



POLICY MANUAL

VOLUME VI

Academic Policies

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Academic Policies

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Volume VI Academic Policies

6.0 Introduction

This Volume VI of the Policy Manual has been written and designed to answer most of the questions that might be asked about academic, admission, and student registration policies at Pacific Oaks College. It supersedes all previous academic related policies and procedures published in prior student handbooks.

The College hereby gives notice that it reserves the right to expand or delete or otherwise modify its degree programs or courses of study, to change its rules affecting the admission and retention of students or the granting of credit or degrees, to change the academic calendar, course offerings, course content, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. In any such case, the College will give appropriate notice as reasonably practicable under the circumstances.

Students enrolled at Pacific Oaks College are responsible for adhering to all regulations, schedules, and deadlines outlined in the Catalog and in any volume, handbooks, or contracts pertinent to their program. Students have the further responsibility of ensuring that all graduation requirements are met. Questions on these matters shall be directed to the student's faculty advisor.

6.1 Academic Programs, Curriculum Philosophy, and Degree Requirements

Please see the current [Catalog](#).

6.2 Academic Policies

6.2.1 Academic Evaluation Policies

6.2.1.1 Evaluations

Pacific Oaks views goal-setting and evaluation as part of a shared learning process in which instructors and students are both actively involved. For this reason, Pacific Oaks does not issue letter grades as a means of evaluation. Evaluation is by written statement in which the instructor and student have had direct input. These written narrative evaluations become part of the student's transcript.

Evaluations often include information in response to the following questions:

1. Did the student engage intellectually with the class material?
2. Was the student skilled in written communication?
3. How did the student participate in the dialogue process and in class discussions?

4. What is the student's ability to implement the class material in the student's own classroom or job?

Did the student demonstrate appropriate level(s) of competence?

Narrative evaluations can be translated into letter grades for students who request a letter grade or grade point average for graduate applications or financial aid/scholarship applications. Students must submit documented proof of the requirement with their request to the Registrar's Office.

Satisfactory (S): This grade is given when a student has successfully completed all class requirements.

Incomplete (I): An "Incomplete" enables a student who has completed a substantial amount of work for a class to satisfy the remaining requirements for passing that class within a specific time and according to specific requirements determined by the class instructor. Students have up to one month prior to the end of the semester following the term in which an Incomplete was given (until the end of either April or November) in order to submit any written work required to satisfy the completion of the class. If the "Incomplete" requirements are not satisfied by the end of the semester following the term in which the "I" was assigned, a grade of No Credit (X) will be given. (See Incomplete Policy in paragraph 6.2.1.2 below.)

No Credit (X): Students will receive a "No Credit" when: they have received an Incomplete and the contract period has elapsed without successful completion of the contracted work; or the instructor determines that an Incomplete is not warranted. In both instances full payment for the class is required. To receive credit for the class, it will be necessary to register and pay for the class again.

No Credit (NC): To be used for Zero unit and Documented Competency (DC) courses instead of the "X" grade.

Credit (CR): To be used for Zero unit and Documented Competency (DC) courses instead of the "S" grade.

Withdrawal (W): Students will receive a "Withdrawal" if they drop a course after the add/drop deadline. The tuition for the course will still be charged to students' accounts and students will be allowed to keep all financial aid funds that have been previously credited to their accounts.

Work in Progress (WP): Work in Progress is given when a student is enrolled in a Master's Project which extends beyond one semester.

6.2.1.2 Incomplete Policy

An "Incomplete" grade is only available to students who have completed a substantial amount of work required for a particular class. Instructors are responsible for notifying students that an Incomplete is being awarded. Faculty will discuss remaining class requirements with the student involved and agree upon the criteria for satisfactory completion of the class. A written contract will then be issued, setting out the conditions for successfully completing the class. Faculty are responsible for making arrangements with other instructors in those cases where repeating the class is a component of the Incomplete contract. Evaluations for Incompletes are submitted, following the same time line for classes conducted during the term in which the Incomplete is completed.

If written work is required to complete the class, this must be submitted to the class instructor at least one month prior to the end of the semester following the one in which the Incomplete is given. Instructors may set an earlier deadline if they wish. Students who fail to meet the conditions of the Incomplete contract will automatically receive a No Credit. (Only the Registrar may approve extensions.)

6.2.1.3 Retroactive Assignment of Grades

[New Policy to be submitted by Bill Gartrell and Martha Clark.]

6.2.1.4 Procedures Regarding Evaluation Complaints

Student complaints regarding a class evaluation or grade will not be reviewed until after one semester from the date of issue of that evaluation. Complaints will be reviewed as follows:

1. Students are encouraged to consult with the instructor before initiating a grade review process as outlined in this procedure.
2. The student will provide the evaluation received in the course, together with the reason for the complaint, specifying as accurately as possible all pertinent performance indicators and attendance data, if applicable. This information will be filed in writing with the Registrar. The complaint will be forwarded to the Academic Director and to the course instructor for the instructor's review and possible adjustment.
3. The course instructor will return the decision in writing indicating the basis on which the decision was made and include the current evaluation written for the student, the evaluation criteria for the course, performance indicators, and attendance data, if applicable, achieved by student in that course. The decision is transmitted to the student through the Registrar with whom the complaint was initially filed.

Ordinarily, the above process of review should be sufficient, but if the student feels there were extenuating circumstances, a conference may be requested with the Academic Director, the course instructor, and the Registrar. The conference will investigate the circumstances of performance in the course and determine appropriate adjustments if warranted.

Since the evaluation of course proficiency is exclusively within the province of the instructor(s) for a particular course, any adjustments or grade changes may be initiated only by that instructor(s), or under proven extenuating circumstances, by the Chief Academic Officer.

6.2.2 Academic Honesty

Academic honesty is essential to a college community's purpose and pursuits. Thus, academic integrity is expected of all Pacific Oaks College students. A student's academic work and conduct should always represent the student's personal effort and thus be above reproach. Those who are dishonest impair their own intellectual and personal growth and development and undermine the integrity of the community that nurtures them. Several forms of dishonesty constitute threats to the interests of Pacific Oaks College and violations of its Academic Honesty Policy.

6.2.2.1 Violations

Violations of academic honesty are prohibited. Violations of academic honesty are acts that seek to secure an academic advantage for a member of the Pacific Oaks College community by illegitimate or unethical means. Such violations include, but are not limited to, committing, knowingly assisting, or acquiescing in one or more of the following:

1. **Plagiarism** (via traditional or electronic means): **Representing the words, ideas, arguments, or findings of another person or persons as one's own:** For example, plagiarism occurs when one copies portions of another person's writing with only minor changes in wording or fails to give adequate and appropriate credit for others' concepts, theories, or conclusions. When making use of someone else's work, one must credit that person by using quotation marks, references, or footnotes, in accordance with one of the conventional documenting systems (e.g., that of the Modern Language Association [MLA] or the American Psychological Association [APA]). Submitting, as one's own, a homework assignment, a term paper, a laboratory report, or other comparable document prepared wholly or in part by others or downloaded from the Internet is also an example of plagiarism.
2. **Falsifying research data:** Presenting falsified data in papers or essays.
3. **"Double dipping":** Using the same or substantially the same written work, research paper, or essay to satisfy the requirements of more than one course, without the permission of the instructors involved.
4. **Forging academic records.** Altering academic records, including attendance records, entering the signature of an academic staff member on any College form, presenting false information at an academic proceeding, or intentionally destroying evidence relevant to such a proceeding.
5. **Collaboration** on projects where collaboration has been forbidden.

6.2.2.2 Reporting and Review Process

Upon violation of the academic honesty policy, the instructor will speak directly with the student about the alleged offense and impose an appropriate sanction (see Sanctions below) as detailed in the class syllabus. The instructor may consult with the Program Director or seek the Program Director's arbitration in arriving at a decision regarding an appropriate sanction. The incident and the sanction shall be documented in a report to be included in the student's file so that any future incidents may be referred to directly to the Chief Academic Officer. Records of the first offense will be removed from the student's official file upon graduation.

In serious, flagrant, or repeat cases of academic dishonesty, the incident shall be reported by the instructor in writing to the Chief Academic Officer for further action. Examples of serious and flagrant offenses include, but are not limited to, violations through which, in the determination of the instructor, the student intended to achieve academic advantage, such as misrepresentation of substantial portions of written work, cheating, and other forms of significant dishonesty. The instructor must file, within 10 business days of discovery, a report with the Chief Academic Officer detailing the specifics of an alleged instance of serious or flagrant academic dishonesty. The report may suggest the instructor's preferred sanctions for the offense from the possibilities below.

The Chief Academic Officer will decide the appropriate sanction if a violation of the academic honesty has occurred. While the Chief Academic Officer may ultimately decide on charges of a serious or flagrant offense, the Chief Academic Officer may choose instead to refer any offenses to an ad hoc judicial committee to review the matter and collect evidence. The committee shall be appointed by the Chief Academic Officer and consist of 2 faculty members and an Academic Program Director from one of the other academic programs.

The ad hoc committee will then conduct a hearing using written and/or oral evidence. The parties may be present; however, attorneys are not permitted to represent either party's interests, and strict legal rules of evidence do not apply. The student's academic advisor may assist the student in preparing testimony.

A student who has a pending academic dishonesty charge will not be allowed to drop a class to avoid the consequences of such a charge, receive transcripts or semester reports, be permitted to register for an ensuing semester, or be allowed to graduate.

Within 10 business days of conducting the hearing, the ad hoc committee shall issue a written recommendation to the Chief Academic Officer, who will then have 10 business days to render a written decision, copies of which shall be provided to all parties. The decision of the Chief Academic Officer is final. If the Chief Academic Officer finds that there has been no violation, the student may continue in the course in which the charges arose or may decide to withdraw from the course, without academic or financial penalty.

6.2.2.3 Sanctions

The sanctions for violating the academic honesty policy range from a written warning to dismissal from the College. These sanctions may include one or more of the following or some other sanction, within this range.

For minor offenses, faculty members may propose only sanctions 1 or 2. Any violation considered to warrant a sanction other than 1 or 2 must be handled as a serious or flagrant offense.

1. A written warning.
2. No credit on the assignment in question.
3. Disciplinary probation for one or more semesters.
4. No credit for the course.
5. Suspension for one or more semesters.
6. Dismissal from Pacific Oaks College.

If either the Chief Academic Officer or the ad hoc committee (as applicable) determines that a student has committed a second major offense, the student will be dismissed from the College.

Only if there has been a determination that there has been a second major offense will documentation of both offenses be kept permanently in the student's official academic file. If no second major offense occurs, any record of the first offense will be removed from the student's official file upon graduation.

Depending on who adjudicates the matter, either the Chief Academic Officer or the ad hoc committee will notify the student by certified mail of its decision in a case. The student may appeal in writing within 10 days of the receipt of the decision by delivering the appeal to the Office of the President of the College. The appeal will be limited to issues of procedural fairness or severity of sanction.

6.2.3 Advising Policy

Pacific Oaks students are responsible for being familiar with the current Catalog and the requirements for their degrees and programs. All students will be assigned an advisor upon admission **who counsels the student on their academic program, provides support, and monitors their academic progress in their respective program.** Students are required to contact their advisor regularly to review their academic progress and standing. The process for changing an advisor or site is outlined in paragraph 6.2.3.1 below.

6.2.3.1 Change of Advisor

Students may request a change of advisor for a variety of reasons. Please see the department administrative assistant for procedure. A change must be approved by the student's academic department or program and appropriate form submitted to the Registrar.

6.2.4 Satisfactory Academic Progress

Students must maintain satisfactory progress toward an academic degree to continue to be matriculated and to be eligible for financial aid. Though non-matriculated students are by definition not pursuing a degree, academic progress rate expectations apply to them as well. At Pacific Oaks College, a student's academic progress is measured by both quantitative and qualitative components at the end of the each semester by the Registrar's Office.

6.2.4.1 Satisfactory Academic Progress Determination

- 1. Quantitative Measures – Maximum Cumulative Attempted Credits:** To continue to qualify for federal financial aid programs, students must complete their program of study within a maximum time frame, measured by attempted unit hours, and must earn a minimum percentage of all attempted unit hours. The maximum time frame cannot exceed 150% of the published length of the student's academic program. In accordance with Title IV regulations, transfer credits from other institutions that are applicable to a student's Pacific Oaks College degree program are counted toward the maximum attempted units (consortium agreement).
- 2. Qualitative Measures - Academic Standing:** A Pacific Oak College student's progress toward a degree is measured in semester units; to be in good academic standing a student must be earning units in satisfactory proportion to the number of units attempted. A cumulative earned/attempted ratio is calculated for each student at the end of each semester and used by the Registrar's Office to determine academic standing. Since Pacific Oaks College evaluates its students by written narrative statement and does not calculate a grade point average (GPA), an undergraduate student is considered to have a "B average if the student has received an evaluation of "Satisfactory (S)" in 75% of the courses attempted in a

semester. A graduate student is considered to have a “B” average if the student has received an evaluation of “Satisfactory (S)” in 75% of the courses attempted in a semester.

6.2.4.2 Special Considerations

Academic progress advances only when a student earns academic credit towards graduation. A student does not earn academic credits and makes no progress academically under the following conditions:

1. The student received No Credit (X);
2. The student withdraws from a course after the add/drop deadline published in the Catalog.

Both of these situations count in the determination of units attempted, and thus affects the calculation of the student’s cumulative rate of progress.

Incomplete (I): Incomplete (I) courses are excluded from the calculation in the initial satisfactory academic progress evaluation. Students have up to one month prior to the end of the semester following the term in which an Incomplete (I) was given (until the end of either April or November) in order to submit any written work required to satisfy the completion of the class. If the Incomplete (I) requirements are not satisfied by the end of the semester following the term in which the Incomplete (I) was assigned, a grade of No Credit (X) will be given and the course counts as units attempted.

Evaluation Delayed: Because a delay in evaluation is the fault of the instructor, Evaluation Delayed courses are excluded from the calculation in the initial satisfactory academic progress evaluation. The course will be factored into the calculation of the student’s cumulative progress at the conclusion of the semester the instructor issues the evaluation.

Work in Progress: Work in Progress courses are excluded from the calculation in the initial satisfactory academic progress evaluation. The course will be factored into the calculation of the student’s cumulative progress at the conclusion of the semester the course concludes.

Transfer Credit: Transfer courses will count as units attempted and earned.

Repeated Courses: In the case of course repetitions, only the highest unit award is counted toward the degree requirement. All attempted units are included in the calculation of the maximum cumulative attempted units (above) and the cumulative completion ratio; however, the number of earned units for the repeated activity will only be counted once toward fulfilling degree requirements.

6.2.4.3 Academic Probation

Students who are not making satisfactory academic progress by the evaluation deadline of the enrolled semester (minimum .75 cumulative completion ratio) will be placed on probation for their next semester of enrollment. Once notified in writing, the student must immediately make an appointment with the student’s academic advisor to develop a probation plan. The plan will be negotiated with the advisor and approved by the Academic Director. The probation plan must be filed with the Registrar’s Office by the end of the add/drop period of the semester subsequent to notification, or the student will be considered out of compliance with the satisfactory

academic progress policy and subject to academic dismissal. By the end of the add/drop period, the Registrar's Office provides the Office of Financial Aid with the names of those students who are on academic probation, as well as those who are out of compliance with the satisfactory academic progress policy. Note: Failure to submit a contracted probation plan or necessary petitions will result in notification to the Office of Financial Aid that the student is out of compliance with the satisfactory academic progress policy. Students maintain aid eligibility while on probation; however, it is the student's responsibility to discuss their progress as related to available funding with the Office of Financial Aid directly.

At the end of the contract semester when student transcripts are mailed, the Academic Program Director, working with the student's academic advisor, will determine if the student has satisfied the conditions of the probation plan. Students who fail to satisfy the requirements of the contract or to achieve a cumulative completion ratio of at least .75 are subject to academic dismissal. Students, who satisfy the terms of the probation plan but fail to achieve a cumulative completion ratio of at least .75, must remain on probation and continue to contract to probation plans until the cumulative completion ratio is at least .75. Students will continue to be eligible for financial aid while contracted to an approved probation plan. The Academic Program Director rescinds the academic probation in writing when the student satisfies the terms of the probation plan and achieves a cumulative completion ratio of at least .75 (refer to Financial Aid Satisfactory Academic Progress Policy in the Catalog).

Achievement of the .75 overall completion ratio must be possible within the maximum cumulative attempted credits for degree completion listed above in order to maintain financial aid eligibility. Regardless of semester completion ratios, the student will remain on probation until a cumulative completion ratio of at least .75 is achieved. Waivers of academic dismissal (extension of probation) will not be extended beyond a second consecutive semester without mitigating circumstances and/or concrete evidence that academic progress has been made.

6.2.4.4 Academic Progress Dismissal

Dismissal for academic reasons occurs when a student cannot show cause for being allowed to pursue study. In most cases, this will occur after two successive semesters of failure to achieve an overall completion ratio of .75 or the student reaches the maximum time frame for completion of the academic program. In rare instances, when it is evident that a student is unable to benefit from continued enrollment in the college, the Academic Director of the program may academically dismiss a student without warning as warranted by the student's academic record.

The student and the Office of Financial Aid will be notified in writing by the Registrar's Office of academic dismissal following the semester's evaluation deadline. Note: If any student has not earned any of the units attempted in a semester, the last date of the student's attendance will be determined and may necessitate the collection and return of disbursed financial aid funds.

6.2.4.5 Reinstatement after Academic Progress Dismissal

To return to Pacific Oaks College, an academically dismissed student must reapply through the Admissions Office after at least one semester away from the College as a matriculated student. In order to be reinstated, a student must present written evidence that the student is ready and able to make satisfactory progress. Academically dismissed students may enroll in learning

activities as non-matriculated students, but will be ineligible for financial aid or veteran's benefits. Enrolling as a non-matriculated student or interrupting attendance for one or more semesters do not in themselves affect a student's academic standing. Accomplishments during this period are considered as criteria for readmission.

Requests will be considered on an individual basis and readmission is at the sole discretion of the College. A student who returns from academically dismissed status with a cumulative completion ratio below .75 is placed on probation as part of the readmission decision; this information will be provided to the student's advisor, and the student must contract to a probation plan. Failure to meet the terms of the probation plan at the end of the first semester after returning from a required leave of absence will result in dismissal from the College.

Students who have been reinstated after academic dismissal and who have received financial aid (California or federal) in the past are not automatically eligible for such aid again.

Students who are academically dismissed for a second time are not eligible for reinstatement.

6.2.4.6 Written Notice

Pacific Oaks College provides written notice to the student when the student is placed on academic probation, probation status is rescinded, the student is academically dismissed, or the student is reinstated. Copies of written notices are sent to the Registrar's Office, the Financial Aid Office, and the student's advisor.

6.2.4.7 Appeals

A waiver of the automatic academic dismissal or an appeal of adverse SAP determinations may be granted only by submitting a written petition within 30 days of the adverse decision citing mitigating circumstances to the Vice President for Enrollment and Student Services for an exception to academic policy. Grounds that will be considered include late instructor paperwork (instructor confirmation necessary), late official transcripts from transfer institutions (documented transcript request necessary/awaiting official transcript), documented medical cause, death in immediate family, and documented learning accommodations. Students will be notified in writing of the Vice President for Enrollment and Student Services decision within 30 days of the receipt of the original appeal. The decision of the Vice President for Enrollment and Student Services is final.

6.2.5 Course Waiver Process

Certain required courses in the Pacific Oaks curriculum may be waived by students who meet specific criteria. Processes currently exist for waiver of Thesis Development.

Requirements met by waiver do not appear on the transcript. Students may still be responsible for the units associated with the waived requirement. Waiver forms and instructions can be obtained from the Registrar's Office or academic advisors. The approval process begins with the academic advisors. Please consult with your advisor to determine eligibility to attempt a class waiver.

6.2.6 Program Change

After discussing a change with the faculty advisor, the student submits a completed “Program Change” form to the Admissions Office indicating the change. Until the change has been approved, you must continue with your current program and advisor. The student will receive notification in the mail once the Program Change form has been processed. Note that changes in the Admission status are not automatic and require faculty review and approval.

The following is a list of changes that require completion of the Program Change form:

1. Addition of teaching credential(s) to the B.A. or M.A./HD degree;
2. Addition of the M.A./HD degree to a Teaching Credential Program;
3. Traditional admission to ABLE admission status;
4. Changes within the ABLE admission option;
5. M.A./HD degree to MFT degree;
6. MFT degree to M.A./HD degree;
7. ABLE admission status to traditional admission status.

6.2.7 Independent Study

Independent study is a course option available to all students. An independent study can be designed to meet several specific needs: elective or required courses for a specialization; and/or an opportunity for students to explore areas of human development and related topics on their own. As a rule, core courses cannot be fulfilled by an independent study.

What is required for an independent study is a contract with details as to the objectives of the study as well as the faculty member enlisted by the student to be faculty of record on the independent study. Independent studies range from 1 – 4 units. Each unit is equivalent to 45 hours of academic work. Therefore, for example, a three unit independent study would need to substantiate by means of the contract, the workload equivalent to a three unit semester class. A one unit class would consist of approximately the workload required for a weekend class. Independent studies traditionally consist of books (read and reported on), journals, data gathering (interviews), reflective processes, observation, fieldwork, writing, reporting and presentations.

It is the responsibility of the student to fulfill the contract, communicate with the faculty member, and turn in required assignments per agreement. The faculty member is responsible for turning in the evaluation by the due date of the semester for which the student is registered. If the student has not completed the work by the dates specified in the contract, the student is to receive an incomplete.

6.2.8 Eligibility for Registration and Commencement

Students must submit a Graduation Application to the Registrar’s Office during the last semester of their program. The Registrar’s Office will then perform a degree audit to insure that all degree or program requirements have been completed. For students planning to participate in Commencement ceremonies, the Graduation Application must be submitted on or before February 1. All Master’s degree-seeking students planning to participate in the graduation

ceremony must complete and submit their Thesis to the Library on or before April 1st. In order to participate in Commencement, students must be fully admitted and have no more than 6 units of outstanding course work to be completed in Summer.

It is the policy of Pacific Oaks College that no student is eligible to register for courses until any and all outstanding balances owed to the institution from a previous semester have been paid in full. The Business Office must also verify that payment in full has been received. In addition, diplomas may not be released to students who have outstanding balances.

This policy does not exclude students on payment plans. Students on payment plans can only register after their last payment is made to and noted by the Business Office. Payment plans should be completed on or before November 30th for the Fall semester and April 30th for the Spring semester.

6.2.8.1 Policy on Commencement Program

The Chief Academic Officer and Vice President for Enrollment and Student Services will co-chair Commencement. There will be Student and College Commencement Committees. The Student Commencement Committee will choose both the student speaker(s) and the faculty speaker(s). The President and Cabinet will approve the final program and choose the commencement speaker (should there be one.) The Board of Trustees will approve the list of graduates to be listed in the program at the Board meeting prior to commencement.

6.2.9 Continuous Enrollment and Reentry Fee

Pacific Oaks require continuous enrollment in its academic programs until completion of the degree. Students are expected to enroll in a minimum of one course respectively each fall and spring semester. Students who cannot enroll in a course may request a withdrawal. Students making this request must provide the program faculty with a written explanation as to the need, the length of time, and the date to re-enter the program. Requests typically will be granted to students who are in good standing and have sufficient cause for the withdrawal.

If a student is not continuously enrolled and does not take an official withdrawal, the student must be re-admitted to the College and pay a reentry fee upon return in order to be an active student. Note that if a student is readmitted as an active student to a program, the current requirements for the degree at the time of re-entry will take effect.

6.2.10 Veterans Policies

This institution will conduct an evaluation of the veteran's or eligible person's previous education and training, grant appropriate credit, shorten the veteran's or eligible person's duration of the course proportionately and notify the Veteran's Administration and student accordingly.

6.3 Registration Policies

6.3.1 Registration

Students are required to meet with an advisor to plan each semester's course schedule and before registering for classes. New students should call their departments to obtain their advisors' contact information. Students having trouble getting in touch with their advisor should contact their academic program office.

6.3.1.1 Registration Process

1. Registration Dates. Please refer to the College website for a listing of current registration dates.
2. Students are required to make an appointment with their advisor prior to the registration dates. Students who do not have advisor's information, or are having trouble contacting their advisor, should contact their academic program office.
3. Students will be responsible for submitting registration course requests consistent with College registration policies.
4. Students are required to finalize their tuition payment in the Business Office to validate their registration. In addition, students cannot be registered for courses if they have any library, financial aid, admissions, academic standing or business office holds. Students who have received official correspondence from any College office about fees they are required to pay or materials needed to be returned, must be cleared prior to registration. This is the last step in the registration process.

6.3.1.2 Registration for ABLE Students

Students who register for Assessment of Life Experience classes will do so after their initial interview with their ABLE coordinator and/or an advisor.

After the assessment class is completed, students will be assigned an advisor according to their academic program and register during priority registration periods as a fully matriculated Pacific Oaks student.

6.3.1.3 Children's School Practica

Students planning practica in the Pacific Oak's Children's School must contact the Children's School Office and the practicum instructor prior to registration. Refer to the Schedule of Classes for applicable deadlines. Students must attend the orientation for their practicum, and be able to attend weekly seminars, as scheduled by the instructor. They must also complete the required paperwork for licensing, including fingerprinting and child abuse indexing fee. The requisite fee must be submitted with the paperwork.

6.3.1.4 Adding and Dropping Classes

See Subsection 6.3.2.

6.3.1.5 New Student Registration

Students newly accepted to Pacific Oaks and submitting their first registration will not be assessed late fees.

6.3.1.6 Financial Aid Recipients

Financial aid recipients must review their most recent award letter or check with the Financial Aid Office at (626) 397-1350 or (800) 353-1350 to ensure that the staff has an accurate count of units.

6.3.1.7 Late Registration and Fees

A Late Payment fee is charged on all payments received on or after the due date on the tuition statement. If confirmation of enrollment is not sent to the Cashier's Office, all courses are dropped from the student's schedule. For financial aid students, this has serious consequences. Please see the College Satisfactory Academic Progress in Subsection 6.2.4 for additional information.

6.3.2 Add/Drop Policy

6.3.2.1 Policy Statement

Pacific Oaks College students may add and drop classes within the first four weeks of the fall and spring terms and the first week of the summer term without penalty. The official add/drop deadline is the Monday of the fifth week following the first day of the fall and spring terms and the Monday of the second week following the first day of the summer term. The Registrar's office will determine and publish the specific add/drop dates in a timely manner for students, staff and faculty giving all parties ample time to schedule accordingly.

Financial Aid disbursing will start on the Tuesday of the fifth week following the first day of the fall and spring terms and the Tuesday of the second week following the first day of the summer term.

This policy does not eliminate the option for students to add or drop classes throughout the term. Add/Drop status changes submitted after the deadline will be processed as outlined in the "Petition and Appeal Process" section of this policy.

6.3.2.2 Dropped Classes Prior to the Add/Drop Deadline

Classes dropped by a student on or prior to the official add/drop deadline must be recorded by the Registrar's office as a drop class and identified as such in the Pacific Oaks College database. All charges and associated registered units for classes dropped on or prior to the official add/drop deadline will be reversed. Classes dropped on or prior to the official add/drop deadline are no longer eligible for financial aid (federal Title IV funding), as the units are no longer counted towards the students official enrollment for that term.

6.3.2.3 Dropped Classes After the Add/Drop Deadline

Classes officially dropped after the add/drop deadline will receive a “W” grade for the withdrawn class. The Registrar’s office will identify and document the “W” grade on both the student’s transcript and in the Pacific Oaks College database. Charges and associated units for classes with a “W” grade remain on the student’s student account and transcript. Registered units associated with classes receiving a “W” grade are considered units attempted, thus remain eligible for financial aid (Title IV funding) and will be identified in financial aid satisfactory academic progress calculations.

This policy is specific to adding and dropping classes and must not be confused with withdrawing from the institution. Please refer to the Pacific Oaks College withdrawal policy for students withdrawing from the college.

6.3.2.4 Added Classes On or Prior to the Add/Drop Deadline

Students are able to add classes on or prior to the term add/drop deadline without penalty. Charges and registered units associated with these classes are assessed to the student’s student account, class schedule and in the Pacific Oaks College database. Students who were not eligible for financial aid (Title IV funds) prior to adding classes can now be considered for aid upon their request by contacting the Financial Aid Office. The Financial Aid Office will confirm that additional registered units associated with the added class now make the student eligible for financial aid (Title IV funding).

6.3.2.5 Added Classes After the Add/Drop Deadline

Classes officially added after the official add/drop deadline are subject to late registration fees. Charges and registered units associated with these classes must be assessed to the student’s student account and class schedule. Financial aid (Title IV funding) should not be affected for those students that are already maintaining half time status prior to adding a new class. Students may need to allocate a portion of their student refund or seek alternative funding if the student is maintaining a minimum half time status and has initially requested the maximum amount of loan funds (Title IV loans).

A student may still apply for financial aid (Title IV funding) upon request after the official add/drop deadline if the newly added class now brings the student to a minimum half time status and all appropriate financial aid documentation has been submitted prior to the posted deadlines. However, the student may lose scholarship opportunities which are expected to be awarded shortly after the official add/drop deadline.

6.3.2.6 Classes Starting and Ending Prior to the Official Add/Drop Deadline - Week Long and Weekend Classes

Students in this category who apply for financial aid will not receive their financial aid award in time to cover expenses for classes starting and ending prior to the official add/drop deadline. Other methods of payments (alternative loans, cash, credit, etc) are the primary options for students with classes starting and ending prior to the official add/drop deadline.

6.3.2.7 Petition and Appeals Process

Students have the opportunity to petition a drop status in an effort to reverse a “W” grade, or to be allowed to add a course after the add/drop deadline based upon extenuating circumstances. Student can submit a petition up to four months (4 months) from the date of the original add/drop form. There will be not exception to the period.

To initiate the petition process, the student must submit an Add/Drop form and a Petition for Late Add/Drop form to the Registrar’s Office; both forms must be filled out in its entirety. Forms not completed will be returned to student, which will delay the processing of the form. Form can be obtained from the Registrar’s Office.

The Petitions Committee will review petitions on a case-by-case basis. The Petitions Committee consists of the follow: the Registrar, the Controller, the Director of Financial Aid, the Compliance Officer, and a Chief Academic Officer designee. Students will receive a response from the committee with 15 days for the date of the request.

6.3.2.7.1 Final Appeal

If a student is not satisfied after receiving the Petitions Committee decision, the student may appeal the committee’s decision by submitting an appeal in writing to the Vice President for Enrollment and Student Services. All appeal decisions made by the Vice President for Enrollment and Student Services are final and will no longer be considered for further appeals. Appeals must be submitted on later than 10 days after the date of the Petitions Committee decision letter.

Appeals must contain a detailed explanation of why the student is dissatisfied with the Petitions Committee’s decision. In addition, the original petition forms and documentation must be attached to the appeal letter addressed to the Vice President for Enrollment and Student Services. The student will receive a final decision within 10 days of receipt of the letter and documentation submitted to the Vice President for Enrollment and Student Services.

6.3.3 Leave of Absence (LOA)Policy

Students who wish to take a semester or two off from Pacific Oaks College (PO), with the intention of returning, must apply for a Leave of Absence (LOA). Students who wish to leave and do not intend to finish their studies at PO must officially notify the college by going through the withdrawal process, outlined in the College Withdrawal Policy.

Students may request a leave from their current semester no later than the add/drop deadline of the semester. If a student withdraws from all classes after the add/drop deadline of the semester, they may be subject to the Withdrawal Policy and Financial Aid Title IV Return of Funds policy.

6.3.3.1 Time Length/Financial Obligations

Students may take a LOA from the college for a maximum of two consecutive semesters.

The leave will be approved when the student has met all financial obligations to the college; obtained all required signatures on the LOA form; and turned the form into the Registrar Office.

No grades, transcripts, or other official records may be issued until the student has met all obligations, financial and otherwise, to the college, and returned all college property.

Students on an approved LOA and receiving federal financial Aid will not be considered withdrawn.

6.3.3.2 Leave of Absence Process

To request a LOA the student must complete and return the “Request for Leave of Absence” form to the Registrars Office, including the reason for the LOA with the expected date of return. This form must be completed while the student is still in attendance (No later than the student’s last day of attendance or the add/drop deadline of the next semester. Students may request a LOA if they are between courses. The student must meet the following requirements.

1. The student’s last date of attendance must be the last day of the most recently completed course.
2. The request must be made prior to, or no later than, the add/drop deadline of the current semester.

Should unforeseen circumstances prevent a student from providing a request prior to the last day of attendance or add/drop deadline for the next semester. PO may grant the LOA for the unforeseen circumstances. Unforeseen circumstances may include medical and family emergencies, business travel, college course cancellation and/or facility closure, and natural disasters. In such cases students should contact the Registrar’s office regarding the process for exception to the standing LOA Policy.

6.3.3.3 Failure to Return

Students who fail to return from an approved LOA, on the date indicated on their form, will be “unofficially withdrawn” from the college (See College Withdrawal Policy).

For financial aid student a Federal Return of Title IV Funds calculation will be completed as of the last date of attendance and any unearned funds will be returned to their federal and/or state source. The return of these unearned funds may cause a tuition balance. The student will be responsible for any financial obligation to the school.

6.3.3.4 For Financial Aid Students

Upon receipt of the LOA form in the Registrars Office, the form will be forwarded to the Financial Aid Office and Business Office for signature. Upon the Financial Aid Office approval, the student’s financial aid will be cancelled and any unearned additional funds will not be disbursed and posted.

Students may not receive federal financial aid disbursements while on an LOA.

A student on an approved LOA will be considered not enrolled and would not be eligible for an in-school deferment for their student financial aid loans.

The Financial Aid Office will explain to the student, prior to the student being granted the LOA, the effect that the leave may have on student loan repayment terms, including the exhaustion of some or all of their grace period.

If the student fails to return after the LOA, they will be unofficially withdrawn from the college; and a student loan aid exit interview will be conducted.

The U.S Department of Education will be notified, and the grace period for the repayment of financial aid loans (Title IV loans) will begin as of the student's last date of attendance.

Financial aid, Federal Return of Title IV Funds calculation will be completed as of the last date of attendance and any unearned funds will be returned to their federal and/or state source. This may cause a tuition balance. At this point the student is responsible for any financial obligation to the school.

6.3.4 Withdrawal Policy

Completion of the registration process at Pacific Oaks College (PO) constitutes a contract and obligates the student for full payment. The student must complete the appropriate process to withdraw from the institution.

Complete official withdrawal from the College is permitted through the last day of the class. Students requesting full official withdrawal from the College including students transferring to another institution must complete a "Request for Withdraw" form available in the Registrars Office. To complete the official withdraw process the student must also complete the Exit Interview process through the Financial Aid Office and reconcile any account balance in the Business Office.

Ceasing to attend or enroll in classes for consecutive semesters constitutes an "unofficial withdrawal" from the College. Unofficial withdrawals encompass those students who fail to initiate and/or complete the official withdrawal process as noted in this policy. Unofficial withdrawals will be recorded as "inactive student" in the Registrars Office and college system.

6.3.4.1 Withdrawal Date

For official withdrawals, a student's withdrawal date is:

1. The date the student began the withdrawal process, or
2. The date the student officially notified the institution through the "Request to withdrawal" form.
3. Any earlier or later date which the institution documents as the last date of academically related activity by the student.

For unofficial withdrawals, a student's withdrawal date is:

1. The midpoint of the payment period or period of enrollment, or
2. Any earlier or later date which the institution documents as the last date of academically related activity by the student.

An academically-related activity includes, but is not limited to, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution.

6.3.4.2 Withdrawal Period

Students who have attended Pacific Oaks but have stop attending for one or more semesters will be required to reapply for admission to the College. Students must submit an “Application for Readmission”, pay any readmit fee and submit official transcripts from all other institutions attended since last enrolled at PO.

Readmitted students will enter under the catalog current at the time of readmission and will be subject to the degree requirements outlined in that catalog. The College is not responsible for providing courses or programs that have been discontinued.

6.3.4.3 Withdrawals/Financial Aid Students

Ceasing to attend all courses may also result in financial aid being returned (Return to Title IV), a process required by federal regulations

Withdrawal from the College (all classes) during any period of enrollment, whether official or unofficial, may necessitate the return of federal financial aid. Pursuant to federal regulations (CFR 668.22), a refund calculation will be performed to determine the amount, if any, of financial aid (Title IV aid: Pell Grant, SEOG, Stafford loans, Perkins loans) earned by the student for their attendance up to the date of withdrawal. The amount of financial aid (Title IV aid) earned is in no way relative to the amount of tuition and fees charged to the student. The official withdrawal process begins with the completion of the ‘Request for Withdraw’ form, which is available in the Registrars Office.

Unofficial withdrawals encompass those students who fail to initiate and/or complete the official withdrawal process as noted above. Ceasing to attend class without proper notification to the Registrars Office will result in an “unofficial withdrawal” and a refund calculation will be performed to determine the amount of financial aid (Title IV aid) earned and the amount to be returned to the financial aid (Title IV) programs. The student is responsible for any resulting balance owed to the College.

The College does not refund any fees to withdrawn students.

6.3.5 Transcript Requests

A transcript of College work is available for a small fee. Please allow ten working days for processing a college transcript. A rush college transcript may be requested for a fee. Please allow two working days for processing. Students may also request a rush transcript to be sent via Express Mail for an additional fee. All requests for College transcripts shall be in writing and addressed to:

Registrar’s Office Pacific Oaks College

5 Westmoreland Place
Pasadena, CA 91103

All requests shall include the following information: Name(s) while in attendance at Pacific Oaks; signature of student; social security number; phone number; date of birth; complete address where transcript should be sent; and dates of attendance, if known.

All requests for Extended and Continuing Education transcripts should be addressed to:

Extended and Continuing Education
Pacific Oaks College
5 Westmoreland Place Pasadena, CA 91103

All requests shall include the following information: Name(s) while in attendance at Pacific Oaks; signature of student; social security number; date of birth; complete address of where transcript should be sent; class completed; and dates of attendance, if known.

Note: Transcripts will not be issued to students who have an outstanding balance on their account or who owe Library fees.

6.4 Admission Policies for Degree, Certificate, Permit and Teacher Education Programs

6.4.1 General Admission Policies

6.4.1.1 Admission Application Deadlines

Meeting the following application deadlines will ensure admissions review for the desired semester. Applications not reviewed for the desired term will be reviewed for the following term.

Summer Semester: April 15
Fall Semester: June 1
Spring Semester: October 1

All application materials and the fee must be submitted by the above dates. When possible, the College will continue to review applications after these dates. Applicants may expect to be notified of a decision approximately four weeks after the file is complete. Admissions decisions cannot be appealed.

For an application and/or further information, contact the Admissions Office at (626) 397-1349 or (800) 684-0900 outside the Los Angeles Area.

6.4.1.2 Matriculation Policies

Students admitted/readmitted for Summer, Fall, and Spring will be governed by the Pacific Oaks Catalog that is in effect.

6.4.1.3 Non-Matriculating Student Status

College classes may be taken on a space available basis. Apply as a non-matriculating student by contacting the Admissions Office at (626) 397-1349 or (800) 684-0900. Applicants must be high school graduates or have a GED.

6.4.1.4 Readmission

Students applying for readmission (those not enrolled for five or more years) must complete all current program requirements and register for a minimum of 6 units upon re-admission.

6.4.1.5 Reapplication

Applicants who previously applied to Pacific Oaks and were not accepted may reapply to a future semester up to one year after the original application. For reconsideration, applicants must submit an updated application form and new information (i.e., new recommendation letter, new entrance exam scores, additional coursework, evidence of improved writing skills, etc.). Reconsideration of applications without additional information will not be conducted. Decisions of Pacific Oaks College are final. No explanation will be given in case of denial.

6.4.2 Undergraduate Admission

6.4.2.1 Traditional Admission

Pacific Oaks offers only upper division courses at the undergraduate level. Applicants for the B.A. degree in Human Development must have a minimum of 70 semester units of transferable courses from accredited two- or four-year institutions. In addition, applicants must be able to critically analyze literature and situations, and possess strong oral and written expression skills. Consideration will be given to the potential to succeed in an experiential academic program.

6.4.2.1.1 Minimum Units Requirement

Minimum number of units for undergraduate students:

- 12 units to be full time
- 9 units to be three quarter time
- 6 units to be half time

6.4.2.2 Admission by Life Experience (ABLE)

To be considered for admission to the B.A. degree through the ABLE option, a student must:

1. Have completed 60 semester units of college credit, including general education requirements.
2. Have 5 or more years of professional-level work in a human services position; and
3. Have the ability to conceptualize about their experience and communicate this conceptualization.

Students are admitted provisionally by interview and will be considered for full admission upon successful completion of the one-unit Assessment of Experience class and all general education requirements. A minimum of 60 transfer units are required for admission. Applicants with no more than two outstanding courses from the four general education categories may be considered for admission.

Assessment of Experience must be taken in the first semester in which it is offered following provisional admission. Students not completing the Assessment class may not enroll in further Pacific Oaks course work until the class is completed unless they change to traditional admission. (This requires consent of the ABLE Coordinator and a Program Change submitted to the Admissions Office.)

Students admitted to the B.A. degree program through the ABLE option may demonstrate competency (DC) equivalent to a maximum of 30 DC units through the assessment process. Documentation requires written and oral analysis of one's work or other life experience.

B.A. degree students admitted through the ABLE option may accumulate a maximum of 90 transfer and documented competency units. The student is required to complete 34 units of regular Pacific Oaks course work, including all B.A. degree requirements. HD 498 Assessment of Experience counts as 1 unit towards the B.A.

It is recommended that students take only HD 498 Assessment of Experience in their first semester whenever possible. Since Assessment of Experience counts as 1 unit toward the B.A. degree, students applying for financial aid may not be eligible for aid during their first semester. Financial aid may be granted for regular classes, including the Assessment class, but not for payment of the documented units in the Assessment class. Please consult your advisor and financial aid counselor if you are applying for financial aid.

6.4.2.3 General Education Transfer Requirements

Transfer requirements for traditional admission to the B.A. degree program include completion of a minimum of 70 semester units with a grade of "C" or higher (a minimum of 60 units through the ABLE option). Only courses taken at colleges and universities accredited by regional commissions will be accepted. Please check with the transfer center at the colleges attended to see if an articulation agreement is in place to assist you in selecting acceptable courses for transfer. The Pacific Oaks Admissions Office determines whether or not a course is acceptable.

Applicants short of general education requirements may take CLEP (College Level Exam Program) tests to acquire units. A maximum of 30 units may transfer. Applicants with no more than two outstanding courses from the four general education categories may be considered for admission.

In addition to external transfer opportunities outlined above, applicants may transfer Pacific Oaks Extended Education courses to earn a maximum of 30 upper division transfer units. This would include Pacific Oaks Drug and Alcohol Studies courses and course credit awarded by portfolio assessment through the national CDA certification program.

Contact the Admissions Office at (626) 397-1349 or (800) 684-0900 for more information on the above.

Transfer credits need to be in four basic content areas as follows:

1. **Oral and Written Expression:** A minimum of nine semester units including English Composition*. Additional courses may include: Creative Writing, English or American Literature, Journalism, Early Childhood Language Arts, Logic, Critical Thinking, Speech/Communication, Foreign Language (introductory level - 1st-2nd semester), and American Sign Language.
2. **Science and Math:** A minimum of nine semester units to include at least one course* from Astronomy, Biology, Chemistry, Physics, Ecology, Geology, Math (College Algebra or higher), Physical Anthropology, Physical Geography, Physiological Psychology, Nutrition, Statistics, Symbolic Logic, and Zoology. Additional courses may include Accounting, Business Math, Computer Science, First Aid, Math/Science for Children, and Health Education.
3. **Social Sciences:** A minimum of nine semester units including required courses in Introductory Psychology* and either Introductory Sociology or Cultural Anthropology*. Additional courses may include: theoretical Early Childhood Education/Child Development courses, Political History, Political Science, Linguistics, Psychology, Social Geography, Sociology, and U.S. History.
4. **Humanities and the Arts:** A minimum of nine semester units to include at least one course* from Art History, Foreign Language (Advanced: 4th semester), Literature, Music Theory or History, Philosophy, Comparative Religion and Theater History. Additional courses may include: Drama, Children's Literature, Foreign Language (Intermediate: 3rd semester), Music or Art for Children, Performance, Studio Art courses, and Ethnic/Cultural History.
5. **Electives:** Additional units may be transferred from Early Childhood Education/Child Development, Physical Education Activity (4 units maximum) or other transferable courses not listed in areas 1 - 4 above.

*A minimum of 3 semester or 4 quarter units will meet a specific course requirement.

Note: A maximum of 3 units of early childhood education/child development courses will be credited toward the 9-unit requirement in content areas 1, 2 and 4 above.

Courses not accepted for transfer include the following courses:

1. Remedial Courses
2. Applied Business Courses
3. Orientation Courses
4. Sectarian Religious Courses
5. Vocational Courses
6. Library Courses
7. Secretarial Courses
8. Word/Data Processing Courses

Applicants may earn up to 76 lower division semester units of classes listed under the four basic areas and acceptable electives. Additional upper division units may be awarded up to a maximum of 94 units.

Proof of B.A. degree or completion of 60-70 transferable semester units is required for all admissions. If you are admitted with any of the above general education deficiencies, then we highly recommend that you compete them within your first year of matriculation to avoid delay in graduation.

6.4.2.3.1 Options for Earning Additional Transferable Units

Applicants who meet all admission transfer requirements and have more than 76 lower division units may have the option of transferring up to 94 units if any of the following criteria are met:

1. Completed 24 or more units at a four-year college(s), with no distinction made as to upper or lower division status;
2. Completed at least 18 units in Child Development or Early Childhood Education (Note: ECE courses used to meet the nine unit minimum requirement in categories 1 through 4 are excluded);
3. Completed at least 18 units in Psychology, Sociology or Anthropology (Note: Introduction to Psychology, Introduction to Sociology/Cultural Anthropology and the remaining 3 units required to meet the 9-unit minimum requirement in this category are excluded);
4. Completed at least 15 units in each of three of the four general education content areas: Oral/Written Expression, Science/Math, Social Science or Humanities/Arts.

Units in items 2 - 4 above may be taken at either a community college or a four-year institution.

A maximum of 94 units may be transferred into the traditional B.A. degree program. M.A. applicants using the ABLE option may transfer only upper division units beyond 94.

6.4.2.3.2 Transcript Evaluations

Prospective students may request a free unofficial transcript evaluation which will be completed by an Admissions Counselor. Please call (626) 397-1349 or (800) 684-0900 for an appointment.

6.4.3 Graduate Admission

6.4.3.1 Traditional Admission

Applicants for Pacific Oaks graduate degrees, the M.A. in Human Development and the M.A. in Marital and Family Therapy, must have an earned B.A. degree from a regionally accredited college or university. Verification of the award of the B.A. degree must be received by the Admissions Office as follows: Fall applicants by on or before October 1; Spring applicants on or before March 1; and Summer applicants on or before July 1. In addition, applicants must be able to critically analyze literature and situations at a graduate level, and possess strong oral and written expression skills. Consideration will be given to the potential to succeed in an experiential academic program.

6.4.3.1.1 Minimum Units Requirement

Minimum number of units for graduate students:

- 8 units to be full time
- 6 units to be three quarter time
- 4 units to be half time

6.4.3.2 Admission by Life Experience (ABLE)

To be considered for admission to either M.A. degree through the ABLE option, students must:

1. Have completed at least two full years (60 semester units) of college credit, including the required general education transfer requirements;
2. Not have a Bachelor's degree;
3. Have ten or more years of leadership/professional-level work experience in a human services position, assuming increased responsibilities during this time and demonstrating the ability to function effectively in a complex setting;
4. Demonstrate clear-cut ability to provide leadership to a professional field, and/or peers, and/or community;
5. Have the ability to conceptualize and theorize about their work and their understanding of human development and to communicate this conceptualization.

Students are admitted provisionally by interview. They will be considered for full admission upon successful completion of the one-unit Assessment of Experience class and all general education requirements. A minimum of 60 transfer units are required for admission. Applicants with no more than two outstanding courses from the four general education categories may be considered for admission. Assessment of Experience should be taken during the first semester in which it is offered following provisional admission.

Students admitted via the ABLE option to the B.A. degree option must petition the Admissions Committee to change to the M.A. ABLE option. Since this may affect the financial aid award, any student considering such a switch must talk with a Financial Aid counselor before initiating any change.

In HD 698, the graduate Assessment of Experience course, students document that their life/work experience has given them knowledge and skills equivalent to a B.A. in Human Development from Pacific Oaks.

Competencies to be demonstrated in the Assessment of Experience class are:

1. Early Years Theory
2. Later Years Theory
3. Constraints on Human Development
4. Work with Behavioral Data
5. Sensory Experiences
6. Working with Adults

The B.A. Equivalent fee must be paid for by the completion of the Assessment of Experience class or according to a prearranged payment plan in order to enroll for the following term.

Students do not earn a B.A. degree, and the B.A. equivalent may not be accepted at other institutions or professional organizations. The degree requirement is waived on the basis of documented experience, and the student is admitted directly into graduate standing. The B.A. Equivalent be posted on the transcript and the student may request a letter of verification.

The total number of Pacific Oaks units that a M.A. in Human Development student admitted through ABLE must complete to earn an M.A. in Human Development degree is determined by the following formula:

# of Units Transferred to Pacific Oaks	Minimum # of Units to Complete at Pacific Oaks*
60-79	42
80-99	39
100-119	36
120 or more	33

*Completion of some specializations within the degree program may require additional units. Completion of the M.A. in Marital and Family Therapy degree program will require a minimum of 49 units of course work.

Required graduate units include one unit for the Assessment of Experience class.

6.4.3.3 Admission by Foreign Baccalaureate

Some Baccalaureates earned in other countries are not considered equivalent to a U.S. Bachelor's degree. Pacific Oaks offers an admission option to help those students who received only three years of undergraduate degree credit. We will evaluate students' courses to determine what is needed to complete our general education requirements. Once those are met and the student has a total of 120 semester credits, the student can begin taking courses in the College's graduate programs in Human Development or Marital and Family Therapy.

6.4.3.4 Graduate Admission for Pacific Oaks B.A. Students (Second Degree)

Pacific Oaks B.A. students applying for a Pacific Oaks Master's degree must have completed their B.A. degree or be fully admitted to the B.A. degree program, have applied for graduation through the Registrar and be enrolled in their final semester.

6.4.4 Admission to Teacher Education Program

Upon application to the Teacher Education Program, students choose whether they want the Education Specialist Credential (Mild/Moderate) or the Multiple Subject English Learner (MSEL) Teaching Credential.

Applicants can be admitted to any of the Teacher Education programs only after the California Basic Educational Skills Test (CBEST or CSET) is passed. Until then, applicants are admitted to degree programs only. A student may be admitted to the Teacher Education Program as a B.A.

or M.A. student, as a B.A. student admitted through the ABLE option, or as a post B.A. student enrolled only in the credential program.

Note: Applicants with a California B.A. degree in Education may not be admitted to a credential program by CCTC regulations.

Admission to the Professional Level II Education Specialist Credential requires an interview with a Special Education advisor. The SB57 Early Completion option is now available.

6.4.4.1 Admission to the Intern Program (MSEL or SPED)

To be admitted as an Intern, candidates must have the following requirements met upon admission:

1. An earned B.A.;
2. CBEST passed;
3. CSET passed;
4. Subsequent recommendation for an Intern Credential requires a Certificate of Clearance, U.S. Constitution competency and an offer of employment.

6.4.5 Admission to the MFT Program

As part of the admission process, the MFT department will schedule an interview with an MFT faculty member. Students are provisionally admitted to the program with a review for full admissions following the completion of 18 units. Admission to the MFT degree program is for the Summer, Fall and Spring semesters. Admission to the cohorts is for the Fall and Spring semesters only.

6.4.6 Admission to the Post Graduate Certificate Program

To apply for admission to the Post Graduate Certificate Program, applicants must hold a Master's degree from a regionally accredited institution and work in the area of human services. Admission is granted based upon the applicant's development of an individual plan to meet the areas of competency and to meet the applicant's own individual interests.

6.4.7 International Student Admission

Based on U.S. Homeland Security regulations, international students must be enrolled full-time at the Pasadena location, and therefore are not eligible for admissions to the Distance Learning program.

International applicants must have non-U.S. transcripts evaluated by an international transcript evaluation agency before the transcripts can be used to determine admission. Please contact each individual agency for details on how to obtain an order form; fees must be paid by the applicant. Check with Admissions for an approval list of international transcript evaluation agencies.

All international applicants for whom English is a second language, with the exception of applicants who have an undergraduate degree from an English language university, must take the international Test of English as a Foreign language (TOEFL) and have the scores sent directly to

the Admissions Office. A score of 213 or above on Computer-based TOEFL is required for admissions. Scores may be no more than two years old.

All international applicants must have an admission interview in person or by phone prior to admission. The Admissions Office will contact applicants regarding the interview when the applicant's file is complete. International students who are requesting to transfer from another U.S. institution must submit a letter from the international student advisor stating the student is in good standing with the institution.

Applicants must submit an International Student Financial Statement and supporting documents in addition to the Admissions Application. International applicants must meet application deadlines. International students are not eligible for institutional financial aid.

When an international student is admitted, a letter of admission and an I-20 form is sent to the student. The student must take these to the nearest U.S. Embassy or Consulate in order to receive an international student visa. This should be done as soon as possible to ensure entrance to the U.S. in time to matriculate for the student's desired term.

All international students are subject to federal government regulations.

6.5 Approval of New Curricula/Programs

Changes in curriculum may begin with the Curriculum Review Committee or be submitted by academic departments or faculty to the Curriculum Review Committee. For purposes of this policy, changes in curriculum include, but are not limited to, the addition or elimination of courses or concentrations; the addition or deletion of programs; departmental and interdisciplinary course revisions, additions, and eliminations; modifications of programs, including required courses and required credit hours; and course credit and course number changes. The recommendations of the Curriculum Review Committee are forwarded to the Faculty Coordinating Committee for submission to the full faculty. The Faculty Coordinating Committee shall provide in writing the faculty's recommendation to the Chief Academic Officer, who shall have final approval in matters that do not represent major curricula changes affecting the entire College. The Chief Academic Officer shall present major curricula changes to the Board of Trustees and President for ratification in accordance with Article II of the Faculty Constitution and Article VII, Section 3 of the Board of Trustee Bylaws.

See Appendix 6.5.1 for a sample format for all submissions to the Curriculum Review Committee.

6.6 Classroom Management Policies

6.6.1 *Academic Freedom Policy for Students*

Academic freedom is the right of reasonable exercise of civil liberties and responsibilities in an academic setting.

It is the policy of Pacific Oaks College to give its students the freedom, within the bounds of collegial behavior, to pursue what seems to them productive avenues of inquiry, to learn unhindered by external or nonacademic constraints, and to engage in full and unrestricted consideration of any opinion. All members of the College must recognize this fundamental

principle and must share responsibility for supporting, safeguarding, and preserving this freedom.

In order to preserve the rights and freedoms of the students, the College has a formal process for adjudication of student grievances and cases of academic dishonesty.

6.6.2 Admission to Class

Faculty may admit to class only those students with appropriate documentation as directed by the Registrar.

6.6.3 Children in the Classroom

The Pacific Oaks mission statement reflects a commitment to meeting the needs of children and families. However, we expect students who are parents to make arrangements for child care off campus. The administration, faculty, and staff of the college understand that situations may arise where a student's child care arrangements fall through. When such a situation arises, the student is asked to notify the instructor in advance to discuss whether the presence of a child can be accommodated within the context of the classroom setting.

The personal care of the child (feeding, diapering, etc.) should be handled discreetly and in such a way as to not interfere with the ongoing work of the class. If, in the view of the instructor, the educational process of the class is being disrupted, the student may be asked to remove the child from the classroom. Students who have concerns about the policy and/or its implementation should discuss their concerns with the student and/or instructor involved. If the matter cannot be resolved at that level, the matter may be referred to the Dean of Enrollment Management for review.

It is the College's hope that all adults at Pacific Oaks will grow in their appreciation of and tolerance for the presence of children in their environments, despite the complexity that children may produce in an academic setting. As students of human development, we expect that problems will occur; our aim is not to eliminate the problems, but to become skillful problem-solvers. The presence of differences (in age, culture, language, ability, lifestyle and values) in any group adds to its potential for conflict — and for the growth of all its members — and offers us experience in collegial conflict resolution.

At no time may children use the Pacific Oaks computers. This includes computers in the computer lab, Center for Student Achievement, Resources and Enrichment (CARE), Library or offices.

6.6.4 Class Attendance Policy

Pacific Oaks College stresses the importance of class attendance. Active participation is an important component of classes, and attendance is critical to building a learning community. Instructors state attendance policies in their course syllabus and take attendance at each class meeting. Note that an instructor's policy may limit allowable absences and that exceeding these limits may result in receiving no credit. Of course, extenuating circumstances may cause a student to miss too many classes. Instructors will consider each case individually. Non-attendance could have a significant negative impact on a student's financial aid. In cases of non-

attendance, the last date of attendance will be determined from faculty attendance reports. All faculty attendance reports are presented to the Registrar's Office following each class session.

6.6.5 Class Cancellations

When public health or safety is a factor, the administration will make a decision to delay the school opening or to cancel classes. When public health or safety is a factor, students are encouraged to call the main number at

6.6.6 Classroom Courtesy

Professional responsibility requires prompt and regular attendance of faculty members at their classes and other assigned duties. Classes are to begin and end promptly. Students are free to assume that a class has been canceled and leave if a faculty member is not present within ten minutes of the usual starting time unless the faculty member has established an alternate procedure.

6.6.7 Course Syllabi Policy

Program Directors are charged with the responsibility of seeing that all program faculty prepare a syllabus and course outline for each course. The syllabus shall clearly specify all course requirements and should include course goals and objectives, required readings and reports, narrative evaluation criterion, student ADA statement, a statement regarding the College's policy on academic honesty, class attendance policy, and other course expectations. Copies of these syllabi/outlines are to be distributed to students at the first class or within the first two weeks of the semester.

6.6.8 Guidelines for Handling Disruptive Students

Pacific Oaks College students are expected to conduct themselves at all times in accord with good taste and observe the regulations of the College and the laws of the city, state, and national government.

All College community members - faculty, staff, employees, students - have the right and obligation to report violations of civil or College regulations to the Chief Academic Officer.

Should a College community member encounter a disruptive student, the student shall be asked politely, but firmly, to leave the classroom (or wherever the locus of the disruption). A College community member has the authority to do this if the student is acting in a disruptive manner. If the student refuses, the Chief Academic Officer shall be notified.

Appendix 6.5.1: Model Format for Submissions to the Curriculum Review Committee

Pacific Oaks College Submission Guidelines for Proposals to the Curriculum Review Committee

Please use the following format for presentation of proposals to the Curriculum Committee. Use as much space as necessary for each category. Submit electronically to the chair of the committee at least one week prior to the Curriculum Committee meeting. You may also ask to attend the CRC meeting to present your proposal.

Check the appropriate choice:

- Proposing a new course
- Proposing a Specialization or Program
- Proposing a major change in existing course content and or description
- Proposing a change in Program requirement fulfillment

DEPARTMENT NAME: MFT
Proposal submitted by: Trevor Dobbs, PhD
Date Submitted: (Resubmit) 4/7/2008
Semester & Year Proposal Becomes Effective: Spring, 2008

OVERVIEW

1. Department MFT
2. Course Number 622
3. Course Title Couples Therapy
4. Instructor MFT Faculty
5. Course Description for Catalog: This is an introductory course for working with domestic partners. This includes an overview of approaches from various schools of thought, as well as a specific five stage model of relationship skills, including dynamics of bonding and attachment, communication skills, conflict management skills, negotiating conflicts of interest, power dynamics and decision-making. The course will include reflections on one's own significant relationships; role-playing and skill practice; and application of therapy skills to issues of diversity.
6. Semester to be taught
 - a. Fall X
 - b. Spring X
 - c. Summer
7. Location
 - a. Pasadena X
 - b. Off Campus Center (name site)
 - c. Online

8. Units 2
9. Prerequisites: MFT 510

COURSE GOALS, CONCEPTUAL & THEORETICAL FRAMEWORK

Goals, Outcomes, and Assessment

Educational Objectives:

1. Student must demonstrate the capacity to identify the major issues in working with religious clients and same sexed clients and the student's potential counter-transference reactions in this area.
2. Student must demonstrate the capacity to describe the central assumptions and clinical interventions of three approaches to couples therapy: Cognitive-Behavioral Couples Therapy, Narrative Couples Therapy, and Emotionally-Focused Couples Therapy.
3. Student must demonstrate the capacity to summarize the central clinical issues on a topic taken from the textbook chapters and present a coherent verbal summary to the class.

Assignments:

- Attend all class sessions. We will be doing skills training so you cannot make up this missed class time! Take the course another time if you cannot attend all four meetings!
- Complete all assigned reading, (see schedule below with assignments).
- **Paper #1:** Read Handbook Chapter 20, *Working with Religious and Spiritual Issues in Couples Therapy*, Ilene Serlin, p. 352-369, and Chapter 21, *Working with Same Sex Couples*, p. 370-385.

(1) Summarize the major issues involved in working with both religious issues and same sex relationships. (3-4 pages). (2) Identify any counter-transference issues where you would need to refer the couple out. (Due February 19: 2nd class).
- **Paper #2:**

Read: Chapter 8, *Cognitive Behavioral Couple Therapy*, Terence Patterson, p. 119-140; Chapter 10, *Narrative Therapy with Couples: Promoting Liberation from Constraining Influences*, Rosen and Lang, p. 157-178; Chapter 11, *EFT: An Integrative Contemporary Approach*, Bradley and Johnson, p. 179-193; Handbook of Couples Therapy, 2005.

(1) Summarize these three major approaches to couple's therapy, and (2) clarify which one(s) you identify the most with and why. (4-6 pages). (Due March 5: 3rd class).
- **Paper #3:** Choose one of the unassigned topic chapters from Handbook of Couples Therapy, (Divorcing Couples, Addiction, Sexual Abuse, Emotional Reactivity, Infidelity, Socio-economic Issues, Feminist approaches, Integrative-Healing, Strategic-Solution approaches, Young Children, Adolescents, Older Couples, and Bowenian approaches), and write a summary of what you found useful and why, (2-3 pages). (Due March 19: 4th class).
- Prepare a 5 minute synopsis of your topic and present it to the class during the final class meeting.

Competencies

1. College competencies to be met in this course
 - a. Development
 - b. Diversity
 - c. Research
 - d. Communication: As alternative course to MFT 642 Group Therapy (2 units)
 - e. Implementation
 - f. Other, based on the department's requirements (accreditation standards, etc.)
2. Conceptual & theoretical framework: **This is a history and systems approach that provides an overview of the major theories in the area of Couples Therapy, while also providing specific skills training.**
3. Plan for addressing diversity and social justice issues: **Required reading (chapters 21 & 22) with accompanying paper #1 to address same sex couples and religious/spiritual issues with clients, also requiring the student to self-reflect upon their reactions to these issues and identity counter-transference (personal) reactions.**

Support bibliography

Emotionally Focused Therapy for Couples (Hardcover)

by Leslie S. Greenberg, Susan M. Johnson

List Price: \$38.00

Hardcover: 242 pages

Publisher: The Guilford Press (October 7, 1988)

ISBN: 0898627303

The Practice of Emotionally Focused Marital Therapy: Creating Connection (Paperback)

by Susan M. Johnson

Paperback: 256 pages

List Price: \$34.95

Publisher: Brunner-Routledge; 2nd edition (August 1, 2004)

ISBN: 0415945682

The Marriage Clinic: A Scientifically-Based Marital Therapy (Norton Professional Books) by John Mordechai Gottman

List Price: \$49.00

Hardcover: 456 pages

Publisher: W. W. Norton & Company (August 1, 1999)

ISBN: 0393702820

WHY MARRIAGES SUCCEED OR FAIL: AND HOW YOU CAN MAKE YOURS LAST (Paperback)

by John Gottman

List Price: \$13.00

Paperback: 240 pages

Publisher: Simon & Schuster (June 1, 1995)
ISBN: 0684802414

The Seven Principles for Making Marriage Work : A Practical Guide from the Country's
Foremost Relationship Expert (Paperback)

by John M. Gottman

List Price: \$14.95

Paperback: 288 pages

Publisher: Three Rivers Press (May 16, 2000)

ISBN: 0609805797

Narrative Means to Therapeutic Ends (Hardcover)

by Michael White, David Epston

Hardcover: 229 pages

Publisher: W. W. Norton & Company; 1st ed edition (May 1, 1990)

ISBN: 0393700984

Object Relations Couple Therapy (Paperback)

by David E. Scharff M.D., Jill Savage Scharff M.D., Paperback: 328 pages

Publisher: Jason Aronson (June 1, 1991)

ISBN: 1568214367

CURRICULUM RATIONALE, DEPARTMENT SUPPORT AND IMPACT

1. Curriculum rationale for this department: The MFT Department requires 5 units to demonstrate competency in communication. The core course is MFT 505 Communication and Counseling Skills that teaches communication theory and trains in a variety of interpersonal and communication skills (3 units). The second required course, MFT 642 Group therapy is a special application of communication and interpersonal theory and skills in the group relationship setting (2 units). MFT 622 Couples Therapy is proposed as an alternative special application of communication and interpersonal theory and skills in the couple relationship setting (2 units).
2. Curricular Impact
 - a. meets requirements in the program
 - b. **Meets 2 units of Communication Competency as alternative to current MFT 642 Group Therapy requirement.**
3. Integration
 - a. relationship to the rest of the program?
 - b. **Meets 2 units of Communication Competency as alternative to current MFT 642 Group Therapy requirement.**
4. Instructor Load: **2 units.**
5. Library Support: **None required. All written assignments based on course text.**
6. Technology or equipment support: **VCR/DVD Player and TV.**
7. Impact on budget: **Generates 2 units of tuition.**

8. Facilities needs: **Classroom for 4 weekend meetings, or 10 weekday meetings.**
9. Department approval process: **Proposal approved at MFT Department Meeting 11-7-2006**

Signature of Initiator of Proposal, Date

Signature of Department Chair, Date

CURRICULUM REVIEW COMMITTEE USE ONLY

Date received: _____

Date approved by Committee: _____

Date approved by Faculty: _____

Date sent by Chair to Registrar for Catalog Inclusion: _____

Notes: