advisors throughout the term, and are invited to address UoPeople's Academic Advising team privately by emailing advising@uopeople.org.

Students in danger of not passing the Satisfactory Academic Progress (SAP) review, or who have already been placed on Academic Warning or Academic Probation and are in danger of being dismissed from the University for unsatisfactory academic progress, are strongly encouraged to seek out and work together with the University of the People's Academic Advisors.

Students who have been suspended from the University also may be in direct contact with the Dean of Student Affairs at student.affairs@uopeople.org to discuss any questions about the terms of their suspension and the opportunities for them to return to the University of the People in the future.

Academic Advising Virtual Office

The University of the People has opened up a new initiative known as the AAVO—the Academic Advising Virtual Office. This space is a resource center for students at the University, providing access to a University Academic Advisor in Moodle. The AAVO has been designed as a public space for students to engage with an Academic Advisor and with other students whereas private emails to the advising@uopeople.org are confidential between the advisor and student.

The AAVO also includes resources, links, and a discussion forum area to post questions and answers to provide students with extra tools to stay successful and feel more supported at the University of the People.

The AAVO can be accessed via student Moodle homepages.

Career Education Center

An online Career Education Center is currently being planned to provide students with guidance in searching for a job and overall strategies for finding employment. The Career Education Center will not serve as a job placement agency, but as an interactive website assisting students in preparing their job search. Students seeking help preparing for their job search should contact the Office of Student Affairs at student.affairs@uopeople.org.

UoPeople Alumni Society

Alumni services are being planned for graduates of the University of the People, and the University is planning to build an Alumni Society for its graduates. The University of the People looks forward to welcoming all UoPeople graduates into the Alumni Society. For more information, please contact the Office of Student Affairs at student.affairs@uopeople.org.

Internships

The University of the People helps students make connections with companies providing internships opportunities. Currently, the University of the People has partnered with the Catalyst Initiative which is offering internships to top qualified UoPeople students. For more information about internship opportunities, contact the Office of Student Affairs at student.affairs@uopeople.org.

Office of Student Services

- The Office of Student Services provides students with both administrative and academic services after making thorough consultations with the appropriate bodies of the University.
- The Office of Student Services informs students of their academic progress and standing in the program on an ongoing basis.
- The Office of Student Services is responsible for implementing policies and procedures for keeping records on students' academic transcripts. Other academic progress (achievement, program learning objectives and outcomes, examination results, etc.) is kept on Moodle by the Office of Academic Affairs. These policies and procedures are maintained in accordance with applicable professional requirements and state laws. The University of the People permanently retains each student's records including the date of the degree or certificate granted to the student, as well as the courses, grades, and credits for each student.

Students are encouraged to contact the Office of Student Services for any assistance and support about registration, proctors, and other administrative matters at the University of the People.

CHAPTER 13: COURSE DESCRIPTIONS

Undergraduate Courses in Arts and Sciences Courses

Online Education Strategies

This course is required for all students and is a preparation for a successful journey into the online learning environment with the University. It will introduce students to the University of the People library, the resources available to them, to the academic methods, and to the policies and expectations for student performance. Further, it will provide an overview of strategies for student success including time and stress management, effective study skills, and personal ownership of the learning process.

Course Code: UNIV 1001 (GS1001)
Prerequisites: None
Credits: 3

English Composition 1 (Proctored Course)

This course is a mandatory course for all students that have not demonstrated English proficiency. The purpose of this course is to develop and enhance English skills of reading and writing which are necessary for adequate performance in all academic areas. The units focus on a range of texts and genres designed to improve students' knowledge and understanding of academic discourse. Each unit also focuses on the progressive development of reading, grammar, writing and test taking skills.

Course Code: ENGL 0101 (GS1101)
Prerequisite: None
Credits: 3

English Composition 2 (Proctored Course)

This course is designed to further develop and enhance skills in purposeful academic writing and analysis. The course covers the short story (literature, genre), the importance of storytelling, research review, computer-supported cooperative work (CSCW), and promotes advanced writing skills.

Course Code: ENGL 1102 (GS1102)
Prerequisite: None
Credits: 3

Business English

The purpose of this course is to build an understanding of effective uses of English in a business environment and to develop strong core business communication skills. This course will introduce the varying modes of English communication in the business environment and when to use them. It will also help to develop and expand students' business-related vocabulary, and to develop an understanding of the best techniques for successful communication in varying business contexts.

Course Code: ENGL 1103 (GS1103)
Prerequisite: None
Credits: 3

College Algebra (Proctored Course)

This course can be used to satisfy an Arts and Sciences requirement as well as provide a solid grounding in algebra, trigonometry, and analytic geometry in preparation for further mathematical studies. The course includes an extensive study of linear, quadratic, and rational functions. It also contains an introduction to exponential and logarithmic functions and circles. Finally, the topic of systems of linear equations is covered.

Course Code: MATH 1201 (GS1201)
Prerequisite: None
Credits: 3

Calculus

This course covers topics such as real numbers, differentiation, continuous functions, integration, limits, analytic geometry and trigonometry.

Course Code: MATH 1211 (GS1211)
Prerequisite: MATH 1201 (GS1201)
Credits: 3

Introduction to Statistics (Proctored course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution and the Central Limit Theorem. The R statistical programming environment is used for computation, graphical presentation, and simulations.

Course Code: MATH 1280 (GS1280)
Prerequisite: None
Credits: 3

Statistical Inference

This course covers inferential statistics, estimation, and hypothesis testing. The emphasis in the course is on the presentation of statistical methods and on the interpretation of the outcome. The philosophy and practice of statistics and not its mathematics is at the center. Needed mathematical computations are demonstrated via simulations rather than by abstract proofs. The R system for data analysis is used as part of the teaching.

Course Code: MATH 1281 (GS1281)
Prerequisite: MATH 1280 (GS1280)
Credits: 3

Discrete Mathematics

This course is primarily intended for students majoring in Computer Science. The emphasis will be on the development of technical discrete mathematics skills, rather than rigorous proof. Topics will include number systems, sets, logic, induction, elementary counting techniques, relations, functions, matrices, and Boolean algebra.

Course Code: MATH 1302
Prerequisite: None
Credits: 3

Art History

This survey course in Western Art History will explore art as a cultural production. This introduction to the academic discipline will familiarize students with major movements and styles of art as well as the various media and purposes of artistic production. The relationship of the visual arts and the individual artist to their society and culture will also be explored.

Course Code: AHIST 1401 (GS1401)
Prerequisite: None
Credits: 3

Ethics and Social Responsibility

This course explores Western and non-Western approaches to ethical reasoning, and the social implications of unethical behavior. Current professional ethics as well as cultural values will be analyzed, and students will be asked to reconcile these with personal beliefs in order to prepare them for taking responsibility for their actions in the world.

Course Code: PHIL 1404 (GS1404)
Prerequisite: None
Credits: 3

Globalization

This course examines changes in national economies over the past half century. Special attention is given to the ways that globalization impacts citizenship, ethnic and religious issues, migration, public health, poverty, and wealth. The cross-cultural context affords the opportunity to address issues of a global nature which may profoundly influence the conditions under which people live and work.

Course Code: POLS 1503 (GS1503)
Prerequisite: None
Credits: 3

Greek and Roman Civilization

The course includes selected readings from Homer, Plato's Dialogues, and a brief description of the rise and fall of the Roman Empire. Students will address the question: In what ways did Greek and Roman civilization provide the foundations for the development of western culture?

Course Code: HIST 1421 (GS1421)
Prerequisite: None
Credits: 3

Introduction to Economics

This course provides an introduction to economics as well as an overview of macroeconomics and microeconomics. Course topics include the operations of a market economy, money and banking, the relations between business organizations and government regulatory agencies, optimal allocation of resources, price stability and long-term growth.

Course Code: ECON 1580 (GS1580)
Prerequisite: None
Credits: 3

Introduction to Environmental Sciences

This is a multidisciplinary course that will bring together data collected from various scientific fields to help students understand the environment, current environmental problems and solutions to these problems. The course will cover topics that include biodiversity conservation, agriculture related environmental impacts, environmental effects of human populations and urbanization, the consequences of society's dependence on fossil fuel and solutions using alternative energy sources, environmental waste or pollutants affecting land, water and air and lastly environmental economics, ethics, policy and sustainable living.

Course Code: ENVS 1301 (GS1301)
Prerequisite: None
Credits: 3

Introduction to Philosophy

This course traces the origins of philosophical thinking from Socrates and Plato in Ancient Greece to great thinkers of modern times. The profound questions they posed about reality, ethics, and knowledge still challenges us today. This course emphasizes how philosophy is a manner of thinking about the most basic problems faced by ordinary people and students are encouraged to examine the ideas of the philosophers as they impact their own lives.

Course Code: PHIL 1402 (GS1402)
Prerequisite: None
Credits: 3

Introduction to Psychology

This course covers the basic principles of psychology, its common approaches, and its theoretical underpinnings. As both a research and applied discipline, Psychology involves the study of mental processes and behavior and will facilitate better understanding of the relationship between mind and body, and the self and other.

Course Code: PSYC 1504 (GS1504)
Prerequisite: None
Credits: 3

Introduction to Sociology

This course studies and compares social groups and institutions and their interrelationships. Includes culture, socialization, deviance, stratification, race, ethnicity, social changes, and collective behavior. It is an introduction to the scientific discipline of Sociology. In it we will attempt to be critical of what we know and what we think we know as citizens, individuals, and as novice sociologists.

Course Code: SOC 1502 (GS1502)
Prerequisite: None
Credits: 3

Undergraduate Courses in Business Administration

Principles of Business Management

This course is an introduction to the field of business management. Topics include developing mission, vision and values, organizational culture, leadership, decision-making, organizational behavior, motivation, and human resource management. This course will present a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling. Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management

Course Code: BUS 1101 (BU1101)
Prerequisite: None
Credits: 3

Basic Accounting

The Basic Accounting course introduces students to financial reporting and financial management concepts and practices. The primary focus of this course is the preparation and use/analysis of general purpose financial statements in support of the capital market decision-making process. In addition, certain financial accounts concepts related to current assets will be covered.

Course Code: BUS 1102 (BU1102)
Pre- or Co-requisite: BUS 1101 (BU1101)
Credits: 3

Microeconomics

This course introduces the economic analysis of the interactions between households, businesses and government with regard to allocation of goods, services and resources. In this course, we will learn about basic elements of consumer and firm behavior, different market structures and their effects on welfare, and the direct and indirect role of the government in determining economic outcomes. Topics include theory of consumer behavior, production, and cost determination.

Course Code: BUS 1103 (BU1103)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Macroeconomics

This course provides a solid overview of the field of macroeconomics with the intent to develop a general understanding and appreciation of the factors and methods used to manage macroeconomic policy and the impact of these policies on the global economy. This course will help you to understand

how a nation's economy works and how macroeconomic policy impacts a nation's economy. It will help you to judge what policies you, as an informed member of society and participant in the economy, will or will not support.

Course Code: BUS 1104 (BU1104)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Principles of Marketing (Proctored course)

This course provides an introduction to the field of marketing where students develop a general understanding and appreciation of the factors and methods involved in marketing a variety of goods and services. Topics include consumer needs, segmentation, target marketing, positioning, pricing, distributing, and promoting goods and services. Emphasis is placed on the integration of marketing principles into an organized approach for decision-making.

Course Code: BUS 2201 (BU1201)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

E-Commerce (Proctored course)

This course serves as an introduction to internet-based business models (i.e., e-commerce) in organizations. Study of this field will assist information professionals to recognize opportunities and overcome challenges posed by the e-economy. Topics include e-commerce management, use of information systems and integration with human resources, knowledge management strategies, e-marketing and relationships between the internet, government, and society.

Course Code: BUS 2202 (BU1202)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Principles of Finance 1

This course provides a broad understanding of basic principles in the area of finance. The course introduces techniques for effective financial decision-making and helping managers to maximize shareholders' wealth. The course covers topics related to the operation of financial markets and banking systems and the problems of financing and investment decisions and provides a theoretical background for critical and productive thinking.

Course Code: BUS 2203 (BU1203)
Prerequisites: BUS 1102 (BU1102)
Credits: 3

Personal Finance

This course provides a practical overview of personal finance management with the intent to provide students with the knowledge and skills to manage their personal finances effectively in order to ultimately attain financial security. Emphasis will be placed on the development of personal financial management skills. Areas of study will include financial planning, budgets, basic finance and financial statements, credit management, savings, personal risk management, insurance, retirement planning, and investments.

Course Code: BUS 2204 (BU1204)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Multinational Management

This course provides an examination and analysis of multinational management functions and processes including planning, organizing, leading, and controlling across cultures and borders in globally diverse environments and organizations. Topics include cross-cultural strategic planning, leadership, and human resource management.

Course Code: BUS 2207 (BU1307)
Prerequisites: BUS 2201 (BU1201)

Credits: 3

Financial Accounting (Proctored course)

This course continues the study of accounting begun by the students during their Basic Accounting course. This course emphasizes accounting for liabilities, accounting for equity, and corporate forms of ownership. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and analysis of variances. Obtaining familiarity of these topics and tools is intended to highlight the importance of management reporting and decision making.

Course Code: BUS 3301 (BU1301)
Prerequisite: BUS 2203 (BU1203)
Credits: 3

Consumer Behavior

This course provides the student with a comprehensive theoretical and practical foundation of knowledge regarding the forces (such as economic, social, psychological, and cultural factors) that shape the attitudes and behaviors of consumers of products and services.

Course Code: BUS 3302 (BU1302)
Prerequisites: BUS 2201 (BU1201)
Credits: 3

Entrepreneurship 1 (Proctored course)

This course provides an introduction to entrepreneurship and the dynamics of starting/owning a business. This course is designed to assist students with the knowledge and skills entrepreneurs need to start and/or manage a small business. It will help you understand the steps involved in the process of the creation/development of business ideas and turning those ideas into a successful business model. The course will focus on the feasibility, planning, and implementation of a new business venture.

Course Code: BUS 3303 (BU1303)
Prerequisites: BUS 2201 (BU1201)
Credits: 3

Managerial Accounting

This course is a continuation of Financial Accounting with focus shifted to the internal needs of managers. The course offers students an understanding of managerial accounting techniques used in today's modern business world.

Course Code: BUS 3304 (BU1304)
Prerequisites: BUS 3301 (BU1301)
Credits: 3

Business Law and Ethics (Proctored course)

This course introduces the student to law and ethics as they apply in a business environment. The intent of this course is to develop in the student a general understanding of basic legal principles and how they affect the conduct of business on a practical level. While common law legal systems and that of the United States in particular are used to demonstrate the interaction of law and business, the principles introduced here assist in developing a general approach to business law and ethics. Topics include an introduction to law in general, litigation and alternatives to litigation, criminal law, torts and contracts, property law, employment law and business ethics. The interaction of law and business disciplines, such as management, finance, human resources, accounting, and sale and marketing is emphasized.

Course Code: BUS 3305 (BU1305)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Business and Society

This course explores the inter-relationships between business and society, including the tensions between various stakeholders and the growing pressures to approach business with corporate responsibility and sustainability as primary underlying influences. With rapidly changing technology and globalization, we must strategize our business decisions with far greater insight and conscientiousness than ever before. This course takes a look at business and society relationships from various global perspectives, including developing countries and societies, and different cultural norms and beliefs. It provides students with insights into the issues surrounding business from both macro and micro level perspectives.

Course Code: BUS 3306 (BU1306)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Entrepreneurship 2

This course continues where Entrepreneurship 1 ended and addresses entrepreneurship in international markets. The key success factors in creating a new internationally oriented business venture will be examined from the perspective of the entrepreneur.

Course Code: BUS 4401 (BU1401)
Prerequisites: BUS 3303 (BU1303)
Credits: 3

Organizational Behavior (Proctored course)

This course focuses on the examination of research and theory of factors that influence the way members of an organization behave. Topics include the behavior of employees, work groups and supervisors, effective organizational communication, handling of change in the organization, and the goals and structure of an organization.

Course Code: BUS 4402 (BU1402)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Business Policy & Strategy (Proctored course)

This course addresses the formulation, implementation, monitoring and control of business strategies and supporting organizational policies. Students learn to evaluate the comprehensive business enterprise through an integrated view of the various functional disciplines. This course attempts to develop the conceptual and abstract skills required by leaders of businesses in a competitive environment in order to understand business issues and challenges from the perspective of all functional managers.

Course Code: BUS 4403 (BU1403)
Prerequisites: BUS 3306 (BU1306) and BUS 2207 (BU1307)
Credits: 3

Principles of Finance 2

This course expands on concepts from Principles of Finance 1 to provide greater depth of core issues including valuation, cost of capital, capital budgeting, estimating cash flows, capital structure, dividends, forecasting, and working capital management. Case studies and information resources will be utilized to explain how financial theory is applied in real-life situations.

Course Code: BUS 4404 (BU1404)
Prerequisites: BUS 2203 (BU1203)
Credits: 3

Leadership (Proctored course)

In this course, students will explore organizational leadership theories as well as examine how to strategically lead self and others while fostering a culture of performance. Students will use tools that leverage organizational and individual development. Through an integration of a variety of these tools, strategies, and theories, the students will develop knowledge, skills and attitudes (KSA) necessary in contemporary leadership development.

Course Code: BUS 4405 (BU1405)
Prerequisites: BUS 1101 (BU1101)
Credits: 3

Quality Management

This course investigates to concept of “quality” in organizational culture, and how it has developed over time. A number of quality-improvement techniques will be explored, such as employee empowerment, quality-improvement tools, cross-functional teams, leadership for quality, continuous leaning, process management, Taguchi methods, ISO 9000 standards, and the role of inspection in quality management. Issues concerning the implementation of methods such as Total Quality Management (TQM) will also be studied.

Course Code: BUS 4406 (BU1406)
Prerequisites: BUS 4402 (BU1402)
Credits: 3

Strategic Management

This course explores the relationships between organizations and their environments from a corporate policy perspective. Topics to be discussed include organizational structure and development,

competition analysis, long and short-range planning, creating mission and vision statements, implementing goals, performance indicators and evaluation.

Course Code: BUS 4407 (BU1407)
Prerequisites: BUS 4402 (BU1402)
Credits: 3

Undergraduate Courses in Computer Science

Programming Fundamentals

This course covers the basics of computer programming and provides a foundation for further learning in this area. It is suited for students who are absolute beginners and as such no previous computer programming knowledge is required to finish this course. The course uses the Python programming language which is very simple and straightforward. Although this course is for beginners, the course will cover abstract concepts which can be applied to almost any programming language, and students are encouraged to pay attention to these, since the way of thinking like a programmer is the most valuable lesson they will learn.

Course Code: CS 1101
Prerequisites: None
Credits: 3

Programming 1

This introductory course teaches the fundamental concepts of programming languages by use of the popular Java language. The topics cover fundamental principles of programming, including data types, program control and decisions, loops, string manipulations, procedures, arrays, software testing, and debugging.

Course Code: CS 1102
Prerequisites: None
Credits: 3

Programming 2

This course builds on the Introduction to Programming 1 course and teaches a more highly developed Java programming language with features beyond the basic concepts covered in the first programming course, preparing students for professional software development builds on this work in several directions. A large part of the course will be devoted to more advanced building blocks such as recursion, linked data structures, and Java's Collection Framework. In addition to this, you will learn more about designing and coding complex, robust, and efficient programs. And you will be introduced to a professional programming tool: the Eclipse Integrated Development Environment.

Course Code: CS 1103
Prerequisites: CS 1102
Credits: 3

Computer Systems

This course is an introduction to computer systems. In this course we will begin by exploring the internal design and functionality of the most basic computer components. From there, we will use an online hardware simulator to actually "build" a computer and develop an assembler from the ground using concepts we will learn in the class. In the process, we will cover the ideas and techniques used in the design of modern computer hardware and discuss major trade-offs involved in system design as well as future trends in computer architecture and how those trends might affect tomorrow's computers.

Course Code: CS 1104 (CS1202)
Prerequisites: CS 1103
Credits: 3

Databases 1

This course introduces the fundamental concepts necessary for designing, using and implementing database systems. We stress the fundamentals of database modeling and design, relational theory, and the Structured Query Language.

Course Code: CS 2203 (CS1203)
Prerequisites: CS 1102
Credits: 3

Communications and Networking

This course will introduce the basic concepts of communication networks, including the OSI model and different types of communication protocols, including the Internet Protocol (TCP/IP protocol). The course will also cover the key concepts and structures of the Internet. Throughout the course, we will mainly be focusing on the two most prevalent reference models of network definition, OSI and TCP/IP.

Course Code: CS 2204 (CS1204)
Prerequisites: CS 1104 (CS1202)
Credits: 3

Web Programming 1 (Proctored course)

This course introduces students to fundamental concepts and issues surrounding software development for programs that operate on the web and the internet such as static and dynamic content, dynamically served content, web development processes, and security.

Course Code: CS 2205 (CS1205)
Prerequisites: CS 1103 (CS1103)
Credits: 3

Operating Systems 1 (Proctored course)

This course provides an applied introduction to commercial operating systems. It is intended for intermediate students who have basic programming skills. Key concepts of computer systems and operating systems are introduced, as well as the communications and linkages associated with computer systems. Operating systems that are introduced include Microsoft Windows and UNIX/Linux.

Course Code: CS 2301 (CS1301)
Prerequisites: CS 1103 (CS1103)
Credits: 3

Software Engineering 1

This course focuses on the engineering process requirements, including identification of stakeholders, requirements elicitation techniques such as interviews and prototyping, analysis fundamentals, requirements specification, and validation. Course topics will include the use of models (State-oriented, Function-oriented, and Object-oriented), documentation for Software Requirements (Informal, semi-formal, and formal representations), structural, informational, and behavioral requirements; non-functional requirements, and the use of requirements repositories to manage and track requirements through the life cycle.

Course Code: CS 2401 (CS1401)
Prerequisites: CS 1103 (CS1103)
Credits: 3

Data Structures

This course introduces the fundamental concepts of data structures and the algorithms that proceed from them. Although this course has a greater focus on theory than application the assignments, examples, and cases introduced throughout the course help to bring the gap between theoretical concepts and real world problem solving. We will be using a software tool that will enhance our understanding of the operation and function of the data structures and algorithms explored throughout the course by visually animating examples of data structures and algorithms so that we can understand their operation. Key topics within this course will include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, tress, and graphs), and the basics of algorithmic analysis.

Course Code: CS 3303 (CS1303)
Prerequisites: CS 1103 (CS1103)
Credits: 3

Analysis of Algorithms

This course builds on knowledge of elementary algorithm analysis gained in Data Structures to further analyze the efficiency of algorithms for sorting, searching, and selection. The course will also introduce algorithm design techniques.

Course Code: CS 3304 (CS1304)
Prerequisites: CS 3303 (CS1303)
Credits: 3

Web Programming 2 (Proctored course)

This course builds on the concepts and issues discussed in Web Programming 1 surrounding software development for programs that operate on the web and the Internet. Existing and emerging web development topics to be covered include web applications, web services, enterprise web development, markup languages, and server-side programming.

Course Code: CS 3305 (CS1305)
Prerequisites: CS 2205 (CS1205)
Credits: 3

Databases 2 (Proctored course)

This course will cover server database management, configuration and administration, security mechanisms, backup and recovery, transact SQL Programming, and an introduction to database web-application development.

Course Code: CS 3306 (CS1306)
Prerequisites: CS 2203 (CS1203)
Credits: 3

Operating Systems 2

This course builds on principles learned in Operating Systems 1 to approach complex computer operating system topics such as networks, parallel computing, remote procedure call, concurrency, transactions, shared memory, message passing, scale, naming, and security.

Course Code: CS 3307 (CS1307)
Prerequisites: CS 2301 (CS1301)
Credits: 3

Information Retrieval (Proctored course)

This course covers the storage and retrieval of unstructured digital information. Topics include automatic index construction, retrieval models, textual representations, efficiency issues, search engines, text classification, and multilingual retrieval.

Course Code: CS 3308 (CS1308)
Prerequisites: CS 3303 (CS1303)
Credits: 3

Comparative Programming Languages

This course focuses on the organization of programming languages, emphasizing language design concepts and semantics. This course will explore the study of language features and major programming paradigms, with a special emphasis on functional programming.

Course Code: CS 4402 (CS1402)
Prerequisites: CS 1103 (CS1103)
Credits: 3

Software Engineering 2

This course addresses more advanced topics in software engineering. Topics include the study of project planning, techniques for data-oriented design, object-oriented design, testing and quality assurance, and computer-aided software engineering.

Course Code: CS 4403 (CS1403)
Prerequisites: CS 2401 (CS1401)
Credits: 3

Advanced Networking and Data Security

This course explores the basic components and design principles of advanced broadband networks (wireline and wireless) and how they enable essential services such as mobility, and secure data storage, processing and transmission. This course will also introduce the student to emerging issues facing organizations considering implementing cloud computing services and mobility to enabling worker productivity. Students will also be exposed to the basic pillars of network security (IA) and protecting individual privacy.

Course Code: CS 4404 (CS1404)
Prerequisites: CS 2204 (CS1204)
Credits: 3

Mobile Applications

The course explores concepts and issues surrounding information system applications to real-time operating systems and wireless networking systems.

Course Code: CS 4405 (CS1405)
Prerequisites: CS 3305 (CS1305)
Credits: 3

Computer Graphics (Proctored course)

This course explores graphics applications and systems. Topics to be covered include the basic structure of interactive systems, implementation of packages, distributed architectures for graphics, and the representation of surfaces.

Course Code: CS 4406 (CS1406)
Prerequisites: CS 3304 (CS1304)
Credits: 3

Data Mining and Machine Learning (Proctored course)

This course presents an introduction to current concepts in machine learning, knowledge discovery, and data mining. Approaches to the analysis of learning algorithm performance will also be discussed and applied.

Course Code: CS 4407 (CS1407)
Prerequisites: CS 3304 (CS1304)
Credits: 3

Artificial Intelligence (Proctored course)

This course will cover current concepts and techniques in artificial intelligence, including “reasoning”, problem solving, and search optimization.

Course Code: CS 4408 (CS1408)
Prerequisites: CS 4407 (CS1407)
Credits: 3

Chapter 14: University Leadership & Instructional Personnel

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September 1, 2012 - August 31, 2013

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