UNIVERSITY OF THE PEOPLE
The Education Revolution

UNDERGRADUATE CATALOG

UNIVERSITY OF THE PEOPLE

September 1, 2020 – August 31, 2021

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Table of Amendments (*Ongoing*)

Section Amended (*Nature of change*)	Page Number	Effective Date
Undergraduate Admissions *(Amendment)*	42	December 23, 2020
Processing Fees *(Addition)*	50	August 23, 2020
Total Estimated Fees *(Addition)*	52	August 23, 2020
Chapter 10: English Language Learners Program (ELL) *(Addition)*	124	December 23, 2020

Previous versions of the UoPeople Catalog can be found on the UoPeople website.

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A LETTER FROM THE PRESIDENT

The University of the People *Undergraduate Catalog* for the 2020-21 academic year covers all aspects of your educational experience at the University. It contains information on academic policies, courses, programs of study, degree requirements, Course Instructors, fees, scholarships, and the academic calendar. It provides everything you need to know about studying at University of the People in a single document, and I encourage you to refer to it throughout the academic year.

University of the People is a truly unique institution. It offers affordable, quality, online educational programming to any qualified student, and believes that access to higher education is an important ingredient in the promotion of world peace and global economic development. The educational services it provides can both transform the lives of individuals and be a force for societal change.

In becoming a member of the UoPeople family, you have chosen to embark on an exciting online educational journey with other like-minded individuals. Student success is important to the University, and we strive to ensure that our programs and services are easily accessible. Your motivation to succeed and willingness to work hard will play a crucial role in this success, and we are here to guide and support you in your endeavors.

At UoPeople, you will be intellectually challenged, engage in energizing debates and grapple with the big questions posed by today's global society. You will encounter a diverse student body, and our dedicated Course Instructors and Program Advisors will inspire and encourage you all along the way. As a UoPeople student, you will receive a solid liberal arts foundation and have the opportunity for specialized study in your chosen undergraduate major. All of this, taken together, is designed to help you achieve your educational goals and be an influential, just and contributing member of society.

University of the People is a special place, and our online community is enriched by each of its members. Together we are working and learning for the future.

Sincerely,

Shai Reshef

Shai Reshef, President
University of the People

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Notices about the Catalog

1. This Catalog is permanently archived by the University and is the Catalog effective for all matriculated students at University of the People. Previous editions of the Catalog are available to University students on the University's website and upon request.
2. University of the People takes reasonable care to provide the academic courses and facilities described in the Catalog. However, courses may be altered or withdrawn at any time, and University of the People shall not be liable in any manner if the academic courses and facilities described in the Catalog, or any other University of the People documents, are not offered during a particular semester or academic year.
3. This Catalog is an official bulletin of the University of the People and is intended to provide general information. It includes policies, regulations, procedures and fees in effect at the time of release. All policies and procedures, rules and regulations, curricula, programs, and courses described herein are subject to change without prior notice and do not constitute a contract between the University of the People and a student, an applicant for admission, or any other individual. Updated policies and administrative regulations and procedures can be found on the UoPeople website.
4. As a prospective degree-seeking student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

Accreditation, Regulatory and Other Notes

1. University of the People is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.
2. University of the People has been continuously accredited by the Distance Education Accrediting Commission (DEAC) since January 2014. Contact information for DEAC: 1101 17th Street NW, Suite 808, Washington, D.C. 20036, phone number: (202) 234-5100, fax number (202) 332-1386, www.deac.org. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

3. The University of the People has applied for Eligibility from the WASC Senior College and University Commission (WSCUC). WSCUC has reviewed the application and determined that the institution is eligible to proceed with an Application for Accreditation. A determination of Eligibility is not a formal status with the WASC Senior College and University Commission, nor does it ensure eventual accreditation. It is a preliminary finding that the institution is potentially accreditable and can proceed within five years of its Eligibility determination to be reviewed for Candidacy or Initial Accreditation status with the Commission. Questions about Eligibility may be directed to the institution or to WSCUC at www.wscuc.org/contact or (510) 748-9001.
4. University of the People is a distance education institution and offers all of its programming entirely online. Because it is a wholly online institution, UoPeople maintains no dormitory facilities and does not offer its students any kind of assistance in obtaining housing.

   The California Bureau of Private Postsecondary Education[1] requires that UoPeople publish information about housing availability and costs in the vicinity of its administrative offices in Pasadena, CA. The Pasadena-Foothills Association of Realtors indicates that there are a number of moderately priced rental units in the area. According to a May 10, 2015 article in the Pasadena Star News, the average price of a 1-bedroom apartment is $1,940. Data reported by http://rentcafe.com indicate that the average price for a studio is $1,900 and $2,180 for a 1-bedroom apartment. The City of Pasadena Housing Department maintains a web site to assist anyone seeking housing in Pasadena at: http://pasadenahousingsearch.com/
5. University of the People and President Shai Reshef in his own right and on behalf of University of the People currently hold memberships in the following organizations and consortiums: Partners for a New Beginning;; Ashoka, AACRAO, AACRAO EDGE, UN GAID, RSA, CHEA, the OpenCourseWare Consortium and the Library & Information Resources Network.
6. The administrative offices of University of the People are located in Pasadena, California. However, all instruction at the University, including its computerized teaching aids, takes place at University of the People's Online Campus.
7. University of the People shall not be liable in any manner for any interruption in the operation or failure of its website, its Virtual Learning Environment and/or any other program relating to University of the People's studies.
8. University of the People does not participate in federal and state financial aid programs.
9. University of the People does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in a

[1] California Code of Regulations §71810(b)

reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

10. University of the People exercises diligence to ensure that it provides clear and accurate information to all prospective and current students, the public and all other interested parties. The institution seeks to ensure that all recruitment and promotional materials, including its Catalog and website, as well as all public presentations about and on behalf of the University and its operations are as clear and accurate as possible.
11. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling, toll free: (888) 370-7589, (916) 431-6959, or by completing a compliant form, which can be obtained on the Bureau's Internet Web address: www.bppe.ca.gov.
12. UoPeople is licensed, authorized, exempted or approved in every U.S. state and the District of Columbia.
13. This institution is authorized by the Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984. University of the People at Pasadena, California, has been granted status as an out-of-state institution with no physical presence in Indiana authorized to enroll and offer online instruction or distance education to Indiana residents delivered from a campus in another state in accordance with Indiana Administrative Code IC 21-18.5-6-12. This status is effective from October 3, 2017 to October 2, 2018.
14. UoPeople is authorized by the Georgia Nonpublic Postsecondary Education Commission, (NPEC), Phone: (770) 414-3300, Fax: (770) 414-3309, Address: 2082 East Exchange Place, Suite 220, TUCKER, GA 30084, https://gnpec.georgia.gov.

CHAPTER 1: ABOUT THE UNIVERSITY

Academic Calendar 2020-2021

Academic Calendar 2020-2021[2]	Term 1	Term 2	Term 3	Term 4	Term 5
Course registration opens[3]	Jul 16, 2020	Oct 1, 2020	Dec 10, 2020	Feb 25, 2021	May 6, 2021
Course registration closes	Aug 5, 2020	Oct 21, 2020	Dec 30, 2020	Mar 17, 2021	May 26, 2021
Late course registration opens[4]	Aug 21, 2020	Nov 6, 2020	Jan 15, 2021	Apr 2, 2021	Jun 11, 2021
Late course registration closes	Aug 23, 2020	Nov 8, 2020	Jan 17, 2021	Apr 4, 2021	Jun 13, 2021
First day of Term	Sep 3, 2020	Nov 12, 2020	Jan 28, 2021	Apr 8, 2021	Jun 17, 2021
Last day - course drop	Sep 9, 2020	Nov 18, 2020	Feb 3, 2021	Apr 14, 2021	Jun 23, 2021
Last day - course withdrawal	Sep 30, 2020	Dec 9, 2020	Feb 24, 2021	May 5, 2021	Jul 14, 2021
Final exam period starts	Oct 29, 2020	Jan 7, 2021	Mar 25, 2021	Jun 3, 2021	Aug 12, 2021
Final exam period ends	Nov 1, 2020	Jan 10, 2021	Mar 28, 2021	Jun 6, 2021	Aug 15, 2021
Last day of Term	Nov 4, 2020	Jan 13, 2021	Mar 31, 2021	Jun 9, 2021	Aug 18, 2021
Grades published by[5]	Nov 11, 2020	Jan 20, 2021	Apr 7, 2021	Jun 16, 2021	Aug 25, 2021

[2] University of the People reserves the right to make changes to this calendar at any time.

[3] Registration dates are set according to class standing. Class standing is determined by the number of credits earned towards a degree.

[4] Course availability during late registration is limited. For proctored courses, students must complete all required steps to arrange for a proctor (exam monitor) during the registration period.

[5] Grades may be published earlier; students are advised to check for updates in the UoPeople Portal.

Administrative Holidays 2020-2021

To reach the University of People, please call +1 626 264-8880, Monday to Friday between 9:00 am – 5:00 pm PST.

UoPeople is a non-profit, tuition-free, online university whose resources are limited. As such, we are unable to take incoming calls and our phone number goes directly to a voice message service. All our communication is handled via email. If you would like to leave us a message, please be sure to provide your email address and your Applicant/Student ID so we can get back to you via email as quickly as possible. If you are seeking more information regarding specific programs, please email admissions@uopeople.edu.

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

Note that classes will continue as scheduled.

Administrative Holidays	
Labor Day	Sep 7, 2020
Veterans Day	Nov 11, 2020
Thanksgiving Day	Nov 26, 2020
Christmas Day	Dec 25, 2020
New Year's Day	Jan 1, 2021
Martin Luther King Day	Jan 18, 2021
Presidents Day	Feb 15, 2021
Memorial Day	May 31, 2021
Independence Day	July 4, 2021

Vision, Mission, Goals, Objectives, Values

OUR VISION

The University of the People believes that access to higher education is a key ingredient in the promotion of world peace and global economic development. It views higher education as a basic right and believes that it can both transform the lives of individuals and be an important force for societal change. It believes that education plays a fundamental role in strengthening respect for human rights and fundamental freedoms, and in promoting understanding and tolerance.

OUR MISSION

The mission of University of the People is to offer affordable, quality, online, degree-granting educational programs to any qualified student.

OUR GOALS

To provide the opportunity for higher education to students from diverse backgrounds through:

- Utilizing the internet to provide distance education
- Offering programs at minimal costs
- Providing a wide range of financial assistance options
- Promoting the University's programs in underserved regions of the world

To offer quality programs that:

- Maintain high academic standards
- Include core components to foster critical thinking, communication, and commitment to lifelong learning
- Focus on competencies and skills required for success in the global economy
- Are continually assessed and improved through regular outcome assessment and external reviews
- Promote a culture of shared learning through collaboration, interaction and peer-to-peer teaching and assessment
- Are designed around open educational resources (OER)

To provide students with services that contribute to the achievement of the desired learning outcomes by:

- Engaging in a constant process of continual improvement
- Utilizing technology and automation to improve service and accuracy

To assist students in developing, evaluating, and implementing employment decisions and plans by:

- Helping students develop self-knowledge related to career choice and work preferences
- Providing educational and occupational information to guide students' career and educational planning and to develop their understanding of the world of work
- Linking students with alumni, employers, and professional organizations that can provide opportunities to integrate academic learning with the work environment and explore future career possibilities

To ensure institutional financial stability and growth through:

- Utilizing volunteers for leadership, academic and administrative work
- Maintaining highly efficient processes
- Developing a community of supporters

OUR VALUES

Opportunity

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

Community

UoPeople creates a global community by making its academic programs, educational services, and employment opportunities available to qualified individuals from all over the world, and by providing learning opportunities that engage students and faculty from diverse backgrounds.

Integrity

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

Quality

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

Milestones in the History of University of the People

- University of the People was established in early 2009 to address the global need for accessible low-cost, high-quality online education.
    - January 2009 – President Shai Reshef announced establishment of University of the People, the first ever non-profit, tuition-free, degree granting online university.
    - January 2009 – The State of California licensed UoPeople to offer educational programming as a non-profit institution of higher education authorized to award undergraduate and graduate degrees.
    - April 2009 – University of the People began accepting applications for undergraduate study.
    - May 2009 – The global announcement of the launch of UoPeople was hosted by The United Nations Global Alliance for ICT and Development (GAID) at UN headquarters in New York City.

- During the 2009-10 academic year, UoPeople experienced important milestones in its worldwide recognition, including worldwide media attention.
    - September 2009 – The University enrolled its first cohort of students who came from 49 countries around the world. It began with two degrees – Associate of Science and Bachelor of Science – and two majors – Business Administration and Computer Science.
    - Fall 2009 – Partnership with Yale ISP – UoPeople and the Yale Law School Information Society Project (Yale ISP) formed a digital education research partnership to understand both the reach and the benefits of free online education resources.
    - September 2010 - Clinton Global Initiative (CGI) in partnership with UoPeople, committed to provide full scholarships to 250 Haitians in support of that country's post-earthquake recovery efforts.
    - November 2010 – Sixteen Haitian students began their studies at a dedicated Student Computer Center in Port-au-Prince operated by the Haitian Connection Network. The Center gave students a place to study with computers, satellite internet connection and security. By early 2014, all 250 scholarships had been awarded.

- During the 2010-11 academic year, University of the People entered into a number of partnerships in support of its mission to open access to higher education to qualified individuals regardless of their economic, geographic, political or cultural circumstances.

- June 2011 - UoPeople began collaborating with New York University. The collaboration created the opportunity for UoPeople's top performing students, who have completed at least one year of study, to apply for admission and generous financial aid at NYU's prestigious and highly selective Abu Dhabi campus. The first UoPeople student began studying there in September 2012.
- June 2011 - As part of the HP Catalyst Initiative, Hewlett-Packard announced the creation of an internship program for UoPeople students to help prepare them for work in today's global economy. Through the partnership, HP generously committed to the sponsorship and mentorship of women worldwide, established Virtual Research Internships, created access to HP Life E-Learning, provided computers for the learning center in Haiti, and gave general support to help UoPeople achieve accreditation.
- Late 2011 - UoPeople joined with ASAL Technologies to create a technology center in Ramallah, Palestine.

- During the 2011-12 academic year, University of the People reached an important academic milestone.
  - UoPeople awarded its first Associate of Science degrees.
  - Through a generous contribution, the Bill & Melinda Gates Foundation joined UoPeople's efforts to open the gates to higher education. Through their grant, UoPeople succeeded in the pursuit of accreditation.

- During the 2012-13 academic year, the support to help advance UoPeople's mission and recognition continued, as did the University's academic excellence.
  - UoPeople received support from Google, HP, Western Union, and others.
  - The President's Council, composed of distinguished active and emerited leaders from top universities all over the world, was established to provide institution-level advice to the institution and to help carry UoPeople's mission to an international audience. The President's Council is chaired by NYU President John Sexton, Judith Shapiro (Barnard College President Emerita), Stephen Joel Trachtenberg (George Washington University President Emeritus) and others.
- During the 2013-14 academic year, UoPeople achieved several important milestones, including accreditation, more graduates and further support.
  - In February 2014 - UoPeople became accredited. The institution achieved its biggest milestone to date: the granting of accreditation by the Distance Education Accrediting Commission (DEAC).

- April 2014 – UoPeople awarded its first Bachelor of Science degrees. The graduates, seven in total, came from four different countries: Jordan, Nigeria, Syria and the United States.
- August 2014 – President Reshef's TED Talk at the 2014 TED Conference – one of the most prestigious conferences in the world. With over 3.5 million views to date, and translated into several languages, TED has uniquely spread the word about UoPeople and helped with much-relied on publicity to reach students and supporters around the globe.
- UoPeople was honored by the White House with an invitation for President Reshef to brief members of the White House's National Security Council (NCS). President Reshef's briefings (twice) focused on online education and how to use the internet as a vehicle for spreading US higher education throughout the world.

- The 2014-15 academic year was one of growth, expansion, and special initiatives
  - Fall 2015 – UoPeople announced its Emergency Refugee Initiative. In response to the crisis in Syria, UoPeople commits to accepting at least 500 refugees (mainly from Syria) with scholarships to pursue associate's and bachelor's degrees. UoPeople worked with its accrediting body, the DEAC, to develop a mechanism for accepting and enrolling refugee students even before requiring official documents and transcripts – one of the most common roadblocks for refugees in accessing higher education.

- The 2015-16 academic year saw UoPeople continue its academic excellence.
  - March 2016 – UoPeople launches world's first tuition-free, accredited online MBA.
  - March 2016 – UoPeople launches first Health Sciences program – with a major in Health Science at the Associate's and Bachelor's Degree levels.
  - April 2016 – University of California Berkeley (UC Berkeley) partners with UoPeople to accept applications from highly qualified UoPeople Associate's Degree graduates to transfer to complete a Bachelor's Degree at Berkeley, with a special focus on California residents.
  - Over 4,000 students from over 180 countries were admitted.

- The 2016-17 academic year was one of continued progress.
  - January 2017 – UoPeople was reaccredited for five full years.
  - Over 9,000 students from over 200 countries and territories were admitted.

- The 2017-18 academic year saw UoPeople continue to open the gates to higher education.
    - October 2018 – UoPeople launches world's first tuition-free, accredited online Master of Education in Advanced Teaching in collaboration with International Baccalaureate (IB).
- In the 2019-20 academic year, UoPeople announced an incredible milestone, launching University of the People in Arabic, a university for refugees and other Arabic-speakers. This program will serve, among others, the hundreds of thousands of refugees and displaced persons in the MENA region who have no higher education alternative. Beginning in September 2020, students will be able to pursue an Associate Degree in Business Administration, while at the same time immersing themselves in English-language courses. Upon successful completion of their associate degree and English-language courses, students can continue directly on to UoPeople's English-language business administration bachelor's degree program.

CHAPTER 2: ADMINISTRATIVE POLICIES

All students and faculty are bound by the terms of all University policies, regulations, rules and requirements in this section and elsewhere in the Catalog, and on the institution's website. Students are responsible for informing themselves about the applicable policies, regulations, rules and requirements, and registration as a student constitutes acceptance of the statements and a commitment to abide by them. The content and policies included in this Catalog are subject to change and the most updated information can be found on the University's website on the policies page and, depending on the policy, in subsequent Addenda to this Catalog.

Diversity and Inclusivity Policies

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

Non-Discrimination Policy

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

Disability Policy

University of the People recognizes and accepts its obligations to provide reasonable accommodations to qualified disabled students in its educational programs.

Applicants with questions about disability accommodations should confer with their Admissions Advisor.

Students accepted to the University with a disability requiring reasonable academic accommodations may submit a Disability Accommodation application to their Program Advisors and it will be directed to the Disability Services Committee, that will review the request and make a decision. Students will receive written notification by the Office of Student Services of accommodations offered and/or denied within six weeks.

UoPeople is committed to maintaining the confidentiality of all student records related to requests for disability accommodations.

Privacy Policy

University of the People respects and honors the privacy of all of its students, applicants and personnel and protects the confidentiality of its students' educational records. Except as provided by law, as set out in the terms of its Privacy Policy, or as provided in other University policies, the University will not publish or reveal the academic records or confidential information of a student, applicant or member of its personnel team to a third party.

Breach of Privacy

If a student, applicant or member of the University's personnel team believes that his or her privacy has been breached by the University, he or she should follow the grievance (formal complaint process) procedure outlined in the Catalog.

All alleged breaches of privacy will be investigated thoroughly, and disciplinary actions may be imposed on any member of the University's personnel team found to have breached the privacy of any applicant, student or other member of the University's personnel team.

Student Records

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

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

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

Privacy of Student Records

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

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

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

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

Directory Information

Under FERPA, sections of a student's educational record are defined as Directory Information and are considered public information; these may be shared without a student's consent unless a student has blocked disclosure of his or her directory information.

Directory Information at UoPeople includes a student's name, address (local, permanent or email), telephone number, date and place of birth, major field of study, enrollment status (undergraduate or graduate, full or part-time) and dates of attendance at UoPeople, degrees and honors received, expected graduation date, previous educational institutions attended, and photographs.

Currently enrolled students may block disclosure of their Directory Information by completing a form in the Student Portal. This request is permanent until a request is otherwise submitted in the Student Portal to unblock the disclosure of Directory Information. Students who are no longer studying at UoPeople, and whose Directory Information was not restricted during their last term of study, cannot restrict the release of the Directory Information until re-enrolled at UoPeople.

UoPeople has the right to share student information with administrators and university officials who have legitimate educational interests or as directed by a senior institutional officer in an emergency if the information is necessary to protect the health or safety of the student or other persons.

Intellectual Property

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. In keeping with its mission, UoPeople provides all reading materials without charge to its students. UoPeople abides by all copyright conditions and applicable law governing the use of these materials. It has adopted a comprehensive Intellectual Property policy to guide its course developers in preparing UoPeople courses (Guidelines on Development of Course Materials).

In the event that UoPeople's Intellectual Property Policy (Guidelines on Development of Course Materials) requires interpretation and review, a standing committee will be formed, appointed by the Provost, to settle such disputes.

Social Media

The University recognizes the utility of social media (social networks, blogs, websites, etc.) to facilitate communication amongst students, faculty, staff, volunteers, alumni and other parties, as well as significantly impact professional and organizational reputations. Given the seminal role that social media plays in UoPeople's operations, the University has adopted an extensive Social Media Policy, available at the University's website at http://www.uopeople.edu/tuition-free/uopeople-policies/.

The University of the People encourages a strong virtual community amongst our student body. To this extent, we provide access to class forums, Yammer, and our official Facebook page. We recognize that many students utilize additional communication applications that are external to the University (e.g., WhatsApp, Slack, GroupMe, etc). Although the majority of students will use these platforms in the

spirit of study groups, socializing, and sharing their lived experience with others, some might try to encourage academic dishonesty and use the communication tools to pressure others in either giving or receiving information that violates our Code of Academic Integrity (e.g., exam questions, answers to homework, inflating peer assessment marks). Unfortunately, some individuals may also choose to use these platforms to make disparaging comments and threats or to solicit fellow students. Even though these activities may take place in forums that are not officially supported by the university, violations of the code of academic integrity or general code of conduct may result in disciplinary action by the university.

If a student witnesses acts that violate the Code of Academic Integrity or General Code of Conduct, they should notify their Program Advisor or another University representative immediately. The University takes such reports seriously and grants the reporter anonymity and confidentiality. By associating with groups instigating academic dishonesty and failing to report prohibited activity, students risk the penalties attributed to breaking the Code of Academic Integrity or General Code of Conduct, which sanctions include failures on assignments, a failure in the course, suspension, or expulsion from the University.

Violations of the Code of Academic Integrity can damage how employers, schools, and other partners view the strength of our degree programs. It benefits all of us to maintain the quality and integrity of our coursework.

Among the principles outlined in the University's Social Media Policy are the following:

- Social media may not be used as a substitute for the University's usual Human Resources processes, and job postings may not be made online without the express authorization of the UoPeople Human Resources Department.
- The Communications Department shall issue and maintain a set of best practices available to all online ambassadors, staff, students, faculty and UoPeople volunteers who engage in online conversations.
- Students, volunteers, and online ambassadors should never represent themselves as official spokespeople of the University. If a member of the UoPeople faculty or staff identifies himself or herself online as a member of the UoPeople faculty or staff, they shall make it clear that they are not speaking on behalf of UoPeople. All users should provide an open and honest explanation of their role and make it clear that the views expressed are their own, unless they are copying and pasting from a University post or the UoPeople website.
- If a UoPeople faculty member or staff person is offered compensation by a third party to participate in an online forum, advertisement or endorsement, permission must first be granted by the University as this may constitute a conflict of interest.

Grievance (Formal Complaint Process) Policy

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

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

Grievance Procedure

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

Grievants may choose various routes for dealing with their concerns. Starting with more informal mechanisms does not preclude the individual's deciding later to pursue more formal ones.

Informal Resolution

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

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

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

If a satisfactory resolution cannot be reached at the institutional level, or a student wishes to file a complaint, students residing in the state of Georgia may contact the Georgia Nonpublic Postsecondary

Education Commission at one of the following: Phone: (770) 414-3300, Fax: (770) 414-3309, Address: 2082 East Exchange Place, Suite 220, TUCKER, GA 30084, https://gnpec.georgia.gov.

Students residing in Washington DC may contact the Higher Education Licensure Commission.

Formal Resolution

Although students have the option of filing a complaint with an outside agency, most states require that students first attempt to resolve their issue directly with the University. As such, UoPeople strongly encourages students to first file a formal complaint with the University, before resorting to an outside agency. Students with an issue or concern about their experience with UoPeople who wish to file a formal complaint should contact the ***Grievance Officer*** *directly at Grievance@uopeople.edu.*

The Procedure

Submission of a Complaint

I. Formal grievances are submitted to the Grievance Officer at Grievance@uopeople.edu
II. The complaint must include:
    a. A full description of the problem,
    b. The identity and status of the individual against whom the complaint is being lodged,
    c. A description of what may have been done to try to resolve the matter informally,
    d. A suggested action requested or recommended to resolve the matter, and
    e. Any supporting documents.
III. Once the complaint is received, the Grievance Officer reviews it for appropriateness for the grievance procedure and emails the grievant acknowledging receipt of the complaint.
IV. If the complaint is not appropriate for the grievance procedure, the grievant is informed and may be referred elsewhere as appropriate.
V. The Grievance Officer will dismiss the application if the formal procedure for complaints is not followed.

The Investigation

I. In all instances, the respondent/s is/are notified of the complaint immediately and receive/s a copy of it. The respondent/s is/are given 15 calendar days within which to submit a written response.
II. Non-participation is not presumed to indicate guilt, but the investigation will continue without a response, and a finding will be issued.
III. The Grievance Officer will initiate an investigation of the complaint 15 days after the respondent/s is/are notified of the complaint, with or without a response from the respondent/s.
IV. In undertaking the investigation, the Office will have complete discretion to gather any and all relevant information about the incident. All the information gathered in the process of the investigation will be considered confidential and shared only with those with a need to

know.

V. The finding will be issued within 45 calendar days of receipt of the formal complaint, and will be communicated to both the grieving party and the respondent/s. Any disciplinary action against the respondent will be promptly put into effect.

Appealing the Finding

I. Both the grievant and the respondent/s have the right to appeal the final decision. The appeal must be submitted to the Grievance Officer at Grievance@uopeople.edu within 10 calendar days of issuance of the formal finding. The Grievance Officer will then communicate the appeal to the Appeals Committee.

II. Appeals will only be considered in instances where:
   a. the appealing party has new information that was not available at the time of the investigation;
   b. the appealing party has identified procedural irregularities of a magnitude that would change or affect the finding; or,
   c. The appealing party believes the finding and/or disciplinary action to have been inconsistent with the facts of the situation.

III. The Appeals Committee will then exercise their discretion to determine:
   a. If the process of the Formal Complaint had been fair;
   b. If the decision was reasonable based on the facts; and,
   c. If the sanction was a reasonable one.

IV. The Appeals Committee will not conduct a new investigation and will make its decision within 20 calendar days of the receipt of the appeal from the Grievance Officer. The decision of the Appeals Committee is final.

V. The final decision will be sent to the Appellant via email and to the head of the relevant department and a detailed log of each grievance will be kept in the UoPeople central database.

VI. Access to this data is limited to the Office of the President and authorized staff.

Romantic and Kinship Relationship Policy

University of the People is committed to professionalism in all aspects of its operations and strives for an environment free from concerns about preferential treatment, conflicts of interest, lack of objectivity, or favoritism. The University community benefits from having members from the same family affiliated with the institution; however, situations where one family member has direct influence over another's educational or work activities or conditions of employment are inappropriate.

It is the policy of the University that:

1. No instructional, mentoring or administrative personnel, whether serving as a volunteer or receiving honoraria or compensation, shall have a consensual romantic or sexual relationship with any UoPeople student prior to the student's completion of all degrees.
2. No instructional, mentoring or administrative personnel shall exercise academic or professional authority over any student with whom he or she has previously had a consensual romantic or sexual relationship; these prior or existing relationships should be immediately disclosed.
3. No instructional, mentoring or administrative personnel, whether serving as a volunteer or receiving honoraria or compensation, shall exercise academic or professional authority over someone affiliated with University of the People with whom that person has or has had a kinship or consensual romantic or sexual relationship; these prior or existing relationships should be immediately disclosed.

Further information on this policy may be found on the policies page of the institution's website.

Sexual Harassment Policy

Sexual harassment by any member of the UoPeople community is a violation of university policy, state, and federal law, and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, references and overtures, and requests for sexual favors including all communications in person, and online including any setting including email, social media, texting and sexting. Both men and women may be victims of sexual harassment, and sexual harassment may occur between individuals of the same gender. Sexual harassment may occur when there is an authority differential such as between Course Instructors and students, or may occur with persons of the same status at the University.

Grievants who are aware of or have experienced an incident of sexual harassment should report the matter immediately to the Dean of Student Affairs at student.affairs@uopeople.edu, who will advise the grievant about filing a grievance at UoPeople.

During the investigation of the complaint, the University will attempt to maintain confidentiality for all parties involved, but confidentiality will not be guaranteed. Following the University's investigation and substantiation of the complaint, sexual harassment offenders will be subject to disciplinary action which may include, but is not limited to, disciplinary warning or dismissal from the institution for students, or termination of employment or other affiliation for staff and faculty.

A grievant who knowingly files a false complaint will be subject to disciplinary action which may include, but is not limited to, disciplinary warning or dismissal from the institution for students, or termination of employment or other affiliation for staff and faculty.

Non-Retaliation Policy

UoPeople is committed to operating with integrity and in compliance with all policies at the University, maintaining learning and working environments that are free from discrimination and harassment.

Retaliation is any action, statement or behavior that is designed to punish an individual for filing a complaint of discrimination or harassment; participating in an investigation, appeal or grievance; or reporting a case where members of the University community are not complying with university policy. Retaliation is an infraction and strictly prohibited.

Individuals who are aware of or have been subjected to retaliation should promptly report the matter immediately to their supervisor or the Dean of Student Affairs at student.affairs@uopeople.edu who will direct the individual on filing a complaint with the Grievance Officer.

Violators of this policy shall be subject to appropriate disciplinary proceedings as set forth in the Grievance Policy, and may be subjected to sanctions including, but not limited to, disciplinary warning or dismissal for students, and termination of employment or other affiliation for staff and faculty.

Individuals who knowingly file a false report will be subject to disciplinary action which may include, but is not limited to, disciplinary warning or dismissal for students, and termination of employment or other affiliation for staff and faculty.

Student Identity Verification Policy

The Student Identity Verification Policy applies to all courses or programs offered by University of the People, beginning with the submission of original or notarized documents during the application process, and continuing through to a student's graduation, transfer, or withdrawal from the institution.

All courses and programs offered at UoPeople must verify that the student registering for a course is the same student who participates in the course and/or receives course credit. In verifying the identify of students who participate in class or coursework, UoPeople may make use of a variety of methods including but not limited to:

1. A secure login and authentication process;
2. Proctored examinations; and
3. Other technologies and practices that are effective in verifying student identification.

To ensure appropriate and secure access to courses and other Student Information Systems, enrolled students are responsible for providing complete information about themselves in any identity

verification process, in accordance with the Student Honor Code which students verify in the course of accessing UoPeople's Learning Management System and the UoPeople Portal.

All methods of verifying student identity protect the privacy of student information in accordance with the Family Education Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information. UoPeople will notify students of any fees associated with the verification of student identity at the time of enrollment, registration, and/or other relevant times.

All users of UoPeople's Leaning Management System and Self Services Portal are responsible for maintaining the security of usernames, passwords and any other assigned access credentials, and are responsible for changing passwords periodically to maintain security. Personally identifiable information may be used, at the discretion of UoPeople, as the basis for verifying a student's identity

The Office of the Provost is responsible for ensuring university-wide compliance with the provisions of this policy.

Academic Waiver Policy

Students may petition for a waiver of an academic policy when they have extenuating circumstances or experiences. Petitions must be made 45 days prior to the term start when it will be effective. Students must file a written petition to the Student Affairs Committee including a clear description of the basis of the petition and any documentation to support their request or mitigating circumstances.

All petitions should be sent to the student's Program Advisor, who will forward it to the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division, and will then be directed to the Vice Provost for Academic Affairs who will decide if the petition is valid and has merit. If so, he/she will forward it to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email within one week from the Office of Student Services and a final decision about the appeal within six weeks of the submission of their petition. Decisions rendered by the Committee are final and binding.

If the petition is granted, the Office of Student Services will process the appropriate action.

Course Repeats

Students whose CGPA is not high enough to graduate may request an academic waiver in order to repeat a course. The request must be made in accordance with the academic waiver policy above.

CHAPTER 3: UNDERGRADUATE ADMISSIONS

University of the People is an online institution that offers programs to qualified individuals 16 years old or older from all over the world, both from English-speaking and from non-English-speaking countries. UoPeople's online programs are designed for self-motivated learners, and admissions decisions are based on a rigorous assessment of an applicant's potential for successful completion of the desired degree program.

Because applicants may have had many experiences since graduating from high school, their high school record and the scores they might have earned on college entrance exams may not be the best indicators of their preparedness for college-level work. More important to success in UoPeople's online degree programs is actual performance. Is the person a self-starter? Can they work both independently and in groups? Do they know how to manage their time? Is online education for them? Does UoPeople's pedagogical model with fit their learning style? Will they persist and complete their courses and earn passing grades?

UoPeople has designed a 2-step application pathway that helps the applicant and the institution answer all of these questions. And, it does this while allowing applicants to begin taking classes. First, applicants complete a fairly simple, straightforward online application (*described below)*. After meeting these requirements, they can be accepted to begin studying in UoPeople Foundations as early as the very next term. While they are taking their first few courses in UoPeople Foundations, they complete the second part of the admissions process (*described below*). Those who successfully complete their courses may then be accepted to be Degree Seeking Students. In general, courses taken can be accepted for credit towards one's degree program after being accepted as a Degree Seeking Student (DSS), so no time is lost on the path towards a degree.

UoPeople is committed to ensuring that each and every applicant to its courses and programs is individually assessed, without partiality. Detailed selection criteria may vary from program to program. During the selection process, every applicant is considered individually using all the information available to us. This includes an applicant's academic records, test results (if any), and any additional information given during the application process. UoPeople is committed to equal opportunity and does not discriminate on the basis of nationality, race, religion, gender, class, age, or sexual orientation. We believe that a diverse student population is important from an educational and social perspective and enhances the educational experience for all. To this end, UoPeople encourages applications from groups that are, at present, underrepresented in our university.

Admissions Requirements

Applicants to UoPeople must be:

- 16 years of age or older
- Able to demonstrate high-school completion or equivalent

Proficient in English (if language of instruction is English) Application Process

Individuals who wish to apply for admission to pursue an Associate of Science in Health Science or Bachelor of Science in Health Science degree follow this 2-step application process.

Notes about the Application Process

- UoPeople is licensed, authorized, exempted or approved in every U.S. state and the District of Columbia.
- UoPeople accepts for admissions consideration official college and university credentials that show graded coursework taken in pursuit of and/or the award of an Associate's, Bachelor's, Master's and/or Doctoral degree.
- Any document sent by an applicant and/or student in support of their application may be reviewed by relevant institutions, including the institution issuing the documentation and/or by approved UoPeople credential evaluation services. Applicants and/or students will be responsible for any additional fees required for third-party evaluation.

UoPeople Foundations Application Process – Step 1

Applicants must:

- Complete the online application that requests information about the individual and his/ her educational history
- Pay the $60 non-refundable application fee
- Show evidence of English Language proficiency depending on language of instruction (*see below*).

Applicants meeting these admission requirements are accepted to take up to a maximum of five (5) courses.[6]

All applicants who start the online application are assigned an Admissions Advisor who is available to guide and support them throughout the entire admissions process. The Admissions Advisor is available to answer questions and provides encouragement to applicants as they complete the application requirements.

Demonstrating English Proficiency

Applicants who apply to one of our English programs must demonstrate English proficiency. Please note that English Language proficiency must be demonstrated during Step 1 of the application process. Applicants at the undergraduate level must submit proof of English Language proficiency in one of the following ways:

- Be a native English speaker; or
- Show evidence of having earned a degree from a college or university where English was the primary language of instruction; or
- Provide an official transcript indicating completion of at least 30 semester credit hours with an average grade of "C" (2.00 on a 4.00-point scale) or higher at an accredited college or university where the language of instruction was English; or
- Provide a score report that shows having met the minimum score requirement on one of the following English proficiency qualification exams:

English Proficiency Qualification	Minimum Score Required
Test of English as a Foreign Language (TOEFL*) Paper-based Test (PBT)	500
TOEFL* Internet-based Test (iBT)	61
International English Language Testing System (IELTS) Academic Test	6.0
Pearson Test of English (PTE) Academic Test	44
EIKEN English Proficiency Exam	Pre-1
College Board Accuplacer ESL Exam Series	ESL Language Use 85 ESL Listening 80 ESL Reading 85

[6] Only coursework at the 1000-level and above is counted in this maximum

	Sentence Meaning 90 ESL Writeplacer 4
Exams within the Common European Framework of Reference (CEFR)	B2
Duolingo English Proficiency Test	95

* To submit TOEFL scores, the institutional code for UoPeople is 4577.

English proficiency qualification test documentation may be submitted electronically by the issuing institution unless otherwise specified by the University. If submitted via regular post, documentation must be either original documents or notarized photocopies bearing original stamps and signatures from a notary public or the issuing institution. Meeting the minimum language proficiency requirements does not guarantee admission to the University. Applicants are welcome to contact the Office of Admissions at admissions@uopeople.edu with any questions regarding English proficiency requirements.

Students Unable to Provide Proof of English Proficiency – English Composition 1

Applicants who cannot present evidence of meeting one of the qualifications listed above or whose score falls below the minimum score required, but who have met all other Admissions requirements, may be considered for provisional admission as a non-degree student to demonstrate English proficiency. If accepted, these students will be required to successfully complete a University approved English course and examination, ENGL 0101 English Composition 1. Those who earn a combined passing grade of 73% or higher will be fully accepted and can begin taking courses in UoPeople Foundations.

Students are permitted to enroll in ENGL 0101 English Composition 1 on two occasions only, excluding course drops and withdrawals. Those who fail the course the first time it is taken are given the opportunity to repeat it one additional time. If unsuccessful in passing the course on the second try, students will be dismissed without appeal. A student dismissed for failing ENGL 0101 twice may request for reinstatement to the University no sooner than five academic terms later.

Arabic Language Proficiency

Applicants who apply to our Arabic program must be proficient in Arabic and able to study in Arabic.

Confirming Your Spot

Applicants must save their spot by signing an Introductory (Foundations) Course Agreement within seven days of being informed of their admission. Accepted applicants are required to sign and submit an Introductory (Foundations) Course Agreement with the University. Applicants who fail to sign their

Introductory (Foundations) Course Agreement within the required timeframe will be assumed to have declined the offer to study at UoPeople.

Students who wish to defer their start date after signing the Introductory (Foundations) Course Agreement may email their Admissions Advisor up to one week before the start of the term. Admissions deferrals are allowed for up to one term only. Special circumstances requiring deferral for longer than one term will be considered on a case-by-case basis.

NOTE: A student will only be enrolled in the University if he or she completes an application for admission, meets all of the requirements for admission, and executes an Enrollment Agreement. There is no guarantee that a student who successfully completes the Introductory (Foundations) Courses will thereafter be able to enroll in the University.

A student who takes the Introductory (Foundations) Courses without being enrolled in the University **will not be eligible to receive credits for such courses**, and therefore, will not be able to transfer credits for such courses to another academic institution.

If a student who successfully completes the Introductory (Foundations) Courses is thereafter admitted to the University, then, upon executing an Enrollment Agreement and paying the assessment fees for the Introductory (Foundations) Courses (unless such fees are waived), the Introductory Courses may, with the approval of the University, be converted to Degree Courses and the student will then be able to receive credits for such courses.

Students in the Introductory (Foundations) Courses are required to read, and to the extent applicable to non-degree-seeking students: (a) comply with the University's Code of Conduct and other policies, requirements and procedures; (b) conduct coursework with integrity, including submitting their own original work; (c) conduct themselves in a professional manner, treat all other students, faculty, volunteers and administrators with respect, and refrain from any behavior that may be deemed to be offensive, discriminatory, threatening, bullying or deliberate embarrassment or harassment of others; (d) refrain from engaging in deceptive, dishonest or fraudulent behavior, including encouraging or inducing another applicant or student to engage in such behavior; (e) comply with the instructions in the course syllabus and the reasonable directions of instructors; (f) participate actively in class, course and discussion forums; (g) submit assignments and coursework on time and as required; and (h) fulfill peer assessor responsibilities fairly, non-competitively and professionally. Students in the Introductory Courses should be aware that other students in the same courses may be enrolled in the University in a Degree-Seeking Program.

Applying to Be a Degree Seeking Student (DSS) – Step 2

Minimum Requirements at UoPeople Foundations

Foundations courses are one of the undergraduate degree program admissions criteria. In their first term, newly admitted Foundations students will be placed in two courses: UNIV 1001 and an additional course that will be assigned according to the students' major of interest, i.e. BA – BUS 1101, CS – CS 1101, HS – PSYC 1111. Please note, assigning courses that relate to the major of interest depends on how early students save their spot in a given term and general availability.

Newly admitted Foundations students in the Arabic Division will be placed in two courses: UNIVA 1001 and BA- BUSA 1101.

More information about these courses can be found under the "Prepare for School" Section on our website. Once students complete their first two Foundation courses, they will be able to select up to 3 more Foundations courses from the list below. For the Arabic Division please check Table 2

Art History	AHIST 1401
Biology 1 for Health Studies Majors	BIOL 1121
Introduction to Biology	BIOL 1301
Basic Accounting	BUS 1102
Microeconomics	BUS 1103
Macroeconomics	BUS 1104
Programming 1	CS 1102
Introduction to Economics	ECON 1580
English Composition 2	ENGL 1102
World Literature	ENGL 1405
Introduction to Environmental Sciences	ENVS 1301
Greek and Roman Civilization	HIST 1421
College Algebra	MATH 1201
Introduction to Statistics	MATH 1280
Globalization	POLS 1503

Introduction to Psychology	PSYC 1504
Introduction to Sociology	SOC 1502

Table 2 : Courses that are available in the Arabic Division only.

Art History	AHISTA 1401
Introduction to Biology	BIOLA 1301
Basic Accounting	BUSA 1102
Microeconomics	BUSA 1103
Macroeconomics	BUSA 1104
Introduction to Economics	ECONA 1580
Greek and Roman Civilization	HISTA 1421
College Algebra	MATHA 1201
Introduction to Statistics	MATHA 1280
Globalization	POLSA 1503
Introduction to Psychology	PSYCA 1504
Arabic Composition 2	ARABC 1102
Introduction to Sociology	SOCA 1502

Once students meet the degree program's admissions criteria, including completing successfully the Foundations courses, they may enroll into their desired degree program. Once accepted into the desire program, in most cases, students will be granted credit for all completed UoPeople Foundations courses. Please note that Foundations students are not considered enrolled students in the University.

- Students who complete the first two courses with a grade of 2.00 or higher in each course and who have submitted the official documentation may be accepted to begin studying towards a degree as early as the very next term.
- Students who do not earn a 2.00 or higher in each of their first two courses may take up to a maximum of five courses in UoPeople Foundations. Individuals in this group must earn a

minimum cumulative grade point average of 2.00 or higher and submit the required documentation in order to be accepted to degree study.

- Students who have completed five (5) courses in UoPeople Foundations and have not earned at a minimum 2.00 CGPA will be dismissed for not having the required CGPA will not be able to appeal their dismissal. The student will be able to return to UoPeople in accordance with the Reinstatement Policy after five (5) terms of being away from the University.

Students who have already met the CGPA requirements but have not sent the official documents as defined in the Admissions Policy, will be allowed to send their documents within three terms of completion of the last Foundations course taken. If the official documents are not sent within the three terms following completion of the Foundations courses, the student is dismissed. They will be able to return to UoPeople in accordance with the Re-enrollment/Reinstatement Policy and will need to submit the required documents before being allowed to register for additional courses.

If a student completes UoPeople Foundations and is accepted to UoPeople as a Degree Seeking Student, their CGPA is reset to 0.00.

Questions about applying to an undergraduate program offered by the University of the People should be directed to admissions@uopeople.edu for the English programs and admissions@ar.uopeople.edu for the Arabic Division..

While studying in UoPeople Foundations, students wishing to be admitted for study towards the degree submit proof of high school completion (*see below*). At their discretion, they may also submit official transcripts of any college work that they may have done.

Submission of Official Documents

Demonstrating High School Completion (or Equivalent)

- Applicants must submit a high school diploma or its functional equivalent. This requirement may be satisfied during your first term at UoPeople through the submission of:
  1) An official diploma (or transcript showing graduation) sent directly to UoPeople (either mailed or submitted online); or
  2) A color scan/photocopy of the original diploma (or transcript showing graduation)
  3) A black and white scan/photocopy of the original diploma (or transcript showing graduation) certified by a notary sent directly to UoPeople (either mailed or submitted online).

- Applicants unable to provide either of the documents listed above may be eligible to take an Ability to Benefit (ATB) Test during his or her Foundations studies. Individuals who receive a passing score, of at least 200 on the Verbal Skills section of the test, and at least 210 on the Quantitative Skills

section of the test, may become degree seeking students upon completion of all admissions requirements.

Applicants unclear about what qualifies as an official copy of their diploma and/or transcript are asked to email the Office of Admissions at admissions@uopeople.edu regarding the English programs and admissions@ar.uopeople.edu regarding the Arabic Division.

Applicants may also review a list of official functional equivalents that the Office of Admissions may accept for admissions considerations as proof of high school completion at http://uopeople.edu/files/admission_qualifications_equivalence_by_country.pdf.

English program applicants: Diplomas and transcripts must be submitted in English. Diplomas and transcripts that are not in English must be submitted together with an official notarized translation.

Arabic Division applicants: Diplomas and transcripts may be submitted in either English or Arabic. Diplomas and transcripts in any other language must be submitted with an official notarized translation in either English or Arabic.

In certain cases, the Office of Admissions may require applicants to present additional documentation.

All documents submitted for admissions consideration must be received by the Office of Admissions at UoPeople by Week 6 of the term prior to beginning studies as a Degree Seeking Student as specified in the Admissions Calendar shown below. Documents submitted become the property of University of the People and will not be returned to applicants.

Homeschooled Applicants

University of the People welcomes all individuals who meet the admissions criteria to apply, including homeschooled applicants. Homeschooled applicants must be 16 years old or older, provide notarized/official proof of high school completion, and meet the requirements for English language proficiency. They may also be asked to submit additional information about their academic preparation and high school curriculum.

Additionally, homeschooled applicants who were supervised by their school district or Education Department must send their official diploma or transcripts as part of Step 2 of the admissions pathway. Other homeschooled applicants must send an official GED diploma and transcript or the equivalent.

Application Deadlines

The table below contains important dates related to the admissions process. The deadline for submitting the online application required in Step 1 for any given term is the 'Application Deadline' shown below, of the same term. This deadline covers all necessary documentation for Transfer Credit

applications, as well as English Proficiency qualifications. For example, in order to start your studies in Term 2, you should submit your application and relevant documentation by October 10th, 2020.

Those submitting official transcripts and diplomas in order to be accepted as a Degree Seeking Student (Step 2) should ensure that their documentation is submitted by the "Deadline for Submission of Official Transcripts and Diplomas" in the previous term (for example, in order to start your degree studies in Term 2, you should submit your documents by the deadline shown for Term 1, being October 10, 2020).

Admissions Calendar AY2020-2021

	Term 1	Term 2	Term 3	Term 4	Term 5
Early Admissions Deadline	Jul 23, 2020	Oct 1, 2020	Dec 17, 2020	Feb 27, 2021	May 6, 2021
Application Deadline[7]	Aug 13, 2020	Oct 22, 2020	Jan 7, 2021	Mar 19, 2021	May 27, 2021
Last Day to Save Your Spot[8]	Aug 22, 2020	Oct 31, 2020	Jan 16, 2021	Mar 28, 2021	Jun 5, 2021
First Day of Term	Sep 3, 2020	Nov 12, 2020	Jan 28, 2021	Apr 8, 2021	Jun 17, 2021
Deadline for Submission of Official Transcripts and Diplomas[9]	Oct 10, 2020	Dec 17, 2020	Mar 4, 2021	May 13, 2021	Jul 22, 2021

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at University of the People is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Business Administration, Computer Science, Health Science, and/or Master of Business Administration or Education, is also at the complete discretion of the institution to which you may seek to transfer. If the

[7] The deadline for UoPeople applicants for submitting their online application. This is the deadline for application requirements, including relevant documents such as proof of English proficiency or transcripts/evaluation reports for transfer credit if needed (students may also submit transfer credit throughout their studies as well). Any applicant submitted after this date, may be processed in time for the upcoming term, without any commitment from the university.

[8] Last date to sign the Introductory Courses Agreement.

[9] Deadline for UoPeople Foundation students to submit required documents to be considered for admission as a Degree Seeking Student for the upcoming term.

credits and/or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending University of the People to determine if your credits and/or degree will transfer.

If you require an official transcript in order to transfer from UoPeople to another institution before you have graduated from UoPeople, the cost of an official transcript is $15.

Additionally, any enrolled UoPeople student that took (or is currently taking) classes at a different academic institution is able to apply for a credit transfer.

UoPeople has not entered into an articulation or transfer agreement with any other college or university.

Transfer Students

The course(s) in which the student wishes to transfer must come from an accredited post-secondary institution recognized by the U.S. Department of Education. Credit for courses from universities outside the US requires a review by an established foreign evaluation service which must be a member of NACES or AICE.

Internal Transfer Credits (from UoPeople Foundations courses)

UoPeople does allow its own Degree Seeking Students to transfer certain credits previously completed at UoPeople while studying as a student in UoPeople Foundations. Transfer credit will be awarded only:

- for a maximum of 5 courses in UoPeople Foundations, or 15 semester hours
- for courses at the 1000-level or above
- where a passing grade or higher was earned in the course

These courses will not be recorded on the transcript as applying towards a UoPeople degree until a Degree Seeking Student has completed at least one graded course after being accepted to the University for degree study. Courses that are eligible for internal transfer of credit from UoPeople Foundations in accordance with the conditions listed above will count towards meeting degree requirements, but the grades achieved in UoPeople Foundations will not be calculated in the degree student's cumulative grade point average (CGPA).

External Transfer Credits (from other institutions)

UoPeople is committed to ensuring that each and every credit transferred to its courses and programs is individually assessed, without partiality. During the evaluation process, every course credit is considered individually using all the information available to UoPeople. This includes a course description, test results (if any), and any additional information given during the application process. Applicants who submit a complete transfer credit request within seven days of receiving a qualifying email from the Office of Admissions may be able to complete the Transfer Credit Foundations Pathway if they have at least one course approved. This pathway permits the applicant to only complete UNIV 1001 with a grade of at least 2.00, rather than completing the above requirements.

UoPeople may award 50 percent of the credits required for an undergraduate degree program (exceptions may be made in special cases to a maximum of 75 percent). Hence, UoPeople will apply no more than 45 transfer credits toward the completion of an Associate degree and no more than 90 credits toward the completion of a Bachelor's degree.

Every application is reviewed by the Office of Transfer Credit, which is responsible for assessing a course's relevancy to the UoPeople degree program. Acceptance of credits is at the University's sole discretion and meeting minimum requirements does not guarantee transferring.

Students should then complete the degree program admissions process (the Foundations courses requirement according to the university policy) and become UoPeople degree students. Applicants will be able to apply for transfer credit up until they are admitted to the university and be able to reapply for transfer credit once they become a degree seeking student. Note that UNIV 1001 is non-transferable, therefore all applicants must complete this one Foundations course before becoming a degree student.

The credits which were unofficially approved will be officially approved and transfer into the student's transcript only once the student has completed at least one degree course at UoPeople and only after paying an Evaluation Fee of $17 per accepted course.

Applicants who fail to pay the Evaluation Fee and transfer their credits into their UoPeople transcript within the required timeframe will be assumed to have declined the offer of transfer credit and their transfer credit application will be closed.

At its discretion, the University may re-review applications of rejected credits from students who wish to appeal the transfer credit decision by emailing the office of transfer credit at Transfer.Credit@uopeople.edu for the English programs and transfer.credit@ar.uopeople.edu for the Arabic Division.

UoPeople accepts credit transfers, according to its policy, which can be found on the UoPeople.edu website.

Student Verification

The process of verifying a student's identity begins during the application process. The Office of Admissions requires that all academic documents must either be original or notarized. Notarizations are accepted if authenticated by the issuing institution, a notary public, or a Ministry of Education.

In cases where there are inconsistencies with documentation, applicants are asked to supply additional information. UoPeople levies no charges associated with verifying student identity.

Review of Documentation

Any document submitted in any part of the admissions process may be reviewed by relevant institutions, including the institution issuing the documentation and/or by an established foreign evaluation service that can establish degree comparability. Approved credential evaluation services must be current members of NACES or AICE. The University may also accept evaluations from other credible sources, and students are welcome to check with the Office of Admissions at admissions@uopeople.edu for the English programs and admissions@ar.uopeople.edu for the Arabic Division for further information.

Making Our Decision

UoPeople accepts applications to the University five times a year and prospective students may apply for admission to any of the five terms. To be considered for admission, the online application and any required documentation must be received by the relevant application deadlines noted above.

Every application is reviewed by the Office of Admissions to determine an applicant and/or student's overall readiness to study and ability to successfully complete a degree program. Admittance is at the University's sole discretion. Meeting minimum admissions requirements does not guarantee acceptance, and decisions are made on an individual basis.

The Admissions Committee reviews applications at least once a term in order to ensure that all applications are processed equally, and that admissions compliance requirements are upheld. UoPeople will announce its decisions on a rolling basis, and all relevant applicants will be informed of their admission status by the final Notice of Admission Day. For more information regarding the Admissions dates please refer to the Admissions Calendar published above.

Applicants and students are invited to contact the Office of Admissions at admissions@uopeople.edu for the English programs and admissions@ar.uopeople.edu for the Arabic Division with any questions regarding the admissions process.

Statement on Application Fraud

The decision to admit an applicant is based in part on the information provided in the application form. If it is determined that an applicant has provided false information or has omitted significant and/or material information, the University reserves the right to revoke the applicant's offer of admission, suspend the applicant from studies, or take additional steps if deemed appropriate.

Rejected applicants are not provided with a reason for not being admitted to the University. There is no right to appeal. However, applicants may apply again in future terms. At its discretion, the University will review applications from rejected applicants who wish to apply again. All documents are maintained by the University for three years following submission; documentation need not be re-submitted within this time frame unless there has been a change in the University's admission requirements. Any discovery of misleading submissions will be grounds for automatic denial of the acceptance. Any discovery of misleading submissions after an applicant has been admitted will be grounds for automatic and immediate expulsion from the University.

Licensure and Placement

UoPeople does not guarantee employment for its graduates, nor does it offer a hiring placement service. It makes no claims about potential salaries or about specific positions a student might secure as a result of obtaining an undergraduate degree. Undergraduate degrees are not designed to prepare one for any particular position, trade or field and do not lead to employment where licensure is a prerequisite for practice.

UoPeople is at times notified about internship opportunities that might come available and works to inform students to the extent possible, but it does not offer an internship placement service. Workshops on topics such as resume development, interview strategies, communication skills, job search techniques and follow-up are offered to Degree Seeking Students and the University helps provide links for students in these areas.

UoPeople Partnerships - Nomination Process

UoPeople is proud to partner with University of California, Berkeley, New York University, and University of Edinburgh to identify UoPeople Degree Seeking Students who are eligible to apply for admission and transfer to these institutions. Admission to both programs is highly competitive and selective.

Prospects for nomination by UoPeople to transfer to Berkeley's College of Letters and Science are top-performing UoPeople Associate's degree graduates, with priority given to residents of California. UoPeople students admitted to transfer to Berkeley continue their undergraduate studies at Berkeley and are responsible for all tuition payments due to Berkeley; these students are also eligible to apply to Berkeley for financial aid.

Prospects for nomination by UoPeople for admission to New York University - Abu Dhabi are high-performing UoPeople students who have studied full-time at UoPeople for at least one year, with a preference given to international students. Students admitted to NYU Abu Dhabi move to the United Arab Emirates to begin their undergraduate studies anew; courses from UoPeople are not transferrable. Students are responsible for all tuition payments due to NYU Abu Dhabi; these students are eligible to apply to NYU for financial aid.

All questions about eligibility and admissions should be directed to the attention of your Program Advisor. High performing students interested in being nominated by UoPeople may request a UoPeople Partnership Nomination Application; students may submit a nomination application no more than one time for each program.

Completed UoPeople Partnership Nomination Applications will be reviewed by the Office of Student Affairs, and applicants will be notified as to whether they will continue to the next stage of consideration by the University. Those continuing in the nomination process will work directly with the Office of Student Affairs, but, at any point, they may be advised that their nomination is no longer under consideration. Appeals are not available.

Finalists selected for UoPeople's nomination to UC Berkeley and NYU Abu Dhabi will work under the guidance of the Dean of Student Affairs in submitting their applications for admission.

CHAPTER 4: PROCESSING FEES, SCHOLARSHIPS, AND FINANCIAL ASSISTANCE

Processing Fees

The University of the People is a tuition-free, non-profit institution, and students are not charged for their educational instruction, course materials or annual enrollment. It is dedicated to opening access to higher education worldwide and strives to see that no qualified student is denied the opportunity to study at UoPeople for financial reasons.

As a non-profit academic institution, UoPeople works hard to control expenses and has succeeded in reducing much of the cost of a higher education. In order to remain sustainable, it does charge small application, transfer credit, and Assessment Fees, and reserves the right to change the cost of the Application Processing Fee, the transfer credit Evaluation Fee, or the Assessment Fee, at its discretion. All fees remain the responsibility of the student. The University accepts no responsibility for credit card, bank, money transfer, check or other fees or charges incurred by the student in paying his or her fees to the University.

Application Fee[10]

- Applicants to the University are required to pay a non-refundable Application Fee of $60.
- The Application Fee is subject to change and will apply to applications that are in process.
- The Application Fee must be paid by the applicant along with his or her application for study at all undergraduate levels at UoPeople.
- The Application Fee does not include any additional fees that may be required for third party evaluation.
- Individuals who apply for readmission and/or academic renewal must pay the Application Fee in effect at the time they reapply to the University.

Applicants unable to pay the Application Fee may contact the Financial Aid Office to explain why they cannot pay the Application Fee. UoPeople may request clarification and 'proof of circumstance' regarding the inability to pay this fee. Proof of circumstance may include:

- A signed declaration testifying to the applicant's inability to pay the requested fee

[10] The determination of fees and the University Grants to assist with the Application Fee is at the sole discretion of UoPeople. University Grants are currently reviewed by the Financial Aid Office.

- Standardized form signed by the applicant
- Financial statements
- Other documentation required by UoPeople

In certain circumstances, UoPeople may be able to award an applicant a grant to help reduce their Application Fee. Applicants eligible for a scholarship upon admittance may be awarded a University Grant to waive the Application Fee. The availability and award of University Grants is determined by UoPeople.

Evaluation Fee for Transfer Credit

- The $17 Evaluation Fee is assessed on every course that UoPeople accepts for transfer credit.
- The Evaluation Fee must be paid before a course will be recorded on a UoPeople transcript as having been accepted as meeting a UoPeople degree requirement. For currently-enrolled Degree Seeking Students, the transfer credit becomes official upon payment of the fee, at which time it is immediately transcripted. For applicants and non-degree students, transfer credit does not become official nor is it transcripted until the individual has paid the fee and has completed at least one graded course as a Degree Seeking Student.

Assessment Fees[11]

- Assessment Fees apply to all students studying at the University.
- All Degree Seeking Students and all non-degree students[12] are required to pay an Assessment Fee of $120 for every end of course assessment taken at the undergraduate level.
- All applicants and/or students applying for academic renewal, including students who began their initial application to University of the People before August 27, 2012, are required to pay Assessment Fees.

[11] Assessment Fee includes references to all fees labeled as Examination Processing Fees in previous editions of the UoPeople Catalog and Addenda.

[12] Non-degree students include all students studying in UoPeople Foundations, students enrolled in ENGL 0101 English Composition 1 to demonstrate English proficiency, students taking prerequisites to be accepted for graduate study, and any other student who is not in a degree program.

Total Estimated Fees

Total estimated fees for a degree program taken entirely at University of the People are listed below. Fees may be less if a Degree Seeking Student has had transfer credit officially recorded on his or her transcript.

The University reserves the right to charge optional or special fees, upon reasonable notice to students, in future terms. There are no optional or special fees for students at the undergraduate level at present.

Program	Application Fee	Assessment Fee (per course)	Number of Courses	Total Estimated Fees
Business Administration – A.S. Degree	$60	$120	20	$2,460
Business Administration – A.S. Degree (Arabic)	$60	$120	20	$2,460
Business Administration – B.S. Degree	$60	$120	40	$4,860
Computer Science – A.S. Degree	$60	$120	20	$2,460
Computer Science – B.S. Degree	$60	$120	40	$4,860
Health Science – A.S. Degree	$60	$120	20	$2,460
Health Science – B.S. Degree	$60	$120	39	$4,740

These estimated fees are based on the successful completion of all courses for an undergraduate degree at UoPeople and do not include:

- Fees incurred for repeating courses: students who are required to repeat courses will incur an additional Assessment Fee for each course taken.
- Assessment Fees for courses numbered below the 1000-level; e.g., ENGL 0101 English Composition 1.
- Any additional fees that may be required for third party evaluation.

Please note that University of the People does not charge for attendance and as such, there are no charges incurred for a period of attendance.

The University reserves the right to change the cost of the Application Fee, the transfer credit Evaluation Fee, and the Assessment Fee. The amount of the Assessment Fee will be reviewed annually, and changes to the fee amount may be made. Students will be notified of any changes to the Assessment Fees in advance.

Payments

- Payments methods for any of the fees include online avenues, such as a PayPal account or as a guest for payments via credit card, and offline avenues, such as Western Union, Money Gram, Western Union Global Pay, or cashier's check. All questions regarding payment options should be directed to payments@uopeople.edu for the English programs and payments@ar.uopeople.edu for the Arabic Division.
- Students pay for their Assessment Fees when the drop/withdrawal period is over. All outstanding balances for Assessment Fees must be paid by the end of the final exam period.
- If the Assessment Fee has not been paid by the end of the University's final examination period, a financial hold will be placed on the student's file. When this occurs, course registrations for the upcoming term will be cancelled and the student will not be permitted to register for or to continue taking courses until all outstanding payments have been made and the hold is removed. If all outstanding balances for Assessment Fees are paid before the end of late registration, students may be able to register themselves for courses during late registration and continue with their studies. Students who paid but did not register themselves to courses will remain on hold until the next term. Students may be on a financial hold for up to three terms; by the start of the fourth term if any outstanding payment is still due, the student will be administratively withdrawn from UoPeople. A student may request re-enrollment or reinstatement to the University, or apply for academic renewal, but only after any overdue payments are made in full.
- Students are encouraged to plan, anticipate, and budget for all Assessment Fee payments to avoid interruption of their academic schedule. Students unable to pay their Assessment Fees may request financial aid or be required to put their studies on hold while they secure additional funding. If the student needs to put his or her studies on hold while securing additional funding beyond whatever UoPeople's financial aid they may have been awarded, the student should apply for a Leave of Absence (LOA) from the University.
- Students may review outstanding balances and payments due to the University. All clarifications, questions, and requests for assistance regarding how to make payments should be directed to the Payments Office at payments@uopeople.edu for the English programs and payments@ar.uopeople.edu for the Arabic Division.

Refunds

Students who drop or withdraw from a course within the required deadline are not required to pay the Assessment Fee.

The Application Fee is nonrefundable except in instances when applicants withdraw their application for admission before an admissions decision is made. Applicants may write a formal request for a refund of the Application Fee to their personal advisor. If approved, refunds will be available to the applicant within 30 days of the submission of the formal request and the refund will be issued using the same payment method used by the applicant to pay the fee.

Students who remain in their course beyond the course withdrawal deadline are not eligible for a refund of the Assessment Fee. The Assessment Fee is only refundable in instances where the University has canceled a student's course or if the student's work was not assessed at all during the course.

Applicants residing in Georgia, USA may request a refund for all monies, including non-refundable application fees if requested within three (3) business days after making a payment.

Financial Assistance and Scholarships

UoPeople offers a number of options to help those in need of financial assistance. Students and accepted applicants who anticipate needing financial assistance with Assessment Fees are directed to the Financial Aid Office and may apply for a full or partial Scholarship once accepted to UoPeople as a student, or at a later date during their studies. Scholarships for Assessment Fees are not automatically awarded.

Students are encouraged to familiarize themselves with the scholarships that are available. Note that the availability and conditions of the scholarships may be subject to change and other scholarships may become available throughout the academic year. Students are encouraged to check the UoPeople website for updates on scholarship opportunities. Further information about these opportunities can be found at http://www.uopeople.edu/tuition-free/our-scholarships/.

Scholarships

There are different types of scholarships available at UoPeople; students are eligible to apply for one scholarship at a time and may reapply for a scholarship if previously denied.

Students who accept any of the Scholarship options should refer to the specific terms and conditions pertaining to their scholarship for further information. Preference in awarding financial assistance may be granted to students pursuing an Associate's Degree at UoPeople.

Notes about Scholarships

- UoPeople does not generally award scholarships to accepted applicants or students who have previously earned a degree from any post-secondary college or university.
- Students are expected to maintain good academic standing with a minimum cumulative grade point average (CGPA) of 2.00 in order to retain their scholarship support. Students whose CGPA falls below a 2.00 and are placed on Academic Warning, Academic Probation, or Probation Continued will be allowed to retain their scholarship support.
- Scholarships will be revoked for students who are suspended from UoPeople, and those students will need to reapply when they return to good standing.
- Students dismissed from UoPeople forfeit all previously awarded scholarship funds. Those who return to the University at a later date, by requesting reinstatement or applying for academic renewal, and who require financial assistance will be required to reapply for financial assistance.
- Students who have voluntarily withdrawn from UoPeople relinquish all claims to any scholarship support that had been previously awarded to them.

False Statements, Misrepresentation, and Fraud

The University reserves the right to deny admission to a student who is awarded an application fee University Grant on the basis of false statements, misrepresentations or other fraudulent actions, or who encourages or induces another applicant or student to make false statements, misrepresentations or fraudulent declarations regarding his or her level of financial need with the purpose of attaining a University Grant, regardless of whether the University Grant is awarded. It also reserves the right to revoke an applicant's admission, suspend a student from studies, or take additional steps as deemed appropriate in instances where the individual has been awarded a scholarship on the basis of misleading or fraudulent information.

Cancellation of Enrollment

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student's notice of cancellation must be received by the University in writing via email to the personal advisor. Notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement or to continue his or her attendance at the University. The notice of cancellation is effective five days after the time the University receives notification of the cancellation.

During this time, the student is entitled to notify the University that he or she no longer wishes to cancel his or her enrollment.

Loans

Students who obtain a loan from individuals or organizations outside of the University of the People to help pay for UoPeople fees are solely responsible for repaying the full amount of the loan plus interest, less the amount of any refund. Where refunds are provided, students receiving federal student financial aid funds are entitled to a refund of the money not paid from federal student financial aid program funds. Note that University of the People does not participate in any Federal Loan Programs.

The following information applies only to students who are residents of California.

California Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding the STRF may be directed to:

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

Payment of STRF to UoPeople

Note that the first Assessment Fee for students residing in California remains the same. A portion of that Assessment Fee will be applied toward payment of the assessment for the Student Tuition Recovery Fund and is not refundable.

CHAPTER 5: ACADEMIC REGULATIONS

Academic Degree Requirements

All students are responsible for knowing and meeting all degree requirements outlined in the University Catalog at the time they commenced their studies at the University of the People. They may elect instead to complete the requirements in the most recent Catalog.

Associate of Science Degree

To earn an Associate of Science degree from University of the People in both the English programs and the Arabic Division, students pursue a coherent course of study that includes general education courses, all courses listed as prerequisites, and course requirements in the major, and:

- Complete a minimum of 60 approved semester hour credits for Business Administration and Computer Science, or at least 62 approved semester hour credits in Health Science.
- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.
- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.
- Complete all requirements for the Associate's Degree in no more than 25 terms of active enrollment excluding any periods of separation from the University.
- Complete the 5 required proctored exams in their chosen program of study.

Bachelor of Science Degree

To earn a Bachelor of Science degree from the University of the People, students pursue a coherent course of study that includes general education courses, all courses listed as prerequisites, and course requirements in the major, and:

- Complete a minimum of 120 approved semester hour credits for Business Administration and Computer Science, or at least 122 approved semester hour credits in Health Science.
- Earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople.
- Earn an overall grade point average of at least 2.00 in all courses taken in the major area of study.

- Complete all requirements for the Bachelor's Degree in no more than 50 terms of active enrollment excluding any periods of separation from the University.
- Complete the 11 required proctored exams in their chosen program of study.

Part-Time and Full-Time Options

Full-time Degree Seeking students may enroll in up to 2-4 courses per term, and part-time Degree Seeking Students may enroll in 1 course per term. The following registration restrictions apply:

- Degree Seeking Students who maintain a cumulative grade point average (CGPA) of ≥ 3.00 may register for up to four (4) courses per term.
- Degree Seeking Students on Academic Warning, Academic Probation, and Probation Continued and/or have a CGPA below 2.00 may only register and/or be enrolled in one (1) course per term.

Students whose CGPA falls at the end of a given term to below the minimum CGPA required to be enrolled in the allowed number of courses for the following term, will be required to cancel courses by the first day of the term. Those who fail to meet this requirement to reduce their course load according to the stated policy will be automatically removed from any excess courses by the Office of Student Services.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for additional courses for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of allowed courses.

Course registration regulations for all non-degree students can be found in Chapter 11.

Time to Degree Requirements

University of the People has five terms in its academic year, each ten weeks in length. Students must complete all requirements for the Associate's Degree in no more than 25 terms of active enrollment, excluding any periods of separation from the University; they must complete all requirements for the Bachelor's Degree in no more than 50 terms of active enrollment, excluding any periods of separation from the University. A period of separation includes any time a student is out of residence – that is, not studying at UoPeople/inactive at the University— this includes being either unenrolled from the institution, and/or enrolled at UoPeople without completing any course work in the intervening terms (that is, enrolled but inactive), and/or on a Leave of Absence.

Time-to-degree will vary by student and depend in great part on whether students study full-time or part-time and whether the student enrolls for all five terms in every academic year. Students are encouraged to be in contact with their personal Program Advisor to begin developing an academic plan and to begin estimating their time-to-degree based on the factors and limitations listed below:

- Students who enroll full-time for all five terms in the year can complete the A.S. degree in two academic years and the B.S. degree in four years. For example, students who complete two courses a term over the course of five terms in a year would complete ten courses each year; twenty courses are required for completion of the A.S. degree. Forty courses are required for completion of the B.S. degree.
- Students who enroll full-time but follow the more common pattern of postsecondary study and annually take 1 term out of residence can complete the A.S. degree in two and a half academic years and the B.S degree in five years. For example, students who complete two courses a term over the course of four terms in a year would complete eight courses after one year, sixteen courses after two years, twenty courses after two and a half academic years, etc. Twenty courses are required for completion of the A.S. degree, and forty courses are required for completion of the B.S. degree.
- Students who pursue their degree on a part-time basis or who take extended leaves will take longer to graduate.

Notes on Time to Degree Requirements

1. Students exceeding the permissible number of terms of active enrollment without completing all their degree requirements will be administratively withdrawn from the University.
2. Extensions to the time to complete a degree will be considered on a case-by-case basis, upon proof of extenuating circumstances, and will be reviewed on a case-by-case basis following submission of an appeal for reinstatement within 30 days of the withdrawal notice.
3. There are no special charges or fees associated with making a request for a special review or for extending enrollment.

Changing Majors

Students may request to change majors by submitting a request in the UoPeople Portal with the following conditions:

- Students are required to be in good standing with a CGPA of 2.00 or higher to request to change majors, and must pass all prerequisites listed in the requirements section of the new program of study before being eligible to make the change.
- These are the courses students need to take in order to change their major:

Prerequisites per program

BA	CS	HS [13]
BUS 1101	MATH 1201 MATH 1280 CS 1101 CS 1102	BIOL 1121 PSYC 1111 SOC 1502

- Students will be able to submit the request only after successfully passing the prerequisite courses for the new major to which they wish to change.
- Foundations students cannot request a change of program. They can do so only after having been accepted as a Degree Seeking Student.

Students who are not successful in completing the prerequisite courses to change their major are encouraged to be in contact with their personal Program Advisor.

Changing Degree Levels

Students may request to change degree levels by completing an online form in the UoPeople Portal in accord with the following conditions:

- Students are required to be in good standing with a CGPA of 2.00 or higher to switch degree level from the Associate's Degree to the Bachelor's Degree.
- Students whose CGPA is below a 2.00 may switch degree level from the Bachelor's Degree to the Associate's Degree.

Additional UoPeople Degrees

Students graduating with a Bachelor's Degree from UoPeople may not enroll in a second Bachelor's Degree at the University.

Students graduating with an Associate's Degree from UoPeople may not enroll in a second Associate's Degree at the University but may, under certain circumstances, apply to complete the Bachelor's Degree in the major field of study in which they earned the Associate's Degree. Requests for further information should be sent to the Office of Student Services at student.services@uopeople.edu for the English program and student.services@ar.uopeople.edu for the Arabic Division.

[13] Students who began their studies before Term 1 of the 2012-2013 Academic Year are not eligible to elect an Associate or Bachelor's Degree of Science in Health Science.

Credit Hours

University of the People employs a system of assigning course credit hours to all courses to track student achievement. The semester hour is used to quantify and represent the time an average student is expected to be actively engaged in the educational process. It represents a reasonable expectation of the time it will take the average student to achieve the stated learning objectives in a given course.

All learning takes place online, and UoPeople awards academic credit upon the successful completion of a course. It is university policy that every semester hour is equivalent to a minimum of 45 hours of work for students during the course of the 9-week term, of which at least 15-17 hours must be spent in active academic engagement, with the remaining hours devoted to the additional preparation required to complete all of the academic work both comprising and representing the corresponding credit hours.

UoPeople awards academic credit to its students upon the successful completion of a course. The number of credit hours is determined by the amount of time in which the student is academically engaged plus the amount of time that a student is expected to commit to class preparation. Students are generally expected to spend 2-3 hours of preparation for every hour spent in active engagement. Thus, for a 9-week, 3-credit course, students should expect to spend approximately 15-17 hours a week engaged in course work (about 10-11 hours of independent work, 5-6 hours of active engagement) over the course of a term, for a total of 135-150 hours.

Students who began their studies at UoPeople prior to Term 1 of the 2012-13 academic year are awarded course credit based on the quarter hour system. Since Term 1 of the 2012-13 academic year, credit for student effort has been awarded based on the semester hour system.

Rules governing the assignment of course credit hours are monitored by the Associate Provost of Academic Affairs. Guidance in complying with this policy is provided in the Course Development Guide and the Faculty Handbook.

Proctored Exams

University of the People students are required to successfully complete the required number of proctored exams prior to graduation according to their degree program. It is a condition of awarding a degree and diploma and students cannot graduate unless all required proctored exams are successfully completed.

- Associate's Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least five course final exams under the supervision of an approved proctor (exam monitor).

- Bachelor's Degree students beginning their studies at UoPeople in Term 2 of the 2011-2012 academic year are required to complete at least eleven course final exams under the supervision of an approved proctor (exam monitor).

Students who do not take a proctored exam at the end of a course will be issued a 0.00 in the course regardless of the student's prior performance in the course.[14] All University policies, including the Code of Academic Integrity, apply to proctored exams.

Proctor (Exam Monitor) Requirements

It is the student's sole responsibility to choose a proctor (exam monitor), and proctors must meet the following requirements:

- Must be a responsible, respected adult, such as a local official, supervisor at work, librarian, or a religious figure, and be at least 21 years old;
- Must not be married to or related to the student or applicant;
- Is willing to comply with UoPeople policies and procedures to ensure the integrity of the exam process;
- Must have an ongoing Internet connection and be highly responsive to University e-mails during the student's studies, and must be physically present with the student throughout the entire proctored exam.

A student may not act as his/her own proctor (exam monitor), and the proctor cannot be a relative of the student, another student at UoPeople, or an applicant to UoPeople, nor can the proctor have a conflict of interest or have any vested interest in the student's grade or performance on his/her exam. The University reserves the right to verify a proctor at any time, and students who assign proctors that do not meet the requirements will have their registration denied.

The proctor (exam monitor) should be from the same locale as the student since, during the examination, they are required to be physically present in the same room as the student taking the exam. Students are also strictly prohibited from offering the proctor any payment or other benefit in return for the proctor's willingness to supervise the exam.

Students may elect to pay ProctorU directly for its services (available only for the English programs), or they may select an approved third-party individual or organization offering proctoring services. Students should be aware that they will be responsible for any fees incurred for this service. The hiring of a third-party proctor is not required by UoPeople.

Please be informed: ProctorU is a third party and by signing up and using the ProctorU service the student is agreeing to their terms, conditions, and policies.

Regulations for the Exam

- Students must identify a proctor (exam monitor) during online registration for courses that require a proctor by entering the proctor's first and last name, email address, telephone number, occupation, and place of residence. It is the student's sole responsibility to inform the Office of Student Services of any changes to the proctor's contact information.
- UoPeople reserves the right to verify a proctor (exam monitor) at any time by contacting the proctor directly in order to validate his/her identity and to assure that the proctor meets all the requirements. If UoPeople rejects a proctor, the student will be notified accordingly, and it will be the student's sole responsibility to provide another proctor. Rejecting a proctor is at the sole discretion of UoPeople, and the University has no obligation to provide reasons for the decision.
- It is the student's sole responsibility to coordinate the date, time, and location of the final exam with the proctor (exam monitor). The final exam period starts on Thursday, Week 9 of the term at 12:05 am UoPeople Time (GMT-5 time zone) and ends the following Sunday at 11:55 pm UoPeople Time (GMT-5 time zone). The proctored exam must be taken within this time period. UoPeople will send the proctor a reminder a week before the exam.
- Students are advised not to schedule an exam too close to the end of the final exam period in case there are technical problems or other unexpected issues. This will ensure that there is sufficient time to receive support if needed.
- A student will not be allowed to start a proctored exam without the presence of the proctor (exam monitor). Prior to starting the proctored exam, students must present to the proctor a government issued ID which will be used to identify the student. The form of identification is required to be in English for the English program students, and in Arabic or English for the Arabic Division students. Once the student is identified, the proctor must enter the exam code in the exam password field after the student has logged into the course area. The code will be provided to the proctor by the Office of Student Services a week prior to the beginning of the exam.
- It is the student's sole responsibility to make sure that the proctor (exam monitor) is available during the final exam period. A scheduling problem with the proctor will not be considered a legitimate reason for extending the exam period or requesting a makeup exam.

Proctored Courses (Courses Requiring an Exam Monitor)

The following courses have final examinations that must be taken under the supervision of a proctor (exam monitor).

Proctored Course Required for Demonstrating English Proficiency

ENGL 0101 English Composition 1

Proctored Courses Required for Business Administration Majors[15] in English

ENGL 1102 English Composition 2
MATH 1201 College Algebra
MATH 1280 Introduction to Statistics
BUS 2201 Principles of Marketing
BUS 2202 E-Commerce
BUS 3303 Entrepreneurship 1
BUS 3305 Business Law and Ethics
BUS 3306 Business and Society
BUS 4402 Organizational Behavior
BUS 4403 Business Policy and Strategy
BUS 4405 Leadership

Proctored Courses Required for A.S. Business Administration in Arabic

ARABC 1102 Arabic Composition 2
MATHA 1201 College Algebra
MATHA 1280 Introduction to Statistics
BUSA 2201 Principles of Marketing
BUSA 2202 E-Commerce

Proctored Courses Required for Health Science Majors[16]

ENGL 1102 English Composition 2
MATH 1201 College Algebra
MATH 1280 Introduction to Statistics
HS 2211 Human Anatomy and Physiology
HS 2711 Health Science 1: Health Education and Behavior
HS 3311 Epidemiology
HS 3610 Human Development in a Global Perspective
HS 4212 Genetics

[15] The list of proctored courses required for Business Administration majors includes courses required for the Bachelor's Degree.

[16] The list of proctored courses required for Community and Public Health majors includes courses required for the Bachelor's Degree.

HS 4241 Psychopathology and Mental Health
HS 4510 Biostatistics
HS 4810 Health Policy & Management

Proctored Courses Required for Computer Science Majors[17]

ENGL 1102 English Composition 2
MATH 1201 College Algebra
MATH 1280 Introduction to Statistics
CS 2205 Web Programming 1
CS 2301 Operating Systems 1
CS 3305 Web Programming 2
CS 3306 Databases 2
CS 3303 Data Structures
CS 3307 Operating Systems 2
CS 4407 Data Mining and Machine Learning
CS 4402 Comparative Programming Languages

[17] The list of proctored courses required for Computer Science majors includes courses required for the Bachelor's Degree.

CHAPTER 6: THE CURRICULUM

The Liberal Arts Tradition

Degree programs at University of the People reflect the institution's deep commitment to the structure and rigor of a traditional liberal arts education. Each program is constructed to ensure that students acquire intellectual breadth across the major divisions of knowledge, gain depth in at least one area of specialization, and have the opportunity to explore and experiment in other areas of personal and professional interest.

The ability to think critically and communicate effectively, employ appropriate analytical tools and methods, understand one's place in a rapidly-changing global world, explore questions from multiple perspectives, and respond creatively to challenges in a range of contexts are the hallmarks of a solid liberal arts education. It is an education that encourages intellectual discipline, unleashes the imagination, fosters a life-long love of learning, and equips one to engage with the growing complexities of today's scientifically and technologically evolving society.

A liberal arts education takes students outside of their comfort zones and established areas of interest. It exposes them to new ways of thinking and knowing. Students are forced to engage with systems different from their own and to examine their prior assumptions and beliefs. It is a journey of personal and intellectual growth impelled by a framing and reframing of one's attitudes, beliefs and behaviors.

More importantly, a liberal education is preparation for life as a responsible citizen. UoPeople graduates possess intellectual resourcefulness and a questioning attitude, a commitment to reason and an openness to alternatives, an appreciation of diversity, and the soundness of judgment necessary to take action and lead others. Graduates of the University of the People have a special obligation to use their education to make the world a safer, more just and humane place in which to live.

Institutional Learning Goals

Within the context of the liberal arts tradition, the University of the People has defined the following institutional learning goals. The goals cover three main areas: academic competencies, knowledge and intellectual abilities, and personal and civic responsibility.

A. Academic Competencies

- Communication Fluency - Students' communications and their academic writing will demonstrate the use of clear, well-organized arguments and credible supporting evidence.
- Quantitative Fluency - Students will use mathematical methods to solve sophisticated problems.
- Technological Fluency - Students will acquire the skills to function in today's highly technical society and to perform in their chosen field.

B. Knowledge and Intellectual Abilities

- Integrative Knowledge - Students will synthesize a broad understanding of the arts and humanities, the social and behavioral sciences, and the natural sciences and technology.
- Specialized Knowledge - Students will master the fundamental concepts, principle terminology, historical foundations, and future implications of a specific field or discipline.

C. Personal and Civic Responsibility

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

The Curriculum

Individual courses are the building blocks of each degree program. Course requirements are structured to ensure that student study encompasses a broad range of topics and approaches, with an appropriate balance maintained among the three curricular components that comprise a liberal arts education: General Education, the Major, and Electives. The three components are described below.

General Education

General Education requirements expose students to the breadth of human knowledge and to the methods employed for studying it. Students focus on developing critical thinking, analysis, and communication skills; acquiring quantitative and scientific literacy; and understanding the basic tenets of civic engagement, citizenship, and the ethical dimensions of behavior. These requirements introduce students to the methods and concerns of traditional branches of knowledge — the arts and humanities, the social and behavioral sciences, and the natural sciences — and offer an historical perspective and appreciation of diversity across time, culture and national boundaries. They open

opportunities to make interdisciplinary connections between concepts and ideas and provide an environment to contemplate their meaning and significance. As a common learning experience, general education requirements foster communication among students and create linkages both with the alumni who went before and with the cohorts of students who will follow. Finally, general education requirements provide an intellectual foundation for both the completion of a major program of study and a lifetime of learning.

Students complete the general education requirement by taking both required and elective courses. The required courses ensure that all students acquire a set of critical foundational skills. Guided electives provide the flexibility to explore in areas of interest while ensuring that primary academic skills are being developed. Most students complete their general education courses by the end of their third year of study.

Foundational Courses

Foundational courses foster effective communication, teach critical research and writing skills, and expand the capacity for quantitative reasoning. Foundational courses are taken early in a student's program and develop skills needed to support learning during one's time at UoPeople, and as a lifelong learner. Coursework in the three foundational areas is required of all UoPeople undergraduates.

Learning and Research Fundamentals

All students begin their study at UoPeople with UNIV 1001 Online Education Strategies. It is taken as a regularly-graded course during their first term of study at UoPeople. Students are introduced to the instructional methodology employed by UoPeople; receive training in academic policies and procedures; learn to gather, organize and use information from primary and secondary sources; and begin to develop the habits of mind necessary to be a successful student.

Mathematical Sciences

Familiarity with the abstract language of mathematics and the formal rules of statistical inference equips one to apply the appropriate principles and tools to the analysis of real-life problems in areas as diverse as the physical and biological sciences, politics, and economics. In today's data-driven world, the ability to gather and interpret masses of information is critical. Students learn to weigh evidence, see relationships among objects and identify patterns and order, draw conclusions, and communicate their reasoning and conclusions to others. Students learn about the common errors made in quantitative reasoning and develop an understanding that not every question can be answered on the basis of available data.

Writing

Improving one's academic writing is a fundamental tool for learning across the disciplines. The ability to write clearly and persuasively is essential for communicating ideas and expanding one's capacity to make sense of information. Good writing requires the ability to frame questions, examine evidence, synthesize primary and secondary sources, develop and organize ideas, document sources, and express one's ideas in a well-organized and compelling fashion. With an emphasis on the process of writing and gaining increased confidence in one's writing, students begin the process of mastering the standardized methods required in academic writing.

Courses Giving Exposure to the Breadth of Knowledge

Ensuring a breadth of exposure to important areas of human knowledge is a central tenet of the University's general education requirements. Students complete courses in Values and Ethical Reasoning; Civilization Studies, Culture and Belief; and in specific disciplinary areas in the Humanities, the Social and Behavioral Sciences, and the Natural Sciences and Technology. Some courses relate to a single field of study, while others are interdisciplinary in nature, cutting across multiple disciplines. In certain areas, students are required to complete specific courses; in others, they are able to choose among options.

Cross-Cutting Areas of Knowledge

Values and Ethical Reasoning

Individuals and cultures differ in their attitudes, judgments and actions regarding what constitutes ethical and moral behavior. Today's global world requires knowledge of the complex systems of thought and religion that affect value judgments, an understanding of approaches to confronting ethical challenges, the ability to analyze values, and a willingness to examine the value-related issues encountered in one's everyday life (e.g., religious, political, legal, financial, environmental, medical, etc.). Through this requirement, students will learn how to reason in a principled manner; understand the way in which value systems develop, spread and change; evaluate claims about ethical issues; and examine competing philosophies and historical definitions of good and bad, right and wrong, justice, equality, liberty, human rights, and diversity. They are introduced to the common fallacies in ethical reasoning; gain appreciation for the complexity of moral issues and values; and explore how values shape attitudes and beliefs, how attitudes and beliefs shape human behavior, and how human behavior can impact attitudes, beliefs and values.

Civilization Studies, Culture, and Belief

Cultures and beliefs mediate people's understanding of themselves and the world that they inhabit. Citizenship in today's global world requires the ability to examine how humans see themselves as

members of social, religious, national, and regional groups in current and past historical eras, and how past configurations are supplanted by subsequent ones. Students study from contemporary and historical perspectives the beliefs, values, customs, and institutions of different peoples in different parts of the world; the origins of their cultural practices and religious traditions; the manner in which these influence as well as create conflict with one another; and the impact of each on the shape of their social structures. They learn theories and methods of historical analysis and gain an appreciation for how differing historical perspectives influence our understanding of the past and the present, and come to understand themselves as products of, and participants in, these cultures and beliefs.

Disciplinary Areas of Knowledge

The Humanities

Courses in the Humanities focus on how human experience is expressed in written, visual, aural, and other artistic forms, providing insights into the values and beliefs of others as conveyed through their art, literature, music, film, and theatre. Students learn skills for informed appreciation, criticism, and interpretation of the world of art and ideas; are introduced to the vocabularies, theories, and systems for their production and reception; and explore the interplay between them and the historical, cultural, political, religious, economic, and social contexts from which they emerged. By engaging with the most influential philosophical texts and works of art and literature, students gain insights into their own experiences and strengthen their ability to think and write critically about written and artistic forms and their contexts.

The Social and Behavioral Sciences

Courses in the Social and Behavioral Sciences focus on how humans organize themselves into complex social, political, cultural, and economic groups and institutions that both shape and are shaped by individual and collective behavior. In exploring theories and methods of social science research to critically evaluate and question empirical evidence and findings, students learn concepts and methods for analyzing societies and their social structures and processes and gain insights into individual characteristics and behavior; how humans connect and interact in their home, community, and nation; how the customs and laws guiding these interactions are created; and how nation-states engage with one another militaristically, economically, and diplomatically.

The Natural Sciences and Technology

Courses in Natural Science and Technology introduce students to the foundations of the physical and life sciences and their application to the engineering sciences, and to the methods of inquiry and techniques of observation and experimentation used to advance knowledge in this arena. In understanding how the rapid pace of scientific and technological change is increasingly defining the world in which we live, students explore how they may become informed consumers who will understand the impact of these changes on themselves, their families and communities, and society

more broadly. They are introduced to the key questions at the forefront of science and develop an understanding of the power and limitations of scientific experimentation. They learn to read and interpret scientific results in visual, quantitative, and written form and develop the ability to evaluate scientific analyses and results in order to make independent assessments about scientific issues in a variety of contexts.

Other Disciplines

Each discipline studies the world through a unique set of constructs, principles, and terminology. Students majoring in a discipline learn to view the world through the lens of that discipline. They typically learn the history of the discipline as well as major figures and the theoretical base upon which the discipline is organized. By taking courses from other disciplines or majors, students learn there are different ways to view and understand the same phenomena. This deepens their understanding of their own discipline.

Associate of Science in English Curricular Requirements

Students pursuing an Associate of Science degree must complete the following 9 courses to fulfill the General Education requirements.

Foundational Requirements – 3 courses required

- Learning & Research Fundamentals – 1 course required

  UNIV 1001 Online Education Strategies

- Mathematical Sciences – 2 courses required

  MATH 1201 College Algebra

  MATH 1280 Introduction to Statistics

Writing Requirement – 1 course required

- ENGL 1102 English Composition 2

Values and Ethical Reasoning – 1 course required

- PHIL 1404 Ethics and Social Responsibility

Civilization Studies, Culture and Belief – 1 course required

- HIST 1421 Greek and Roman Civilization

Disciplinary Areas of Knowledge Requirement – 3 courses required including 1 course in each of the following areas: Humanities (HU), Social and Behavioral Sciences (SBS), Natural Sciences

and Technology (NST). Prerequisites for the major in Health Science may satisfy disciplinary area of knowledge requirements.

Associate of Science in Arabic Curricular Requirements

Students pursuing an Associate of Science degree must complete the following 9 courses to fulfill the General Education requirements.

Foundational Requirements – 3 courses required

- Learning & Research Fundamentals – 1 course required
    - UNIVA 1001 Online Education Strategies
- Mathematical Sciences – 2 courses required
    - MATHA 1201 College Algebra
    - MATHA 1280 Introduction to Statistics

Writing Requirement – 1 course required

- ARABC Arabic Composition 2

Values and Ethical Reasoning – 1 course required

- PHILA 1404 Ethics and Social Responsibility

Civilization Studies, Culture and Belief – 1 course required

- HISTA 1421 Greek and Roman Civilization

Disciplinary Areas of Knowledge Requirement – 3 courses required including 1 course in each of the following areas: Humanities (HU), Social and Behavioral Sciences (SBS), Natural Sciences and Technology (NST).

The following courses are approved to meet the requirement for study in the three disciplinary areas in the Arabic Division.

Area	Course Title	Course Code	Prerequisites
Natural Sciences and Technology	Introduction to Biology	BIOLA 1301	None
Social and Behavioral Sciences	Introduction to Economics	ECONA 1580	None
	Globalization	POLSA 1503	None
	Introduction to Psychology	PSYCA 1504	None
	Introduction to Sociology	SOCA 1502	None

Humanities	Art History	AHISTA 1401	None
	Introduction to Philosophy	PHILA 1402	None

Bachelor of Science Curricular Requirements

Students pursuing a Bachelor of Science degree must complete the following 12 courses to fulfill the General Education requirements.

Foundational Requirements – 3 courses required

- Learning & Research Fundamentals – 1 course required

  UNIV 1001 Online Education Strategies

- Mathematical Sciences – 2 courses required

  MATH 1201 College Algebra

  MATH 1280 Introduction to Statistics

Writing Requirement – 1 course required

- ENGL 1102 English Composition 2

Values and Ethical Reasoning – 1 course required

- PHIL 1404 Ethics and Social Responsibility

Civilization Studies, Culture and Belief – 1 course required

- HIST 1421 Greek and Roman Civilization

Disciplinary Areas of Knowledge Requirement –6 courses required including 2 courses in Humanities (HU), 2 courses in Social and Behavioral Sciences (SBS), and 1 course in Natural Sciences and Technology (NST) and 1 course from a discipline other than the one the student is majoring in. Prerequisites for the major in Health Science may satisfy disciplinary area of knowledge requirements.

The following courses are approved to meet the requirement for study in the three disciplinary areas.

Area	Course Title	Course Code	Prerequisites
Natural Sciences and Technology	Introduction to Biology	BIOL 1301	None
	Biology 1 for Health Studies Majors	BIOL 1121	None
	Introduction to Environmental Sciences	ENVS 1301	None
Social and Behavioral Sciences	Introduction to Economics	ECON 1580	None
	Globalization	POLS 1503	None
	Introduction to Health Psychology	PSYC 1111	None
	Emotional Intelligence	PSYC 1205	None
	Introduction to Psychology	PSYC 1504	None
	Introduction to Sociology	SOC 1502	None
Humanities	Art History	AHIST 1401	None
	World Literature	ENGL 1405	None
	Introduction to Philosophy	PHIL 1402	None

Note: Any course listed with the department of a student's major may not be used to satisfy a disciplinary area of knowledge requirement.

The Major

Majors permit intensive study of a single discipline or cross-cutting area of knowledge and complement the breadth of the General Education component. Coursework in the Major provides a thorough grounding in the field's historical context and the particularized nature of its scholarship. It exposes students to the open questions with which scholars are grappling and the challenges of advancing knowledge in the field, and introduces them to the tools and methodologies used to explore those questions. Certain majors may require coursework in cognate disciplines.

Students choose majors consistent with personal goals and interests and move through the subject gaining first an introductory foundation in the field on which is then built an integrated program of advanced study. All students must complete a major area of study, and the majors available at UoPeople are described in detail below.

Degree Seeking Students[18] at UoPeople may choose from two-degree levels and three major programs of study:

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

Information on program goals and course requirements for each of the majors are provided in the following chapters describing the specific programs of study.

Electives

Electives enable students to select coursework tailored to personal interests and offer the opportunity to acquire breadth beyond that specified in General Education requirements, select introductory courses in other majors, and take additional courses in a student's major that may not be required for the degree. With the appropriate prerequisites and level of preparedness, and within the constraints of course limitations, students can shape this unstructured exploration to satisfy their intellectual curiosity and individual academic needs.

General Education Courses

Courses Offered in Arabic For the Arabic Division

Arabic Composition 2 (Proctored Course)

This course is designed to introduce students to the concept and application of an academic research paper and its components. Students will learn how to use critical thinking to develop and draft a thesis. In addition, this course features genre studies which enables students to analyze, address, and resolve various problems. Students are encouraged to develop creative solutions rooted in their own

[18] Students who began their studies before Term 1 of the 2012-13 academic year are not eligible to elect an Associate or Bachelor's Degree of Science in Health Science.

intellectual strengths to build their academic and personal growth. By the end of the course, students will create a self-exploratory collegiate level research paper.

Course Code: ARABC 1102
Prerequisites: None
Credits: 3

Introduction to Statistics (Proctored course)

This course presents students with basic concepts in statistics and probability and encourages statistical thinking. It is intended to bring students to a level where they can carry out statistical analyses of simple data. Topics covered include descriptive statistics, probability, discrete and continuous random variables, the sampling distribution and the Central Limit Theorem. The R statistical programming environment is used for computation, graphical presentation, and simulations. The presentation of statistical methods and interpretation of outcomes are emphasized in this course. The philosophy of statistics rather than mathematics are at the center of this course; needed mathematical concepts are demonstrated via simulations rather than abstract proofs.

Course Code in Arabic: MATHA 1280
Prerequisites: None
Credits: 3

Ethics and Social Responsibility

The approach of this course adheres to the scope and sequence of a typical introductory business ethics course that relates ethical theories of philosophy to questions typically found in the economic world. In addition to a comprehensive coverage of key theories of ethics, business situations in which they are regularly applied, and representative case studies that can be found in reading materials, student assignments for this course are organized around engaging questions, discussions that help students apply the ethical theories, and moral issues that advance learners toward the understanding of business ethics in meaningful ways.

Course Code in Arabic: PHILA 1404
Prerequisites: None
Credits: 3

Introduction to Psychology

Psychology is defined as the scientific study of the human mind and its functions, especially those affecting behavior in a given context. Most people associate psychology with clinical issues, such as abnormal psychology, but it encompasses many different aspects of our lives from individual

development, social interactions, and physiological aspects of human behavior. This course provides an overview of the major fields in psychology with an emphasis on empirical evidence on the science of human thought and behavior.

Course Code in Arabic: PSYC 1504
Prerequisites: None
Credits: 3

Introduction to Sociology

This course is designed to acquaint students with: (1) what sociology is, (2) what sociologists have done in the past, (3) what sociologists are currently doing, (4) how sociologists perceive the social world, and (5) how we can better understand our social world and the social worlds of people from other cultures.

Course Code in Arabic: SOCA 1502
Prerequisites: None
Credits: 3

Courses Offered in English for the English program and Arabic for the Arabic Division.

Online Education Strategies

Offered in English in the English program and Arabic in the Arabic program.

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

Course Code in English: UNIV 1001

Course Code in Arabic : UNIVA 1001
Prerequisites: None
Credits: 3

Art History

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

Course Code in English: AHIST 1401
Course Code in Arabic : AHISTA 1401
Prerequisites: None
Credits: 3

Business Communications

The purpose of this course is to build an understanding of effective uses of English/Arabic in a business environment and to develop strong core business communication skills. This course introduces and enhances the varying modes of English/Arabic communication in the business environment and focuses on when to use these varying modes, depending on the situation. Students are provided the tools to function in a cross-cultural, global business environment and develop an understanding of the best techniques for successful communication in varying business contexts.

Course Code in English: BUS 1105
Course Code in Arabic : BUSA 1105
Prerequisites: None
Credits: 3

College Algebra (Proctored Course)

This course provides a solid grounding in algebra, trigonometry, and analytic geometry in preparation for further mathematical studies. The course includes an extensive study of linear, quadratic, and rational functions. It also contains an introduction to exponential and logarithmic functions and circles. Finally, the topic of systems of linear equations is covered.

Course Code in English: MATH 1201
Course Code in Arabic: MATHA 1201
Prerequisites: None
Credits: 3

Calculus

This course provides an interdisciplinary introduction to the core concepts of differential calculus, covering a wide range of topics. Content includes both applications and theory of differential calculus leading to an introduction of the Fundamental Theorem of Calculus. Learners will continue to refine independent study skills, problem solving, logically correct and mathematically precise writing and thinking, and their ability to use geometric, symbolic, and analytic formats in presenting solutions to both abstract and real world applications. Class activities will include lectures/discussions as well as tests and quizzes. All communications shall be delivered in writing.

Course Code in English: MATH 1211
Prerequisites in English: MATH 1201
Course Code in Arabic: MATHA 1211
Prerequisites in Arabic: MATHA 1201
Credits: 3

Greek and Roman Civilization

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

Course Code in English : HIST 1421
Course Code in Arabic : HISTA 1421
Prerequisites: None
Credits: 3

Discrete Mathematics

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

Course Code in English: MATH 1302
Course Code in Arabic : MATHA 1302
Prerequisites: None
Credits: 3

Globalization

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

Course Code in English: POLS 1503
Course Code in Arabic: POLSA 1503
Prerequisites: None
Credits: 3

Introduction to Biology

This introductory course defines biology and its relationship to other sciences. We examine the overarching theories of life from biological research and explore the fundamental concepts and principles of the study of living organisms and their interaction with the environment. We examine how life is organized into hierarchical levels; how living organisms use and produce energy; how life grows, develops, and reproduces; how life responds to the environment to maintain internal stability; and how life evolves and adapts to the environment.

Course Code in English: BIOL 1301
Course Code in Arabic: BIOLA 1301
Prerequisites: None
Credits: 3

Introduction to Economics

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

Course Code in English: ECON 1580
Course Code in Arabic: ECONA 1580
Prerequisites: None
Credits: 3

Introduction to Philosophy

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

Course Code in English: PHIL 1402
Course Code in Arabic: PHILA 1402
Prerequisites: None
Credits: 3

Courses Offered in English For the English program

Courses Offered in English For the English program

Biology 1 for Health Studies Majors

This course introduces main concepts in biology that are common to most living organisms. It covers topics in biochemistry, cell biology, and genetics, which illustrate how molecules are organized into cells. Cells constitute the basic unit of life, and genes are central to information flow within and between cells. In addition, this course makes use of assignments to introduce experimental methods and research data repositories. Through these activities, students learn how to approach a complex problem and find information relevant to a specific question or method. This course is designed both as a prerequisite to the study of biology at the organism or population level and as a general introduction to how biological knowledge is being produced.

Course Code: BIOL 1121
Prerequisites: None
Credits: 4

Introduction to Statistics (Proctored course)

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

Course Code in English: MATH 1280
Prerequisites: None
Credits: 3

Ethics and Social Responsibility

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

Course Code in English: PHIL 1404
Prerequisites: None
Credits: 3

Introduction to Psychology

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

Course Code in English: PSYC 1504
Prerequisites: None
Credits: 3

Introduction to Sociology

This course studies and compares social groups and institutions and their interrelationships. Special topics covered in the course include culture, socialization, deviance, stratification, race, ethnicity, social changes, and collective behavior. As an introduction to the scientific discipline of Sociology, students will have the opportunity to analyze what we know and what we think we know as citizens, individuals, and as novice sociologists.

Course Code in English: SOC 1502
Prerequisites: None
Credits: 3

Emotional Intelligence

This course examines the concepts and practical applications of emotional intelligence. Emotional intelligence is the ability to manage one's own internal emotional environment and one's ability to participate in relationships with others. Through a highly interactive format, the course will focus on how to assess basic skills in emotional intelligence, how to develop strategies to improve and enhance basic skill levels, and how to experiment with techniques that facilitate dealing with others of varying emotional backgrounds and competency levels.

Course Code: PSYC 1205
Prerequisites: None
Credits: 3

English Composition 1 (Proctored Course)

UoPeople offers an alternative route for demonstrating English language proficiency for international students who are not from an English-speaking country and whose high school language of instruction was not English and/or have not demonstrated that they possess the minimum level of required competency. They may be provisionally admitted to take this preparatory course that provides a

review of reading, grammar, and writing prior to taking a qualifying examination. Students must successfully pass all aspects of the course, pass the qualifying examination at the end of the course, and earn a comprehensive overall grade of 73% or higher to be eligible to be accepted as a non-degree student to take regular courses. Students whose final grade is less than a 73% will not pass the course but will be eligible to take ENGL 0101 English Composition 1 and the qualifying examination one additional time only. Students who do not earn a passing grade on the second try are not eligible for regular admission and are dismissed without appeal.

Course Code: ENGL 0101
Prerequisites: None
Credits: Not applicable. Not a credit earning course.

English Composition 2 (Proctored Course)

This course is designed to foster skills in critical reading and thinking, and in the production and evaluation of purposeful academic writing. Students are introduced to literary genres, rhetorical patterns in writing, and the use and citation of research sources. They gain practice in clear, effective writing, with an emphasis on the academic research paper and its components. By the end of the course students will produce a paper of collegiate quality.

Course Code: ENGL 1102
Prerequisites: None
Credits: 3

Introduction to Environmental Sciences

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

Course Code: ENVS 1301
Prerequisites: None
Credits: 3

Introduction to Health Psychology

Psychology is defined as the scientific study of the human mind and its functions, especially those affecting behavior in a given context. This course will draw upon health psychology, public health, and community psychology to emphasize how psychology contributes to overall health, as well as the cause, progression, and outcomes of physical illness. This course will highlight the many roles that psychology plays in health and illness including, the role of health behaviors and behavior change; beliefs about illness; symptom perception; help-seeking and communication with health professions; stress, pain and chronic conditions such as obesity, coronary heart disease and HIV; the role of gender on health; and health outcomes in terms of quality of life and life expectancy.

Course Code: PSYC 1111
Prerequisites: None
Credits: 3

Statistical Inference

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

Course Code: MATH 1281
Prerequisites: MATH 1280
Credits: 3

World Literature

This course is designed to introduce students to the structural concepts of world literature and to how to read critically with an emphasis on analysis and synthesis. The course will focus on both verbal and visual literacy via critical reading exercises. By the end of the course, the student will have conducted both practical and practice-based research in the area of world literature. Literary selections from a number of different cultures are introduced.

Course Code: ENGL 1405
Prerequisites: None
Credits: 3

Independent Study

In those rare instances when a student has completed all other degree requirements and needs a particular course to graduate that term, the Office of Academic Affairs may, as its discretion, direct the student to complete an independent study experience. Students assigned to an independent study experience will work one-on-one to fulfill the course requirement, which will typically include additional writing requirements, exams and/or an end-of-term research project. Students must be pre-approved prior to registration by the Office of Academic Affairs.

PROGRAMS OF STUDY

CHAPTER 7: BUSINESS ADMINISTRATION

The Business Administration degree educates students for success in a dynamic global economy within the context of sustainable business environments. The discipline's foundation covers accounting, economics, finance, entrepreneurship, management, and marketing analytics, cultivating responsible leaders to serve as architects and agents in organizational decision-making, using advanced quantitative approaches for foundations for success in the international business community.

Program Goals

The program has three overarching goals. Within the context of each, students are provided with the opportunity to acquire relevant skills and knowledge.

- Provides a framework in applying appropriate business models in decision-making situations.

  Students learn to:
  - interpret and analyze accounting information for efficiency and continuous performance improvement
  - apply concepts and principles for marketing resources, goods and services
  - understand the basic principles of corporate finance and how capital markets operate
  - understand how and when to use basic statistical analysis
  - *understand* (A.S. level*)/ analyze* (B.S. level) fundamental principles of economics and how they apply to business decisions
  - identify and analyze business problems and opportunities and formulate recommendations for courses of action (B.S. level)
  - identify opportunities for new business ventures, and evaluate their potential for success (B.S. level)

- Covers the knowledge and skills needed to perform effectively within a team environment.

  Graduates should be able to:
  - lead and/or co-lead collaborative projects using team building skills to accomplish group goals apply their knowledge of basic components and interactions between hardware and software to create programs to solve computing problems
  - understand the basic principles of organizational theory and the relationship between employees and organizations
  - understand the principles of setting performance goals, and monitoring, mentoring and motivating employees (B.S. level)

- Enhances a command of applying ethical reasoning to business situations.

  Graduates should be able to:
  - demonstrate how business behavior and policies can leave a lasting effect on society, and how some portions of society may be affected differently
  - develop self-awareness with respect to management style, time management, and sensitivity to diversity in the workplace
  - recognize the need to respond to ethical and legal concerns relating to human resource and organizational management (B.S. level)

[Note: The Associate of Science degree level has many goals in common with the Bachelor of Science degree level. This reflects the fact that students at the Associate's level complete the same Year 1 and Year 2 program requirements. Because students at the Bachelor's level then complete additional requirements in the major, they are expected to achieve these goals at a higher developmental level.]

Associate of Science in Business Administration (AS-BA)

The Associate of Science in Business Administration (AS-BA) program is built on a strong liberal arts foundation and provides a broad understanding of business and business fundamentals. Students learn how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The Associate's program introduces students to the basic tenets of the field and provides a foundation for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.

Prerequisites

BUS 1101	Principles of Business Management

Courses Required

BUS 1102	Basic Accounting
BUS 1103	Microeconomics
BUS 1104	Macroeconomics
BUS 1105	Business Communications
BUS 2201	Principles of Marketing (proctored course)

BUS 2202 E-Commerce (proctored course)
BUS 2203 Principles of Finance 1
BUS 2204 Personal Finance
BUS 2207 Multinational Management

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors and/or take additional courses in a student's major that may not be required for the degree as long as the language of instruction is the same.

University of the People - Arabic Division

University of the People continues to deploy its mission and worldwide network of degree programs to provide higher education to the Arab speaking population, with an emphasis on empowering refugees from diverse backgrounds from across the world. As an extension of the University's backbone, UoPeople offers degree programs in Arabic, but also provides a unique path to integrate into the English-language programs upon completion. The accredited associate degree in the Division is a pathway for UoPeople in Arabic students, who fulfill all admissions requirements, to commence courses in English, and complete their bachelor's degree studies at UoPeople.

With a limitless enrollment capacity, UoPeople in Arabic will be the most comprehensive, affordable, scalable, and flexible higher education institution offered to the Arab-speaking population today.

Associate of Science in Business Administration in Arabic (AS-BA)

The Associate of Science in Business Administration in Arabic (AS-BA) program is built on a strong liberal arts foundation and provides a broad understanding of business and business fundamentals. This program is offered in Arabic. Students learn how to apply appropriate business models in decision-making situations, perform effectively within a team environment, and apply ethical reasoning to business situations. The Associate's program introduces students to the basic tenets of the field and provides a foundation for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.

Prerequisites

BUSA 1101Principles of Business Management

Courses Required

BUSA 1102Basic Accounting
BUSA 1103Microeconomics
BUSA 1104Macroeconomics
BUSA 1105Business Communications
BUSA 2201Principles of Marketing (proctored course)
BUSA 2202E-Commerce (proctored course)
BUSA 2203 Principles of Finance 1
BUSA 2204Personal Finance
BUSA 2207Multinational Management

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements and/or take additional courses in a student's major that may not be required for the degree as long as the language of instruction is the same.

Bachelor of Science in Business Administration (BS-BA)

The Bachelor of Science in Business Administration (BS-BA) program provides students with comprehensive knowledge of business theories and models and their application to real-world problems. In particular, leadership, entrepreneurship, and analysis of business problems and opportunities are emphasized. The BS-BA program connects business to the role of work in a global society, offering broad preparation for whatever career pathway a student might elect, as well as providing solid preparation for graduate study in this and related fields.

Students pursuing a Bachelor of Science degree in Business Administration must complete all required courses in their chosen major as outlined below.

Prerequisites

BUS 1101 Principles of Business Management

Courses Required

BUS 1102 Basic Accounting
BUS 1103 Microeconomics
BUS 1104 Macroeconomics

BUS 1105	Business Communications
BUS 2201	Principles of Marketing (proctored course)
BUS 2202	E-Commerce (proctored course)
BUS 2203	Principles of Finance 1
BUS 2207	Multinational Management
BUS 3303	Entrepreneurship 1 (proctored course)
BUS 3305	Business Law and Ethics (proctored course)
BUS 3306	Business and Society (proctored course)
BUS 4402	Organizational Behavior (proctored course)
BUS 4403	Business Policy and Strategy (proctored course)
BUS 4405	Leadership (proctored course)
BUS 4406	Quality Management

Electives

BUS 2204	Personal Finance
BUS 3301	Financial Accounting
BUS 3302	Consumer Behavior
BUS 3304	Managerial Accounting
BUS 4401	Entrepreneurship 2
BUS 4404	Principles of Finance 2
BUS 4407	Strategic Management

Other Electives: Students pursuing a Bachelor of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

Courses in Business Administration

Courses Offered in Arabic for the Arabic Division

Principles of Business Management

All forms of business require the involvement of managers to enable the successful operation of the organization. This course presents a survey of the basic methods by which managers have operated businesses, large and small. Foremost are the basic concepts of planning, leading, organizing, and controlling. Embedded within these key concepts are numerous skills that, when mastered, will allow you to embark on a career in business management.

Course Code: BUSA 1101
Prerequisite: None
Credits: 3

Microeconomics

This is an introductory course in Microeconomics. In this course, we will learn about basic elements of consumer and firm behavior, different market structures and their effects on welfare, and the direct and indirect role of the government in determining economic outcomes.

Course Code: BUSA 1103
Prerequisites: BUSA 1101
Credits: 3

Courses Offered in English for the English program and Arabic for the Arabic program.

Basic Accounting

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

Course Code in English: BUS 1102
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 1102
Prerequisites in Arabic: BUSA 1101
Credits: 3

Macroeconomics

This course provides a solid overview of the field of macroeconomics with the intent to develop a general understanding and appreciation of the factors and methods used to manage macroeconomic policy and the impact of these policies on the global economy. This course helps students understand how a nation's economy works and how macroeconomic policy impacts a nation's economy. It will help you to judge what policies you, as an informed member of society and participant in the economy, will or will not support.

Course Code in English: BUS 1104
Prerequisites in English: BUS 1101
Course Code in Arabic: BUS 1104
Prerequisites in Arabic: BUS 1101
Credits: 3

Business Communications

The purpose of this course is to build an understanding of effective uses of English in a business environment and to develop strong core business communication skills. This course will introduce and enhance the varying modes of English communication in the business environment and will also focus on when to use these varying modes, depending on the situation. This course will also give students the tools to function in a cross-cultural, global business environment and will develop an understanding of the best techniques for successful communication in varying business contexts.

Course Code in English: BUS 1105
Course Code in Arabic: BUSA 1105
Prerequisites: None
Credits: 3

Principles of Marketing (Proctored course)

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

Course Code in English: BUS 2201
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 2201
Prerequisites in Arabic: BUSA 1101
Credits: 3

E-Commerce (Proctored course)

This course serves as an introduction to internet-based business models (i.e., e-commerce) in organizations. The study of this field will assist students in recognizing opportunities and overcoming challenges in online business transactions. Topics include e-commerce management, use of information systems and integration with human resources, knowledge management strategies, e-marketing and relationships between the internet, government, and society.

Course Code in English: BUS 2202
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 2202
Prerequisites in Arabic: BUSA 1101
Credits: 3

Principles of Finance 1

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

Course Code in English: BUS 2203
Prerequisites in English: BUS 1102
Course Code in Arabic: BUSA 2203
Prerequisites in Arabic: BUSA 1102
Credits: 3

Personal Finance

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

Course Code in English: BUS 2204
Prerequisites in English: BUS 1101
Course Code in Arabic: BUSA 2204
Prerequisites in Arabic: BUSA 1101
Credits: 3

Multinational Management

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

Course Code in English: BUS 2207
Prerequisites in English: BUS 2201
Course Code in Arabic: BUSA 2207
Prerequisites in Arabic: BUSA 2201
Credits: 3

Courses Offered in English for the English program

Principles of Business Management

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

Course Code: BUS 1101
Prerequisite: None
Credits: 3

Microeconomics

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

Course Code: BUS 1103
Prerequisites: BUS 1101
Credits: 3

Financial Accounting

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

Course Code: BUS 3301
Prerequisites: BUS 2203
Credits: 3

Consumer Behavior

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

Course Code: BUS 3302
Prerequisites: BUS 2201
Credits: 3

Entrepreneurship 1 (Proctored course)

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

Course Code: BUS 3303
Prerequisites: BUS 2201
Credits: 3

Managerial Accounting

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

Course Code: BUS 3304
Prerequisites: BUS 2203
Credits: 3

Business Law and Ethics (Proctored course)

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

Course Code: BUS 3305
Prerequisites: BUS 2201
Credits: 3

Business and Society (Proctored Course)

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

Course Code: BUS 3306
Prerequisites: BUS 2207
Credits: 3

Entrepreneurship 2

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

Course Code: BUS 4401
Prerequisites: BUS 3303
Credits: 3

Organizational Behavior (Proctored course)

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

Course Code: BUS 4402
Prerequisites: BUS 3306
Credits: 3

Business Policy & Strategy (Proctored course)

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

Course Code: BUS 4403
Prerequisites: BUS 3306 and BUS 2207
Credits: 3

Principles of Finance 2

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

Course Code: BUS 4404
Prerequisites: BUS 2203
Credits: 3

Leadership (Proctored course)

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

Course Code: BUS 4405
Prerequisites: BUS 3303
Credits: 3

Quality Management

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

Course Code: BUS 4406
Prerequisites: BUS 4402
Credits: 3

Strategic Management

This course explores the relationships between organizations and their environments from a corporate policy perspective. Topics to be discussed include organizational structure and development, competition analysis, long and short-range planning, creating mission and vision statements, implementing goals, performance indicators and evaluation.

Course Code: BUS 4407
Prerequisites: BUS 4402
Credits: 3

CHAPTER 8: COMPUTER SCIENCE

The Computer Science degree meets the growing demands of the regional and national economy by preparing students to approach and solve the important scientific, global, and societal challenges of the 21st century. The discipline studies phenomena and concepts arising from the use of logic, mathematics, engineering and other sciences in understanding and manipulating information; the degree provides a firm foundation in both hardware/architecture and software, as well as an understanding of a variety of applications of these fundamental ideas and techniques.

Program Goals

The program has three overarching goals. Within the context of each, students are provided with the opportunity to acquire relevant skills and knowledge.

- Provides a framework in applying strategies for the effective design of computing systems.

  Students learn to:
  - understand the use and structure of the common mechanisms for describing and designing software and hardware structures
  - understand the use of abstraction in the design, implementation, and use of databases
  - demonstrate proficiency in core programming skills to code, debug, and test programming solutions
  - apply appropriate methods in the planning, development, and management of design projects (B.S. level)

- Covers the knowledge and skills needed to analyze problems from multiple perspectives and seek resolution through multiple methods and tools.

  Graduates should be able to:
  - understand the scientific principles that underlie the physical characteristics of computers and be able to build conceptual models relating to this
  - apply their knowledge of basic components and interactions between hardware and software to create programs to solve computing problems
  - recognize the need, and demonstrate their willingness, to expand their knowledge of beyond the classroom
  - apply mathematics methods effectively to analyze and resolve problems (B.S. level)

- Enhances a command of critical thinking with respect to computer ethics, privacy, and security.

Graduates should be able to:

- understand the potential tensions between society and the constraints and opportunities of computing affected
- recognize the potential ethical and social impact in the use and creation of technology

[Note: The Associate of Science degree level has many goals in common with the Bachelor of Science degree level. This reflects the fact that students at the Associate's level complete the same Year 1 and Year 2 program requirements. Because students at the Bachelor's level then complete additional requirements in the major, they are expected to achieve these goals at a higher developmental level.]

Associate of Science in Computer Science (AS-CS)

The Associate of Science in Computer Science (AS-CS) program is built on a strong liberal arts base and enables students to explore the field from a range of perspectives, gaining a fundamental understanding of the mathematical and scientific principles underlying computing and information technology and of their application in the field. Students learn how to apply strategies for the effective design of computing systems; analyze problems using multiple perspectives, methods, and tools; and develop their critical thinking in respect to computer ethics. The Associate's program introduces students to the field, grounds them in the techniques of computing, and equips them for continued study towards a Bachelor of Science Degree.

Students pursuing an Associate of Science degree in Computer Science must complete all required courses in their chosen major as outlined below.

Prerequisites

Students must pass the following prerequisites before they can begin taking courses in the major:

MATH 1201	College Algebra
MATH 1280	Introduction to Statistics
CS 1101	Programming Fundamentals
CS 1102	Programming 1

Courses Required

CS 1103	Programming 2
CS 1104	Computer Systems
CS 2203	Databases 1
CS 2204	Communications and Networking
CS 2205	Web Programming 1 (proctored course)

CS 2301	Operating Systems 1 (proctored course)
CS 2401	Software Engineering 1

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree as long as the language of instruction is the same.

Bachelor of Science in Computer Science (BS-CS)

The Bachelor of Science in Computer Science (BS-CS) program provides students with in-depth knowledge and analytical skills associated with the design, development, testing and documentation of a range of operating systems; database management; and programming languages. With computers found in every aspect of today's society, students completing the Bachelor of Science Degree are prepared for a range of options, including continued study in the field at the graduate level.

Students pursuing a Bachelor of Science degree in Computer Science must complete all required courses in their chosen major as outlined below.

Prerequisites

Students must pass the following prerequisites before they can begin taking courses in the major:

MATH 1201	*College Algebra*
MATH 1280	*Introduction to Statistics*
CS 1101	*Programming Fundamentals*
CS 1102	*Programming 1*

CS 1103	Programming 2
CS 1104	Computer Systems
CS 2203	Databases 1
CS 2204	Communications and Networking
CS 2205	Web Programming 1 (proctored course)
CS 2301	Operating Systems 1 (proctored course)
CS 2401	Software Engineering 1
CS 3303	Data Structures (Proctored course)
CS 3305	Web Programming 2 (Proctored course)

CS 3306	Databases 2 (proctored course)
CS 3307	Operating Systems 2 (proctored course)
CS 4402	Comparative Programming Languages (proctored course)
CS 4407	Data Mining and Machine Learning (proctored course)
MATH 1302	Discrete Mathematics
MATH 1211	Calculus

Electives

CS 3304	Analysis of Algorithms
CS 3308	Information Retrieval
CS 4403	Software Engineering 2
CS 4404	Advanced Networking and Data Security
CS 4405	Mobile Applications
CS 4406	Computer Graphics
CS 4408	Artificial Intelligence

Other Electives: Students pursuing an Associate of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

Courses in Computer Science

Programming Fundamentals

This course covers the basics of computer programming and provides a foundation for further learning in this area. No previous computer programming knowledge is required to finish this course. The course uses the Python programming language which is very simple and straightforward. The course also covers abstract concepts which can be applied to almost any programming language, and students are encouraged to pay attention to these, since the way of thinking like a programmer is the most valuable lesson they will learn. (Students with formal training in the Python language may petition to waive this requirement.)

Course Code: CS 1101
Prerequisites: None
Credits: 3

Programming 1

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

Course Code: CS 1102
Prerequisites: CS 1101
Credits: 3

Programming 2

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

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

Computer Systems

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

Course Code: CS 1104
Prerequisites: CS 1103
Credits: 3

Databases 1

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

Course Code: CS 2203
Prerequisites: CS 1102
Credits: 3

Communications and Networking

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

Course Code: CS 2204
Prerequisites: CS 1104
Credits: 3

Web Programming 1 (Proctored course)

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

Course Code: CS 2205
Prerequisites: CS 1103
Credits: 3

Operating Systems 1 (Proctored course)

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

Course Code: CS 2301
Prerequisites: CS 1103
Credits: 3

Software Engineering 1

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

Course Code: CS 2401
Prerequisites: CS 1103
Credits: 3

Data Structures (Proctored course)

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

Course Code: CS 3303
Prerequisites: CS 1103
Credits: 3

Analysis of Algorithms

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

Course Code: CS 3304
Prerequisites: CS 3303
Credits: 3

Web Programming 2 (Proctored course)

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

Course Code: CS 3305
Prerequisites: CS 2205
Credits: 3

Databases 2 (Proctored course)

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

Course Code: CS 3306
Prerequisites: CS 2203
Credits: 3

Operating Systems 2 (Proctored Course)

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

Course Code: CS 3307
Prerequisites: CS 2301
Credits: 3

Information Retrieval

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

Course Code: CS 3308
Prerequisites: CS 3303
Credits: 3

Comparative Programming Languages

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

Course Code: CS 4402
Prerequisites: CS 1103
Credits: 3

Software Engineering 2

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

Course Code: CS 4403
Prerequisites: CS 2401
Credits: 3

Advanced Networking and Data Security

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

Course Code: CS 4404
Prerequisites: CS 2204
Credits: 3

Mobile Applications

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

Course Code: CS 4405
Prerequisites: CS 2205
Credits: 3

Computer Graphics

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

Course Code: CS 4406
Prerequisites: CS 1103
Credits: 3

Data Mining and Machine Learning (Proctored course)

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

Course Code: CS 4407
Prerequisites: CS 3303
Credits: 3

Artificial Intelligence (Proctored course)

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

Course Code: CS 4408
Prerequisites: CS 4407
Credits: 3

CHAPTER 9: HEALTH SCIENCE

Data from the World Health Organization show to what extent gains in global health and well-being are being made, the great distance there is yet to travel, and the inequalities that exist among and within countries with respect to life expectancy and access to services. Programs in the Health Sciences seek to address these challenges. Interdisciplinary in nature, they apply the principles and practices of mathematics and the natural sciences, engineering and technology, and the social and behavioral sciences to the improvement of human and animal health. The Health Sciences encompass a variety of fields and include programming for those engaged in the delivery of health care (e.g., nursing, dentistry, pharmacy, veterinary medicine); those doing research on the causes and treatment of illness (e.g., physiologists, pharmacologists); and those working to prevent disease and promote societal health and well-being (e.g., public health).

UoPeople has chosen to make Health Science its first offering in the area of the Health Sciences because the world-wide need is so great. The U.S. Bureau of Labor Statistics projects that health-related programs will be the fastest growing employment sector in the coming decade due to an aging population and changes in the health care market. In other parts of the globe affected by war, famine and limited resources, the demand for health care prevention and education is enormous.

The Health Science degree offers a uniquely interdisciplinary approach to studying health behavior at both the global and local levels. The discipline's foundation covers public health policy and practices impacting human health infrastructures contributing to health disparities. The degree emphasizes research, planning, development, and implementation in health education, disease prevention, and community programming.

Program Goals

The program has three overarching goals. Within the context of each, students are provided with the opportunity to acquire relevant skills and knowledge.

- Provides an understanding of the social and biological causes of health and illness.

  Students learn to:
  - explain human anatomy and physiology
  - categorize the most commons forms of morbidity (i.e., illness or other health disability), their prevalence, causes and treatments
  - read, analyze and interpret health data
  - characterize the social and behavioral determinants of physical health
  - describe the microbiological and molecular bases of human disease and its transmission
  - place human development in context

  - gain a holistic view of the determinants of mental health and psychopathology (B.S. level)

- Covers the knowledge and skills needed to perform effectively within the context of disease prevention and the promotion of health.

  Graduates should be able to:
  - understand the principles of goal setting and of monitoring, mentoring and motivating patients, in particular, and communities, in general
  - identify and analyze health problems and challenges and opportunities in their communities and formulate recommendations for courses of action
  - utilize team building skills to lead and/or co-lead collaborative projects to accomplish group goals (B.S. level)
  - apply the basic principles of organizational theory to the relationship between health care and health (B.S. level)

- Develops an understanding of the role of policy, ethics and resources in the management of prevention programming and health service delivery.

  Graduates should be able to:
  - demonstrate how health policies can leave a lasting effect on society and how some portions of society may be differentially affected
  - design ways to overcome stigma related to health conditions
  - analyze ethical issues encountered in fostering disease prevention and the promotion of health as they can affect individuals as well as communities (B.S. level)
  - formulate responses to ethical and legal concerns relating to health service provision as well as health and medical research (B.S. level)

[Note: The Associate of Science degree level has many goals in common with the Bachelor of Science degree level. This reflects the fact that students at the Associate's level complete the same Year 1 and Year 2 program requirements. Because students at the Bachelor's level then complete additional requirements in the major, they are expected to achieve these goals at a higher developmental level.]

Associate of Science in Health Science (AS-HS)

The Associate of Science in Health Science (AS-HS) is built on a strong liberal arts foundation and provides students with a broad understanding of Health Science theories and models and their application to real-world situations. It introduces them to the biological, behavioral, social and cultural dimensions of promoting and protecting individual and societal health and well-being. The program is

appropriate for those considering entry-level opportunities in government, private and non-profit organizations as well as for those considering study towards a Bachelor of Science Degree.

The program requires a minimum of 62 semester hour credits. Students must complete a minimum of 20 courses. Each course is 9 weeks in length. Students earn 3 credit hours in all courses with two exceptions: BIOL 1121 Biology 1 for Health Studies Majors and BIOL 1122 Biology 2 for Health Studies Majors carry 4 credit hours each.

Students pursuing an Associate of Science in Health Science degree must complete all required courses in their chosen major as outlined below.

Prerequisites

Students must pass the following three prerequisites before they can begin taking courses in the major:

BIOL 1121	Biology 1 for Health Studies Majors
PSYC 1111	Introduction to Human Psychology
SOC 1502	Introduction to Sociology

Required Courses in the Major

BIOL 1122	Biology 2 for Health Studies Majors
HS 2211	Human Anatomy & Physiology (proctored course)
HS 2212	Infectious Diseases
HS 2611	Nutrition
HS 2711	Health Science 1 (proctored course)
HS 2712	Health Science 2

Program Electives

HS 3210	Human Diseases
HS 3814	Community Health

Other Electives: Students pursuing an Associate of Science in Health Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

Bachelor of Science in Health Science (BS-HS)

The Bachelor of Science in Health Science (BS- HS) is a rigorous program of study that provides a multi-disciplinary grounding in factors influencing the prevention of disease and the improvement of societal health. It provides an understanding of the social and biological causes of health and illness; covers the knowledge and skills needed to work in areas of disease prevention and promotion of health; and explores the role of policy, ethics and resources in the management of prevention programming and health service delivery. Opportunities for employment in this field are expanding, and graduates will also be equipped for continued study at the graduate level.

The program requires 122 semester hour credits. Students must complete a minimum of 39 courses. Each course is 9 weeks in length. Students earn 3 credit hours in all courses with three exceptions. BIOL 1121 Biology 1 for Health Studies Majors and BIOL 1122 Biology 2 for Health Studies Majors carry 4 credit hours each; the Internship (HS 3995) is 6 credit hours.

Students pursuing a Bachelor of Science Health Science degree must complete all required courses in their chosen major as outlined below.

Please note that this academic program is still being finalized with respect to elective courses. Thus, you still will be responsible for completing all of the credits as required by the catalog at the time of your enrollment. Additional elective courses will be added in the near future to address this.

Prerequisites

Students must pass the following three prerequisites before they can begin taking courses in the major:

BIOL 1121	Biology 1 for Health Studies Majors
PSYC 1111	Introduction to Health Psychology
SOC 1502	Introduction to Sociology

Required Courses in the Major

BIOL 1122	Biology 2 for Health Studies Majors
HS 2211	Human Anatomy & Physiology (proctored course)
HS 2212	Infectious Diseases
HS 2611	Nutrition
HS 2711	Health Science 1 (proctored course)
HS 2712	Health Science 2
HS 3311	Epidemiology (proctored course)
HS 3610	Human Development in a Global Perspective (proctored course)
HS 3995	Internship (6 credits)
HS 4212	Genetics (proctored course)

HS 4241	Psychopathology and Mental Health (proctored course)
HS 4510	Biostatistics (proctored course)
HS 4810	Health Policy and Management (proctored course)

Program Electives

HS 3210	Human Diseases
HS 3810	Health Systems and Structures
HS 3814	Community Health
HS 4812	Bioethics

Other Electives: Students pursuing a Bachelor of Science degree may choose additional elective courses beyond those specified in the General Education requirements, and/or select introductory courses in other majors, and/or take additional courses in a student's major that may not be required for the degree.

HS 3995 Internship

Students who have completed at least 90 semester hours including the following 10 courses in the Health Science major are eligible to apply for the internship.

BIOL 1122 Biology 2 for Health Studies Majors

HS 2211 Human Anatomy & Physiology

HS 2212 Infectious Diseases

HS 2611 Nutrition

HS 2711 Health Science 1

HS 2712 Health Science 2

HS 3311 Epidemiology

HS 3610 Human Development in a Global Perspective

HS 4510 Biostatistics

HS 4810 Health Policy and Management

The internship experience comprises 270 hours of meaningful, supervised internship experience as part of the program of study for the Bachelor of Science in Health Science, and students are encouraged to begin planning for it at least two terms in advance.

The internship can be completed over one or two terms. Students engage in the onsite internship activities and complete the associated academic course requirements according to the following schedule:

- Internship completed in one term — 30 hours per week for 9 weeks
  - Submit the Application for Internship Experience at the beginning of the term immediately preceding the term in which the internship is expected to begin.
  - Register for HS 3995 for 6 semester credits for the term when the internship will take place.
  - Submit the project paper no later than the end of the final examination period in Week 9 of the term.

- Internship completed in two terms — 15 hours per week for 18 weeks
  - Submit the Application for Internship Experience at the beginning of the term immediately preceding the term in which the internship is expected to begin.
  - Register for HS 3995 for 6 semester credits during the second term of the internship experience; no course registration is required for the first term of the internship.
  - Submit the project paper no later than the end of the final examination period of Week 9 of the second term of the internship experience.

Students must submit an Application for Internship Experience to their Program Advisor by the end of Week 1 of the term before the beginning of the term in which they intend to start their internship. The Application for Internship Experience must include the signed approval of the client organization where the experience will occur and the signed agreement of the contact person who agrees to serve as an onsite advisor for the internship.

In order to receive credit for the internship, all steps in the application process must be completed and approved by the Office of Academic Affairs before starting the internship.

Proctored Courses for Health Science

The following courses have final examinations that must be taken under the supervision of a proctor (exam monitor). [19]

ENGL 1102 English Composition 2
MATH 1201 College Algebra
MATH 1280 Introduction to Statistics
HS 2211 Human Anatomy and Physiology
HS 2711 Health Science 1: Health Education and Behavior
HS 3311 Epidemiology
HS 3610 Human Development in a Global Perspective
HS 4212 Genetics
HS 4241 Psychopathology and Mental Health
HS 4510 Biostatistics
HS 4810 Health Policy & Management

[19] The list of proctored courses required for Community and Public Health majors includes courses required for the Bachelor's Degree.

Courses in Health Science

Biology 2 for Health Studies Majors

This course is the second in a series of two biology courses and follows Biology 1 for Health Studies Majors. In Biology 2, students study biology at the organism, population and ecosystem level of organization. Topics covered include evolution, biodiversity, plant and animal structure and function, and ecology. This course includes a virtual laboratory component which compliments topics covered in the assigned readings.

Course Code: BIOL 1122
Prerequisites: BIOL 1121, PSYC 1111, and SOC 1502
Credits: 4

Human Anatomy & Physiology (Proctored course)

This course serves as an introduction to the global structure and function of the human body, as well as its systems and physiological processes that supports the functioning of the systems. Topics to be addressed include musculoskeletal, nervous, cardiovascular, endocrine and respiratory organ systems. The class will introduce students to the concept of connecting form to function and to evolutionary history. Students will gain a primary understanding of anatomical and physiological terminology; cell and tissue types; and basic biochemistry as it relates to human organ differentiation. Students will also learn how to search and find the most up to date and freely accessible research in the field of physiology/anatomy. They will be introduced to the basic study designs employed in physiological/anatomical and medical research.

Course Code: HS 2211
Prerequisites: BIOL 1122
Credits: 3

Infectious Diseases

This course provides an overview of the process by which disease is transmitted. Topics to be covered include the microbiology of viruses, bacteria and other infectious agents; host-parasite relations and coevolution; vectors of transmission; and social network models of transmission. These concepts are applied to real world case studies where students learn how to prevent the spread of disease, handle highly infectious patients, and deal with the social ramifications of interventions such as quarantines.

Course Code: HS 2212
Prerequisites: BIOL 1122
Credits: 3

Nutrition

This course provides a general background introducing the history of food, food preparation and food storage/preservation. Basic knowledge about food chemistry will be presented with respect to human energy balance and metabolism, macro- and micronutrient needs and food group functions, and the diseases of nutrient deficiency and excess intake. Particular emphasis will be placed on the role of diet in metabolic syndrome, the obesity epidemic in some societies, and the political and geophysical causes of famine in other contexts.

Course Code: HS 2611
Prerequisites: BIOL 1122
Credits: 3

Health Science 1: Health Education and Behavior (Proctored course)

Health is a multidimensional concept with both a concrete and a social definition. In this course concepts of health and illness are explored to examine the ways in which the environmental surroundings, as well as the conditions under which we are born, grow, work, play, and age, shape our personal, community and population health. The course also investigates the structural and intermediary determinants of health such as social environment, social capital, behavior, and biology.

Course Code: HS 2711
Prerequisites: BIOL 1122
Credits: 3

Health Science 2: Preventive Medicine & Social Determinants of Health

This course provides an opportunity for students to delve further into key topics including social inequalities and their potential impact on health, with emphasis on marginalized and stigmatized populations; the role of resource allocation in health care; public health programing and the role of the State in public health; the health care system as a social institution; and how the health care system interfaces with populations, communities, and individuals through key decision making processes and communications.

Course Code: HS 2712
Prerequisites: HS 2711
Credits: 3

Human Diseases

This course examines current understanding of human health and disease. Students will explore etiology, pathogenesis, diagnosis, treatment, outlook, and prevention of select diseases. Topics include

conditions resulting from trauma; developmental, congenital, and childhood diseases; and diseases and conditions from each system in the human body.

Course Code: HS 3210
Prerequisites: HS 2211
Credits: 3

Epidemiology (Proctored course)

This course introduces student to basic concepts and methods of epidemiology and population health. In this course, students learn how to measure disease incidence, prevalence, risk, relative risk and related concepts. Students also learn how to design, analyze and interpret studies that deploy methodologies ranging from case-control, cohort and randomized control trials (RCTs). Problems that plague such studies are explored including attrition, censoring, biased sampling, model misspecification, confounding or lurking variables. Finally, disease transmission dynamics are addressed along with network models that attempt to describe them.

Course Code: HS 3311
Prerequisites: HS 2211
Credits: 3

Human Development in a Global Perspective (Proctored course)

This course provides a comparative analysis of the life course and stages from infancy through adolescence and adulthood, to old age and death. Various developmental processes are addressed, including socio-emotional, cognitive, and physical. Various perspectives are explored from the social scientific including an analysis of rituals and rites of passage and roles at various life states, to the biological where students study predictors of menarche, fertility, brain development as well as stages of physical and mental decline. Special emphasis on cross-cultural differences in human development are explored throughout the course.

Course Code: HS 3610
Prerequisites: HS 2712
Credits: 3

Health Systems and Structures

Globally, the world is moving towards Universal Health Coverage, a concept built around the practical attainment of the basic human rights of health for all. At the most basic level, a Healthcare System is the organization of both human and monetary resources, institutions, and service delivery outlets in order to meet the health needs of a population. These systems come in a variety of models which are influenced by the economic context, the values upon which the system is built and guided, and the

socio-cultural context at the national and local levels. This course provides a comprehensive overview of the different models of Health Systems and Service Delivery Organization employed in various contexts around the world as a means of providing a holistic and balanced understanding of how health systems can and do function in different contexts.

Course Code: HS 3810
Prerequisites: HS 2712
Credits: 3

Community Health

Community Health is an evidence-based practice for preventing and reducing population-wide levels of public health problems such as crime, disease, and poverty (CDP). CDP are responsible for the rates of morbidity and mortality in every community in the world. The CTC uses a public health approach to address community-wide health and behavioral issues and this course provides students with the basic knowledge needed to help create and sustain CTC awareness. The course also examines the functions and structures of the communities and covers the five implementation phases of the CTC model which involves understanding the concept and role of key leaders and community work-groups.

Course Code: HS 3814
Prerequisites: HS 2712
Credits: 3

Internship

Students complete a formal, supervised internship in a government, private or nonprofit organization in which they gain real-world experience in one or more of the following areas: prevention of sickness and injury; detection and control of diseases; education of individuals, groups and communities to promote health and healthy lifestyles; policy and/or program development; advocacy for quality healthcare that is equitable and geographically accessible; research in any of these areas. Students complete and are graded on a written project paper due at the end of the internship experience.

Course Code: HS 3995
Prerequisites: 90 credits including the following 10 courses in the Health Science major are eligible to apply for the internship:

BIOL 1122 Biology 2 for Health Studies Majors, HS 2211 Human Anatomy & Physiology, HS 2212 Infectious Diseases, HS 2611 Nutrition, HS 2711 Health Science 1, HS 2712 Health Science 2, HS 3311 Epidemiology, HS 3610 Human Development in a Global Perspective, HS 4510 Biostatistics and HS 4810 Health Policy and Management
Credits: 6

Genetics (Proctored Course)

This course introduces students to a wide range of topics in the burgeoning field of genetics and evolutionary biology. Topics to be covered include the structure and function of DNA; Mendelian inheritance and deviations from this assumption; aspects of evolution including the neutral theory; selection; drift; and evolutionarily stable strategies; sexual versus asexual reproduction; behavioral genetics and the concept of heritability; and gene-by-environment effects. Through the use of educational technology, students explore their own analyses of these areas throughout the course.

Course Code: HS 4212
Prerequisites: HS 3311
Credits: 3

Psychopathology and Mental Health (Proctored course)

This course serves as an introduction to a wide range of mental health topics beginning with definitions of normality and abnormality with respect to human behavior, and including the concepts of stigma and othering. The social and genetic bases for major mental illnesses such as schizophrenia, bipolar disorder, and major depression are also explored in depth. Students explore definitions of mental illness and how the existence of certain disorders remains a source of debate. Various perspectives and treatments are included such as Freudian/psychoanalytic, cognitive behavioral and psychopharmacology; mental health as a neglected global public health issue will also be covered with an emphasis on application of concepts to real world challenges at the individual, community and population levels.

Course Code: HS 4241
Prerequisites: HS 2211 and PSYC 1111
Credits: 3

Biostatistics (Proctored course)

Biostatistics provides an introduction to selected topics in statistics as they apply to biological and health issues. In discussing different forms of biological/medical/health data and the tools used to analyze them, students learn how to describe the central tendency and variation in data. They also unpack the relationship between sample statistics and population values (i.e. inference) and are introduced to concepts such as hypothesis testing, power analysis and study design, and sampling approaches.

Course Code: HS 4510
Prerequisites: MATH 1280 and HS 3311
Credits: 3

Health Policy & Management (Proctored course)

Health Policy today is determined by the goals and actions of health related decisions in a given society. As such, health policy can define the vision for the future by identifying priorities, roles and responsibilities, and affecting change, preferably towards the betterment of health for the population. This course examines the development and the use of health policy with specific emphasis on management, economics of care, the development of health systems and services, and health politics. In understanding constructions of health policy, students explore key aspects of health management, and gain a practical skillset for the integration and implementation of policy at various levels of health provision, care, and leadership.

Course Code: HS 4810
Prerequisites: HS 2712
Credits: 3

Bioethics

Bioethics focuses on the 'reasonableness' of human choices and actions that typically occur in health sciences practice, such as end-of-life decision-making, artificial reproduction / genetic manipulation, medical research practices and population-level allocation of health resources. The course begins with a general consideration of ethics before delving into medical practice and bioethics in particular. Students learn to debate ethical issues such as conflicts in honoring patient requests, when randomized trials are acceptable, how to think about rationing limited health or nutritional resources, and appropriate responses to patient requests to be informed about health and longevity prospects. One goal of this course is to raise awareness and inform students about the moral choices and decisions that are a part of health care careers.

Course Code: HS 4812
Prerequisites: HS 2712
Credits: 3

CHAPTER 10: ENGLISH LANGUAGE LEARNERS PROGRAM (ELL)

As part of the University's mission to offer affordable, quality, online degree programs to any student, we are excited to launch the ELL (English Language Learners) program! This new program aims to help our Arabic students improve their English language abilities and to equip them with English proficiency at an academic level, allowing them to be successful in their studies.

The program will be available to any existing students of UoPeople Arabic who wish to improve their English. The program is comprised of eight levels of proficiency (A0 – B2), and Arabic-speaking students who attain the B2 level of proficiency will be eligible to continue their studies at UoPeople in English and work towards obtaining their Bachelor's degree in English.

This is a non-degree, non-credit bearing program that is designed to improve English-language proficiency. Similar to our other programs, students will be asked to pay an assessment fee of $120 at the end of each course; however, the University may provide scholarships to students who are unable to pay this fee.

We believe that these language and communication skills can create many opportunities for students and graduates reaching beyond the University. By offering students the opportunity to study towards a degree in English, we are preparing our students for the international job market, as well as providing them with an essential tool for building their professional careers – particularly for refugees who are integrating into new societies. The program also gives the Arabic student population an excellent opportunity to participate in the UoPeople global community, enriching the diversity of the student population.

Program Goals

The goal of the ELL program is to provide non-native English speakers with a graduated series of language courses that culminate in the demonstration of academic English proficiency skills required for admission to higher education programs.

Admissions

Only existing students of UoPeople Arabic who wish to improve their English may apply to this program at this time.

Students will be required to provide a recent English test score, taken within the last five years, from one of the following:

- Accuplacer

- CEFR
- Duolingo
- EIKEN
- IELTS
- PTE
- TOEFL IBT
- TOEFL PBT

Those who are unable to provide a recent English test score are required to take an online English placement test with Duolingo as part of the application process, which costs $50 USD.

Program Structure

The ELL program is comprised of 8 different levels of proficiency that go from A0 up to B2. The first two levels of the program will have a mix of Arabic and English, designed for those just beginning to study the English language.

Once students provide their English test score, or take the Duolingo placement test, we will be able to determine the English proficiency level and place each student at the relevant level according to their test score. As such, students may not need to go through all eight levels of the program.

The ELL program is a non-degree program, so it will not count toward your total credits for earning your degree. It will, however, give you the chance to continue your studies towards your Bachelor's Degree at UoPeople in English by improving your English.

This program was designed specifically for non-English speakers to equip them with the skills necessary to study at a university level in English. This means that, upon the completion of the program, you will be able to apply to any UoPeople English program and continue your studies towards a higher degree.

Prerequisites

- Provide English test score (taken within past 5 years)

Each course serves as a prerequisite for the following course. Students may move on to the next level after successfully completing their current level.

Curriculum

ENGL 0001 Beginner English 1

ENGL 0002 Beginner English 2

ENGL 0003 Elementary English 1

ENGL 0004 Elementary English 2

ENGL 0005 Pre-Intermediate English 1

ENGL 0006 Pre-Intermediate English 2

ENGL 0007 Intermediate English 1 (EAP)

ENGL 0008 Intermediate English 2 (EAP)

Policies & Processes

Students are permitted to study in this program while studying in another UoPeople program or while taking other UoPeople courses.

Students are permitted to take ELL courses in addition to the course load allowed for other UoPeople courses and programs.

Students may repeat each course up to 3 times, with the exception of course number 8 (ENGL 0008 Intermediate English 2 (EAP)) which may be repeated twice.

A grade of a "C" or better is considered a passing grade for courses 1-7. A grade of a "B-" or better is considered a passing grade for course 8.

Given that the English Language Learning program is a non-accredited non-degree program, it is excluded from the student recognition for GPA achievements (i.e., President's List, Dean's List, Honor's List).

The ELL is a non-degree program, therefore graduation documents, including diplomas and certificates are not issued for this program. Nevertheless, students will be able to download a letter of completion for each completed course in the UoPeople Portal, for their personal records.

Courses

Beginner English 1

This course provides familiarity with the alphabet, reading mechanics, listening skills, and simple pronunciation. At the end of the course, students will be able to read and write the English alphabet as

well as introduce themselves using simple phrases. This course uses Arabic as the non-English language base for student support and prompts. There is no peer assessment in this course.

Course Code: ENGL 0001
Prerequisites: none
Credits: none

Beginner English 2

This course assumes limited knowledge of the English language. Students will be able to read simple directions, introduce themselves, give short biographical data, and begin to understand basic phrases needed for everyday English communication. This course uses Arabic as the non-English language base for student support and prompts.

Course Code: ENGL 0002
Prerequisites: ENGL 0001
Credits: none

Elementary English 1

This course focuses on basic grammar and simple sentence structures. Students will be able to explain their background and give information on the most immediate needs in their daily lives. This course contains peer assessment that involves short and direct answers. This course is offered only in English.

Course Code: ENGL 0003
Prerequisites: ENGL 0002
Credits: none

Elementary English 2

This course concludes the foundation of simple applied grammar and composition. Students will be able to participate in a simple exchange of information and understand expressions used most in everyday life, including simple employment phrases. Further, students will start to formulate simple paragraphs. They will also learn the academic skill of editing and revising their work. This course is offered only in English.

Course Code: ENGL 0004
Prerequisites: ENGL 0003
Credits: none

Pre-Intermediate English 1

In this course, students will be introduced to reading strategies with an emphasis on short readings in their field of study. They will learn different note-taking strategies and create mixed length sentences. They will be able to formulate a simple 5-paragraph paper based on personal interest. This course is offered only in English.

Course Code: ENGL 0005
Prerequisites: ENGL 0004
Credits: none

Pre-Intermediate English 2

In this course, students will learn academic uses of grammar and begin to perform basic research. Topics of applied grammar and paraphrase are an additional focus for students. Students will be able to present their knowledge of subjects in their field of study through informative essays. There is peer assessment in the form of review and editing feedback. This course is offered only in English.

Course Code: ENGL 0006
Prerequisites: ENGL 0005
Credits: none

Intermediate English 1 (EAP)

In this course, students expand their academic English skills as they are introduced to complex texts and discussions in their field. They will also be able to take a side on a written debate and express their opinion. Students will be able to present subjects clearly via persuasive and argumentative essay with a special emphasis on refining grammar and increasing vocabulary. Focusing on utilizing composition knowledge, students hypothesize on academics including journal articles. There is peer assessment in the form of review and editing feedback. This course is offered only in English.

Course Code: ENGL 0007
Prerequisites: ENGL 0006
Credits: none

Intermediate English 2 (EAP)

This course is a capstone of all what the students have learned from previous levels and will test students' ability to demonstrate in clear and academic terms different aspects of their discipline's subject matter. They will be able to write a compare/contrast essay. There is peer assessment in the form of review and editing feedback. The student must pass a final exam at a B2 score or higher. This course is offered only in English. **Proctored.**

Course Code: ENGL 0008
Prerequisites: ENGL 0007
Credits: none

CHAPTER 11: UOPEOPLE'S STUDY PROCESS

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

Comprised of students from around the world, students learn through the peer-based learning method with the support of Course Instructors. Within the online study communities, students share resources, exchange ideas, discuss weekly topics, submit assignments, and take exams. The curriculum is supported by Course Instructors who participate in class discussions and oversee all courses.

The University's Office of Institutional Research and Planning builds procedures for course evaluation and assessment and students are invited to anonymously complete course evaluations at the end of each term, and on occasion are also asked to participate in other surveys. Findings from these evaluations and surveys are used to improve student learning and the overall experience.

The Study Process and Student Responsibilities

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

New Student Orientation – UoPeople Undergraduate Preview UNIV 0001

The University's student orientation program, UNIV 0001 UoPeople Undergraduate Preview, introduces new students to UoPeople's Learning Management System (LMS), Moodle, as well as to the opportunities, responsibilities, and resources that exist for all students at the University. Set up as a mini-course, students gain an advanced understanding of UoPeople's academic setting and study process, as well as of its support services, with the goal of making a successful transition to the start of their undergraduate studies.

Participation in orientation is strongly encouraged, but not required; students who are accepted to the University and/or sign their Introductory Courses Agreement within the three-week period before their first term of study at UoPeople are not guaranteed an opportunity to participate in orientation.

The Term Schedule

Courses take place over a nine-week term. Each term has eight weekly learning units and a four-day period during the ninth week for preparing for and taking the final exam. Students are advised to check the course syllabus and the UoPeople Academic Calendar for the final exam schedule each term.

The University terms are divided into Learning Weeks and all work for a particular unit must be completed within that Learning Week except the Learning Journals, which are due at 11:55pm UoPeople Time (GMT-5 time zone) on the Thursday of the week following when they are assigned. Students decide for themselves when to complete their work during the seven-day period of a given Learning Week. There are no specific times when a student must be logged on to study, nor are students obligated to attend a course session at any specific time during the study week.

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

Components of the Study Process

Successful course completion depends on following the instructions and guidelines provided in each course syllabus. At the start of each term, students should read the syllabi and learning guides very carefully to fully understand the components and requirements of each of the courses in which they are enrolled. Course requirements include weekly readings, participation, peer assessment tasks, discussion forum responses, Learning Journal activities, and written assignments; there are also quizzes throughout the course and a final exam or project at the end of the term.

The Learning Guide

The Learning Guide shapes the learning experience for the entire week by providing a framework for directing students through the study material and tasks, including instructions on how to approach the weekly tasks.

Participation

Research has shown that student participation is directly related to course success. In order to ensure a rich learning experience, students must take an active approach to their studies by being present and involved.

Course Attendance

Attendance is measured and recorded from posted responses to weekly discussion forum questions; participation in the peer assessment process; and submission of weekly assignments, Learning Journal entries, quizzes, and the final exam.

Course Forum

Students discuss course material and raise issues and questions related to a course in the Course Forum. The Course Forum is regularly monitored by Course Instructors. Participation is not required, but highly recommended.

Reading Assignments

UoPeople courses use Open Educational Resources (OER) and other materials specifically donated to the University with permission for free educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. All required textbooks can be readily accessed inside each course, although there may be additional required/recommended readings, supplemental materials, or other resources and websites which students can also access at no cost.

Learning Journal

Course Instructors may choose to assign specific topics and/or relevant questions as a weekly Learning Journal entry to complete, but students are still encouraged to also use it to document their activities, record questions/problems that they may have encountered, reflect on the learning process, and draft answers for other course assignments. The Learning Journal must be updated on a weekly basis because its entries will be assessed directly by the Course Instructor as a part of a student's final grade. Only the Course Instructor sees the Learning Journal, not the other students.

Peer-to-Peer Learning and Assessment

Peer-to-peer learning, a hallmark of the UoPeople program, is central to the learning process at UoPeople. In critiquing the work of peers, students consolidate their own knowledge and skills even as

they are contributing to the growth and learning experience of others. Students whose work is being discussed have the benefit of input from multiple sources, which extends their understanding of the concepts. It also fosters deeper learning on the part of the students doing the assessing because they must first consolidate their own level of knowledge and skill before they can do an assessment. Assessing the work of others also helps to develop higher order thinking, communication, and evaluation skills. Students are taught about the evaluation process and, as they progress through their studies, learn how to assess the work of their fellow students with increasing insight and precision.

During the Learning Week following the submission of an assignment, students are given anonymous assignments from other students in the classroom for peer assessment. A student's final grade is determined both by the work that he or she submits and by the quality of his or her peer assessments. Giving unjustifiably poor or exaggeratedly positive reviews of the work of others brings down a student's grade as it is a sign that the student has not learned to evaluate the material properly according to the criteria. Students must therefore correctly apply the assessment elements set forth in the rubrics established for a given assignment.

Peer assessment is under the supervision of Course Instructors who monitor peer reviews for anomalies. Because the student's assignment is assessed three times, Course Instructors identify discrepancies in grading when monitoring the scores of the assessments and may adjust the scoring, as appropriate, or override and re-grade a student's work where necessary.

Discussion Forum

Participation in the Discussion Forum is an integral part of the student's learning experience at UoPeople. Students are first required to develop and post a well-formed response to the Discussion Assignment in the Discussion Forum, answering the question that has been posed by the Course Instructor. Students must also participate in the discussion by responding to at least three of their peers' postings in the Discussion Forum by rating their submissions and providing substantive written feedback.

Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end. Failure to participate in the Discussion Assignment and/or participate in the Discussion Forum may result in failure of the course.

Assignments

Students are required to submit their weekly assignments by the indicated deadlines as described in the Learning Guide and Course Syllabus.

The following week as part of the peer-to-peer requirement in all UoPeople courses, students anonymously receive copies of the previous week's assignments submitted by other students in the course, and students then complete three peer assessments according to the calibrated guidelines

found in the feedback section of the Assessment Form. Afterwards, two grades are issued to students: the first for the assignment (i.e., their own work product) and the second for the quality of their peer assessments of the work of others.

Students who fail to submit an assignment during a Learning Week are not offered the opportunity to participate in the peer assessment process the following week. Since peer assessment is a requirement for all UoPeople courses, failure to submit assignments and/or peer-assessments may result in failure of the course.

Quizzes

Courses may contain three types of quizzes – the Self-Quiz, the Graded Quiz, and the Review Quiz. These quizzes may contain multiple choice, true/false, or short answer questions. It is highly recommended that students complete all quizzes to ensure that they have adequately understood the course material.

Final Exams

Students have a four-day period during Week 9 of the term to complete their final exams, beginning on Thursday of Week 9 at 12:05 am UoPeople Time (GMT-5 time zone) and ending on Sunday of Week 9 at 11:55pm UoPeople Time (GMT-5 time zone). Students are advised to complete their exams as early in the exam period as possible. Make-up exams are not allowed, except in exceptional circumstances.

Late Work

Late work is not permitted at UoPeople unless there is an exceptional personal circumstance/illness (clear, documented proof is required), or a systemic Moodle site technical error. Documented proof of an exceptional, extended systemic city/region-wide power outage is required to be considered for late work to be considered. Extensions are not guaranteed for students experiencing random power outages or lapses in computer/Internet access prior to assignment deadlines.

Students are strongly encouraged to submit their work as early as possible to avoid such unfortunate circumstances.

Access to Previous Coursework

Students should be aware that University of the People does not provide access to courses, including students' own contributions to their courses, beyond the current term. Following the first week after unofficial grades are posted within Moodle, access to the previous term’s courses is discontinued.

Students are advised to save all of their work on their computers in case they want to access it at a later date.

All UoPeople course readings are available to enrolled UoPeople students in the Online Syllabi Repository (OSR) on the Moodle homepage. The repository may assist students in preparing for a prospective course, or referencing and reviewing course materials after completing a course.

CHAPTER 12: COURSE SELECTION AND SCHEDULING

Course-Numbering System

The first digit of the course numbers indicates the level of the course. Levels are indicated as follows:

0	Courses below the 1000-level are preparatory in nature and may not be credited toward a UoPeople degree
1 and 2	Undergraduate course, lower-division
3 and 4	Undergraduate course, upper-division
5	Graduate course, graduate division

A given UoPeople course may not be offered every term; available courses can be seen in the UoPeople Portal during registration periods.

Registration

University of the People opens course registration for students over a 3-week period every term, and students are notified by the Office of Student Services when the registration portal will be opened for their group based on their class standing which is determined by the total number of credits they have completed at the University (e.g., seniors 90 credits or more, juniors 60 credits or more, etc.) Course registration takes place in the UoPeople Portal and seats are filled on a first-come, first-served basis.

With the exception of a student's first term at UoPeople, students themselves register for their courses using the online course registration system, and registration must be completed by the dates listed in the Academic Calendar.

For further information regarding registration, please contact the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division.

Class Standing

Class standing is determined by the number of credits earned toward a degree.[20]

Class Standing	Credits
First Year	Fewer than 30 credits
Sophomore	30 through 59 credits
Junior	60 through 89 credits
Senior	90 credits or more

Registration Guidelines – Degree Seeking Students

Full-time Degree Seeking Students may enroll in up to 2-4 courses per term, and part-time students may enroll in 1 course per term. The following registration restrictions apply:

- Degree Seeking Students who maintain a cumulative grade point average (CGPA) of ≥ 3.00 may register and/or be enrolled in up to four (4) courses per term.
- Degree Seeking Students on Academic Warning, Academic Probation, and Probation Continued and/or have a CGPA below 2.00 may only register and/or be enrolled in one (1) course per term.

Students whose CGPA falls at the end of a given term to below the minimum CGPA required to be enrolled in the allowed number of courses for the following term, will be required to cancel courses by the first day of the term. Those who fail to meet the requirement to reduce their course load according to the stated policy will be automatically removed from any excess courses by the Office of Student Services.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for additional courses for the next term, will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of allowed courses.

[20] Students who began their studies at UoPeople prior to Term 1 of the 2012-13 academic year are awarded course credit based on the quarter hour system. First year standing is fewer than 45 quarter credits; sophomore standing 46-89 quarter credits; junior standing 90 through 134 quarter credits; senior standing 135 quarter credits or more.

Registration Guidelines – UoPeople Foundations

Students studying in UoPeople Foundations who are applying for admission to be a Degree Seeking Student may enroll in up to 2 courses per term. The following registration restrictions apply:

- Students studying in UoPeople Foundations who maintain a cumulative grade point average (CGPA) of ≥ 2.00 may register and/or be enrolled in up to two (2) courses per term.
- Student studying in UoPeople Foundations who \ have a CGPA below 2.00 may only register and/or be enrolled in one (1) course per term.

Students whose CGPA falls at the end of a given term to below the minimum CGPA required to be enrolled in the allowed number of courses for the following term, will be required to cancel courses by the first day of the term. Those who fail to meet the requirement to reduce their course load according to the stated policy will be automatically removed from any excess courses by the Office of Student Services.

Students whose CGPA improves at the end of a given term, which would otherwise allow them to register for additional courses for the next term will not be able to add additional courses during late registration. They will be required to wait until registration opens during the 5th week of the following term to register for the additional number of allowed courses.

Notes on the Registration Process

University of the People endeavors to fulfill all registration requests. In considering how many courses to take each term, students are reminded that they should carefully consider their other time commitments outside of the University when building their schedules, as each course requires a minimum of 15 hours of study per week; budgeting up to 17 hours a week per course is highly advisable.

Students Applying to be a Degree Seeking Student

During their first term of study, students studying in UoPeople Foundations are registered by the Office of Student Services for two (2) courses: UNIV 1001 (for the English programs)/UNIVA 1001 (for the Arabic division) Online Education Strategies, plus one additional course.

UNIV 1001 Online Education Strategies/UNIVA 1001 Online Educational Strategies in Arabic is a required core course that all Degree-Seeking Students must take during their first term at UoPeople. Therefore, students wishing to enroll in only one course during their first term must take UNIV 1001 Online Education Strategies.

Students who wish to enroll in one course during their first term may cancel their second course in the UoPeople Portal before the term begins, or drop or withdraw from their second course in the UoPeople Portal once the term has begun.

Late Registration

A few days before each academic term begins, UoPeople opens a late registration period. Students should be aware that a limited number of courses are offered during late registration; therefore, students are discouraged from relying on the late registration period to register for courses.

Late Course Registration dates are listed on the Academic Calendar published above; registration takes place in the UoPeople Portal with the same guidelines and procedures as during the regular registration period.

Course Drops and Withdrawals

Students are responsible for managing their time at the University and balancing their studies with their other commitments outside of the University. After the term has begun, students may adjust their academic workload by dropping or withdrawing from a course by following the procedures outlined in this section.

Students who find that they are frequently dropping or withdrawing from courses are strongly encouraged to contact their personal Program Advisors.

Please note that the University seeks to process drops and withdrawals in a prompt manner. The removal of the student is valid from the moment of the request, regardless of when Moodle reflects the removal. Work in the class, before or after the drop or withdrawal request, will not count towards a final grade in the class.

Course Drop

A student may drop a course during the first week of the term without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect the grade point average (GPA).

Course drop requests must be sent from the Online Forms area in the UoPeople Portal. Students are advised to refer to the Academic Calendar to verify the last day to drop a course each term.

Course Withdrawal

Students may also formally withdraw from the course roster after the course drop period has passed, but must do so within the first four weeks of the term. A course withdrawal differs from a course drop in that the course is listed on the student's official transcript. Withdrawing from a course does not assume withdrawal from the University.

The following consequences apply to a student who withdraws from a course within the first four weeks of the term:

- The student receives a grade of "W" for the course.
- The grade of "W" appears on the student's transcript.
- The grade of "W" does not affect the student's term or cumulative grade point averages.

Course withdrawal requests must be sent from the Online Forms area in the UoPeople Portal . Students are advised to refer to the Academic Calendar to verify the last day to withdraw from a course without penalty.

Courses that have been withdrawn from and then repeated, will be reflected on the transcript as an "R".

Courses where academic misconduct has been determined may be assigned a grade of Fail "F" at the discretion of the Office of Academic Affairs.

Petition for Late Withdrawal

Students are responsible for completing the required work in all courses in which they are still enrolled after the withdrawal deadline. Only the most serious circumstances warrant withdrawing from a course after the last day of the withdrawal deadline listed in the Academic Calendar above. However, in the event of a documented emergency after the Course Withdrawal deadline, students may petition the Student Affairs Committee for a late withdrawal.

Late withdrawals are rarely granted by the University. Students should understand that petitioning for a late withdrawal indicates that a non-academic, extraordinary event (like a serious illness or a severe personal disruption, but not including internet problems) occurred after the course withdrawal deadline (during the last five weeks of the term) to make completion of a course or courses very difficult, if not impossible. Evidence that the student's academic performance has been satisfactory up until to the point of the disruptive event will be an important consideration in the deliberations of the Student Affairs Committee.

To petition, students must first contact their personal Program Advisor to discuss the circumstances requiring a late withdrawal. Afterwards, students choosing to continue with the process of applying for a late withdrawal are required to submit all supporting documentation, in English, with the late withdrawal request to the Office of Student Services no later than the last day of a term.

The late withdrawal petition will be processed for all open courses. Note: if a student's late withdrawal is approved, it will be applicable to ALL open courses that term. The request will not be processed without the supporting documents.

Late petitions will be considered by the Committee only in the case of extraordinary circumstances and only if the student did not take the final exam. In the event that a late withdrawal petition is approved, a grade of “W” will be issued for the course(s) and will be reflected on the student’s transcript. Students will receive written notification by the Office of Student Services of accommodations offered and/or denied within six weeks.

Administrative Course Withdrawal

Students who do not participate in a course by the end of the 4th week of the term, or who may have participated minimally but earned no credit for any graded assessments, may be subject to an Administrative Withdrawal from the course.

Students who are administratively withdrawn from a course receive a grade of "W" for the course; the "W" appears on the student's transcript, but the grade of "W" does not affect the student’s GPA.

Course Repeats

Students earning a passing grade in a given course are not permitted to retake the course; only if a grade of F or W has been issued can a course be repeated. Students failing a required course must repeat the course in order to complete their program. All grades for repeated courses appear on the transcript, but only the highest grade earned is counted in the CGPA. The University, however, may deny a student’s request to retake a failed course.

Any course that has been repeated or retaken (including those that were previously withdrawn) will include an ‘R’ to indicate the repeat of the course on the student’s transcript.

CHAPTER 13: GRADE NOTATIONS AND POLICIES

Criteria for Awarding Grades

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

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

- Quality of assignments and peer assessments
- Participation in the Discussion Forums and the quality of the postings
- Performance on quizzes and exams
- Quality of Learning Journals
- Group Work

The Grading System

At the end of each course, a letter grade will be given by the Course Instructor for the course, based on the student's performance.

The minimum passing grade for a course is a D-.

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

Grade	Grade Scale	Grade Points
A+	98-100	4. 00
A	93-97	4. 00
A-	90-92	3. 67
B+	88-89	3. 33
B	83-87	3. 0
B-	80-82	2. 67
C+	78-79	2. 33
C	73-77	2. 00
C-	70-72	1. 67

D+	68-69	1. 33
D	63-67	1. 00
D-	60-62	0. 67
F	Under 60*	0. 00
W	N/A	N/A

Summary of Transcript Notations

Pass/Fail (P/F)

Pass/Fail (P/F) graded courses are available for Degree Seeking Students only; P/F is not computed in GPA calculations.

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

Note that a passing grade for ENGL 0101 English Composition 1 is a grade of 73% or higher. (Not applicable for the Arabic Division)

Withdrawal (W)

Withdrawal from a course within the withdrawal period is reflected on the student's official transcript; a withdrawal grade is not computed in GPA calculations.

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

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

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

Students are required to be in good academic standing and must earn a cumulative grade point average of at least 2.00 in all coursework attempted at UoPeople and earn an overall grade point average of at least 2.00 in all courses taken in the major area of study in order to graduate from University of the People.

Grading Policies and Practices

The University insures that students are issued grades in a timely fashion and that grades are determined in a manner that is accurate, fair, and consistently applied in accord with established standards. While the University aims to respond to student work product as efficiently as possible, certain assignments, projects, and other related assessments may take up to two weeks to be reviewed and/or graded by the UoPeople Faculty.

At the conclusion of each term of study, students may check their grades in their unofficial academic record in the UoPeople Portal. Since the unofficial academic record is a permanent record of a student's academic performance, including course selections, grades, and credits earned toward a degree, it must be correct at all times. Students who believe an error has been made on their academic records should contact their Program Advisor.

Students are encouraged to speak to their Course Instructors if they wish further clarification of their grades, would like to discuss their assessments, or are considering requesting a grade change. Students with further complaints regarding alleged unfair or improper grading at UoPeople and who are unable to reach a resolution with their Course Instructor may request a Grade Appeal form from their personal Program Advisor.

Grade Appeals

Students who believe they have been graded unfairly may appeal their final course grades. Students appealing a grade should note that the burden of proof in challenging a grade rests with the student. For a change in grade to be recommended, a student must make a compelling case that the grade originally given was unjustly or unfairly awarded.

1. To appeal a grade, students must contact their Course Instructor online within fourteen days of the last day of the term. This discussion is intended to provide the Course Instructor an opportunity to explain the basis for the grade and to provide the student with an opportunity to indicate possible errors or misjudgments in the assignment of the grade. Frequently, a discussion with the Course Instructor resolves the issue.
2. Course Instructors who decide to change the student's grade must inform the Office of Academic Affairs and submit the corrected grade. The Course Instructor has the discretion to increase, decrease, or leave the student's final grade as is in response to a Grade Appeal. The Office of Student Services will update the student's academic record and recalculate the student's cumulative GPA accordingly.
3. If the student and the Course Instructor are unable to reach a resolution, the student may request a Grade Appeal form from their personal Program Advisor. The completed form must

be submitted to the Office of Academic Affairs at academic.affairs@uopeople.edu for the English programs and academic.affairs@ar.uopeople.edu for the Arabic Division, no later than 30 days after the last day of the term. Late appeals will not be accepted.

4. Submitted Grade Appeals will be reviewed by the Office of Academic Affairs and processed by the Office of Student Services.
5. Grade Appeals are reviewed by the Student Affairs Committee, and students are informed in writing of Committee's decision by the Office of Student Services. Decisions rendered by the Committee are final and binding. A record of the final decision and all related materials will become part of the student's official academic record.

Student Recognition

Announcements naming Degree Seeking Students to the President's List, Dean's List, and Honor's List are generally published around the 5th week of the term.

President's List

Degree Seeking Students will be named to the President's List for each active term in which they maintain a cumulative GPA of 3.85 — 4.00.

Dean's List

Degree Seeking Students will be named to the Dean's List for each active term in which they maintain a cumulative GPA of 3.50 — 3.84.

Honor's List

Degree Seeking Students will be named to the Honor's List for each active term in which they maintain a cumulative GPA of 3.00 — 3.49.

CHAPTER 14: SATISFACTORY ACADEMIC PROGRESS REVIEW

Satisfactory Academic Progress (SAP)

University of the People monitors students' academic performance to ensure satisfactory progress toward a degree. All students are required to maintain a minimum cumulative GPA of 2.00. Review of Satisfactory Academic Progress (SAP) applies only to Degree Seeking Students.

Satisfactory Academic Progress is evaluated at the end of every term, and active students who earn a letter grade in at least one course, excluding "W," are notified in writing by the Office of Student Affairs of their academic standing within one month of every evaluation point. Students who withdraw from the institution during a term when they are issued a letter grade of A through F will receive a letter from the Dean of Student Affairs verifying their final academic standing at the time of their withdrawal from UoPeople; this will remain on permanent file with the University.

The University reserves the right to place students on Academic Warning, Academic Probation, Probation Continued, and Academic Suspension, and reserves the right to remove students from Academic Warning, Academic Probation, Probation Continued, and Academic Suspension based on their academic performance and degree program, notwithstanding the Academic Standards.

Good Standing

Students maintaining a minimum CGPA of 2.00 are in good standing.

Academic Warning

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

Students on Academic Warning are encouraged to be in contact with their personal Program Advisor.

Academic Probation

Students who had been on Academic Warning in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are placed on Academic Probation.

Students on Academic Probation that meet or exceed a 2.00 cumulative GPA during the subsequent term return to good standing.

Students on Academic Probation are encouraged to be in contact with their personal Program Advisor.

Probation Continued

Students on Academic Probation who failed to achieve a CGPA of 2.00 at the end of the preceding term but who did earn a 2.00 GPA or better are placed on Probation Continued. They may stay on Probation Continued as long as they earn a minimum GPA of 2.00 in each subsequent term until their CGPA reaches a 2.00. If students on Probation Continued fail to achieve a 2.00 GPA, they are dismissed from the University.

Degree Seeking Students on Probation Continued are encouraged to be in contact with their personal Program Advisor.

Academic Dismissal

Students who had been on Academic Probation or Probation Continued in the previous term and whose minimum cumulative GPA continues to be below 2.00 at the end of the current term are dismissed from the University. In some cases, and at the sole discretion of the Dean of Student Affairs and the Student Affairs Committee, Degree Seeking Students only may instead be placed on Probation Continued status or Academic Suspension.

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

Academic Dismissal Appeals

Dismissal appeals are available only for Degree Seeking Students.

Students who have encountered unexpected or extenuating circumstances that significantly prevented them from completing their academic requirements are eligible to request reconsideration of the dismissal decision by submitting a written appeal to the Student Affairs Committee no later than thirty days from the dismissal notice. Students who do not request an appeal within the 30-day deadline forfeit their right to appeal.

The appeal should include a clear description of the basis of the appeal, students' reflections about their own academic difficulties at the University, and evidence of probable academic success if permitted to return to the University. Students should also submit any documentation of mitigating circumstances contributing to their poor academic performance.

All appeals should be sent to the student's Program Advisor, who will sent the appeal to the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division and will then be directed to the Student Affairs Committee. Once the appeal is submitted, students will receive a confirmation email from their program advisor and a final decision about the appeal will be sent within six weeks of the submission of their appeal. Decisions rendered by the Committee are final and binding.

When an appeal is granted, the student will be required to sign a contract for Improved Academic Performance with the Program Advising Office within a week or will not be permitted to return to their studies. Only once the student has signed the contract, the Office of Student Services will process the student's reinstatement. Please note: once a student has successfully been re-enrolled after dismissal, any later academic dismissal from the University is final and cannot be appealed.

Dismissed students whose appeals are denied and who wish to return to their studies at UoPeople are required to apply for Academic Renewal as a Degree Seeking Student after being out of residence from the University for a minimum of five consecutive terms. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms (that is, enrolled and inactive). For more information on Reinstatement, see 'Matriculation Policies' under Chapter 16 below.

CHAPTER 15: GRADUATION

All University students are subject to the graduation requirements outlined in the University Catalog in force in the term in which they matriculated at University of the People, and must meet all requirements related to source and time for credit acquisition outlined in Chapter 5.

Academic Honors

Academic Honors for overall achievement at UoPeople are noted on the official transcript and diploma of UoPeople graduates.

For the Bachelor's Degree:

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

For the Associate's Degree:

- 3.80 – 4.0 *High Honors*
- 3.50 –3.79 *Honors*

UoPeople does not have an Honors Society.

Graduation Process

1. Students first need to run a Degree Audit Report in the UoPeople Portal to determine whether they have satisfied the requirements for graduation.
2. After running the Degree Audit Report, if the student has satisfied all of their graduation requirements, the Graduation Application in the UoPeople Portal will be enabled, and the student will be permitted to submit their Graduation Application.
3. Graduation Applications may be submitted during the first four weeks of the term. Such requests will be processed between the fifth and eighth week of the term. Graduation Applications received after the fourth week of the term will not be processed until the subsequent term.

- The student's name on the Graduation Application must be identical to the way it appears in the University's student information system. Requests for a name change must be accompanied by legal documentation and sent to student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division.

4. Official transcripts and diplomas are sent by regular mail. If a student wishes to have their documents sent via registered mail, such a request must be made prior to or at the same time as the graduation request, and students will incur an extra fee.
5. Graduation documents will be automatically sent to the address the student enters on the Graduation Application.

- Please note that students enrolled in a Bachelor's Degree Program may request to first earn an Associate's Degree and run the Degree Audit Report for both the Associate and Bachelor's degree levels. However, students will not be able to request retroactive awarding of the Associate's Degree once the Bachelor's Degree has been conferred.

All questions regarding the Graduation Process should be addressed to your personal Program Advisor.

Ordering Transcripts

Students who wish to receive an official transcript showing progress to date may submit this request via the Self Services Portal and pay the transcript processing fee. Once both the completed form and payment of the $15 USD transcript processing fee are received, an official copy of the student's transcript will be processed and sent within up to 21 business days.

One official University of the People transcript will be provided at no cost to the student upon completion of the degree program. Students who wish to receive additional copies of their transcript following graduation must pay a $15 USD transcript processing fee for each additional transcript.

Students who wish to have their official transcripts mailed to another institution must be sure to complete the third-party request section of the form. Each request to send an official transcript to another institution or organization must be accompanied by the $15 USD transcript processing fee.

Students who wish to receive a second copy of both the Diploma and official transcript must pay $25 USD.

Students may view their unofficial academic record in the UoPeople Portal.

UoPeople Alumni Services

UoPeople graduates are encouraged to keep in touch with Alumni Services at alumni@uopeople.edu for the English programs and alumni@ar.uopeople.edu for the Arabic Division.

CHAPTER 16: ACADEMIC POLICIES

General Code of Conduct

University of the People has adopted a General Code of Conduct in order to maintain the quality of the learning experience and the cooperative standards of the University's educational mission. Students are required to follow the General Code of Conduct and act in accordance with it at all times, including complying with the requests of UoPeople officials acting within the scope of their employment responsibilities. All members of the University community are expected to engage in socially responsible behavior, upholding these principles in all areas of academic life, including electronic and other communications.

University of the People strongly values freedom of expression, and encourages diverse viewpoints in an environment where every individual is treated with civility and respect. No member of the UoPeople community is permitted to behave in a way that may be perceived as harassing, offensive or hostile; all members are required to show students, instructional personnel, staff, volunteers, and administrators respect at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be tolerated and will be considered to be a violation of the General Code of Conduct and grounds for disciplinary action, which may include immediate removal from the course or dismissal from the University at large. Solicitation of other students for financial assistance or business enterprises are expressly prohibited.

Code of Academic Integrity

University of the People fosters a spirit of honesty and integrity fundamental to a university community. As an academic community whose fundamental purpose is learning and the pursuit of knowledge, every individual at UoPeople is responsible for following accepted standards of academic integrity and for sharing a commitment to upholding these values in all academic pursuits.

University of the People students are expected to work diligently to ensure that all assignments, exams or other coursework submitted represents the student's original work and follows acceptable academic practices. Students are encouraged to work together, as group efforts and study groups are a wonderful tool to facilitate learning and foster a deeper understanding of material in a course. However, students must submit their own individual work at all times unless instructed to participate in group work as part of a course requirement. In the rare instance of a very advanced class that is cumulative in nature, there may be occasions when the Course Instructor may assign work that requires students to submit pieces of their own work that had been previously submitted in this or

another UoPeople course; unless specifically so advised by one's Course Instructor, students should assume that the practice is prohibited.

Sources must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader. Even indirect quotations, paraphrasing, etc., can be considered plagiarism unless sources are properly cited. Plagiarism will not be tolerated at any time; students are required to learn and be personally responsible for educating themselves about plagiarism and the appropriate forms of citation and referencing sources. Students who need assistance and/or have questions concerning use of outside resources or collaboration on assignments should contact their Course Instructors and/or the Office of Academic Affairs at academic.affairs@uopeople.edu for the English programs and academic.affairs@ar.uopeople.edu for the Arabic Division.

Under no circumstances are students allowed to publicly share (for example on blogs, websites, social media, databases) their work completed at or for University of the People until two calendar years from the end of the student's final term of study. Students are also prohibited from publicly sharing the works or course materials of another student.

All student work and scholarship must be free of fraud and deception including:

- Plagiarism—the unintentional or intentional representation of the words or ideas of another as one's own work in any academic exercise. This includes failing to properly identify direct quotations with both a proper citation and with quotation marks, submitting a paper that was the result of someone else's efforts but is represented as one's own work, paraphrasing bodies of work without proper citation, and copying so many words or ideas from a source that it makes up majority significant portion of one's own work even while attempting to paraphrase and change the text. Plagiarism also includes giving incorrect information about the source of a quotation and submitting academic work multiple times without informing the Course Instructor and receiving approval.

  When Course Instructors or University personnel suspect plagiarism, both special programs and the Internet will be used to identify the sources of intellectual property suspected of being used or cited inappropriately.

- Fabrication—falsifying documents, changing or inventing data, citing sources not consulted, and misrepresenting citations.

- Unauthorized Assistance—completion of an academic exercise or exam by someone other than the student, using or receiving copies of the work of someone who had previously taken the UoPeople course, or collaborating without acknowledging the collaboration. While collaboration is a key element to a positive University of the People learning experience, it is critical that students acknowledge any collaboration and its extent in all submitted course work.

- Misrepresentation—lying or misrepresenting a student's personal situation to a University member in attempt to receive special circumstances, permissions, quiz and/or exam resets, or extensions.
- Collusion—assisting another student in committing an act of academic dishonesty, including providing information about or copies of one's own work from a course that had been previously taken at UoPeople.

All members of the academic community, including instructional personnel, students, and University administrators are expected to assist in maintaining the highest level of integrity and to report all incidents that violate academic honesty. Students encountering suspected cases of cheating should discreetly report the violator to their Course Instructor. Alternatively, students may report plagiarism by pressing the Report Plagiarism button in the Online Campus. This may be done without informing an instructor. Specifically, if academic misconduct is suspected in a Discussion Forum posting or any other work product, students should contact their Course Instructor and should not assign the student a grade as part of the peer assessment process.

Disciplinary Process

All violations are reported by the Office of Academic Affairs to the Office of Student Services. Breaches of the Code of Academic Integrity and the General Code of Conduct are grounds for disciplinary action and are permanently noted in a student's academic record. All violations are cumulative and may accumulate throughout a student's studies at University of the People, regardless of which course the violations take place in. All General Code of Conduct violations will be defined as severe violations (see below), unless the Office of Academic Affairs decides otherwise. Therefore, the process for a student's first three violations as described below will typically apply only to Code of Academic Integrity violations.

Violations are normally subject to the following sanctions by the University:

First violation: Warning is issued by the course instructor, the student is issued a zero by the Office of Academic Affairs on the assignment, and a permanent note is added to the student's record.

Second violation: Student is issued a zero on the assignment or exam in question. The student may also receive a failing grade in the course as determined by the Office of Academic Affairs.

Third violation: Student is issued a failing grade in the course.

Fourth violation and up will be treated as severe violations (see below).

Sanctions, however, may vary based on past disciplinary records, and the University retains the absolute discretion to determine the appropriate sanction to be imposed for any infraction, depending

on the severity of the violation. Sanctions may also be cumulative; no sanction must necessarily be exhausted before another sanction is imposed.

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

If academic misconduct is discovered, the Office of Academic Affairs has the authority to award a grade of Fail (F) rather than a Withdrawal (W) for that course.

Once a student has accumulated more than three violations, or when a violation was defined as severe at the discretion of the Office of Academic Affairs, the following violations will all constitute severe violations.

In cases where a student is determined to have committed a severe violation:

> The Office of Academic Affairs may decide to suspend the student's access to University services such as Moodle and Yammer, even if such suspension affects the student's ability to complete his or her courses.
>
> The student will be contacted by a University official to advise the student of his or her alleged violation and to describe the investigation and disciplinary process, including the possible sanctions that may be imposed. The student will be given seven calendar days within which to submit a written response to the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division..
>
> If a student does not respond to the allegations found against them the student forfeits the right to a decision by the Student Affairs Committee and may receive a failing grade in the course and be subject to dismissal from the University, depending on the severity of the violation as recommended by the Office of Academic Affairs.
>
> However, if a response is submitted, his or her case is referred to the Student Affairs Committee. Following receipt of the student's written response, the Student Affairs Committee will conclude whether the student violated the General Code of Conduct or Code of Academic Integrity and, if so, will determine what disciplinary sanctions will be imposed on the student in respect to such violation.
>
> Such sanctions may include censure and a warning to avoid future violations, immediate removal of the student from his or her course(s) that term, suspension from the University, or permanent dismissal from the University. The Office of Student Services will communicate with the student regarding the investigation and determinations of the Student Affairs Committee.

Please note that students may appeal the decisions to the Appeals Committee, who will decide only on whether the original procedure of the decision correctly adhered to University policies and procedures, not the outcome of the decision. Any appeal must be sent to the student's program advisor within 30 days of receiving the decision.

CHAPTER 17: STUDENT ACTIVITY, LEAVE OF ABSENCE, AND MATRICULATION POLICIES

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

Inactivity

UoPeople allows students to be inactive for up to three (3) consecutive terms **but** not inactive for more than three (3) terms in a given academic year (September to August).[21] Under special circumstances such as military service, a student's inactivity may be extended for a maximum of five years. Please note that in order to approve such a request, supporting documents must be sent.

Students must apply for a leave of absence when planning to be out of residence in an upcoming term. Out of residence refers to the number of terms that a student has been inactive at the University—either unenrolled from the institution and/or enrolled at UoPeople without completing any course work (enrolled but inactive).

Students requiring an extended period of inactivity at UoPeople may wish to consider withdrawing from the University.

Students are considered **inactive** during a term in the following instances:

- with an approved leave of absence (LOA)
- when dropping and/or withdrawing and/or being granted an administrative course withdrawal from all classes

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

[21] Note that the calculation and counting of consecutive terms will include terms of leave from one academic year to the next academic year. Examples of when a student will be administratively withdrawn on the 4th term of inactivity may include: Terms 1, 2, 3 & 4, Terms 2, 3, 4 & 5, Terms 3, 4, 5, & 1, Terms 4, 5, 1, & 2, and Terms 5, 1, 2, & 3. Also true is the following scenario involving 4 non-consecutive terms of leave in the same Academic Year: Terms 1, 2, 4, & 5, and Terms 1, 3, 4, & 5.

Leave of Absence (LOA)

Students not planning to register for classes during an upcoming term are required to request a leave of absence (LOA) via the UoPeople Portal (https://students.uopeople.edu/login.aspx) using the online form. Students have until one (1) week before the term begins to make this request.[22]

Students cannot apply for a leave of absence after the term begins, and do not need to apply for a leave of absence if they drop and/or withdraw and/or are granted an administrative course withdrawal from all courses during a term; it will be counted as an inactive term for the student.

Students are encouraged to learn and comply with all LOA procedures; failure to comply with the LOA policy is grounds for University administrative actions including administrative withdrawal from UoPeople.

Students may be granted an administrative leave if they did not register for courses nor did they apply for a leave of absence, but they are still entitled to additional leaves under the inactive policy above.

Notes about a Leave of Absence

- Questions about applying for a LOA may be directed to a student's personal Program Advisor.
- Any approved leave of absence from the University will be revoked for students who are dismissed or suspended.
- Students granted a leave of absence while on Academic Warning, Academic Probation, or Probation Continued will return to their studies with the same status.
- Students returning from an academic or disciplinary suspension are eligible to request a leave of absence before returning to their studies.

Special note to Graduating Students on Applying for a LOA:

Before the end of the registration period during the term in which they will complete all requirements for the degree, students should apply for a LOA for the upcoming term and for each subsequent term until their degree is conferred by the University.

[22] The University reserves the right to request supporting documentation for any leave of absence. University of the People's decision to grant or refuse a request for a leave of absence will be final and binding.

Matriculation Policies

Students who wish to withdraw from UoPeople must submit their request via the UoPeople Portal. Their request will be reviewed and processed by the Office of Student Services.

Students who have left the institution and later seek to return to study are required to re-apply for admission and to pay the Application Fee, and/or the Assessment Fees then in effect if they have been out of residence for more than 15 terms. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms (that is, enrolled but inactive).

Administrative Withdrawals

Students will be administratively withdrawn from UoPeople if they fail to comply with University policies and procedures. Students who fail to apply for a LOA and do not register for classes, and/or exceed the maximum number of inactive terms, either consecutively or in an academic year, will be administratively withdrawn from the University.

- Students who have been administratively withdrawn are required to submit a request for re-enrollment, reinstatement or academic renewal, depending on the number of consecutive terms that the student has been out of residence. The request should be submitted via the UoPeople Portal and will be reviewed by the office of Student Services.
- Students who are administratively withdrawn on more than two occasions will not be allowed to return to their studies for a minimum of five (5) terms. Requests to return from these students will be sent to the Student Affairs committee for a determination of whether to allow them to resume their studies.

Re-enrollment

Students who have interrupted their otherwise continuous enrollment at the University; who, at the time they left the institution, had a minimum 2.00 or higher cumulative GPA and were in good disciplinary standing; and who have only been out of residence for five (5) or fewer consecutive terms may contact the Office of Student Services to request re-enrollment. Students who have been dismissed or out of residence for more than 5 terms, or any other reason should refer to the Re-instatement and Academic Renewal Sections below for further information. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms (that is, enrolled but inactive).

Once re-enrolled, students will be eligible to register for courses in the subsequent term.

1. Students applying for re-enrollment are required to be in good standing. However, the Student Affairs Committee will review re-enrollment requests for students with a cumulative GPA below a 2.00. Under very unusual circumstances, students with a cumulative GPA below a 2.00 will be accepted for re-enrollment under the supervision of the Program Advising Office. These students will be permitted to register for one (1) course per term until returning to good academic standing. The Office of Student Services will inform students whether their request has been approved or denied, and students may only begin registering for courses during the course registration period after their re-enrollment has been approved.
2. Students who were on approved leaves of absence, had the minimum or higher cumulative GPA at the time their leave began, and are in good disciplinary standing with UoPeople after being out of residence for five or fewer consecutive terms, may register for classes in the term immediately following the end of their leave, effectively serving to re-enroll themselves into the University. These students are not required to contact the Office of Student Services in order to re-enroll in the University.

Students interested in requesting re-enrollment should contact the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division. Requests for re-enrollment should be initiated at least fifty (50) days before the first day of the term in which re-enrollment is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

Reinstatement

Reinstatement is a procedure that allows former students the opportunity to return to the University.

- Students who had been suspended from University of the People for academic or disciplinary reasons for five (5) or fewer terms must apply for reinstatement and return to their studies in the term immediately following the end of the suspension period.
- Students who have formally withdrawn or were administratively withdrawn from the University, or who have dismissed due to unsatisfactory SAP, or not meeting the academic Foundations requirements, and have been out of residence for more than five (5) but fewer than sixteen (16) consecutive terms, may apply for reinstatement. Out of residence refers to the number of terms that a student has been inactive at the University— either unenrolled from the institution and/or enrolled at UoPeople without completing any course work (that is, enrolled but inactive).

- Students applying for reinstatement must be in good standing. However, students with a cumulative GPA below a 2.00 may request that the Student Affairs Committee review their reinstatement request. Under very unusual circumstances, students with a cumulative GPA

below a 2.00 will be accepted for reinstatement under the supervision of the Dean of Student Affairs. These students will be permitted to register for one (1) course per term until returning to good academic standing.

- The Office of Student Services will inform students about whether their request has been approved or denied, and students may only begin registering for courses during the open registration period after their re-reinstatement has been approved.
- Once reinstated, students are required to maintain good standing, and are encouraged to be in contact with their personal Program Advisor.
- When considering the reinstatement opportunity for these students, the Office of Admissions will use any resources available, including any previous violations reported against the student, warnings issued by any member of the University staff, faculty, or course instructors, or publicly available records.

Students interested in applying for reinstatement should contact the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division. Requests for reinstatement should be initiated at least fifty (50) days before the first day of the term in which reinstatement is sought to allow sufficient opportunity for students to register for classes for the subsequent term.

Academic Renewal

Former students who have been out of residence from the University for a minimum of fifteen (15) consecutive terms, for any reason (including had formally withdrawn, dismissal, or any other) from the University, may apply for Academic Renewal by contacting the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division.

Students who are applying for Academic Renewal must wait a full fifteen (15) terms before they are eligible to apply. Students can apply beginning the 16th term after last active term.

Out of residence refers to the number of terms that a student has been inactive at the University—either unenrolled from the institution and/or enrolled at UoPeople without completing any course work in the intervening terms (that is, enrolled but inactive).

Academic Renewal requests should be initiated at least fifty (50) days before the first day of the term in which Academic Renewal is sought. Former students applying for Academic Renewal will be required to complete re-enrollment request on the UoPeople Portal and pay the Application fee and Assessment Fees. If readmitted, the former student will be notified by the Office of Admissions and will be required to sign and submit an agreement to the University.

Students who are readmitted and/or granted Academic Renewal are required to satisfy all graduation requirements and follow all the University rules and regulations listed in the Catalog during the academic year in which they resume their studies.

Individuals may be granted only one Academic Renewal and the University has the sole discretion at the time of the Academic Renewal to determine which, if any, credits previously earned will be applied toward a University degree.

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

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

Associate's Degree Graduates Returning for the Bachelor's Degree

Students who graduated from UoPeople with an Associate's Degree, took time away from the institution, and now wish to pursue the Bachelor's Degree may do so under certain conditions. They must be in good standing with UoPeople both academically and behaviorally and may only continue in the same major program of study as that of their Associate's Degree. Graduates who request to pursue a Bachelor's Degree within 15 terms of completing their last Associate's Degree requirement at UoPeople may complete a Request for Academic Continuation through the Office of Student Services at student.services@uopeople.edu for the English programs and student.services@ar.uopeople.edu for the Arabic Division. Graduates who are beyond 15 terms must reapply for admission to the University and pay the Application Fee.

Students who had scholarship support at the time that they were enrolled for their Associate's Degree, and who wish to be considered for further financial support, are required to reapply for financial assistance by contacting the Financial Aid Office at financial.aid@uopeople.edu for the English programs and financial.aid@ar.uopeople.edu for the Arabic Division.

This is currently only applicable for our English programs.

CHAPTER 18: TECHNOLOGY, LIBRARY, AND OTHER UNIVERSITY SERVICES AND OFFICES

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

Technology

Yammer

The UoPeople Yammer Network was established to provide a virtual collaborative environment for UoPeople students, faculty, alumni, staff and volunteers from across the globe to connect and share meaningful information, questions, and ideas with one another. It is an opportunity to meet other students and members of the University community outside of the Moodle classroom.

Participation in Yammer is optional; those who join the UoPeople Yammer Network must agree to the Yammer Terms of Use. All questions about Yammer should be directed to outreach@uopeople.edu for the English programs and outreach@ar.uopeople.edu for the Arabic Division.

Computing and Networking Services and Requirements

Although Moodle and Class Forums are not open to public access, students should note that these online spaces are neither private nor confidential. Neither students nor instructional personnel should assume privacy when communicating in the Virtual Learning Environment. The University may access and observe communications conducted in the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the General Code of Conduct, including investigating allegations of misconduct, suspected misconduct, or other complaints. Additionally, University of the People may provide limited access to learning resources to individuals other than students, alumni, instructional personnel, and staff.

Contact Information for Students

The primary form of official communication from University of the People is through e-mail. Students are required to main active e-mail addresses and are responsible for keeping their contact information accurate and current. Students should note that the email address they used to apply to the University of the People is the one maintained by the Office of Student Services unless they have subsequently submitted a request to change it. Students wishing to change information should do this via the UoPeople Portal using the “Change Personal Information” form.

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

Computer Requirements

Students are required to have access to a computer with a reliable Internet connection in order to complete all requirements for a course.

Students must also have the ability to save documents and files. Typically, University of the People learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats. Therefore, students need to be able to open and save documents in these formats as well.

1. Although the latest version of IE, Safari, Opera, and Chrome can be used to access the UoPeople Online Learning Platform, the university recommends that students use the latest version of the Mozilla Firefox browser (http://www.mozilla.org/en-US/firefox/new/). Please note that students using mobile phones, especially older models, may have difficulty accessing and using the site.
2. The Adobe PDF Reader software is available for free at the following link: http://get.adobe.com/reader/
3. Microsoft Office is commercial software which is not available for free. If you do not already have or are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) please use one of the following free options:

    - Download and install LibreOffice, a free and open source office suite that is mostly MS Office compatible (http://www.libreoffice.org/download/). When saving, please be sure to save your documents in MS Office format or PDF format, not the default Libre Office format. This is the preferred free option.
    - Use an online office suite such as Office Online from Microsoft or Google Apps from Google to view and edit basic Word, PowerPoint, and Excel files in a web browser. To create an Office Online account, please go to www.outlook.com or www.hotmail.com and create your account. To create a Google Apps account, please go to www.gmail.com and create your account. Note that whatever system students choose to use, all files shared with Course Instructors and classmates must be saved in either Microsoft-compatible formats or PDF format.

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

Student Login Username and Password

Each student is assigned a designated username and password to log into the University of the People Online Learning Platform (Moodle) and courses. UoPeople students with technical issues related to Moodle should contact Moodle Support at support@uopeople.edu for the English programs and support@ar.uopeople.edu for the Arabic Division for assistance with login problems.

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

Moodle Support

Moodle Support is available to registered students through email at support@uopeople.edu for the English programs and support@ar.uopeople.edu for the Arabic Division. In order to troubleshoot the problem, students are asked to include the following information in the e-mail:

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

Record the exact time (University of the People time) that the error occurred

Library Resources and Services

UoPeople belongs to the Library and Information Resource Network (LIRN), a consortium of institutions that makes available to its members a rich and powerful collection of resources including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. Students gain access to the ProQuest online data bases and GALE databases through the LIRN.

UoPeople also subscribes to JSTOR giving students online access to a wide array of journals to support research, writing and learning activities. JSTOR too can be accessed directly within Moodle and includes access to more than 2,300 academic journals and more than 50 million digitized pages.

All University of the People instructional personnel and enrolled students may use these resources free of charge. Additionally, students are provided at no charge with other open education resources including textbooks and course materials.

For questions or suggestions regarding the University of the People Library and Resource Center, including LIRN or open educational resources, students may contact UoPeople's Director of Library Services at library@uopeople.edu for the English programs and library@ar.uopeople.edu for the Arabic Division.

Learning Resource Center (LRC)

The UoPeople Learning Resource Center (LRC) is a centralized resource center for students. The resources available in the Learning Resource Center include general and academic writing skills resources, learning strategies, and research orientated material. These areas also include accessing resources of the Peer Assessment Office (PAO) and guides on the writing process, research methods, ESL, APA format, and best practices to avoid plagiarism, the Learning Resource Center helps students develop and further polish their writing and editing skills.

The Learning Resource Center is an optional resource for students at UoPeople.

Other University Services

Career Service Center

University of the People's Career Service Center offers career guidance and advising for professional discovery and success both during and following the completion of a UoPeople degree. The University of the People Career Service Center offers students' comprehensive, expert guidance as well as tools to improve vital professional skills pertinent to the business world, including:

- Resume building and cover letter writing
- Job searching skills
- Interviewing techniques
- Professional networking skills
- Career planning in the area of one's major

The Career Service Center is accessible to students throughout the course of their studies, as well as after they graduate. Whether students are thinking about their first professional job in the workplace, wish to enhance their skills in their current field, or are considering a career change, the Career Service Center offers vital tools to help them succeed. Students enrolled in their degree programs and graduates at UoPeople may access UoPeople's career development services in the UoPeople Portal. Note that select Career Service Center initiatives are still being designed and are not yet available.

Internship Opportunities

University of the People provides access to a number of different internship opportunities offered by internationally recognized corporations and organizations. By participating in online internships in a variety of sectors, students gain work experience and networking opportunities.

All internship opportunities consist of defined projects within the host's organization, creating valuable learning opportunities for the student. Internships opportunities are available to all current UoPeople Degree Seeking Students and are announced by email over the course of their studies.

Mentorships

The University of the People Mentorship Program provides students with a support system throughout their time at the institution. UoPeople mentors are industry-leading professionals and valued members of the UoPeople global community who help support our students as they work to accomplish their personal, academic and professional goals. Through the mentorship program, students receive guidance, encouragement and the skills necessary to succeed both in their studies and beyond the classroom.

Global Employment Network

Networking is vital in the quest to build a successful career, no matter what the field. At UoPeople our international community of faculty and students provides a global networking community. With faculty hailing from some of the top universities, corporations and foundations worldwide, and students hailing from over 180 countries, the networking potential at UoPeople is immense. Our global employment network aids in broadening the career opportunities as well as strengthening the career options for our students, providing each student with a classroom of international learners and peers to create an extensive professional network. Outside the classroom, UoPeople partners with world renowned corporations offering excellent networking opportunities for our students, which in turn, broadens their employment opportunities. UoPeople develops students' networking abilities as participants in a thriving global community. Combined with internship and mentorship programs, students gain the skills to utilize these connections, in real life work experience.

University Offices

Financial Aid Office

The Financial Aid Office reviews and processes requests from applicants seeking grants to help with the Application Fee and from applicants and enrollees seeking scholarship support to assist with the Assessment Fees. The Financial Aid Office can be reached at financial.aid@uopeople.edu for the English programs and financial.aid@ar.uopeople.edu for the Arabic Division..

Office of Academic Affairs

The Office of Academic Affairs oversees all aspects of the curriculum with a primary commitment to creating a dynamic atmosphere for student learning and success. In assisting students with advice pertaining to their academic studies and information regarding academic policies and procedures, Academic Affairs provides guidance and leadership to assist students in solving academic-related problems within their courses, including such things as peer assessment issues, communication with Course Instructors, and other general course-related issues.

UoPeople Course Instructors are available to students via email throughout the academic year and students who have academic-related questions should contact their Course Instructor first. Instructors respond to students within 72 hours and usually sooner. Students who have not heard back from their Course Instructor within 72 hours should contact their personal Program Advisor for additional support.

Peer Assessment Office (PAO)

The Peer Assessment Office (PAO) is a resource center for students at the University in Moodle devoted to supporting students as they navigate the peer-to-peer learning and assessment processes. Peer Assessment Advisors and Peer Assessment Student Advisors are available to help students to become more proficient in the processes at UoPeople.

Degree Seeking Students are invited to participate in the PAO, and participants are required to follow all the rules and regulations outlined in the Catalog and posted in the PAO. Inappropriate postings violating the General Code of Conduct and/or the Code of Academic Integrity will be removed from the Peer Assessment Office, and students with repeated violations will no longer be given access to the center. All violations are grounds for disciplinary action.

The Peer Assessment Office is accessed via the Learning Resource Center; participation, however, is optional at all times. Students who do not wish to have access to the Peer Assessment Office may send this request to their Program Advisor.

Office of Student Affairs

The Office of Student Affairs (student.affairs@uopeople.edu for the English programs and student.affairs@ar.uopeople.edu for the Arabic Division) oversees the review of Satisfactory Academic Progress, the naming of students to the President's, Dean's and Honor's List, UoPeople Partnership nominations, and supports students who may be encountering or anticipating academic difficulties, or may require special assistance in completing their requirements for graduation.

Office of Student Services

The Office of Student Services (student.services@uopeople.edu for the English programs and student.affairs@ar.uopeople.edu for the Arabic Division) forms part of a comprehensive network of services at the University designed to support and help students throughout their studies. Student Services maintains all student records and supports students with both administrative and academic services in consultation with other offices in the University, responsibly implementing university policies and procedures, degree audits, and the conferment of university degrees.

Office of Admissions

The Office of Admissions oversees the admissions process for prospective and current applicants to the University, including the processing of all applications for admission to UoPeople's degree programs. Providing assistance and guidance regarding all admissions requirements, the Office of Admissions answers questions regarding prospective students' applications and provides updates on their applicant status. More information about the admissions process can be found in Chapter 3; interested parties can reach the Office of Admissions at admissions@uopeople.edu for the English programs and admissions@ar.uopeople.edu for the Arabic Division.

Outreach Office

The Outreach Department works hard to ensure that applicants around the world are able to access the opportunities UoPeople offers to study online, accredited and tuition-free. The Outreach Office can be reached at outreach@uopeople.edu for the English programs and outreach@ar.uopeople.edu for the Arabic Division.

Payments Office

The Payment Office oversees the processing of payments for both Application and Assessment Fees at UoPeople. Also working in conjunction with the Financial Aid Office, the Payments Office processes and reconciles scholarship payments for students unable to pay Assessment Fees.
For questions regarding payments including payment methods, amounts payable, and payment deadlines, applicants and students may contact the Payments Office at payments@uopeople.edu for the English programs and at payments@ar.uopeople.edu for the Arabic Division.

Program Advising Office

The Program Advising Office is designed to be a partnership between Program Advisors and students whereby every incoming student is assigned a personal Program Advisor who remains their single point of contact for academic and administrative support throughout their studies at UoPeople. Program Advisors work with students at University of the People to answer questions and respond to concerns

about academic progress, goals in attaining their degrees from the University, and challenges and decisions that need to be made throughout their academic studies.

Students may reach out to their personal Program Advisor as often as needed, but are advised to be in touch at least once a year to monitor degree progress; Program Advisors can be reached at their personal email address or at advising@uopeople.edu for the English programs and advising@ar.uopeople.edu for the Arabic Division.

Other

UoPeople does not currently offer the following services: Student ID cards, a graduation ceremony, or counseling services.

CHAPTER 19: UNIVERSITY LEADERSHIP AND INSTRUCTIONAL PERSONNEL

UoPeople Leadership

President
Mr. Shai Reshef, M.A.

Provost
David H. Cohen, Ph.D.

Dean, Division of Arts and Sciences
Dalton Conley, Ph.D.

Dean, Division of Computer Science
Alexander Tuzhilin, Ph.D.

Dean, Division of Business Administration
Russell S. Winer, Ph.D.

Director of Library Services
Ilene Frank, M.A.

UoPeople Course Instructors in English

Rashad Abdullah
M.Sc., Professional Accounting
Strayer University
Business Administration

Manal Abdullal
D.B.A
California Intercontinental University
Arts and Humanities

Muad Abu Ata
Ph.D., Computer Science
Kent State
Business Administration

Nicole Adams
Ed.M, Economics
Columbia University
Business Administration

Ogechi Adeola
D.B.A.
Manchester Business School
Business Administration

Derya Agis
M.A., English
Hacettepe University
Arts and Humanities

Nehleen Ahmed
M.S. in Human Nutrition
Eastern Michigan University
Health Sciences

Christian Akaeze
D.B.A.
Walden University
Business Administration

Nana Akaeze
D.B.A.
Walden University
Business Administration

Ibi Akinjobi
Masters, Information Systems
Walden University
Computer Science

Gary Alexander
Master of Rehabilitation Counselling
Arkansas State University
Health Sciences

Ishonte Allar
D.Phil, Coaching and Teaching Studies
West Virginia University
Health Sciences

Dani Allen
Masters, Sociology
New Mexico State University
Arts and Humanities

Rachel Alexander
M.B.A.
University of Phoenix
Arts and Humanities

Ali Al-Faris
Ph.D., Computer Engineering
Universiti Sains Malaysia
Computer Science

Rand Al-Faris
Ph.D., Pure Mathematics
Putra University
Arts and Humanities

Ahmad Al-Rababaa
PhD., Computer Science
Laval University
Computer Science

Joel Almanzar
Ph.D., Economics and Administrative Sciences
University for International Cooperation
Business Administration

Jose Alvarado
M.Sc., Systems Engineering
University of Surrey
Computer Science

Ernest Ampadu
Ph.D., Mathematics
Anglia Ruskin University
Mathematics

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D.Ed., Curriculum Studies
University of South Africa
Arts and Humanities

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M.B.A.
University of Calicut
Business Administration

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Arts and Humanities

Lewellyn Andrada
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Prairie View A&M University
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PhD., Management
Sullivan University
Business Administration

Daniel Ayala
Ed.D., Postsecondary Educational Administration
California State University
Business Administration

Emma Awuku-Sowah
M.Sc., Environmental Change
University of Oxford
Arts and Humanities

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PhD., Journalism and Mass Communication
University of Florida
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PhD., Microbiology and Immunology
Saint Louis University
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Lomonosov Moscow State University
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Juan Carlos Ginarte
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