



# **Satisfactory Academic Progress Faculty Advisor Training & Presentation**

Office of the Registrar  
March 13, 2012

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# 2011-12 CATALOG POLICY

## SATISFACTORY ACADEMIC PROGRESS (SAP)

### Overview:

Students must maintain satisfactory academic progress (SAP) to remain enrolled at Pacific Oaks. SAP must also be maintained to remain eligible for federal financial assistance. SAP is determined by measuring **cumulative grade point average** (CGPA). Undergraduate level students must maintain a minimum CGPA of 2.0 through their enrollment. Graduate level students must maintain a minimum CGPA of 3.0 throughout their enrollment. CGPA is reviewed at the end of each term after grades have been posted. Students must also maintain a 66.67% Rate of Progress which is calculated by attempted credits by earned credits. Student must also maintain below the maximum timeframe of their program.

### Good Academic Standing

Good academic standing is met when:

- Graduate and undergraduate education credentialing students maintain a cumulative GPA of 3.00 or above.
- Undergraduate students maintain a cumulative GPA of 2.00 or above.
- Students meet the minimum timeframe requirement for their academic program.
  - Students must progress to ensure academic program completion within the maximum timeframe.
  - Maximum timeframe is measured by attempted units
  - The maximum allowable attempted units are 150% of the required units in a student's academic program.
    - Example: if the published length of a student's program is 60 units, the student must complete the program by the time 90 units are attempted (60 units X 150% = 90 units).
    - All attempted or transferred units are taken into consideration to include periods in which the student may not have received financial aid.
- Academic Progress to include cumulative GPA and maximum timeframe is verified at the end of each semester.

### Academic Warning

A student is considered on academic warning when:

- Minimum 67% rate of progress, as defined by this policy, is not met
- A graduate or undergraduate education credentialing student's cumulative GPA falls below a 3.00 "B"
- An undergraduate student's cumulative GPA falls below a 2.00 "C"

Actions a student must take when placed on Academic Warning:

- Students are required to meet with their advisor and/or Program Director
- Students are required to repeat any course(s) that did not meet minimum academic standards immediately in the following term (if the course is being offered)

Students continue to maintain financial aid eligibility while on academic warning.

A student is removed from academic warning status when:

- Graduate or undergraduate education credentialing students raise their cumulative GPA to 3.00 or above in the subsequent semester.
- Undergraduate students raise their cumulative GPA to 2.00 or above in the subsequent semester.
- The rate of progress percentage is raised to 67% or above in the subsequent semester.

A student placed on academic warning must demonstrate reasonable progress in improving his/her cumulative GPA and rate of progress in order to continue enrollment in good academic standings. Students who fail to demonstrate reasonable progress will be placed on academic probation.

## **Academic Probation**

A student is considered on academic probation when:

- Minimum 67% rate of progress, as defined by this policy, is not met in the semester following the one in which they were placed on academic warning.
- Graduate or undergraduate education credentialing students do not achieve a cumulative GPA of 3.00 “B” or higher in the semester following the one in which they were placed on academic warning.
- Undergraduate students do not achieve a cumulative GPA of 2.00 “C” or higher in the semester following the one in which they were placed on academic warning.

Actions a student must take when placed on Academic Probation:

- Students are required to meet with their advisor and/or Program Director to determine and implement an academic SAP recovery plan.
- Students are required to repeat any course(s) that did not meet minimum academic standards immediately in the following term (if the course is being offered)

Students placed on an academic probation status are not eligible for financial aid. All charges assessed while on academic probation will require payment directly to Pacific Oaks College. Students must set up payment arrangements with the Pacific Oaks Student Accounts office. Students may appeal for reinstatement of financial aid while on academic probation (see [Appeal Process](#) section below).

A student is removed from academic probation status when:

- Graduate or undergraduate education credentialing students raise their cumulative GPA to 3.00 or above in the subsequent semester.
- Undergraduate students raise their cumulative GPA to 2.00 or above in the subsequent semester.
- The rate of progress percentage is raised to 67% or above in the subsequent semester.

**OR**

- The requirements outlined in the academic SAP recovery plan are met

A student placed on academic probation must demonstrate reasonable progress in improving his/her cumulative GPA and rate of progress in order to continue enrollment. Students who fail to demonstrate reasonable progress will be placed on academic dismissal.

## **Appeal Process**

Students are given the opportunity to appeal for reinstatement of their financial aid while on academic probation. Appeals must be based upon extenuating circumstances. Extenuating circumstances may include:

- Illness
- Death in the family
- Course scheduling or grading error

Proof of the extenuating circumstances is required in support of an academic appeal.

When submitting an appeal, a student must:

- Submit an *SAP Petition for Reinstatement Form* to the Registrar's office within 10 calendar days or by Monday of week #2 of the semester/session from the date of the academic probation notification, or whichever comes first. 100% online students must submit the forms by Monday of the 2<sup>nd</sup> week, for each 7 ½ week term. The academic appeal form must include signatures from the student and program director or faculty advisor
- Submit their academic SAP recovery plan (faculty advisors develop an academic recovery plan and submit to the Registrar's Office along with the completed SAP Petition for Reinstatement Form).

Appeals are reviewed by an appeals committee consisting of the Associated Vice President of Student Services, Academic Program Dean, Registrar and Financial Aid Director.

Students may have their financial aid eligibility reinstated for one semester upon approval of the appeal. Financial aid eligibility is reviewed and is contingent upon the student's academic standing at the end of the semester.

## **Academic Dismissal**

Students are dismissed when they fail to meet the requirements outlined in their academic SAP recovery plan while on academic probation or do not complete their degree or certificate within the defined maximum timeframe requirements of their program.

Dismissed students are not eligible for financial aid. In-school loan deferment status ends as of the dismissal date. According to U.S. Department of Education regulations, financial aid previously received by dismissed students may be returned based on the date of dismissal. In such cases, a student may owe the institution for aid returned or outstanding charges.

A student may appeal for readmission 12 months after the dismissal date. If the appeal is approved, the student will be admitted back into Pacific Oaks College in an academic probation status and are subject to the academic probation process outlined in this policy.

## **Maximum Timeframe**

In addition to the CGPA requirements, students are required to complete their degree or certificate within the maximum timeframe allotted for their program. Pacific Oaks College is required to monitor students' rate of progress toward completion of their degree or certificate program. For the purposes of determining eligibility for financial aid, rate of progress is measure both by maximum and incremental timeframes.

### **Rate of progress**

Student must successfully complete at least 67% of the overall credits attempted cumulatively, in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each semester after grades have been posted to determine if the student is progressing satisfactorily.

Students are responsible for ensuring that they meet all the requirements of their academic program to include the timeframe requirements. A student who fails to graduate within the maximum timeframe is administratively dismissed and is ineligible to receive financial aid.

If the student's academic course of study is interrupted by active military service, or service in the Peace Corps, VISTA, or the equivalent, as much as two years of that time will not be included toward the maximum time frame for the program. In such an event, an official letter from the appropriate agency must be sent to the [Registrar's](#) office for documentation.

In addition to meeting maximum time frame requirements, students are required to complete a specific number of total credit hours (refer to incremental timeframe chart) at the end of each academic year. Maximum incremental timeframe requirements are evaluated annually at the end of the summer

semester. A student who fails to meet the maximum incremental timeframe requirements of their program will be placed on academic warning/probation. Students may appeal this action per the guidelines outlined in this policy.

Maximum Time Frame Requirements for SAP				
Undergraduate Programs	FULL TIME		PART TIME	
	Length of Program*	Maximum Time Frame for Completion	Length of Program*	Maximum Time Frame for Completion
B.A. Early Childhood Education	3 years	5 years	5 years	6 years
B.A. Early Childhood Education w/Preliminary Multiple Subject Learner Credential	3 years	5 years	5 years	6 years
B.A. Early Childhood Education w/Dual Credentials	4 years	6 years	6 years	7 years
B.A. Human Development	2 years	5 years	5 years	6 years
<b>Graduate Programs</b>				
M.A. Early Childhood Education	2 years	4 years	4 years	5 years
M.A. Education w/Preliminary Multiple Subject Credential	3 years	6 years	6 years	7 years
M.A. Education w/Preliminary Education Specialist Credential	3 years	7 years	7 years	7 years
M.A. Human Development	2 years	4 years	4 years	7 years
M.A. Marital & Family Therapy	3 years	6 years	N/A	N/A
M.A. Marital & Family Therapy (AAFS & LFS)	3 years	7 years	7 years	7 years
<b>Certificate Programs</b>				
Post Graduate Certificate in Human Development	1 year	3 years	3 years	3 years
<b>Teacher Credential</b>				
Preliminary Multiple Subject Credential	3 years	6 years	6 years	7 years
Preliminary Education Specialist Credential	2 years	7 years	7 years	7 years

### Incremental Maximum Time Frame Requirements

In addition to meeting maximum timeframe requirements, students are required to complete a specific number of total credit hours (refer to incremental timeframe chart) at the end of each academic year. Maximum incremental timeframe requirements are evaluated annually at the end of the summer semester. A student who fails to meet the maximum incremental timeframe requirements of their program will be placed on academic warning/probation. Students may appeal this action per the guidelines outlined in this policy.

### Incremental Maximum Time Frame Requirements

Undergraduate Programs	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total Units
B.A. Early Childhood Education	12	24	36	48	60	-	-	60
B.A. Early Childhood Education w/Preliminary Multiple Subject Credential	12	24	36	48	60	-	-	60
B.A. Early Childhood Education w/Dual Credential	12	24	36	48	60	67	-	67
B.A. Human Development	12	24	36	48	60	-	-	60
<b>Graduate Programs</b>								
M.A. Early Childhood Education	8	16	24	31	-	-	-	31
M.A. Education w/Preliminary Multiple Subject Credential	8	16	24	32	40	50	-	50
M.A. Education w/Preliminary Education Specialist Credential	8	16	24	32	40	48	52	52
M.A. Human Development	8	16	24	31	-	-	-	31
M.A. Marital & Family Therapy	8	16	24	32	40	50	-	50
M.A. Marital & Family Therapy (AAFS or LFS)	8	16	12	32	40	48	56	56
<b>Certificate Programs</b>								
Post Graduate Certificate in Human Development	6	12	15	-	-	-	-	15
<b>Teacher Credential</b>								
Preliminary Multiple Subject Credential	8	16	24	30	36	44	-	44
Preliminary Education Specialist Credential	8	16	24	30	36	44	50	50

### Additional Information Regarding Satisfactory Academic Progress

#### Dropping a Course

Dropping a course may have an impact on a students' ability to meet incremental maximum timeframe requirements. Students should ensure to follow the below listed step prior to dropping course(s):

- Review with the Registrar’s office the impact of the dropped course(s)
- Review with the Financial Aid office the impact of the dropped course(s)

### **Repeating Courses**

Students must maintain satisfactory academic progress toward their degree or certificate by maintaining a cumulative GPA of 3.00 for graduate students or 2.00 for undergraduate students on a scale of 4.0. Graduate students who receive a course grade of “C” or below and undergraduate students who receive a “D” or below may jeopardize their ability to meet this requirement. As a result, the student could be placed on academic warning or probation. Students in this situation may be required to meet with their advisor or academic Program Director to create an academic recovery plan to ensure their success in their academic program.

Although a grade of “C” or higher for graduate students or “D” or higher for undergraduate students is generally acceptable toward the graduation requirement, students may choose to retake a course to improve their final grade. Please note that some academic programs require students to complete specific coursework with a “B” or higher for graduate students or a “C” or higher for undergraduate students. Students receiving lower grades in such coursework are required to retake or replace the course(s). Please refer to the section on Academic Programs for additional details.

Non required repeated courses do not count toward full-time or part-time status and are not eligible for financial aid. Some course can be taken multiple times and are not considered a “repeated course” for purposes of this policy such as thesis continuation. Questions regarding financial aid eligibility for a specific course should be directed to the Office of Financial Aid prior to registering for the course.

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# When SAP is Run

## Time Frame to run SAP:

*IMPORTANT NOTE: SAP is run between semesters - SAP must be run after all grades are posted. If grades are not posted, then SAP cannot be run. It is important that grades are submitted on time. Please check with the Registrar's Office or Dean for semester/session deadlines for posting grades.*

- 100% Online 7 ½-week courses:
  - Administration will run SAP within 24 hours of final grades being posted at the end of each session
  
- 15-week courses:
  - Administration will run SAP within 72 hours of final grades being posted at the end of the semester

## Time Frame for Communication letters to students:

*7 ½-week course and 15-week course:*

- Administration will send letters to students/chairs and change statuses within CVUE within 24 hours of running SAP
- Need to inform students that they need to submit "Petition for Reinstatement" form within time frame (Monday of Week 2)
- In addition, **only** Online, will be required to also make phone calls to students in adverse SAP statuses due to the tight starts.

# The Process

## Academic Warning Students

### Faculty Advisor Role

1. During the 1<sup>st</sup> week of the semester, the Registrar will run SAP and send a letter to students, faculty advisor, program director, CARE, and Student Finance. If a student is placed on Academic Warning it is recommended that their faculty advisor contact the student to develop a preliminary SAP Academic Recovery Plan. A template is provided and should address the student's deficiencies and what the student can do to be removed from SAP in the subsequent semesters.
2. A copy of the plan must be provided to the student and to the Registrar's Office. The faculty advisor should record a copy of the plan in Campus Vue's Contact Manager portal so that this information is accessible.

## Academic Probation Students

### Faculty Advisor Role

1. If a student is placed on Academic Probation it is required that their faculty advisor contact the student to develop a SAP Academic Recovery Plan. A template of the plan is available at the Registrar's Office. The plan should address the student's specific SAP deficiencies and the steps the student should perform in order to be removed from SAP, during the subsequent semesters. The faculty advisor may extend the academic recovery plan to allow the student two semesters to achieve good academic standing, if necessary.
2. A hard copy of the plan must be provided to the student and to the Registrar's Office. The plan can be emailed. The faculty advisor should record a copy of the plan in Campus Vue's *Contact Manager*.
3. The faculty advisor should also submit the student's completed **"SAP Petition for Reinstatement Form" along with the SAP Academic Recovery Plan to the Registrar's Office no later than Monday of week #2 of the semester (Monday of week #2 of the 7 ½-week session for 100% online students).**

## Dismissed Students

### Faculty Advisor Role

1. A student is dismissed if he/she does not ...
  - Fulfill the requirements outlined in the SAP Academic Recovery Plan
  - Appeal for reinstatement when placed on academic probation
  - Complete the program within the maximum time frame: 150% rule (*see Good Academic Standing Page 3*)

2. If a student is dismissed, they must re-apply for admission after 1-year to return to the college. The student's status will be updated to Academic Probation upon return and must follow the steps outlined above for students on Academic Probation.

## SAP Scenarios for Training

### Scenario One: Maximum Time Frame

1. Frank starts the MA.HD program in Pasadena during the Fall semester and registers for 2 courses.
2. Frank completes his courses for the Fall with a 3.0 (Good Academic Standing)
3. Frank registers for two courses in the subsequent Spring Semester and takes a medical leave in week 12. He receives a "W" grade for his courses and completes a leave of absence form to return in the fall.
4. Frank decides to return in the fall semester and registers for one course.

**Question:** Is Frank still in "Good Academic Standing"?

**Answer:** No. Frank has attempted a total of 4 courses before registering for the one course in the summer semester. He has successfully completed 2 out of the 4 courses. He is placed on Academic Warning "Watch". Frank was placed on academic watch after grades in the spring semester would have been posted.

**Reason:** Frank has exceeded the maximum time frame required to stay on track to completing his degree program. The SAP policy states that students must maintain a 67% rate of progress towards completing the degree. In Frank's case, the rate of progress is:

$$\text{Rate of Progress} = \frac{\# \text{ of courses passed}}{\# \text{ of courses attempted}} = \frac{2 \text{ courses passed}}{4 \text{ courses attempted}} = 50 \% \text{ RoP}$$

**Solution:** Frank should meet with the Program Director of his School to create an "Academic Recovery Plan". The Academic Recovery Plan should outline the requirements to achieve "Good Academic Standing". For example, Frank should successfully complete 2 additional courses by <date>, in order to maintain acceptable rate of progress.

### Scenario Two: Cumulative Grade Point Average (Graduate Students)

1. Seph starts the MFT program along with his best friend Frank in the Fall semester. He registers for two courses.
2. Seph receives a "B" for one course and an "X" for the other course.

**Question:** Is Seph in “Good Academic Standing”?

**Answer:** No. The SAP Policy states that graduate students must maintain a cumulative GPA of 3.00. Seph’s CGPA is:

$$\text{CGPA} = \frac{\text{Point Value for each grade}}{\text{\# of courses attempted}} = \frac{3.0 + 0.0}{2} = \mathbf{1.50 \text{ CGPA}}$$

A = 4.0

B = 3.0

C = 2.0

D = 1.0

X = 0.0

**Scenario 3: 150% Rule**

1. Linda is pursuing her Master’s Degree in Human Development. She began her program in the Summer Semester. The program requires staying within the 150% rule, the student can only attempt up to 45 units of the 30 units required to receive her degree.
2. Each semester, Linda registers for two courses which is a total of 6 units. Unfortunately, she has failed 50% of her classes each semester.

**Question:** What term would Linda be dismissed from school?

**Answer:** Spring 2013 (Solely based on 150% rule not including CGPA or Rate of Progress)

<u>Term</u>	<u>Units Earned</u>	<u>Units Attempted</u>	<u>Left to Earn</u>	<u>Left to Attempt</u>
Summer 2011	3	6	27	39
Fall 2011	3	6	24	33
Spring 2012	3	6	21	27
Summer 2012	3	6	18	21
Fall 2012	3	6	15	15
Spring 2013	3	6	9	12
Total	18	36		

30-18= 12 more units to earn the degree

45 (amount you can attempt) – 36 (units attempted) = 9

If your first equation is larger than your second the student does not meet the 150% rule.





# SAP Academic Recovery Plan Template for Advisors



Date

Student Name  
Student Address  
Student Address

Dear Student;

Because you are currently not meeting Satisfactory Academic Progress you will be placed on Probationary status during the term(s) of <insert term(s)>. This document represents your SAP Development Plan which outlines the minimum requirements you must meet to continue in your program. This does not guarantee future Title IV funding.

Below are the minimum requirements:

- Register in a maximum of <# of credits> for the <enter term> <enter min ROP>.
- Repetition of any failed courses if offered or;
  - < Enter Minimum grades> for registered courses to improve your cumulative GPA
  - Or Term GPA above or at 3.0/2.0

We strongly believe that these requirements, coupled with your continued efforts, will help you to be successful in the coming semester/term. While we provide many opportunities for support of your academic and personal needs, the responsibility for academic success is ultimately yours. If you do not meet the above outlined minimum requirements you will be dismissed from the institution.

Best wishes as you work to improve your grades and meet your educational goals. We look forward to working with you and to seeing your success in the future. If you have questions you may contact the Office of the Registrar <enter Registrar Office information>.

Sincerely yours,

Faculty Advisor

Cc: Registrar  
Student Finance  
CARE

# (SAMPLE) Petition for Reinstatement Form

SUBMIT SIGNED FORM TO: Pacific Oaks College Registrar's Office | 55 Eureka St. | Pasadena, CA 91103 |  
[RegistrarOffice@pacificoaks.edu](mailto:RegistrarOffice@pacificoaks.edu) | Phone: 626.529.8076 | FAX 626.529.8090

## SECTION I: TO BE COMPLETED BY STUDENT

Name: _____		ID Number: _____	
Degree Level: _____	Program: _____	Location: _____	100% Online
Term Requested _____			
Email Address (Pacific Oaks Email): _____			International student? <input type="checkbox"/>
Address: _____			
City: _____		State: _____	Zip Code: _____
Preferred phone: _____	Type: _____	Other phone: _____	Type: _____

Reinstatement From:  SAP (Academic Probation)  Dismissal

### ACADEMIC RECORDS INFORMATION (To be completed by Registrar's Office)

1. **Eligibility:**  
 Ineligible for Appeal Reason  Cannot Meet Pace Requirements  Cannot Meet GPA Requirements   
 Cannot Meet Pace & GPA  Other \_\_\_\_\_
2. **Prior Appeals?**  Yes  No Prior Appeal Date \_\_\_\_\_
3. **GPA / Credit Hours** Previous GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Total Credit Hours  
 Earned \_\_\_\_\_

**Additional Registrar Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

**DECISION** (To be completed by Program Director or Faculty Advisor). Petitions that are denied should be routed to the Academic Dean prior to the Registrar.

**PROGRAM DECISION:**

Probation Appeal Approved  Probation Appeal Denied

If the petition is denied, please select a reason:

- |  |  |
|--|--|
| <input type="checkbox"/> Cannot keep up with coursework        | <input type="checkbox"/> Pattern of behavior                     |
| <input type="checkbox"/> No strategy for future success        | <input type="checkbox"/> Did not complete program requirements   |
| <input type="checkbox"/> Consistent pattern of non-performance | <input type="checkbox"/> GPA not possible with remaining courses |
| <input type="checkbox"/> Other _____                           |  |

Recommended Satisfactory Academic Progress Plan (requirements to be completed by	
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student in upcoming term or sessions)	
Comments: Please include any comments for the registrar regarding the recommended satisfactory academic progress plan or any other information you would like to relay to the registrar below	

## 2012 – 2013 Academic Calendar (SAMPLE)\*

\*Please contact the Registrar's Office for the current Academic Calendar

	EVENT	DATE	
FALL 2012	<b>FALL '12 SEMESTER BEGINS</b>	<b>Friday, August 31, 2012</b>	SESSION I
	First day of <u>7 ½ - Week Online Session 1</u> and <u>7 ½ - Week Ground Session 1</u> classes	Friday, August 31, 2012	
	First day of <u>Weekend</u> classes	Saturday, September 1, 2012	
	First day of <u>Weekday</u> and <u>1-Week Intensive</u> classes	Monday, September 3, 2012	
	<u>Labor Day – No Classes</u>	Monday, September 3, 2012	
	<b>Last day to add/drop <u>7 ½ - Week Ground Session 1 &amp; 2</u>, <u>7 ½ - Week Online Session 1</u>, <u>Weekend</u> or <u>Weekday</u> class without a W grade</b>	<b>Friday, September 7, 2012</b>	
	Last day to drop <u>7 ½ - Week Online Session 1</u> classes with a W grade	Friday, October 12, 2012	SESSION II
	Final day of <u>7 ½ - Week Online Session 1</u> and <u>7 ½ - Week Ground Session 1</u> classes	Tuesday, October 23, 2012	
	First day of <u>7 ½ - Week Online Session 2</u> and <u>7 ½ - Week Ground Session 2</u> classes	Friday, October 26, 2012	
	<b>Last day to add/drop <u>7 ½ - Week Online Session 2</u> classes without a W</b>	<b>Friday, November 2, 2012</b>	
	<u>Veteran's Day – No Classes</u>	Monday, November 12, 2012	
	<u>Thanksgiving Holiday – No Classes</u>	Thursday, Nov 22, 2012 - Friday, November 23, 2012	
Last day to drop a <u>Weekend</u> , <u>Weekday</u> , or <u>7 ½ - Week Online</u> & <u>7 ½ - Week Ground Session 2</u> class with a W	Friday, December 7, 2012	SESSION I	
Last day of <u>Weekday</u> classes	Thursday, December 13, 2012		
Final day of <u>7 ½ - Week Online Session 2</u> and <u>7 ½ - Week Ground Session 2</u> classes	Tuesday, December 18, 2012		
<b>FALL '12 SEMESTER ENDS</b>	<b>Tuesday, December 18, 2012</b>		
<u>Winter Break</u>	Monday, Dec 24, 2012 – Thursday, Jan 3, 2013		
SPRING 2013	<b>SPRING '13 SEMESTER BEGINS</b>	<b>Friday, January 4, 2013</b>	SESSION I
	First day of <u>7 ½ - Week Online Session 1</u> and <u>7 ½ - Week Ground Session 1</u> classes	Friday, January 4, 2013	
	First day of <u>Weekend</u> classes	Saturday, January 5, 2013	
	First day of <u>Weekday</u> and <u>1-Week Intensive</u> classes	Monday, January 7, 2013	
	<b>Last day to add/drop <u>7 ½ - Week Ground Session 1 &amp; 2</u>, <u>7 ½ - Week Online Session 1</u>, <u>Weekend</u> or <u>Weekday</u> class without a W grade</b>	<b>Friday, January 11, 2013</b>	
	<u>Birthdays of Dr. Martin Luther King Jr. – No Classes</u>	Monday, January 21, 2013	
	Last day to drop <u>7 ½ - Week Online Session 1</u> for Spring '13 with a W	Friday, February 15, 2013	SESSION II
	<u>Presidents' Day – No Classes</u>	Monday, February 18, 2013	
	Final day of <u>7 ½ - Week Online Session 1</u> and <u>7 ½ - Week Ground Session 1</u> classes	Tuesday, February 26, 2013	
	First day of <u>7 ½ - Week Online Session 2</u> and <u>7 ½ - Week Ground Session 2</u> classes	Friday, March 1, 2013	
	<u>Spring Break – No Classes</u>	Monday, March 4 – Friday, March 8, 2013	
	<b>Last Day to add/drop <u>7 ½ - Week Online Session 2</u> classes without a W</b>	<b>Friday, March 8, 2013</b>	
Last day to drop a <u>Weekend</u> , <u>Weekday</u> , or <u>7 ½ - Week Online Session 2</u> class with a W	Friday, April 12, 2013	SESSION I	
Final day of <u>7 ½ - Week Online Session 2</u> and <u>7 ½ - Week Ground Session 2</u> classes	Tuesday, April 23, 2013		
Last day of <u>Weekday</u> classes	Thursday, April 25, 2013		
<b>SPRING '13 SEMESTER ENDS</b>	<b>Friday, April 26, 2013</b>		
SUMMER 2013	<b>SUMMER '13 SEMESTER BEGINS</b>	<b>Friday, May 3, 2013</b>	SESSION I
	First day of <u>7 ½ - Week Online Session 1</u> and <u>7 ½ - Week Ground Session 1</u> classes	Friday, May 3, 2013	
	First day of <u>Weekend</u> classes	Saturday, May 4, 2013	
	First day of <u>Weekday</u> classes	Monday, May 6, 2013	
	<b>Last day to add/drop <u>7 ½ - Week Ground Session 1 &amp; 2</u>, <u>7 ½ - Week Online Session 1</u>, <u>Weekend</u>, or <u>Weekday</u> class without a W grade</b>	<b>Friday, May 10, 2013</b>	
	<u>Memorial Day – No Classes</u>	Monday May 27, 2013	
	Last day to drop <u>7 ½ - Week Online Session 1</u> classes with a W	Friday, June 14, 2013	SESSION II
	Final day of <u>7 ½ - Week Online Session 1</u> and <u>7 ½ - Week Ground Session 1</u> classes	Tuesday, June 25, 2013	
	First day of <u>7 ½ - Week Online Session 2</u> and <u>7 ½ - Week Ground Session 2</u> classes	Friday, June 28, 2013	
	<u>Independence Day – No Classes</u>	Thursday, July 4, 2013	
	<b>Last day to add/drop <u>7 ½ - Week Online Session 2</u> classes without a W</b>	<b>Friday, July 5, 2013</b>	
	Last day to drop <u>7 ½ - Week Online Session 2</u> , <u>Weekend</u> , or <u>Weekday</u> classes with a W	Friday, August 9, 2013	
Last day of <u>Weekday</u> classes	Thursday, August 15, 2013	SESSION I	
Final day of <u>7 ½ - Week Online Session 2</u> and <u>7 ½ - Week Ground Session 2</u> classes	Tuesday, August 20, 2013		
<b>SUMMER '13 SEMESTER ENDS</b>	<b>Tuesday, August 20, 2013</b>		

\*Please review the refund policy in the Academic Catalog & Student Handbook to determine financial responsibility when dropping a course. Dates are subject to change. Holidays may not apply to all courses. Please check with your professor or syllabus for more information. The Pacific Oaks community will be notified of major changes via email. Note: Add/Drop week is shaded in light orange. Updated: October 25,

2011(FF)

# Resources and Support

## **Registrar's Office**

[registraroffice@pacificoaks.edu](mailto:registraroffice@pacificoaks.edu)

[http://www.pacificoaks.edu/Student\\_Services/Registrar](http://www.pacificoaks.edu/Student_Services/Registrar)

626.529.8076

- General SAP Questions
- SAP Policy
- CGPA and ROP Calculator
- SAP Petition for Reinstatement Form
- Student Communications and Status
- Grade Deadlines
- SAP Deadlines
- SAP Forms
- Academic Calendar & Catalog

## **CARE Office**

[CARE\\_Office@pacificoaks.edu](mailto:CARE_Office@pacificoaks.edu)

[http://www.pacificoaks.edu/Student\\_Services/Center for Achievement Resources and Enrichment C  
ARE](http://www.pacificoaks.edu/Student_Services/Center_for_Achievement_Resources_and_Enrichment_CARE)

626.529.8262

- Student Academic Writing Support
- Student Communications and Status

## **Pacific Oaks College I.T. Department**

[helpdesk@pacificoaks.edu](mailto:helpdesk@pacificoaks.edu)

[http://www.pacificoaks.edu/Current\\_Students/Technology\\_Services](http://www.pacificoaks.edu/Current_Students/Technology_Services)

626.529.8402

- Login and Password Assistance