

# OTHER GRADUATE PROGRAMS

## Programs Offered

**Doctorate of Education**

**Master of Physician Assistant Studies**

**Master of Science in Data Science**

**Master of Arts in Education**

Applies to non Law Graduate programs on the Sacramento campus.

All graduate students are urged to read these general regulations carefully. Failure to be familiar with this section does not excuse a student from the obligation to comply with all the described regulations.

Although every effort has been made to ensure the accuracy of this catalog, students are advised that the information contained in it is subject to change. The University reserves the right to modify or change the curriculum, admission standards, course content, degree requirements, regulations, tuition or fees at any time without prior notice. The information in this catalog is not to be regarded as creating a binding contract between the student and the school.

## Academic Standing

All graduate students are expected to make satisfactory progress toward the academic degree for which they were admitted. Also, graduate students are required to maintain a cumulative minimum grade point average (GPA) of 3.0 or higher in all courses listed in their graduate program plan of study and in all courses taken as a graduate student.

Students in a credential-only program must maintain a GPA of 2.5 and have a cumulative GPA of 2.5 or higher to clear their credential. Students in a basic teacher education credential only program who wish to do directed teaching in an internship must maintain a 3.0 GPA.

At the end of each semester a graduate student's academic standing is determined to be one of the following:

- good standing
- good standing with warning
- probation
- subject to disqualification (temporary status)
- disqualification.

The criteria for these academic standings are based upon a combination of cumulative Pacific GPA and the term GPA. Criteria for the different academic standings are outlined below:

*Good Standing:*

- Term GPA of 3.0 or higher and a cumulative Pacific GPA of 3.0 or higher

*Good Standing with Warning:*

- Term GPA below 3.0 and a cumulative Pacific GPA of 3.0 or higher

*Probation:*

Any graduate student who has completed six (6) or more course units of study and has a Pacific cumulative GPA below 3.0 is placed on academic probation. Students on academic probation who fail to raise their Pacific cumulative grade point average to 3.0 at the end of the probationary semester are subject to disqualification from their Graduate program. Students who are subject to disqualification are reviewed by an appropriate committee and are either disqualified from further enrollment at the University or are allowed to continue for the next semester on probation.

If prior semester is Good Standing, or Good Standing with Warning

- Term GPA below 3.0 and cumulative Pacific GPA is 3.0 or below

*Subject to Disqualification (Temporary Status):*

If prior semester is Probation:

- Term GPA below 3.0 and cumulative Pacific GPA is 3.0 or below

*Disqualified:*

Each school determines whether a student subject to disqualification will be disqualified. If they are not disqualified, the student subject to disqualification is then put on probation for the following term. If they are disqualified, a student is not allowed to register for further study at the University.

A student who has been disqualified may appeal immediately for reconsideration and possible reinstatement on probation, within the same school. A disqualified student who has been out of the university for one semester or more may apply for readmission to the university through the Office of Graduate Studies. If readmitted, such a student enters on probation and would need to make up the earlier deficiency in order to attain good academic standing.

Any graduate student who receives more than two C grades or lower will have their academic progress reviewed by the department and the Office of Graduate Studies and they may be dismissed from their Graduate program.

In addition to maintaining a 3.0 average, graduate students must make satisfactory progress in their degree programs. Students are expected to make continual progress toward completing course requirements and any required research, qualifying examinations, thesis or dissertation writing, and all other University or Departmental requirements. Failure to make satisfactory progress can result in dismissal from the Graduate program. Students who wish to appeal a disqualification must submit a written petition to the Dean of Research and Graduate Studies.

Other academic and non-academic reasons can result in a student's dismissal from a graduate program. Refer to the Honor Code in Tiger Lore, and any program-specific guidelines.

## Classification of Graduate Students

**Full:** All students admitted with full graduate standing. Students are advanced from this classification to candidacy for advanced degrees upon formal notification from department.

**Conditional Admission:** Students may be admitted to some of the graduate programs on a conditional admission basis, with a cumulative GPA from 2.65 to 2.99 (on a 4.0 scale), provided they show evidence

that they excel in graduate studies. Such evidence may include: (1) satisfactory scores on a GRE Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area. They must earn grades of B or higher in all coursework and maintain a minimum cumulative GPA of 3.0 or higher in the first 12 credits they register for during the first two semesters at which time they may be listed as full standing graduate students. Failing to achieve this GPA will result in the dismissal of the student from Pacific. See the Admission section of this catalog for additional information on this classification.

**Credential:** Students admitted to do post-baccalaureate work that leads toward an initial teaching credential, specialist instruction credential or services credential.

## Clinical Competency

Many of the graduate programs offered at the University include experiential coursework. Prior to taking a course that includes an experiential component; students are required to demonstrate that they have the necessary skills, aptitude and competencies to successfully complete the course. Faculty of departments that offer experiential courses have the discretion of denying enrollment in these courses to students evaluated as not possessing the necessary clinical competencies. Procedures used to assess clinical competency vary across programs. Students may obtain additional information from their Graduate Program Director.

Students who do not demonstrate adequate clinical and experiential competency can be dismissed from a degree program, regardless of academic standing.

## Course Loads

- Full Time: 8 or more units a semester
- Half Time: 7 to 4 units a semester
- Less than Half Time: 3 to 1 units a semester

Standard registration loads:

- Master's degree program: 16 units per year
- Doctoral degree program: 12 units per year

Course overloads must be approved by the Graduate Program Director.

Students with teaching or other assistantships should check with their department for specific guidelines concerning unit requirements. Conditionally admitted students are not eligible for assistantships.

## Credit Limitations

All courses countable for graduate degree credit must be either specifically graduate degree courses (200 or 300 level) or, where allowable, advanced undergraduate courses (100 level). NO coursework under the 100 level may be used for graduate credit. In those departments where courses are shown double-listed (e.g. BIOL 147 (<http://catalog.pacific.edu/graduate/academicregulations>)/BIOL 247 (<http://catalog.pacific.edu/graduate/academicregulations>)), graduate students ordinarily register for graduate credit (e.g. BIOL 247 (<http://catalog.pacific.edu/graduate/academicregulations>)). If attending the undergraduate section, graduate students are required to perform extra work at the graduate level beyond that required for undergraduates.

Courses not applicable in graduate degrees:

- Lower division undergraduate courses (001-099)

- Courses in which a grade of C- or lower were received. Courses that receive a C- or lower must be repeated
- Extension courses
- Courses for the improvement of English language skills of foreign students'
- Directed teaching or prerequisite courses for directed teaching except for the Master of Education degree or the Master of Arts in Special Education degree.
- Physical education activity courses.
- Unclassified Status: No more than 12 units, no matter when they are earned, can be transferred from an "Unclassified" transcript into a graduate program

## Double-Listed Courses

In order to differentiate graduate and undergraduate responsibilities in double-listed courses (100/200 levels), there must be specifically contracted additional work for the graduate courses.

## Grade Point Average/Grading Policy

The Pacific grade point average is determined by adding the total quality points and by dividing the resultant sum by the total number of quality hours. As a general rule, the ratio is based on the number of letter graded units completed; e.g., if a student repeats a course both courses are considered in the grade point average.

Students must maintain a minimum GPA of 3.0 or above in all work taken as a graduate student at the University of the Pacific. A student at the graduate level may receive only two C grades during their work towards a degree. Grades below a C are unacceptable for courses in a graduate program. (See Academic Standing in section above).

Letter grades are ordinarily assigned for graduate courses, unless otherwise approved by Academic Affairs.

Graduate students must receive a letter grade in any undergraduate course which is part of a course plan for a graduate degree, even though those classes (below 100 level) will not count towards their graduate degree. Petition for exception to this regulation must be approved by the Graduate Dean upon recommendation by the student's advisor.

## Grading Policies

### Symbols and Definitions

Graduate students are assigned grades in keeping with the following provisions.

Symbo	GPA	Definition
A	4.0	Exemplary
A-	3.7	
B+	3.3	
B	3.0	Satisfactory
B-	2.7	
C+	2.3	
C	2.0	Marginal
C-	1.7	
D+	1.3	
D	1.0	Unsatisfactory

F 0.0 Failing

I Incomplete work due to extenuating and hardship circumstances which prevent the completion of the work assigned within the regular time of the term. Each incomplete grade assigned must be accompanied with a contract statement agreed to by both instructor and student as to: a) What work remains to be completed, b) How it is to be evaluated, and c) A time indicated for completion within by no later than the following deadlines: for fall semester, by July 1 following; for spring semester, by November 1 following; for summer term, by January 1 following. If work is not completed within these stipulated times, the instructor can indicate a grade in lieu of the F/ NC which automatically would be imposed with failure to complete the work. All incompletes must be made up before the last day of the semester in which the student intends to graduate.

Symbo GPA	Definition
N	Deferred grading for thesis, dissertation or research work.
NC	No credit recognition. Represents unsatisfactory work under pass/no credit option.
NG	No Grade Received from the Instructor. Please contact the instructor.
P	Passing work on the pass/no credit system. Approved only for certain courses and program of a college or school. Note: Research for thesis or dissertation the department may determine whether letter grades or pass/no credit grades are to be given. In seminar or comparable courses, letter grades or pass/no credit may be used.
W	Authorized withdrawal from courses after the prescribed period.

## Repeating of Courses and Grade Replacement Policy

For courses in which the grade earned is C- or lower, the units are counted in a student's degree program, and – if required for the degree – must be repeated. Some departments or programs have established higher grading standards which must be met by students in those programs. All grades earned in courses taken as a graduate student at the University are counted in the cumulative GPA.

Only courses with grades of "C-" or lower can be repeated. Once a course is completed with a grade of C or higher, the graduate student cannot repeat that course or any prerequisites for the course. When a course is repeated, grades from both the original and repeated attempt appear in the official records and transcripts. A course can only be repeated once. Grades are averaged when courses are repeated; thus, the Pacific grade point average does reflect the two grades averaged.

## Acquisition of Graduate Credit as an Undergraduate

Undergraduates can open a graduate transcript (i.e., receive credit in graduate-level courses while an undergraduate) if they meet all of the following conditions. The undergraduate student must:

- be within 9 units of completing the baccalaureate degree.
- be in the last two semesters of the baccalaureate degree at University of the Pacific.

- submit the completed *Evaluation of Degree Requirements* form to the Office of the Registrar prior to the last day to add classes. This must be submitted before or with the *Graduate Credit as Undergraduate* application. (This serves as permission by the undergraduate advisor for the student to take graduate-level coursework.
- be admitted into a graduate or credential program and receive approval of the *Application to Receive Graduate Credit as an Undergraduate Student* by the Office of the Registrar before the last day to add classes of the last semester as an undergraduate.

Additional regulations for receiving graduate credit as an undergraduate are as follows:

- Coursework will not count for graduate credit if the student fails to complete the baccalaureate degree by the second semester of taking graduate credit.
- Students who do not complete the baccalaureate degree by the second semester when graduate courses are taken will not be admitted into the graduate program and cannot take additional graduate course work until the baccalaureate degree has been awarded.
- The total number of graduate credits for the semester cannot exceed the maximum *graduate* course load of the department providing graduate coursework. This includes coursework taken at other schools.
- No more than 12 units (16 units for student teachers can be transferred from an undergraduate transcript into a graduate degree program. Graduate credit will only be granted for upper division (100 numbered) courses.
- Undergraduate students cannot register in graduate-only courses (numbered 200 and above) unless this petition is approved by the Office of the Registrar **prior** to registration.
- The tuition rate for the entire semester is at the undergraduate rate.
- Units cannot be retroactively transferred from an undergraduate to a graduate program. (The approval must be obtained prior to the beginning of the last day to add classes of the last semester.)
- Graduate courses completed under this agreement will not be recorded by the Registrar as graduate coursework until the baccalaureate degree has been completed and matriculation into the graduate program has commenced. Grades from these courses will not be counted in the undergraduate grade point average (*unless the baccalaureate degree is not completed*).
- There is no guarantee that graduate units earned as an undergraduate will transfer to or be counted as post-baccalaureate units by other universities or school districts.
- Students are not classified as graduate students until they register for courses and complete a term that begins after receiving the baccalaureate degree.

## Transfer Credit

Work done in other regionally accredited institutions of higher education since completion of the baccalaureate is considered and evaluated, but not more than 6 of the required units may be transferred, and they must be regular on-campus advanced courses, countable by that institution toward its graduate degrees, and have been completed with a grade of B- or better. Some departments set higher standards and these are identified in individual program descriptions.

Grade points earned in those courses are not counted in the student's Pacific grade point average.

Courses must be filed on the Request to Transfer Course Work Done In Other Institutions form and must be approved by the Director of the Graduate Programs and the Office of the Registrar.

## Unclassified Graduate Students

Graduate Unclassified students may complete up to 12 units (16 units for student teachers) prior to being required to formally apply for admission to the university. Upon acceptance to the university, resident and transfer coursework are evaluated by school/department for applicability to degree.

## Registration

Registration is the means by which an individual officially becomes a student at Pacific. Registrants are further identified by school/college of the University, degree status, classification and major.

All students must register by the last day to add or drop. Students are held accountable to complete every course for which they register. If it is necessary to add or drop a course, the student must complete the appropriate registration transaction by the last day such activity is allowed as published in the University Calendar (<http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Registrar/Calendars/Academic-Calendar.html>).

After the add/drop deadline dates has passed (but prior to the end of the term) requests to add or drop courses must be made by special petition to the student's respective school/college.

Requests to add or drop courses after the term must be made to the Academic Regulations Committee (ARC). In either case, petitions are normally approved only if it can be shown that the request is warranted due to some special situation or hardship. Courses which a student is allowed to drop after the deadline appear on the student's transcript with the notation "W" but do not count in the units earned or in the calculation of the grade point average.

Any petitions approved after the deadline dates are subject to a service fee. Tuition and fee refunds are based on the date a withdraw form is initiated in the Office of the Registrar.

## Continuous Registration

All graduate students in graduate degree or credential programs must satisfy the Continuous Registration Policy for each of the school terms defined for the student's program from admission until all degree requirements are met or their status as a degree or credential student is terminated. This includes students who are completing preliminary or final examinations, or presenting terminal projects; and applies to students regardless of location. If degree or credential requirements are completed between terms, the student must have been registered during the preceding term.

Continuous registration is intended for students who have completed all of their required coursework. The Continuous Registration Policy can be met by registering for GRAD 200 (through Inside Pacific (<https://insidepacific.pacific.edu/cp/home/displaylogin>)) at least one semester per academic year (Fall or Spring, except for MAIR students who must register for either Spring or Summer).

There is no limit to the number of times a student can sign up for GRAD 200; however, Pacific's years-to-degree policy must be met.

Students enrolled in may utilize library facilities, but are not entitled to: 1.) the use of other University facilities; 2.) receive a fellowship, assistantship, or financial aid; or, 3.) take course work of any kind at the

University of the Pacific. Students should also be aware that registration in Grad 200 may cause existing student loans to come due.

### Failure to Meet Continuous Registration Requirements

A graduate student who fails to meet the continuous registration requirements and has a break in registration will be inactivated. Students in good academic standing who were inactivated from a program may petition for readmission by the program and Graduate Studies by submitting a \$50 reinstatement fee and the Petition for Readmission by the posted deadlines.

After 12 months or more of being inactivated, students who wish to re-enter a program must complete an entirely new application process with the appropriate fees and documentation. A decision to readmit a former student are to include a statement by the admitting degree program of which courses previously taken can be applied to the new program of study.

## Registration - Individualized Study

To register for an Individualized Study (Independent Study course, Internships, or Practicum) obtain and submit an approved Individualized Study Request form to the Office of the Registrar. Students and faculty complete a written contract that specifies the nature of the work to be undertaken and the method of evaluation. The individualized study form must have proper approval within the unit and be filed with the Office of the Registrar. Independent study courses may not be taken in the same term that a regular course is offered in that subject.

## Requirements for the Master's degree

1. The requirements of a candidate for these degrees in any semester or summer session must be approved by the chair of the major department as to courses and amount of load.
2. The candidate must maintain a minimum GPA of 3.0 or above in all work taken as a graduate student, either at the University of the Pacific or any other institution. See the Grading Policy section and or Academic Standing.
3. Satisfactory completion of a minimum of 30 or 32 units of (graduate) work, depending on requirements of program.
4. The passing of a department examination that covers the major field (date to be fixed by department chair) where applicable.

(See department section for more information).

## Requirements for the Doctor of Education Degree

1. There must be the equivalent of at least three years of successful graduate study in accredited colleges and universities, including at least two full years of work at the University.
2. Students must fulfill the doctoral residency requirement. Advancement to Doctoral Candidacy, for students admitted after Spring 2008, is dependent upon full admission to the EdD program, satisfactory completion of a program of study, and successful completion of Applied Inquiry III.
3. Approval of the dissertation, which includes a final oral examination to determine to the satisfaction of the candidate's committee whether the stage of scholarly advancement and research ability demanded for final recommendation for the doctorate has been reached.
4. All requirements for the Doctor of Education degree must be completed within five years from the date of advancement to

Doctoral Candidacy and within nine years after the first day of the semester of enrollment in EdD coursework at Pacific following admission to the EdD program.

Advanced students interested in applying for the Doctor of Education program should consult the department chair of the proposed major.

(See department section for more information).

## Requirements for the Doctor of Philosophy Degree

**Course of Study:** The course of study to be pursued for the PhD degree is arranged with students by their advisor. Work in other departments is planned according to the needs of the individual student. See department section for further information.

**Grade Point Average:** Expected to complete work with at least a 3.0 GPA in all courses. Students judged by their major department to have unsatisfactory records are reviewed by the their department, which may take action to terminate their continuation.

**Mastery of the field of study:** Students must show competence in their discipline by means of qualifying examinations or scholarly papers before advancement to candidacy for the degree (requirements vary by degree program at least one year prior to the date on which degree candidates expect to present themselves for the degree).

**Admission to Candidacy:** Students when they have completed satisfactorily the following requirements: at least 45 credit hours or course equivalents beyond the bachelor's degree; satisfied the language/research skills requirement; completed the qualifying examinations or scholarly papers; and received formal approval for admission to candidacy by the student's advisory committee and major department.

**Presentation of an acceptable Dissertation:** In order to be acceptable, the doctoral dissertation must be (1) a significant contribution to the advancement of knowledge or (2) a work of original and primary research.

**Passing of a final oral examination:** When the dissertation is completed, candidates present themselves for the final examination to an examining committee which consists of the candidate's advisor (who shall act as chair) and such other examiners as the advisor shall approve. Members outside of the University of the Pacific will require approval by Graduate Studies. The committee does include at least one person who is not a member of the department directly concerned.

The examination is oral and deals intensively with the field of specialization in which the candidate's dissertation falls, though it need not be confined to the subject matter of the dissertation. In order to be considered satisfactory, the report of the examining committee must be unanimously favorable.

(See department section for more information).

## Residence and Time Limits

The period of residence involves students in a total commitment to their graduate program.

Completion of a minimum of one academic year of "residence work": i.e., the candidate must be registered for at least 4 units per semester for two semesters. Two summer sessions of at least 4 units each are considered the equivalent of one-half year of residence.

All requirements for a master's degree must be completed within a period of not more than seven years. Students who fail to meet all requirements within this period have to reapply to the program.

All requirements for the Doctor of Education degree must be completed within five years from the date of advancement to Doctoral Candidacy and within nine years after the first day of the semester of enrollment in EdD coursework at Pacific following Provisional Admission to the EdD program.

All requirements for the PhD degree must be completed within seven years from the date of entrance into the degree program at this University, and within three years from the date of advancement to candidacy.

A student who works for the PhD degree is required to spend at least three years of work devoted only to graduate study and investigation under proper supervision—or the equivalent thereof in part-time work—for the completion of the residence requirement. If part-time work is done elsewhere other than at the University of the Pacific, such work is subject to the approval of the Committee on Graduate Studies. At least 30 units, in addition to the dissertation, must be completed at this University.

In the PhD program in Pharmaceutical and Chemical Sciences, two consecutive semesters of residence are required after the master's degree or after one year of graduate work when the master's degree is not taken. A minimum of 9 units or two courses of work must be taken during each semester of residence. In the PhD program in School Psychology, the residency requirements can be met by taking 18 units of coursework within 12 calendar months.

Courses taken ten or more years prior to the comprehensive examination (PhD program) or final examination (Masters Programs) do not apply towards the graduate degree and must be repeated to satisfy the degree requirements. Requests for variances are made to and evaluated by the major department, which subsequently recommends to the Office of Graduate Studies what credit for previous coursework should be permitted. Final approval is granted by the Dean of Research and Graduate Studies.

To readmit to a program, a student must have attained an average grade of 3.0 both in the major department and in all work taken as a graduate student. A student must submit a readmit application and be accepted into a Graduate program and work with their current advisor to outline remaining requirements. This new program must be completed within a period of four years. No further extension is permitted.

## Thesis or Dissertation Committee

This section outlines the general Graduate Studies requirements for thesis or dissertation committees. Units and colleges may adopt additional program-specific criteria and guidelines.

**Thesis or dissertation chair:** Faculty must hold a degree equivalent to the degree being sought or have demonstrated expertise to serve as a thesis or dissertation chair. Faculty members without supervisory experience must serve for at least one year as a co#chair with an experienced advisor before they may be recommended to independently supervise thesis or dissertation research. Exceptions to this policy must be approved by the college or school dean.

**Thesis or dissertation committee:** The Thesis or Dissertation Committee is composed of a Chair and a minimum of 1 (thesis) or 2 (dissertation) other committee members. The number of committee members depends on the degree objective. All members of the committee must hold degrees equivalent to the degree being sought or have demonstrated

expertise. The committee member(s) may be selected from within the student's school or college, from another school or college, or from another institution or organization with recognized expertise in the field or industry.

It is recommended that the committee be formed after a student selects a chair for his/her research and the faculty member agrees to chair. The student, in consultation with the chair, is responsible for contacting potential members of the committee, inviting members to serve, and completing the Masters' Thesis Committee form or the Doctoral Dissertation Committee form. Upon the approval of thesis or dissertation advisor, department chair, and college or school dean, the form will be forwarded to the Graduate Studies. Committee members from outside the University of the Pacific must be approved by Graduate Studies.

The responsibilities of the thesis or dissertation committee members are:

- 1) Providing the student with guidance in his/her thesis or dissertation research, and
- 2) Monitoring the student's research progress of his/her thesis or dissertation research.

In order to fulfill the above responsibilities, the committee may hold at least one meeting prior to a thesis or dissertation defense for the thesis or dissertation proposal presentation. Subsequent meeting(s) may be held for progress reports.

## Thesis and Dissertations

The Office of Graduate Studies makes available to faculty and graduate degree candidates instructions for the preparation of theses and dissertations. The instructions are to be applied to all theses and dissertations submitted at University of the Pacific. Theses and dissertations must be submitted by the deadline dates published in the Academic calendar.

Graduate programs have specific courses that must be taken for work on a thesis or dissertation. These courses are numbered 299 (Master's Thesis) and 399 (Dissertation), the grade is given on a Pass/No Credit basis.

## Commencement

Master's degree students who are near completion of degree requirements can participate in the May commencement exercises under specific conditions. All of the following four conditions must be met before the Dean of Research and Graduate Studies can approve the petition.

- A completed Petition to Participate in Graduation Ceremonies has been filed in the Office of Graduate Studies by the Spring semester deadline\* for filing the Application for Graduation form. This petition must be signed by the student's Advisor and Academic Dean (or Graduate Program Director if appropriate).
- All degree requirements will be met before the end of the summer session of the same year. An approved plan of study that specifies all degree requirements will be completed in time and must be on file in the Office of Graduate Studies before the Spring semester deadline for filing the Application for Graduation form.\*
- The Masters degree oral examination which includes thesis defense or written examination (where applicable), will be successfully completed by the Spring semester deadline for Written/Oral Exam – Thesis/Dissertation Defense.\*\*
- The student is in good academic standing. On a case-by-case basis, special consideration is given for international students who

complete degree requirements after the Fall semester of the same calendar year. Approved CAPP Evaluations must be on file by the Spring semester deadline\* and the student must state they are unable to return to campus to participate in ceremonies in the Spring following degree completion.

Doctoral degree students are ineligible to participate in graduation ceremonies until all degree requirements are met and the final dissertation has been approved by the Graduate School. However, on a case-by-case basis, special consideration will be given for international students and domestic doctoral students who will complete degree requirements by the end of the Fall semester of the same calendar year. Approved programs of study must be on file by the Spring semester deadline, and the student's Graduate Program Director must also approve of the request.

## Withdrawal from a Semester or the University

Students who intend to completely withdraw from a semester or from the university have to initiate the process in the Office of the Registrar. The withdrawal date used by Financial Aid for Return in the return of Title IV Aid calculation and the effective date used by Student Accounts for tuition refunds are based on the date of your notification to the Office of the Registrar. If a student intends to withdraw from a semester after the last day to withdraw, it must be approved by the Academic Regulations Committee. Courses the student was registered for after the last day to drop appear on that student's transcript with the notation "W" but do not count in the units earned or in the calculation of the grade point average. If a student only withdraws from a semester, he/she has one more semester to keep his/her continuing active status. If the student has completely withdrawn from the University, he/she must submit a new application for admission, and file a request for Petition for Reinstatement Form (with a \$50 fee) available on the Office of the Registrar web site. The deadline is August 1st for Fall admission or December 1st for Spring admissions.

An official withdrawal from the University is the termination of rights and privileges offered to currently enrolled students which includes, but not limited to, early registration.

Applies to non Law Graduate programs on the Sacramento campus.

The University of the Pacific is an independent institution. On the Stockton campus, each student is charged tuition that covers about three-fourths of the cost of services furnished by the University. The balance of these costs is met by income from endowment and by gifts from regents, parents, alumni, and other friends who are interested in the type of education this institution provides.

## Overall Costs for the School Year

The annual expenses for a student at the University of the Pacific depends upon a variety of factors. Tuition and fees are the same for students regardless of their state or country of residence. Basic expenses are as follows:

Type	Cost
Tuition (1) per academic year 2017-2018, enrolled in 12 to 18 units in each semester	\$45,786
Wellness Center	\$280
ASUOP Student Fee	\$200
Activity & Recreation Fee	\$80

Room and Board	\$13,356
Total per academic year	\$59,702
School of Pharmacy and Health Sciences Annual Tuition (Eleven-month program, three terms)	\$73,716

<sup>1</sup> Arthur A. Dugoni School of Dentistry and McGeorge School of Law tuition and fee schedules are available by contacting those campuses.

There are other fees and charges unique to certain programs. These fees or charges may be determined by contacting Student Accounts or the University office that administers those programs or activities in which the student intends to enroll or engage.

Expenses for books and supplies, special fees, and personal expenses usually average approximately \$5,094 annually.

The University reserves the right to change fees, modify its services or change its programs at any time and without prior notice.

## Tuition – Undergraduate Students (per semester)

All schools except Pharmacy and Health Sciences

Type	Cost
Full-time (12 to 18 units)	\$22,893
Part-time (.5 to 8.5 units) per unit	\$1,579
Part-time (9 to 11.5 units) per unit	\$1,991
Excess units above 18 units, per unit	\$1,579
Engineering Co-op (full-time) Admitted prior to Fall 2016 tuition rate	\$11,446
Engineering Co-op (full-time) Admitted Fall 2016 tuition rate	\$5,724

## Tuition – School of Pharmacy and Health Sciences (per term)

Type	Cost
Full-time (12 to 19 units)	\$24,572
Part-time (.5 to 8.5 units) per unit	\$1,694
Part-time (9 to 11.5 units) per unit	\$2,136
Excess units above 19 units, per unit	\$1,694
Pharmacy Clerkship Rotation (full-time)	\$24,572
Pharmacy Technology Fee	\$330
Pharmacy Professional Fee (1)	\$325
Physical Therapy Fee	\$150

<sup>1</sup> Required of all students enrolled in the professional program with 12 units or more.

## Tuition – Graduate Students (per semester)

Type	Cost
All schools (16 to 18 units) plus applicable fees	\$22,893
All schools (.5 to 15.5 units) per unit, plus applicable fees	\$1,430

Excess units above 18 units, per unit	\$1,430
Physical Therapy (12 to 18 units), plus applicable fees (Fall, Spring, Summer Terms)	\$22,893
Physical Therapy (1 to 11.5 units)	\$1,430

## General Fees (per semester)

*Student Health Insurance Plan \$1,596*

Required for all students taking 9 or more units and for all international students with an F-1 Visa taking .5 units or more. It is optional for students enrolled in .5 to 8.5 units. The Student Health Insurance can be waived with proof of own health insurance if provided by the deadline and if the coverage meets University requirements.

*Wellness Center Fee \$140*

This fee is required for all students residing in University housing; and for all other students, both graduate and undergraduate, taking 9 units or more. It is optional for students enrolled in .5 to 8.5 units.

*ASUOP Student Fee \$100*

This fee is required for all undergraduate students residing in University housing and all undergraduates taking 9 units or more. It is optional for students enrolled in .5 to 8.5 units.

*ASUOP Graduate Student Fee \$30*

This fee is required for all graduate students and doctoral candidates taking 8.5 units or more. It is optional for students enrolled in .5 to 8.0 units.

*Activity & Recreation Fee \$40*

This fee is required for all students taking 9 units or more.

*Course Audit Fee, per class \$50*

Instructor permission is required. Auditing is not available in participation courses such as applied music, physical education, art courses of an applied nature, etc. The student must indicate a desire to audit the course at the time of registration.

*Engineering/Computer Science Fee \$150*

This fee is required for all students enrolled in the School of Engineering and Computer Science. Students are exempt from the fee while enrolled full time in the off-campus cooperative education program.

*Business School Fee \$20*

This fee is required for all Business Majors.

*Conservatory Fee \$250*

This fee is required for all Conservatory Majors.

*Practice Room Fee \$10*

This fee is required for all Conservatory Majors.

*Applied Music Fees*

Private lesson<sup>1</sup> fees vary by instrument and are based upon length of lesson. Fees range from \$70 to \$375. Please check with the Conservatory

to determine appropriate charges. Applied music lessons must be arranged through the Conservatory Office.

<sup>1</sup> Private lessons and applied class lessons for non-music majors are available only if faculty loads permit and must be arranged through the Conservatory Office.

## Special Fees

(Partial List)

Type	Cost
Transcript Fee	\$5
Matriculation Fee	\$100
Petition Fee	\$25
Non-refundable, Credit by Exam Fee	\$50
Additional fee for successful Credit By Exam results	\$200

## Undergraduate Confirmation Deposit

A deposit of \$70 is required for all new students once notification of acceptance to the University has been received. The deposit is applied toward the student's tuition and is nonrefundable after May 1.

## Housing Deposit

A deposit of \$200 is required for all new students who apply to reside in campus housing. This should be paid once notification of acceptance to the University has been received. The deposit is applied towards the student's housing charges and is nonrefundable after May 1.

## Financial Responsibility

Registration, when accepted by the University of the Pacific, constitutes a financial agreement between the student and the University. Registration is considered complete when the bill has been settled. Tuition, fees and other charges the student incurs including but not limited to, housing, meal plans, and bookstore charges are added to the student account and are considered a loan for an educational benefit.

When you register for courses with the University of the Pacific, you are responsible for all "charges" as they become due. The charges include but are not limited to tuition, fees, room and board, meal plans, Laptop Agreement, bookstore charges and library charges (herein "charges"). These charges are for your educational benefit and if you fail to satisfy your financial obligation to the University you will not be provided any benefits from the University. The benefits which may be terminated include but are not limited to, course registration, housing and meal plans, transcripts and diplomas. Any outstanding charges due on your student account will be transferred to a Student Note Loan balance with the Student Loan Department, of the University of the Pacific for servicing. This Student Note Loan balance is subject to daily interest, late fees, collection fees, credit bureau reporting and any legal fees or costs associated with any bankruptcy. Failure to pay these charges when due will result in loss of housing, suspension of meal plans, termination of enrolled student status and will result in being denied access to the deferred payment plan options. It is your responsibility to ensure that all financial aid is properly credited to your account. The University reserves the right to increase their fees and charges. Registration constitutes my agreement to all the forgoing terms and conditions.

You agree, in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless

telephone numbers, which could result in charges to you. We may also contact you by sending text messages or e-mails, using any e-mail address you provide to us. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. I have read this disclosure and agree that the University of the Pacific or its appointed agents may contact me as described above.

In order to receive a bill that includes tuition and fees prior to the payment deadline, you must early register for courses. Please note that students with delinquent accounts are not permitted to register. It is the students' responsibility to pay by the deadline, regardless of receiving a statement. Students can obtain their current account balance by logging into *insidePacific*. The University sends monthly electronic billing statements. Students receive a monthly email notifying them that their statement is ready for viewing. This statement notification email is also sent to any Authorized Users that the student establishes. Authorized Users do not have access to any other student information through this site. The billing statement can be printed from the computers located in the lobby of the Finance Center or by a request to the Student Accounts Office.

All electronic correspondence is sent to the student's u.pacific.edu email address.

A dispute of any charge on your student account must be submitted in writing to the Student Accounts Office within sixty days from the date of billing. If you fail to comply within the sixty day time period, you may forfeit your rights to dispute the charge in the future.

## Payment of Bills

Tuition, fees, and room and board, if applicable, are due in full by the payment deadline. The payment deadlines are August 1<sup>st</sup> for the fall semester and January 1<sup>st</sup> for the spring semester for general students. Payment deadline information for other programs is available online on the Student Business Services website located at [go.pacific.edu/studentaccounts](http://go.pacific.edu/studentaccounts). Any outstanding balances from prior semesters must be paid in full as well as the current semester payment, by the deadline. Students who have not yet registered can estimate their payment amount by utilizing the Calculation Worksheets available at the Student Business Services website. Payments for the intended enrollment must be made by the deadline, even if the student has not completed their course registration. Late fees will be assessed for payments received after the deadline. Failure to complete financial obligations can result in the cancellation of registration.

The University offers two payment options. The first is payment in full of all charges, less any applicable financial aid, by the deadline. The second option is a four month payment plan. The Monthly Plan requires a 25% down payment in addition to a \$75 non-refundable, deferred fee per semester. Those who utilize the monthly payment plan must enroll **online** through *insidePacific* by the payment deadline. In order for a parent or guardian to enroll in the monthly payment plan, their student must officially establish them as an Authorized User. Subsequent monthly payments are due by the first of the month.

International students may **not** utilize the monthly payment plan. Payment in full is required by the payment deadline.

It is the student's responsibility to ensure that all financial aid is properly credited to his/her account.

Payments can be made by cash, paper check, money order, cashiers check, and electronic checks. Payments must be received by the deadline; postmarks are not acceptable. Payments by check or cash can



be made in person at the Cashiers Office, located in the Finance Center. If making payment by mail, please send check or money order to the attention of Student Accounts. Please include the student's university identification number or send a copy of the statement, which can be downloaded and printed, in order to ensure proper payment application.

Students who have not paid in full, completed all financial aid requirements and/or enrolled in the monthly payment plan by the payment deadline, are assessed a \$150 late payment fee. A late fee of \$50 is assessed for any payments made after the due date.

Failure to make payments as agreed can result in the University of the Pacific canceling all financial arrangements, a student's registration, and denying all University services.

Any payment on the student account that is returned by a financial institution for any reason can lead to cancellation of registration. If registration is cancelled for the semester, the student will not receive credit for those courses. A returned payment fee of \$25 is assessed for the first returned payment. Any payment returned subsequently is assessed a \$35 returned payment fee. After two (2) returned payments, the University can suspend both electronic and paper check writing privileges and institute collection and/or legal actions against the payer. The student's account is then placed on a finance hold thus preventing the student from receiving any services from the University.

The University requires that all accounts be paid in full by the end of the semester. Any account that remains delinquent is transferred to the Student Loan Department for servicing. Once the account is transferred, the Student Account Note or balance is subject but not limited to, principal, interest, late charges, collection fees, credit bureau reporting, and any legal fees associated with the collection of the debt. In accordance with California state law, all unpaid balances accrue 10% interest, per annum, on the balance remaining on the date of transfer. Students are responsible for all fees associated in the collection of the debt. A student with a balance due to the University is not allowed any benefits from the University including but not limited to, registration for courses, copies of transcripts or diplomas, and utilization of University housing and meals, until the balance is paid in full. In addition, all institutional loans or other loans guaranteed by the Federal Government must be in good (current) standing and exit interviews completed prior to the release of diploma or transcripts.

If payments exceed charges on a student account, the account is said to have a credit balance. Credit balances are to be returned to the student based upon the method of payment. The student account is not to be used as a means for cash advances or payments to third parties. Upon request, credit balances resulting from cash payments will be refunded to the student. A credit balance that results from a check payment is refunded after 14 business days. Credit balances that result from *refundable* student loans and scholarships are also refunded upon request. All financial aid must be disbursed on the student account before a refund is processed. Refunds are issued on a weekly basis.

## Refund of Tuition and Fees

The following refund schedule pertains only to tuition charges and is applicable when the student drops below full time enrollment or **officially withdraws** from the University. Students who intend to withdraw must notify the Office of the Registrar.

Refunds are based upon a percentage of calendar days. Calendar days of a semester may vary from semester to semester. For exact dates, please refer to the Student Accounts website or contact their office.

Notification and withdrawal before classes begin – No charge.

First day of classes until last day to add – \$150 clerical charge.

After 50% of calendar days no refund, 100% penalty.

Fees are non-refundable after the last day to add courses for the semester.

Housing and meal plan charges are refunded on a prorated basis as determined by the Office of Residential Life & Housing. Refunds are based upon per diem charges and actual approved check out date.

If the student reducing units or withdrawing from the University is a financial aid recipient, the student's financial aid award may be adjusted according to federal and state regulations and University policy. If the student has received more federal financial aid dollars than earned, the unearned aid must be returned to the federal financial aid program or programs from which it was paid. The funds remaining on the student account after federal financial aid is returned might not cover all the charges on the account. Any remaining balance is owed to the University and is due and payable immediately. The Financial Aid Office can provide additional information related to changes in financial aid awards.

For More Information: [go.pacific.edu/calendars](http://go.pacific.edu/calendars) (<http://go.pacific.edu/calendars>)

## Fall 2017

(All Schools and Colleges except Pharmacy, Law and Dental)

Description	Date(s)
Orientation and Registration	
Graduate Student	(Registration) June 14 and (Orientation) August 25
Session 1 (Freshmen)	June 20 - 21
Session 2 (Freshmen)	June 23 - 24
Transfer Student Orientation	August 21 - 22
International Student Orientation	August 21 - 22
Session 3 (Freshmen)	August 23 - 24
Payment Deadline for Fall 2017	August 1
Classes Begin	August 28
# Registration	August 28
Labor Day Holiday	September 4
# Last Day to Add Classes	September 8
# Last Day for Pass/No Credit or Letter Grade Option	September 8
# Last day to drop classes without record of enrollment	September 8
Deadline for Application for Graduation Fall 2017 (Graduate)	September 8
Census Date	October 1
Fall Student Break	October 6
Spring 2018 Schedule of Classes available Online	October 9
* Advising for Spring 2018 Registration for continuing students	October 16 - November 3
Last Day for Pro-Rated Refund	October 19
Homecoming (classes in session)	October 20 - 22
Last day to Withdraw	October 30
* Early Registration Appointments begin date for continuing students Spring 2018	October 30

Thanksgiving Break	November 22 - 24
Classes Resume	November 27
Classes End	December 8
Final Examination Period	December 11 - 15
Deadline for Application for Graduation Spring 2018/Summer 2018 (Graduate)	December 15
Deadline to file Petition to Walk in May 2018 Commencement (Summer 2018 Graduate)	December 15

## Spring 2018

(All Schools and Colleges except Pharmacy, Law and Dental)

Description	Date(s)
Payment Deadline for Spring 2018	January 1
International Student Orientation	January 9 - 10
New Student/Transfer Orientation and Registration	January 9 - 10
Graduate Student Orientation	January 12
Martin Luther King Jr. Holiday	January 15
Classes Begin	January 16
# Registration	January 16
# Last Day to Add Classes	January 26
# Last Day for Pass/No Credit or Letter Grade Option	January 26
# Last day to drop classes without record or enrollment	January 26
President's Day Holiday	February 19
Census Date	March 1
Last Day for Pro-Rated Refund	March 9
Summer 2018/Fall 2018 Schedule of Classes Available Online	March 12
Spring Break	March 12 - 16
Classes resume	March 19
* Advising for Summer 2018/Fall 2018 for continuing students	March 19 - April 6
Last day to withdraw	March 29
* Summer 2018 registration opens for continuing students (no appointments)	April 2
* Early Registration Appointments begin date for continuing students - Fall 2018	April 2
Deadline for Application for Graduation Fall 2018/ Spring 2019/Summer 2019 (Undergraduate)	April 6
Classes End	May 1
Study Day	May 2
Final Examination Period	May 3 - 9
Commencement	May 12

# Advisers should arrange to be available on this day.

\* Limited to Currently enrolled students.

## School of Pharmacy and Health Sciences including Physician Assistants

### Pharmacy Fall 2017

Description	Date(s)
Early Registration Fall 2017 - Incoming 1st year students	June 14 - September 8

Early Registration Fall 2017 - Incoming graduate students	June 14 - September 8
Payment deadline for Fall 2017	August 1
Advanced Pharmacy Practice Experiences	August 14 - December 15
Orientation	August 23 - 25
Classes Begin	August 28
# Registration	August 28
Labor Day Holiday	September 4
# Last Day to Add Classes	September 8
# Last Day to Drop Classes without record of enrollment	September 8
Census Date	October 1
Pharmacy Spring 2018 Schedule of Classes Available Online	October 9
Midterm Exams	October 9 - 13
Last Day for Pro-rated refund	October 16
* Advising for Pharmacy Spring 2018	October 16 - 20
* Early Registration Pharmacy Spring 2018	October 22 - January 19
Last Day to Withdraw	October 30
Thanksgiving Break	November 22 - 24
Classes End	December 1
Final Examination Period	December 4 - 8

### Pharmacy Spring 2018

Description	Date(s)
Payment deadline for Pharmacy Spring 2018	December 1
Deadline for Application for Graduation Spring 2018/Summer 2018 (Graduate)	December 15
Classes Begin	January 8
# Registration	January 8
Advanced Pharmacy Practice Experiences	January 8 - May 11
Martin Luther King Jr. Holiday	January 15
# Last Day to Add Classes	January 19
# Last Day to Drop Classes without record of enrollment	January 19
Midterm Exams	February 12 - 16
President's Day Holiday	February 19
Pharmacy Summer 2018 Schedule of Classes Available Online	February 19
Last Day for Pro-Rated Refund	February 23
* Advising for Pharmacy Summer 2018	February 26 - March 2
Census Date	March 1
Last day to Withdraw	March 5
* Early Registration for Pharmacy Summer 2018	March 5 - May 4
Classes End	April 4
Deadline for Application for Graduation Fall 2018/ Spring 2019/Summer 2019 (Professional)	April 6
Final Examination Period	April 6 - 12

### Pharmacy Summer 2018

Description	Date(s)
Payment deadline for Pharmacy Summer 2018	April 1

Deadline for Application for Graduation Fall 2018/ Spring 2019/Summer 2019 (Professional)	April 6
Classes Begin	April 23
# Registration	April 23
# Last Day to Add Classes	May 4
# Last Day to Drop Classes without record of enrollment	May 4
Commencement	May 19
Pharmacy Fall 2018 Schedule of Classes Available Online	May 21
* Advising for Pharmacy Fall 2018	May 29 - June 8
Memorial Day Holiday	May 28
Midterm Exams	June 4 - 8
Last Day for Pro-Rated Refund	June 12
Census Date	September 1
* Early Registration for Pharmacy Fall 2018	June 13 - September 7
Early registration Pharmacy Fall 2018 - Incoming 1st year students	June 13 - September 7
Early registration Pharmacy Fall 2018 - Incoming graduate students	June 13 - September 7
Last Day to Withdraw	June 22
Fourth of July Holiday Observed	July 4
Classes End	July 24
Final Examination Period	July 26 - August 1