

**GRADUATE
STUDENT
HANDBOOK
2011/12**

JOHN PAUL THE GREAT CATHOLIC UNIVERSITY

SAN DIEGO, CA

Updated January 19, 2012

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This handbook does not intend to set forth an exhaustive and unalterable list of policies, rules and procedures. Situations not foreseen here should be governed by common sense and brought to the attention of the Dean of Students for clarification. The President of the University, in consultation with his cabinet, serves as the definitive interpreter of this handbook.

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1. The Vision and Mission of the University

1.1. Vision

To invent the future of Catholic higher education, graduating students that will boldly proclaim the Gospel of Jesus Christ with faithfulness and understanding, as innovators and creators, leaders and entrepreneurs.

1.2. Mission and Core Purpose

To shape innovators and creators, leaders and entrepreneurs at the intersections of business, technology and communications media, guided by the spiritual, moral and social teachings of Jesus Christ.

1.3. Beliefs and Core Principles

JP Catholic is wholly dedicated to implementing the vision for Catholic Universities laid out by John Paul II in the Apostolic Constitution *Ex Corde Ecclesiae* (1990) [hereafter designated as ECE]. John Paul II writes:

A Catholic University pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a common dedication to the truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the Institution its distinctive character (ECE, 21).

Following this Apostolic Constitution, the University is built on three core principles that define its fundamental beliefs and commitments:

1. **To put into action in our lives the teachings of Jesus Christ, being faithful to his word as it continues to be proclaimed by the Catholic Church.**

The Catholic commitment at JP Catholic is organically embedded in a total, active and joyous life of faith. Students commit themselves to dynamically develop their personal knowledge of and relationship with God through an ongoing and active prayer life, both personal and communal, and a thorough knowledge of Scripture and Catholic teaching, thus leading to the active living of God's commandments (cf. ECE 33 and General Norms). In this, the school takes its lead from Christ himself: "If you love me, you will keep my commandments" (John 14:15).

All members of the JP Catholic community, including students, faculty and staff, will work to help achieve these goals of the University regardless of personal religious affiliation in their respective roles (cf. ECE, General Norms Article 4). Although the Student Handbook does not relate the specific responsibilities of other individuals associated with the school, students should know that in addition to implementing and enforcing school policies aimed at realizing the school's vision, all faculty and staff are

expected to conduct themselves in a way consonant to the Catholic identity of the University. All members of the community are to be involved in the liturgical life and spiritual mission of the school. “*Directors and administrators in a Catholic University promote the constant growth of the University and its community through a leadership of service; the dedication and witness of the non-academic staff are vital for the identity and life of the University*” (ECE 24).

2. To develop all students and staff spiritually, personally and intellectually.

JP Catholic recognizes that an essential part of the student’s vocation is intellectual development with the ultimate purpose of becoming a mature, productive, creative and responsible citizen. JP Catholic’s greatest resources are its people, and pledges to treat each person with dignity and respect. The JP Catholic community welcomes and respects all students, faculty and staff and appreciates diversity among its students with respect to age, intellectual talents, financial resources, creed and ethnic background (cf. ECE 12, 21).

3. To put into practice within the University what we teach, by being innovative with our curriculum development, pioneering in our educational niche, and entrepreneurial in defining our future.

JP Catholic provides an education that emphasizes the integration of theory with practice, enhances the professional competence and ethical judgment of the student and has a particular focus on innovation and entrepreneurship (cf. ECE 7). In its internal business processes and procedure, JP Catholic practices the very principles it teaches. JP Catholic recognizes the need to maintain leadership in its niche and is boldly entrepreneurial in maintaining its position as a leading teaching University (cf. ECE General Norms, Art. 2 § 1).

2. The History and Future Vision of JP Catholic

2.1. Building the University

John Paul the Great Catholic University opened in September 2006 with 30 freshmen in a 4,400 sq ft leased facility. Creating the new university took 3-years. On 11/21/2003, the University obtained the consent of Robert Brom, bishop of San Diego, to include the word 'Catholic' in the name of the university. On 12/3/2003, JP Catholic was organized as a California nonprofit, non-stock corporation for educational purposes and the incorporation was approved by the State of California on 2/3/2004.



JP Catholic obtained IRS 501(c)(3) status on 10/25/04 and State tax-exempt status on 1/31/2005. It received temporary Approval to Operate a Degree Granting Institution in California on 10/25/2005. Approval is the legal requirement to recruit and admit students. The accreditation process began just after the university opened.

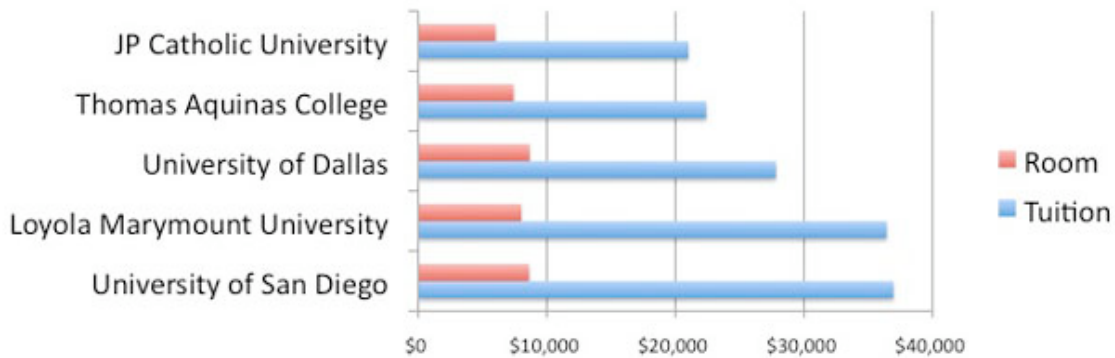
In June 2005, shortly after the death of Pope John Paul II, JP Catholic Trustees legally change its name from New Catholic University to John Paul the Great Catholic University.

2.2. The University Today

The University's currently offering are summarized in the following Table:

Degrees	Area of Emphasis
BS - Communications Media	Screenwriting Production Producing Video Gaming Animation New Evangelization Pre-Theology
BS - Business	
MBA - Film Producing	
MA - Biblical Theology	
Other Programs	
Certificates	Philosophy Catholic Theology
Graduate Certificates	New Testament Old Testament Catholic Theology

The 2011-12 academic year began with 103 undergraduates, 37 graduate students, and 27 certificate students. This includes 6 pre-theology undergraduate men. Students come from 31 states. It leases 14,000 sq feet of classroom and administrative space, and 20 apartments. It conferred 19 Bachelor degrees in 2009, 22 in 2010, and 24 in 2011. It conferred 12 MBA degrees in 2011. Total Faculty is 26, with 8 full time, 16 adjunct, and 2 visiting professors. The administrative staff is 18. Tuition and Room costs shows relative to the top tier and Newman Guide Catholic colleges and universities are shown below.



2.3. Long-term Goals

JP Catholics' long-term goals are to become a highly competitive and selective teaching university, having a fully populated campus in 2028 with:

1. 600 on-campus undergraduate students
2. 600 on-campus graduate students in MBA and MA programs
3. 800 online graduate students in MBA and MA programs

3. The Four Pillars of Formation

John Paul the Great Catholic University forms its student to accomplish the mission it was founded upon: **impact the culture for Christ**. With this in mind, JP Catholic University seeks to be more than just an institution devoted to academic study; it “is a place to encounter the living God who in Jesus Christ reveals His transforming love and truth”¹ and it endeavors to be an agent of authentic human development.

The University recognizes that this development requires more than study and academic research. In particular, the school views this process as involving the four pillars of Christian formation outlined by Pope John Paul II: human formation, spiritual formation, intellectual formation, and formation for mission.² The Holy Father’s ordering of these pillars is not arbitrary: Human formation provides the foundation for all Christian formation. Spiritual formation outranks the intellectual in dignity and importance. The sound principles provided by intellectual formation must guide formation in the technical skills for the apostolate, and in the charity with which these skills are utilized. While maintaining the highest standards of excellence in intellectual formation, JP Catholic seeks to form the whole person. The following section outlines the essential elements of this formation.

3.1. Human Formation

To impact culture for Christ, students must come to reflect in his/her human personality the beauty and virtue of Christ himself. The human qualities should become “a bridge and not an obstacle for others,” as well as the basis of their self-realization.³ The University therefore expects graduate students to conduct themselves in a way their commitment to Christian principles, demonstrating integrity and a charitable attitude towards others in their interaction with faculty, school employees and fellow students.

3.2. Spiritual Formation

To impact culture for Christ, students must come to know and love Jesus Christ. Spiritual formation requires prayer, obedience, and the experience of the cross. Each student should take seriously his or her need to grow in spiritually. Indeed, graduate courses seek to help students identify ways the material they are studying can be applied to their spiritual developments. In addition, the University offers students on campus opportunities to participate in worship, spiritual direction, and prayer.

3.3. Intellectual Formation

To impact culture for Christ, students must rise above mediocrity in academic performance. Recognizing their studies as an opportunity to fulfill a vocation from God, they should work

¹ Pope Benedict XVI, “Address to Catholic Educators” at the Catholic University of America, Washington, DC, 4/17/08.

² Pope John Paul II, Apostolic Exhortation, *Pastores Dabo Vobis* (I Shall Give You Shepherds) 1992, V, 42. “Formation for mission” is analogous to the pastoral formation mentioned in 57–59.

³ Pope John Paul II, *Pastores Dabo Vobis*, V, 43.

hard to ensure that they reach their intellectual potential. Students are expected to immerse themselves in a culture of research and study. This commitment should extend beyond the requirements for a course but should also be expressed in a general desire to grow in understanding. To this end students should make expanding their knowledge a priority, making use of the library resources and e-databases offered to JP Catholic students, subscribing to relevant academic publications, attending scholarly conferences, attending lectures on campus, etc. This desire for academic excellence should be especially evident in students' paper submissions, which should be thoroughly researched and aim at the standards of publishable quality and/or worthy of presentation at a conference.

3.4. Formation for Mission

To impact culture for Christ, a student must acquire the skills and attitudes necessary to effectively communicate the truth to the world. The mission of JP Catholic University, namely, *to shape innovators and creators, leaders and entrepreneurs at the intersections of business, theology, and communications media*, requires that students move beyond merely passing grades and satisfactory performance. Students must come to love souls, and to desire for culture what Christ himself desires. This takes passion, commitment and hard work. Formation for mission involves not only practical and technical skills, but also the desire that "everyone be saved and come to the knowledge of the truth" (1 Tim 2:4). Students must learn to work in communion with one another in the Church, recognizing the gifts that each one brings to the Body of Christ. Students, who consistently demonstrate a negative attitude, a divisive spirit, or a lack of motivation, do not desire a JP Catholic education and will be asked to withdraw from the institution.

4. Honor Code

Students at JP Catholic University will follow a code of honor that governs all aspects of their life. The honor code "***Love in Action and Truth***", comes from 1 John 3:18, which states, "Let us love not in word or speech, but *in deed and truth*." Students will not be content with merely talking about their commitment to Christ; they will seek to live their faith in every action and with integrity. With this in mind, the following should be kept in mind.

1. Unethical behavior and acts of dishonesty in class work, assignments, or test-taking are serious offenses against morality and academic standards. The theft of intellectual property, including but not limited to the work of one's classmates, published scholars, and other sources, is a grave offense, which may lead to academic dismissal.
2. It is clear to any student that tests are meant to measure an individual's grasp of class material. Unless otherwise specified by the instructor, the use of books, notes, other student's work, or anything other than the student's own mind is expressly prohibited in test-taking and the violation of this policy can result in dismissal.
3. Plagiarism is the use of other's intellectual property, including but not limited to ideas and writings, inserted into a student's work without appropriate acknowledgement (including quotation marks and a source citation).
4. Consequences for violation of this policy will include but not be limited to zero credit for the assignment or test, a failing grade in the course, and expulsion from the University.

5. Library Services

5.1. Print Holdings, Checking Out Books and Course Reserves

The on-site library is accessible to all students 24/7. The catalog can be accessed from on campus or from off campus at <http://library.jp catholic.com/>.

Books may be checked out for 2 weeks. The library uses a self-check out program. Students are responsible for listing the books they have checked out in the “checkout binder”.

The course reserve section includes books that are being used in classes this quarter. These books must be used in the library and may not be checked out. This allows more students to access these high demand books.

5.2. On-Line Resources

The library subscribes to the ATLA Database with Serials, the premiere on-line collection of academic journals devoted to Scripture, Theology and Religious Studies. Journal articles are available in full-text through this service. This database is accessible to students either on campus or off campus. The database requires students to log in. For log in information and assistance please contact the library staff (see 5.3. below).

5.3. Library Staff

The professional librarian is Melanie Quinn. Do not hesitate to ask her any question about the library or your research needs. Students can visit the librarian in person (hours are posted above the librarian’s desk) or by email (mquinn@jpcatholic.com). Students are also encouraged to email the librarian to set up an appointment or to address particular questions.

5.4. Library Services for eLearning Students

Online students are welcome to come to campus, use the library and check out books. Since this is often not possible for online students, the library will mail books to students studying from a distance (see also 6.3). Students are responsible for the expense of mailing the books back to the library. In order to receive books by mail the student must email the librarian the Title, Author and Call Number of the book requested. All of this information can be found in the library catalog. Books on Course Reserve cannot be sent by mail.

6. Student Services and Resources

John Paul the Great Catholic University is committed to pursuing excellence in its service to students, seeking to provide all the means necessary for student success.

6.1. Students with disabilities

JP Catholic does not discriminate against students with disabilities and happily makes accommodations for such students as mandated by federal law. Students are not required to publicly disclose their disabilities. If special accommodations or adjustments are needed the student must inform the Dean of Students of his/her needs. The Dean will work with the students' professors to ensure that students receive the assistance needed. We reserve the right to request a completed confidential disability disclosure form accompanied by the signature of a credentialed medical doctor or mental health professional.

6.2. Academic Mentoring and Career Planning

JP Catholic wants every student to achieve academic success. To this end, all graduate students are assigned an Academic Advisor from the graduate faculty. In addition, faculty members are eager to help students make plans for their future, identifying career paths appropriate to their degree program. On campus students should schedule a visit at their convenience. Off campus students should schedule a time speak to professors over the phone.

6.3. The Biblical Theology Program Manager

The Program Manager serves as a liaison between faculty and students as well as other university departments (e.g., library services, I.T.). The Program Manager is responsible for making sure students' needs are met, including the following: monitoring on-line courses to ensure that student questions are addressed; introducing each student to the eLearning tools they will be using in their courses and offering any further assistance they might require in this area; serving as a teaching assistant to professors, organizing course materials, delivering materials to students; and making sure resources in the school's library are accessible, seeing to it that books and/or photocopies of resources are mailed to students unable to visit the library. In short, if a student is unsure how to address an issue - first go to the Program Manager.

6.4. Student Groups and Activities

JP Catholic celebrates its Catholic identity and professes fidelity to the Magisterium of the Church, while actively incorporating diverse cultures and cultivating respect for their unique contributions to the community. The University thus encourages the formation of any student group that promotes the common good and supports the University's mission.

In addition, JP Catholic University seeks to develop a culture of research and inquiry among its students. To this end, graduate students in particular are encouraged participate in study groups dedicated to particular subjects related to their field of study (e.g., the Hebrew

language study group) and to attend activities aimed at enhancing academic dialogue (e.g., visiting lectures).

6.5. Student Counseling Services

Psychological and Counseling referrals are provided proactively by the Dean of Students to meet the wide array of personal difficulties that may interfere with the student's academic success. Privacy is strictly respected and students should not feel embarrassed in approaching Student Life staff or the Dean of Students. Students are encouraged to seek help quickly, minimizing the harmful symptoms, which, if untreated, would grow in severity with time.

6.6. Health Services

General student health services to address minor ailments are provided on campus.

6.7. Student Work Opportunities

Students may apply for work positions. Information and application forms may be found online or with University administrators.

7. Disciplinary Procedures

Students are expected to take responsibility for their words and actions, and for any negligence in their behavior. John Paul the Great Catholic University has a system by which it resolves grievances and addresses the violation of rules and policies.

7.1. The University's Disciplinary Authority

If a student's behavior, on campus or off, is believed to have a detrimental effect on the University, on the surrounding community, or on the student himself/herself, the Dean of Students has the authority to call a hearing of the Disciplinary Board. University disciplinary proceedings may be instituted against a student charged with conduct that violates both the criminal law and University regulations. University proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

7.2. Allegations of Misconduct

An allegation that a student has violated University rules, policies, or the rights of another student, may come to light in a number of ways. Any member of the University community may send a complaint in writing, alleging misconduct by a student or student organization, to the Dean of Students. After a complaint is received, the Dean of Students may conduct an investigation to determine if the charges may have merit and/or if they can be disposed of by mutual consent. Such dispositions shall be final, and there shall be no subsequent proceedings. The Dean of Students and/or the student life staff may also discover alleged misconduct through verbal reports, or through personal investigation. All allegations shall be taken seriously and investigated. Any charge should be submitted as soon as possible after the event takes place.

If the Dean of Students finds the accusation credible, the Dean of Students shall verbally inform the accused of the charges. He will inform the student of the seriousness of the allegations, explain the procedures of the Disciplinary Board, and counsel him/her on how to prepare a defense.

The Dean of Students shall inform the President of the need for a disciplinary hearing. The Dean shall further investigate the alleged incident, document the facts, and collect testimony from witnesses as appropriate. A time shall be set for a hearing no more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the President, in consultation with the Dean of Students.

7.3. The Disciplinary Board

When a disciplinary hearing becomes necessary, the President of the University, or a senior administrator acting on his behalf, shall appoint at least three members of the faculty or administration to the Disciplinary Board. When deemed appropriate, the Dean of Students may request that additional members be appointed to hear the case. If the impartiality of a

particular board member is called into question, the Dean of Students may request that the member be replaced or excluded from the hearing. The President shall decide whether to grant or deny such requests.

The Disciplinary Board shall determine whether there is sufficient proof for the alleged misconduct, and whether the University should sanction the behavior. The Disciplinary Board has the authority to interpret all rules and policies contained in the Student Handbook. The Disciplinary Board's judiciary hearings shall proceed according to the following guidelines:

1. Hearings normally shall be conducted in private. Exceptions to this rule shall be made only with the permission of the Dean of Students and the President.
2. Admission of any person to the hearing shall be at the discretion of the chairperson of the Disciplinary Board.
3. In hearings involving more than one accused student, the chairperson of the Disciplinary Board may permit the hearings concerning each student to be conducted separately or together.
4. In the case of one student accusing another, both have the right to be assisted by an advocate. Students, whether complaining or accused, have the responsibility for presenting their own information to the Disciplinary Board and, therefore, advisors are permitted to speak or intervene only at the discretion of the chairperson.
5. All parties involved, including the Disciplinary Board itself, shall each have the privilege of presenting witnesses, or suggesting questions to be asked. At least 24 hours prior to the hearing, students must submit to the Dean of Students in writing the names of any witnesses they intend to present.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the Disciplinary Board.
7. All procedural questions are subject to the final decision of the chairperson of the Disciplinary Board. Rules of evidence and procedure, such as those that apply in civil or criminal courts, do not apply to University disciplinary hearings.
8. After the hearing, the Disciplinary Board shall determine by majority vote whether the student has violated each section of the student code that the student is charged with violating.
9. The Disciplinary Board's determination, like all discipline decisions, shall be made on the basis of whether it is more likely than not that the accused student violated the student code. The Board is not bound to determine guilt "beyond a reasonable doubt," as in criminal court. The President of the University may override the decisions of the Disciplinary Board.
10. There shall be a single verbatim record, such as a tape recording, of all hearings before a Disciplinary Board. The record shall be the property of the University.

7.4. Appeals Process

Decisions made by a Disciplinary Board shall be final, subject to a limited appeal process. An appeal may only be made if the student believes that the Board did not follow its own commitment to a fair proceeding. If this is the case, the student may compose a written plea to the President within two school days of the verdict. It is up to the President to review the hearing and decide whether a new Disciplinary Board should be constructed to investigate the case for a second time.

The President shall determine whether the original hearing was conducted fairly in light of the charges and the information presented, and in conformity with procedures prescribed by the University giving the complaining party a reasonable opportunity to prepare and present information that JP Catholic regulations were violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.

7.5. Disciplinary Sanctions

The Disciplinary Board shall determine what sanctions, if any, shall be imposed upon a student who fails to abide by University regulations. Sanctions may include, but are not limited to: warnings, fines (up to \$500), community service, restitution, loss of privileges, academic probation, disciplinary probation, suspension, temporary expulsion, permanent expulsion. Sanctions for students found guilty of academic dishonesty may include but not be limited to zero credit for the assignment or test, a failing grade in the course, or expulsion from the University.

8. Student Grievance Procedures

Students are protected against any unreasonable, unlawful, false, malicious, and inappropriate behavior by faculty, staff, or any official of the University.

8.1. Filing Grievances and Types of Grievances

Formal grievances must be filed as soon as possible following the alleged violation, or from the time that the student learns of the basis of the grievance. Students should meet with the Dean of Students regarding the complaint/grievance prior to starting the process. Student grievances commonly fall into one of three categories: Academic, Non-Academic, and Discriminational.

Academic Grievances:

When the student believes that a grade for any course is in error, he/she must follow the Grievance Procedure.

Non-Academic Grievances:

Non-academic grievances must also be pursued according to procedure. Such grievances include, but are not limited to:

- Any act or threat of intimidation or harassment.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to University policy.

Grievances alleging Discrimination:

Students wishing to file complaints alleging discrimination on the basis of race, religion, age, gender, color, physical disability, mental disability or any other category of unlawful discrimination should also contact the Dean of Students.

8.2. Grievance Procedure – Level I (Informal)

Any student who believes an injustice has occurred against him/her should try to resolve the problem through an informal conversation with Professor, staff member, or University official involved before filing a formal grievance. If the student finds no resolution after these informal meetings, or if the accused refuses to meet or respond within 14-days, the student may proceed by meeting again with the Dean of Students. If the Dean of Students is unable to assist the student in resolving the issue to his/her satisfaction, the student may take the grievance to the next level.

(Note: if the grievance involves the Dean of Students, the student shall follow the subsequent procedures with the help of the Provost.)

8.3. Grievance Procedure – Level II (Formal)

After meeting with the Dean of Students and still finding no resolution to the issue, the student shall complete a “Statement of Grievance,” containing his/her name, the name of the accused, a brief summary of the complaint (including all significant dates, locations and circumstances related to the incidents in question), and documentation of the failed attempts to resolve the issue informally. Copies of any additional evidence may be attached to the form. The “Statement of Grievance” must be completed within 14 days of the meeting with the Dean of Students. Once filed, the University will take the following actions:

1. The Dean of Students shall inform the aggrieved student of the procedures, and of his/her rights and responsibilities.
2. The accused faculty/staff member shall receive a copy of the “Statement of Grievance” from the Dean of Student’s Office within 14 days.
3. The accused will have 14-days to respond in writing. The accused has the right to ask any other of member of the University community to serve as his/her advisor.
4. Both the aggrieved student and the accused may solicit documentation from other persons to support their positions.
5. Once the Dean of Students receives the response of the accused, he shall forward all documents to the Provost, who convenes the Grievance Review Committee.
6. The Grievance Review Committee shall normally be comprised of the Provost, the Dean of Students, and a senior Student Life Office staff. This committee will make one of the following determinations within 2 days:
 - a. The complaint of the student is not grievable.
 - b. There is insufficient evidence to warrant further action.
 - c. The case should proceed to formal action, Level III.
7. The Grievance Review Committee shall make a written report of its determination, which shall be sent to the aggrieved student, the accused, and the President of the University within 2 days.
8. If the grievance involves a Student Life Office staff member, he/she will be replaced on the Grievance Review Committee. If the grievance involves the President, Provost, or Dean of Students, the process immediately moves to a Level III Grievance Hearing.

8.4. Grievance Procedure – Level III (Grievance Hearing)

If the Grievance Review Committee determines that further action is warranted, the follow actions shall be taken:

1. The Provost will convoke the Grievance Hearing Committee, which must commence deliberations within 5 days of the report from the Grievance Review Committee.
2. The Provost shall send confidential packets to the members of the Grievance Hearing Committee prior to the hearing.
3. The Grievance Hearing Committee will normally be comprised of the following, at the discretion of the Provost:

- a. The Provost, chair
 - b. The Dean of Students
 - c. Senior Student Life Office staff member
 - d. One member of the faculty, usually a Professor of Theology
 - e. Two administrators, usually the Director of Admissions and CFO
4. If the President, the Provost, or the Dean of Students is the target of the grievance, the chairman of either the Board of Trustees or the Audit Committee will convoke and chair the hearing.
 5. The grievant and the defendant shall be present to answer questions at the hearing. The grievant may have an advocate. The defendant also has the right to be accompanied by an advocate in the formal grievance hearing.
 6. The hearing shall be closed to the public. There shall be a single verbatim record, such as a tape recording, of the entire hearing. The record shall be the property of the University.
 7. Once the hearing is convened, the Provost will state the purpose, process, and guidelines.
 8. The grievant will then be allowed to make a statement specific to the grievance and the requested outcome.
 9. Next, the defendant is allowed to make a statement specific to the grievance, requested outcome, and any statements/evidence presented by the student.
 10. Both the grievant and the defendant have the right to present witnesses, testimony, and evidence, but only as related to the charges previously presented to the Grievance Review Committee. No new charges shall be admitted for consideration.
 11. The members of the Grievance Hearing Committee may then ask questions specific to the case. Discussion, clarification and additional comments are allowed.
 12. When the Provost determines that the committee has all the necessary testimony and information it needs, he calls for a recess as the members deliberate and come to a decision. The grievant and the defendant may be excused.
 13. The Grievance Hearing Committee will deliver one of the following decisions within 2 days:
 - a. To reject the grievance and deny the requested outcome.
 - b. To support grievance and approve the requested outcome.
 - c. To support the grievance and approve a revised outcome.
 14. The Provost will promptly provide written notification of the decision to the grievant, the defendant, and the University President.

8.5. Appeal Process – Level I (University President)

If either party is dissatisfied with the decision of the Grievance Hearing Committee, an appeal may be submitted to the University President. Such an appeal must be submitted in writing within 14 days of the decision. The University President has 14 days to respond to the appeal.

8.6. Appeal Process – Level II (Board of Trustees)

If either party is dissatisfied with the decision of the University President, an appeal may be submitted to the Board of Trustees through the University President. Such an appeal must be submitted to the University President by certified mail within 14 days of notification of the decision regarding the first appeal. The Board of Trustees shall have two consecutive Board business meetings to review the appeal before making a final decision. The Board of Trustees may not overturn the President's decision without reviewing a transcript of the hearing.

The decision of the Board of Trustees completes the Grievance Process. Any further appeal must be filed through civil court. A record of the Board's decision shall be kept on file in the University President's office.

8.7. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

9. Credit Hour Policy

The university operates under a quarter credit hour system, with approximately 10 weeks per quarter. An academic year has 3 quarters. It operates 4 quarters per calendar year. The “credit hour policy” aims to both codify the university’s credit hour requirements and to comply with Federal and accrediting agency guidelines. The policy applies to all courses offered by the university.

The credit hour policy applies equally to courses of varying credits, duration, and modes of instruction. Regardless of the mode of instruction, courses should be consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other courses with the same department code, number, and course title. The course syllabus should reflect the course’s credit hours and the amount of work required to earn those credits.

9.1 Standard Undergraduate Courses

One unit credit hour is assigned to one hour (55 minutes) of classroom time with a minimum of two hours of out-of-classroom time spent preparing for class, studying, doing homework or research per week throughout one quarter of approximately 10 weeks in length. Thus, a three-unit class requires nine hours of total work per week, and 90 hours per quarter on the part of the student. In general, undergraduate courses should not carry more than four units.

9.2. Standard Graduate Courses

One unit credit hour is assigned to one hour (55 minutes) of classroom time with a minimum of two/three hours of out-of-classroom time spent preparing for class, studying, doing homework or research per week throughout one quarter of approximately 10 weeks in length. Thus, a three-unit class requires nine hours of total work per week, and 90 hours per quarter on the part of the student.

9.3. Other Academic Activities

Alternately, if the time is wholly occupied with either a seminar, studio, field, online or internships), a minimum of 30 hours of student work is expected for each unit of credit. It is conceivable that there may be other modes of instruction, which can satisfy of the credit hour requirement. These modes require the approval of the pertinent department and/or the Provost Office. One unit credit hour is assigned to three hours of student work per week throughout one quarter of approximately 10 weeks in length or approximately 30 hours of work over a quarter.

9.4. Studio Work

One unit credit hour is assigned for 2 hours and fifty minutes or more of studio work per week throughout one quarter.

9.5. Internship Courses

One unit of credit hour is assigned to at least 30 hours of internship work throughout the course of one quarter. (For example: LaunchPad is a 3-unit course - fulfilled by 9 hours per week for 10 weeks).

9.6. Independent Study Courses

One unit of credit hour is assigned to the equivalent amount of work to 55 minutes of classroom time per week with a minimum of two hours of out-of-classroom time studying and doing homework or research per week throughout one quarter. The faculty supervisor, the Registrar and the Provost must approve independent study courses.

9.7. Practica

One unit of credit hour is assigned to at least 30 hours of Practicum work throughout the course of one quarter. (For example: Practicum I and II - 3 units requires 1.5 hours per week of teaching, 6 hours of preparation, and 1.5 hours of learning assessment for approximately 10 weeks).

9.8. Online and Hybrid Courses

One unit of credit hour is assigned at least 9 hours of contact time either through direct classroom discussion or through online video or audio presentations, assigned reading and quizzes, and discussions (For example: Scripture 1, a 3-unit course). So if the student spends 2 hours viewing the video material, they would have to spend 7 hours work during the week in online or phone discussion, reading and assignments.

10. Registrar Services

10.1. Transferring Units

When we receive your transcripts, they are evaluated and posted to your academic history record. You will be given a copy of the acceptance/denial of transfer courses.

10.2. Description of Courses

Official course descriptions can be found in the University catalog.

10.3. Adding/Dropping Courses and the Add/Drop Form

In order to add or drop a class, the student must obtain an add/drop form from the Registrar's Office. The student must receive approval from the Provost. Instructor approval is required to add or drop a class. An instructor's approval is communicated by his/her signature on the add/drop form. The add/drop form will only be processed if all signatures are obtained. If the student does not turn in an add/drop form he/she will **not** receive credit for the class. Therefore, if the student has attended the class and turned in the work but did not submit the form requesting to add the class; he/she will receive a 'F' in the class. The student will also receive an 'F' in the class if he/she did not properly drop the class.

Students taking courses from a distance in the Biblical Theology M.A. or Certificate programs can receive assistance adding and dropping classes by going through the Program Manager.

10.4. Dropping Courses and the W Grade

A student may drop a course before the end of the second week of instruction by filing the appropriate form with the Registrar, after first notifying the provost, instructor and/or department. A student who wishes to drop all courses will be required to file a Request for Withdrawal form.

A course dropped before the end of the second week of instruction will not appear on the student's transcript. If a student drops a course after the end of the second week of instruction and before the end of the ninth week of instruction, the Registrar will assign a final grade of W to the student for that course.

Typically, the last day to add or drop a class is approximately two weeks after the start of the quarter. A student may withdraw from the university before the end of the 9th week of a quarter. If a student withdraws before the end of the fourth week of instruction, no course entries will appear on the student's transcript for that quarter. If a student withdraws after the end of the fourth week of instruction and before the end of the ninth week of instruction, the registrar will assign a final grade of W to the student for each course in which the student was enrolled at the beginning of the fifth week of instruction.

Please consult the Academic Calendar for the exact date.

10.5. Auditing a Class

With the consent of the instructor, registered students and interested individuals are permitted to audit classes. Arrangements are made directly with the faculty member under any rules the faculty member may establish, and those auditing ordinarily do not participate in discussions, exams, or written papers.

10.6. Grades/Transcripts

How do I get my final grades? Final course grades are entered no later than one week after the end of the term. A grade report will be mailed to the student approximately 10 business days after grades are entered.

10.7. Completing an Incomplete (I)

Students must complete all remaining work no later than the end of the first week of classes of the following quarter (the first Friday on which classes are held). The instructor must submit the grade no later than one week following the completion of the work (the end of the second week of the quarter).

Students must submit a written petition if an extension of the deadline is sought.

10.8. Concerns About a Grade

The grades you receive each quarter are considered final and are rarely overturned. However, if you believe that you received a grade in error, you should discuss it with your instructor within 4 weeks after the end of the quarter.

10.9. Repeating a Course

Student may wish to repeat a course in order to demonstrate an increased understanding of course material or to improve a grade. The original grade you received for that particular class will always remain on the transcript. The class with the highest grade will be used to calculate the cumulative grade point average. You must retake the exact class. All grades will remain on the transcript.

10.10. Ordering a Transcript

An official transcript is a comprehensive record of all courses completed John Paul the Great Catholic University. Official transcripts are printed on security paper and are embossed with the John Paul the Great Catholic University seal and signature of the Registrar. Current students can order official transcripts by filling out an Official Transcript Request form.

Any student whose University financial account is clear may obtain a copy of his or her official transcript. Transcripts will not be released for students who have an outstanding financial obligation to the University. The request may be submitted in person, mail, or fax. Transcripts may be sent via U.S. Mail or FedEx. Transcripts are \$5.00 each with an

additional \$30.00 for the expedited FedEx Delivery. Payment can be made by check or cash. Transcript requests are processed in the order in which they are received. The normal processing time is two business days, however, during peak times and registration, this time period may be longer. It is a violation of federal law to release a copy of a transcript without the student's specific authorization.

Before you order your transcript:

1. Check and clear your holds. Contact Billing or the Finance Department for questions about outstanding account balances. You must clear any financial obligations before a transcript can be issued.
2. Verify your grades/ degree status are current: If you order a transcript without checking your records and your transcript is wrong, you are responsible for reordering and paying for another transcript.

Contact the Registrar's Office to:

- View your current quarter grades
- Confirm grade changes
- Confirm your degree status

If your degree status or grades are not current, wait to order your transcript until these have been updated.

10.11.Changing Student Information

For a student to change his or her name or make a correction to his or her name or social security number, the students must present legal documentation (i.e., driver's license, court documents, birth certificates, marriage certificates, passports).

To change an address and/or telephone number on official University records the student can call or email the Office of the Registrar.

10.12.Minimum GPA Requirement, Probation and Dismissal

A student is subject to academic probation if at the end of any term his or her GPA for that term is less than a 3.0. A student is subject to academic disqualification from further registration if at the end of any quarter his or her GPA for that quarter is less than 2.5 or if he or she has completed two successive quarters on academic probation without achieving a cumulative GPA of 3.0.