

# ACADEMIC REGULATIONS

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## Graduate

### Conservatory of Music

Music Therapy

### School of Engineering and Computer Science

Data Science

### Thomas J. Long School of Pharmacy and Health Science

Audiology

## Professional

### Arthur A. Dugoni School of Dentistry

All regulations apply to the DDS and IDS Programs. Not all regulations apply to the Certificate or Dental Residency Programs. For more information, contact your program.

## Undergraduate

### Arthur A. Dugoni School of Dentistry

Dental Hygiene

## The Academic Regulations on this page are for the following graduate programs on the San Francisco campus.

### Conservatory of Music

Music Therapy

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### Thomas J. Long School of Pharmacy and Health Science

Audiology

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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.

## Classification of Graduate Students

**Full:** All students admitted with full graduate standing.

**Conditional Admission:** Students may be admitted to some of the graduate programs on a conditional admission basis. See the Graduate Admission section of this catalog for additional information.

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

## Academic Standing

All graduate students are expected to make satisfactory progress toward the academic degree for which they were admitted. Graduate students are required to maintain a cumulative minimum grade point average (GPA) of 3.0 and earn a grade of P (Passing) on all course work that does not effect grade point average to remain in good standing.

### *Minimum grade requirement*

Only grades of A, B, C, and P are acceptable for graduate credit. N is considered acceptable with respect to the minimum grade requirement. Grades of C-, D, F, or NC (No Credit), are not accepted for graduate credit at University of the Pacific.

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.

Students enrolled in the Master of Physician Assistant Studies program, should refer to the program's policies for academic standing. For all other students, academic standing is determined at the end of each term (or after completion of six units during summer) to be one of the following:

- good standing
- probation
- dismissal.

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:

*Probation:*

Any graduate student who has completed six (6) or more course units of study and has a Pacific cumulative GPA below 3.0 or has earned a grade of NC in two separate terms is placed on academic probation. To be removed from probation, a student must achieve a cumulative 3.0 GPA (or higher GPA if required by the program) and not receive any grades of NC within completion of the next nine (9) units. The courses included in the nine units must be approved by the program faculty for degree-seeking students.

A student who is removed from probation is not eligible for placement on probation.

*Dismissal:*

Students will be dismissed from their graduate program if either of the following apply: (1) a student on probation fails to be removed from probation after the nine unit probationary period; (2) the GPA of a student who has previously been on probation falls below 3.0 or the student receives a grade of NC in any class.

A dismissed student may appeal for reconsideration and possible reinstatement on probation, within the same school. Students who wish to appeal must follow procedures outlined in each program's policy. If no program-specific procedure is outlined, students must submit a written petition to the Dean of Graduate School. Enrollment eligibility during appeals process is determined at the program level.

A dismissed student may not enroll in any graduate program for a minimum of 12 consecutive months (waiting period). A student must reapply, meet current requirements for degree-seeking students, and be accepted by the University and the program to enroll for graduate studies following the waiting period. Schools or programs may develop additional procedures or requirements related to re-enrollment following dismissal. Some schools or programs may not permit reinstatement. Please see the appropriate school or program sections of the catalog for specific requirements.

In addition to the academic standing, other academic and non-academic reasons can result in a student's dismissal from a graduate program.

Refer to each school's code of student conduct/responsibility or any program-specific guidelines. In the absence of a school-specific code of conduct, the Honor Code in Tiger Lore applies.

## 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 or terminating 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

Course load requirements are program-specific. The following are guidelines for non-lockstep programs. Course loads influences financial aid. The following course load categories correspond to financial aid categories.

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

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 graduate-level courses (200 or 300 level) or, where allowable, advanced undergraduate courses (100 level). Students taking 100-level courses for graduate credit will be required to complete extra course assignments.

Courses not applicable to 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
- 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 significant differentiation between the two levels with the graduate level evidencing additional rigor as denoted by higher level student learning outcomes with corresponding assignments and grading criteria. Graduate students must register using the 200-level course number.

## Grade Point Average

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.

## Grading Policies

### Symbols and Definitions

Graduate students are assigned grades in keeping with the following provisions. Utilization of (+/-) is at the discretion of individual programs.

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 for GPA purposes 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 "B-" or lower can be repeated. Once a course is completed with a grade of B 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 and programs determine the exact number of courses that can

be repeated (up to 25% of courses required for a degree). 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

Undergraduate students meeting all of the following requirements may petition the Dean of the Graduate School by submitting the *Application to Receive Graduate Credit as an Undergraduate Student* to open a graduate transcript (i.e., receive credit in graduate-level courses toward a graduate degree) before the last day to add classes of the last semester as an undergraduate:

- The student must be within 9 units of completing the baccalaureate degree.
- The student must be in the last two semesters of the baccalaureate degree at University of the Pacific.
- An *Evaluation of Degree Requirements* form has been submitted 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.)
- The student has been accepted into a graduate or credential program.

*Graduate credit can be received under the following guidelines:*

- The total number of graduate credits for the semester, including coursework completed at other schools, cannot exceed the maximum graduate course load for the department providing the graduate coursework.
- The tuition rate for the entire semester is at the undergraduate rate.
- 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 graduate-level (200 numbered) courses and above.
- Units cannot be retroactively transferred from an undergraduate transcript to a graduate program. Approvals for graduate credit must be obtained prior to the last day to add classes of the student's last semester.
- Coursework will not count toward graduate credit if the student fails to complete the bachelor's degree by the second semester of taking graduate courses.
- 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 accounted in the undergraduate grade point average, unless the bachelor's degree is not completed.
- Students who do not complete the bachelor's degree by the second term when graduate courses are taken cannot start a graduate program and cannot take additional graduate coursework until the bachelor's degree has been awarded.
- Students bear the responsibility of assuring graduate credits earned as an undergraduate student 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 and begin graduate courses following the receipt of their bachelor's degree.

## Transfer Credit

Coursework completed at University of the Pacific or at other regionally accredited institutions of higher education since completion of the baccalaureate can be evaluated for transfer credit work with the following restrictions:

- Up to nine (9) semester units can be transferred at the Master's level and up to 12 semester units at the doctoral level.
- Only courses that qualify for graduate or first-professional credit by the transferring institution can be transferred.
- Only courses in which a grade of B or better are eligible for consideration of transfer credit. Some departments set higher standards and there are identified by individual program catalog sections.
- The course work must be less than five years old for Master's degrees and less than 10 years old for Doctoral degrees at the time the University of the Pacific degree is awarded.
- Extension courses do not qualify for transfer credit with the exception of university-approved transfer agreements.

Grade points earned in those courses are not counted in the student's Pacific grade point average. This process is initiated using the Degree Requirement Adjustment Form and must be approved by the Director of the Graduate Program and the Office of the Registrar.

Some programs may have more restrictive transfer credit policies.

## Unclassified Graduate Students

Students may take graduate level courses as an unclassified graduate student if they meet the following:

- Have a bachelor's degree or the equivalent from a regionally accredited institution or other international institution of acceptable standing
- Apply using the First Time Unclassified Application and submit it to the Office of the Registrar

A maximum of 12 units (16 units for student teachers) taken as an unclassified graduate student will count toward a graduate-level program at University of the Pacific. Upon acceptance to the university, resident and transfer coursework are evaluated by school/department for applicability to degree. Some programs/courses have restricted enrollment and are not open for enrollment for unclassified students.

## 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 drop courses after the term must be made to the Academic Regulations Committee (ARC). In either case, petitions are only approved

if it can be shown that the request is warranted due to some special situation or hardship. Courses approved 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 of their respective programs from the time of admission until all degree requirements are met or their status as a degree- or credential-seeking student is terminated. This includes students who are completing preliminary or final examinations, or presenting terminal projects. If degree or credential requirements are completed between terms, the student must have been registered during the preceding term. International students may have additional registration requirements depending on their visa status and should consult with the Office of International Programs and Services to obtain current information.

Continuous registration is intended for students who have completed all required coursework. The Continuous Registration Policy can be met by registering for GRAD 200 (master's students) or GRAD 300 (doctoral students) through Inside Pacific (<https://insidepacific.pacific.edu/cp/home/displaylogin>) at least one semester per academic year (Fall or Spring).

There is no limit to the number of times a student can register for GRAD 200/GRAD 300; however, Pacific's Residency and Time Limit policies must be met.

Students enrolled in GRAD 200/GRAD 300 may utilize library facilities, but are not entitled to:

- the use of other University facilities,
- receive a fellowship, assistantship, or financial aid, or
- take course work of any kind at the University of the Pacific.

Students should also be aware that registration in GRAD 200/GRAD 300 may cause existing student loans to come due.

Some programs may require courses other than GRAD 200/GRAD 300 to meet continuous registration requirements. Please consult individual program pages for additional information.

### Failure to Meet Continuous Registration Requirements

A graduate student who fails to meet the continuous registration requirements will be inactivated. Students in good academic standing who were inactivated may petition for readmission to their original degree program by submitting a \$50 reinstatement fee and the Application to Request Reinstatement to the Graduate School prior to the first day of classes.

A decision to reinstate a former student must be supported by the student's degree program. The continuous registration requirement does not apply to students on approved leaves of absence (see below).

## Registration - Individualized Study

To register for Individualized Study (Independent Study course, Internships, or Practicum) students must use the Individualized Study Request form. This form is a written contract between students and faculty that specifies the nature of the work to be undertaken and the

method of evaluation. The form must have proper approval within the unit and be filed with the Office of the Registrar. An independent study course may not be taken in the same term in which a regular course in the same subject is offered.

## Changing Degree Programs

Graduate students are admitted to University of the Pacific for a specific degree program. With the exception of programs overseen by the same admission committee, if a student wishes to change a degree program, the student must submit a new application for admission, pay the application fee, and comply with all admission requirements. No more than nine (9) units of coursework taken in non-degree seeking, certificate-seeking, or previous degree-seeking status may be applied to any Master's degree and no more than 12 units may be applied to any doctoral degree. Students who wish to change degree programs overseen by the same admission committee may do so by using the Change of Program form available in the Registrar's Office.

## Leave of Absence

Students experiencing life changing or catastrophic events are encouraged to request a leave of absence, especially if the Residence and Time Limits policy will be impacted. Consideration for request submitted after the degree time limit has expired will be impacted by evidence of successful continuous progress towards the degree, programmatic changes, and faculty availability. A student who is in good standing may petition for a leave of absence of no more than one academic year and the maximum number of Leave of Absence requests is two. Requests for a leave of absence must be approved in advance by the faculty advisor or Program Director and the Graduate Dean. Once the petition is approved, the registration requirement will be set aside during the period of leave. Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree including use of university facilities and faculty mentoring/advice.

Title IX regulations also require the university to treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician. Students requesting leave of absence under this provision must submit their request to the Title IX Coordinator, who will initiate the process.

Counting of the time to the completion of the degree ceases when a leave of absence is granted and resumes when the student re-enrolls to continue the program. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission.

Unapproved Leaves of Absence may result in the student being required to re-apply to their program. International student should visit the International Programs and Services to find out how a Leave of Absence may impact their stay or re-entry into the U.S.

## Requirements for the Master's degree

In addition to the requirements above, the following requirements apply specifically to the Master's degree.

### Total Units

Most Master's programs at University of the Pacific require a minimum of 30 units of approved graduate credit.

### Grade Point Average

Students must maintain a minimum GPA of 3.0 in all work taken as a graduate student, either at the University of the Pacific or any other

institution. See the Grading Policy and Academic Standing sections, in addition to program-specific guidelines. Students enrolled in the Master of Physician Assistant Studies program, should refer to the program's GPA policies.

## Exit Requirements

### *Comprehensive Examination/Capstone Experience/Creative Project/Thesis*

Most programs have a culminating experience. In addition to successful completion of all courses required for graduation, students may be required to pass a comprehensive examination taken during their final semester of enrollment or, if specified by the program, successfully complete a capstone experience or creative project or defend a thesis.

The thesis must be checked for plagiarism and approved by the thesis committee prior to the defense.

Students must be enrolled the semester in which the defense/final examination occurs.

(See individual program sections for more information).

## Requirements for Terminal Degree Programs (Ph.D. and Ed.D)

The goal of terminal degree programs at the University of the Pacific is to provide students with a comprehensive discipline-specific knowledge base and extensive training in the methods of research/creative activity. The programs are designed to encourage students to make contributions that advance their field of expertise.

Students are expected to demonstrate an ability to conduct independent research, and the ability to express thoughts clearly in both verbal and written and/or creative formats. In order to earn a terminal degree, candidates must successfully complete all degree requirements, demonstrate a high level of professional skill and performance in their academic work and their internship experience (if required), and submit a dissertation, acceptable to the student's committee. Specific program requirements can be found in the appropriate sections of the catalog.

## Grade Point Average

Students must maintain a minimum GPA of 3.0 in all work taken as a graduate student, either at the University of the Pacific or any other institution. See the Grading Policy and Academic Standing sections, in addition to program-specific guidelines.

## Presentation of an acceptable Dissertation

In order to be acceptable, the doctoral dissertation must be:

1. a significant contribution to the advancement of knowledge and
2. a work of original and primary research.

## 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. 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 individual program sections 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” is required for all graduate programs; i.e., the student 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.

### Time Limits for Master's Degrees

The requirements for a Master's degree must be completed within five (5) years subsequent to admission to the program. The five-year period begins the first semester students are enrolled and is calculated from the date of degree conferral. Credit that is more than five years old will not be counted toward a Master's degree. Exceptions, provided the courses were completed at this university, will require strong justification in writing from the student requesting the exception as well as revalidation plan. Written approval from the department, the Dean of the school/college at which the degree is offered, and the Graduate Dean are required. See revalidation process below.

Individual programs may have additional residency and time limit requirements.

### Time Limits for Terminal Degrees

The requirements for a terminal degree must be completed within ten years subsequent to admission to the terminal degree program. The ten-year period begins with the first semester students are enrolled and is calculated from the date of degree conferral. Students have a maximum of five years to advance to candidacy and a maximum of five years from candidacy to successfully defend the dissertation. Students who exceed the candidacy deadline may request an extension. Candidacy extensions will require strong justification in writing from the student and should be accompanied by a plan of study for timely completion of all requirements for advancing to candidacy. The extension must be approved by the student's advisor, the Program Director, and the Graduate Dean.

Courses taken ten or more years prior to the comprehensive examination (terminal degree programs) do not apply towards the graduate degree and must be repeated or revalidated to satisfy the degree requirements.

Individual programs may have additional residency and time limit requirements.

### Revalidation Request

If revalidation of expired courses is requested, the faculty advisor or Program Director recommend a revalidation plan. Revalidation will verify that the student's knowledge in a specific subject area is current and documented. Options for course revalidation include a written examination, a scholarly paper, a project, an annotated bibliography, a course retake, or other equally rigorous academic means appropriate to the discipline to determine the student learning outcomes have been met.

Revalidation request should be submitted on the Revalidation Request Form and accompanied by a written justification, revalidation plan, and documentation used for revalidation. All revalidation request and plans must be approved by the student's advisor or Program Director, the School/College Dean, and the Graduate Dean. The student's advisor/Program Director and College Dean are responsible for determining whether the student demonstrated sufficient course knowledge necessary for successful course revalidation. Successfully revalidated courses may be included in the student's plan of study. Failure to follow all designated requirements of the revalidation agreement may result in

dismissal from the program. Graduate students will not be permitted to submit more than 12 units of the program's courses for revalidation.

Courses beyond the 12-unit limit will need to be retaken. Only courses completed at University of the Pacific are eligible for revalidation.

## Thesis or Dissertation Committee

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

**Thesis or dissertation chair:** Faculty chairing thesis or dissertation committees must be regular, full-time members of University of the Pacific's faculty in the student's graduate program, hold a terminal degree, and 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 and the Graduate 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 at least equivalent to the degree being sought or have demonstrated expertise in the student's field of study. In addition to the committee chair, who must be a University of the Pacific faculty member, 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 their 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 School. Committee members from outside the University of the Pacific must be approved by the Graduate Dean.

The responsibilities of the thesis or dissertation committee members are:

1. providing the student with guidance in their thesis or dissertation research,
2. monitoring the student's research progress of their thesis or dissertation research, and
3. approving the content of the final thesis or dissertation.

In order to fulfill the above responsibilities, the committee should hold at least one meeting each semester.

## Theses and Dissertations

The Graduate School 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), and are graded on a Pass/No Credit basis.

## Commencement

Master's degree students who are near completion of degree requirements are eligible to participate in the May commencement exercises under the following conditions.

- A completed Petition to Participate in Graduation Ceremonies has been submitted to the Graduate School by the fall deadline for filing the Application for Graduation form (see Graduate School Calendar). 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 Graduate School.
- The Master's 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 during the fall semester of the same calendar year. Approved Degree 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 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 approve of the request.

## Withdrawal from a Term or the University

Students who intend to completely withdraw from a term or from the university have to initiate the process in the Office of the Registrar. The withdrawal date used by Financial Aid for 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, the withdrawal 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. A student who only withdraws from a semester, has one more semester to remain in continuing active status. A student who has completely withdrawn from the University, must file a Petition for Reinstatement Form (with a \$50 fee) available on the Graduate School web site. The deadline is August 1st for fall admission or December 1st for spring admission.

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

## Professional

# The Academic Regulations on this page are for the following professional programs on the San Francisco campus.

### Arthur A. Dugoni School of Dentistry

All regulations apply to the DDS and IDS Programs. Not all regulations apply to the Certificate or Dental Residency Programs. For more information, contact your program.

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

Although every effort has been made to ensure the accuracy of this catalog, students and residents 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 and administrative policies set forth in this section are in force for students and residents during the academic year 2019-2020. Students or residents who join a subsequent cohort for any reason are governed by the policies, requirements, and curriculum of the catalog in effect at the time of re-entry. The right to change academic programs, policies, and standards at any time without prior notice is reserved by the university. It is the student's or resident's responsibility to regularly consult this site for changes or modifications.

## Registration

Registration at the School of Dentistry includes payment of tuition and fees, enrollment in courses, submission of all required application materials (including one official transcript of academic record from each college or university attended through the last completed quarter, semester, or summer session), and submission of required medical examination and clearance forms.

In order to receive credit for coursework taken during a particular term, a student or resident must be properly registered during that term. Barring a written notice of withdrawal or a dismissal from the school, registration is assumed for all students and residents.

## Records & Transcripts

Pacific maintains an academic record (transcript) for each student. This official record is used in the conduct of the student's academic affairs and is considered both private and confidential. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the School of Dentistry complies with university procedures to ensure that students have access to their records, that those records are accurate, and that the privacy rights of students are protected. Students are notified annually of their rights under FERPA. The full policy is available here (<http://catalog.pacific.edu/sanfrancisco/universitypolicyondisclosureofstudentrecords>).

Upon written request by the student, an official transcript is issued to whomever is designated, provided all financial obligations to the university have been met. The official transcript shows all work completed to date, and is divided into four program years (three program years for the IDS program). Official transcripts of credit earned at other institutions which have been presented for admission or evaluation of credit become the property of the university and are not reissued or copied for distribution to other institutions. Students can access their unofficial transcript any time through InsidePacific, the university portal.

## Exemption from Courses

If a student or resident has extensive educational preparation in a discipline, the student or resident may petition the appropriate course or program director for exemption from required coursework. Such exemption may be granted at the discretion of the course or program director who will award an appropriate final letter grade (A, B, C, D), or credit (CR) signifying completion of the required course.

## Attendance Policy

Students at the School of Dentistry assume professional obligations which include regular and consistent attendance at all formal learning activities. This includes classroom, laboratory, and remedial instruction; written and oral examinations, quizzes, and practicals; and patient care experiences. Regular and consistent attendance is an essential qualification of all students. A student who in the judgment of the school fails to meet this qualification may be dismissed from school.

Course directors can determine a reasonable attendance policy specific to their course, and must provide students a written statement of such policy in the course syllabus. In the absence of such a written statement from the course director, the school's policy is in effect.

The student is responsible for making up all work missed due to an absence. Faculty have sole discretion in determining whether and under what conditions missed work is to be made up. Faculty also decide if, when, and under what conditions a make-up exam or practical will be provided. It is expected that make ups will replicate the original assessment in difficulty and content coverage, although an alternative format may be used.

## Discretionary Days

The school allots a set number of discretionary days to each student for use during an academic year. Students are expected to use discretionary days judiciously for such events as medical appointments or illness, legal obligations, national board examinations, postgraduate or employment interviews, or other school-sponsored trips or events.

Discretionary days in effect for each class are as follows:

First-year DDS, IDS: 5 full days (DDS no carryover to Year 2)

Second-year DDS: 8 full days

Third-year DDS and second-year IDS: 8 full days plus 50% of unused days from Year 2 (Year 1 for IDS students).<sup>1</sup>

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<sup>1</sup>Night clinic sessions count as one half-day. An absence for all three instructional sessions on Monday or Thursday (morning, afternoon, and evening) counts as 1.5 discretionary days.

## Guidelines for use of discretionary days:

1. Half-days can be used for events lasting less than a full day (e.g., medical appointments). However, students who report an illness for a morning session will be excused for the entire day. Faculty will be notified of a day-long absence and, for clinic students, clinic staff will reschedule patients.
2. For any absence of more than two (2) consecutive days, documentation supporting the absence must be submitted promptly to the Office of Academic Affairs. 'Bunching' of unused days at the end of an academic year is prohibited by this policy.
3. Discretionary days may not be used when an examination, quiz, or practical is scheduled. In the event of an absence on a day when an examination, quiz, or practical is scheduled, a discretionary day will be forfeited. Illness or other emergency must be documented. Make ups are allowed at the sole discretion of the course director(s), who will set the day and time of the make up.
4. Discretionary days may not be used retroactively.
5. A discretionary day is forfeited whenever an unreported absence is discovered or otherwise reported to the Office of Academic Affairs.
6. A student who exceeds the number of available discretionary days in an academic year may be referred to the ethics committee. In cases of excessive absence, the assistant or associate dean of academic affairs will meet with the student, and other impacted parties as needed, to determine whether an internal solution is possible (e.g., medical or other leave of absence), and if so, implement the solution. Only if an internal solution fails or is not possible is the student referred to the ethics committee.



## Notification Process

A student who wishes to use a discretionary day or part thereof must notify the Office of Academic Affairs in advance or by 9:00 a.m. on the day of the absence. In the event of an emergency, the student must notify Academic Affairs as soon as reasonably possible. The Office of Academic Affairs will notify faculty promptly of the student's absence and will maintain a log of each student's use of discretionary days. Absences must be communicated daily.

A student who exceeds the number of available discretionary days in an academic year may be referred to the ethics committee (see above).

## Attendance at Examinations and Other Assessment Activities

Barring a documented emergency, attendance at scheduled examinations, quizzes, practicals, or other assessment activities is mandatory. Students are expected to report to the assigned location early and to begin the examination at the designated start time. No student will be allowed to begin an examination 15 minutes after the designated start time (5 minutes for a quiz), and no student will be allowed to leave an examination room until 15 minutes have elapsed (5 minutes for a quiz). A student who appears for an examination within the 15 minute window forfeits the missed time.

Course directors have sole discretion to determine if and under what conditions a make up examination will be provided.

*Approved: DFC, November 21, 2012; Dean's Cabinet, December 3, 2012*

## Grades

Grades represent passing or failing performance: in general, grades of A, B, C, and D represent passing performance, and the grade of F represents failure. More specifically, grades of A (excellent performance); B (good performance); and C (acceptable performance) represent unconditional passing performance; the grade D indicates conditional passing performance that must be remediated. Special conditions on D grades must be specified in writing (disposition form) to the Office of Academic Affairs when grades are submitted. Conditions may include additional instruction or evaluation before advancement to clinical practice or eligibility for national or clinical board examinations. Course directors are required to provide a grade for every enrolled student at the end of each term of instruction.

### Credit (CR)

A credit grade (CR) may be awarded in clinical courses to indicate overall satisfactory progress OR when it is determined that a student has not been assigned sufficient patients for clinical ability to be fairly assessed.

(A CR grade should also be used for DDS and IDS students to record satisfactory progress toward completion of the PIP experience.) In clinical and nonclinical courses, CR signifies satisfactory completion of a course where reliable differentiation among passing grades is not possible.

### Incomplete (INC)

An incomplete grade (INC) is given temporarily when a student or resident is progressing satisfactorily but the course director has insufficient information to award a letter grade because the student or resident has not completed all assigned coursework for reasons beyond the student or resident's control. The course director determines the conditions under which and the date by which the deficiency that caused the INC must be removed, and communicates that to the Office of Academic Affairs on the disposition form. If no completion date is stipulated, by default the end date of the subsequent term is the

completion date. No student may earn a diploma with a permanent INC or F grade in a course directly tied to one or more of the school's competency statements.

## Grade Point Average

In computing a grade point average (GPA) numerical values are: A, 4 points; B, 3 points; C, 2 points; D or INC, one point; and F, zero points. Credit (CR) notations do not affect the grade point average. Separate didactic and lab/clinic GPAs are used in the DDS and IDS programs. The dental school does not award "+" or "-" modification of grades and does not use the W grade.

## Change of Grades

Final passing grades (A, B, C, D, CR) are not subject to change on the basis of second examination or additional work completed after grades are submitted. Passing grades may be changed to correct an error in computation or when some part of a student's work has been overlooked within one term of issuing the final grade. A failing grade of F may be changed only on the basis of successful formal remediation or repeat of the course. The decision to remediate or repeat is at the discretion of the course director or the Student Academic Performance and Promotions Committee. Formal remediation requires enrollment in a dedicated, unit-bearing, transcribed remedial course. Upon successful completion or remediation, defined as a C or higher grade in the remedial course, the F grade in the original course changes to a D (a pound symbol precedes the D grade indicating the grade history in the course; see below). When a final grade is awarded to substitute for INC or when remediation has been successfully completed in a course where a failing grade of F was earned, this will be indicated on the transcript by an appropriate symbol denoting the change (\* for grades change from INC and # for grades changed from F).

## Academic Performance

### Academic Progress

The Office of Academic Affairs reviews academic performance for all DDS and IDS students each term. In a course that continues through two or more terms, a grade is awarded each term to indicate interim progress, and the final grade for the entire course is awarded at completion of the last term of the course. However, the Academic Advisory and Student Academic Performance and Promotions Committees will regard an interim grade in the same manner as a final grade with respect to promotion.

### Academic Good Standing

For DDS and IDS students academic good standing requires a grade point average (GPA) of at least 2.0 for all didactic courses attempted or completed and for all laboratory and clinic courses attempted and completed, and no permanent D or F grades. In some programs under the authority of the dean of the School of Dentistry, only a single term GPA may be used, in which case a minimum of 2.0 is required to be in good standing.

Students who are in good academic standing are automatically recommended to the dean for promotion by the Student Academic Performance and Promotions Committee. The committee may recommend that a student who is not in good academic standing be promoted on academic probation with conditions of the probation clearly outlined (see Academic Probation section below).

### Academic Probation

Academic probation is accorded to a DDS or IDS student upon receipt of a GPA below 2.0 for all didactic courses attempted and completed OR

a GPA below 2.0 for all laboratory and clinic courses attempted and completed OR both; OR to a student with a permanent D or F grade. The GPAs reflected on the term report card are cumulative and include all courses attempted and completed to date. Normally, the standard for good academic standing must be met within one term of being placed on academic probation. In circumstances where this time constraint cannot be met, e.g. for laboratory and clinic grades at the beginning of the second year, or when a course is being repeated to remove an F grade, a reasonable time period will be specified.

### **I. Phase One Academic Probation: Intervention**

1. Cumulative didactic and/or lab/clinic GPA below 2.0 if the student was in good academic standing the previous term. (New students are assumed to be in good standing upon matriculation unless otherwise stipulated by the Office of Student Services or the program director.)
2. Repeating students are placed on intervention at the beginning of their repeat year.
3. Examples of interventions include:
  - meetings with advisor
  - assignment of tutors
  - inventory of outside activities, living conditions
  - diagnostic testing for suspected health, psychological, language, or learning problems
  - in-course remediation
  - evaluation by health care professional to determine fitness for student activities
  - alternative career counseling

### **II. Phase Two Academic Probation: Contract**

1. Cumulative didactic and/or lab/clinic GPA below 2.0 if the student was on Phase I probation the previous term, or
2. Any permanent D or F grade.
3. Examples of contract conditions include:
  - required weekly meetings with faculty member, Group Practice Leader, or advisor
  - restrictions on outside activities, living conditions
  - required professional assistance with diagnosed health, psychological, or learning problems
  - tutors
  - assignment to scheduled supplemental courses
  - regular meetings with therapist
4. No student on contract is eligible to take National Dental Board Examinations without approval from the Student Academic Performance and Promotions Committee.

## **Academic Disqualification**

Academic disqualification may be recommended to the dean by the Student Academic Performance and Promotions Committee for a student who has failed to meet any condition of phase two probation (contract). When a student's cumulative academic record meets published criteria for academic disqualification, the SAPPCC will provide an opportunity for the student to appear before it to ensure that all pertinent information is available before the committee makes its recommendation to the dean. This is the only opportunity for the student to present relevant information to the committee; if a student fails to provide all pertinent information at this opportunity, the student risks exclusion of information from the committee's deliberations. A student appearing before the committee has the option to: (i) select a faculty advisor; (ii) request and receive assistance from that faculty advisor with preparation of a statement to the committee; and (iii) request the faculty advisor attend the committee meeting with the student as a silent observer. A

student may, at their discretion, take advantage of all or none of these opportunities. During the committee meeting, the student is advised to read aloud their prepared statement, but is discouraged from circulating copies or presenting evidence of academic performance.

If, in the judgment of the committee and after consideration of the relevant information available to it, the student has the capacity and commitment to overcome his or her documented deficiencies and reach an acceptable level of patient care, the committee may recommend (i) continuation on academic contract; (ii) extension of the program; or (iii) re-enrollment in a subsequent cohort. The committee may also recommend re-enrollment only through the normal admissions process, after a careful review of the relevant information and as appropriate to the student's potential. If a student is offered and elects to re-enroll in a subsequent cohort, the dean's letter signed by the student electing the re-enrollment option suffices as evidence of readmission.

## **Academic Standards for Holding Student Office**

In order to run for and/or hold an elected or appointed office in the Associated Student Body or to assume a leadership position in an organization affiliated with and approved by the school, a student must be registered for a full-time course of study, be in good academic and disciplinary standing, and maintain a cumulative combined Grade Point Average of 2.5 or higher during the entire period of time in which he or she holds office. Failure to meet the academic standards outlined by this policy will result in a one quarter probationary period, during which the student is expected to meet the minimum cumulative GPA standard. Failure to do so by the end of the probationary period will lead to automatic resignation from office.

## **Repeat**

When one course is repeated by a student who remains with the original cohort, BOTH attempts are permanently recorded on the transcript. Repeated courses are identified on the transcript with a "Y" in the repeat column, and the interim, if applicable, and permanent grade earned is INCLUDED in the Grade Point Average calculation ("grade averaging"). The original course remains on the transcript and the repeated course appears in the term(s) it is repeated.

When a student repeats an entire academic year, BOTH attempts are permanently recorded on the transcript. Repeated courses are identified on the transcript with a "Y" in the repeat column, but interim, if applicable, and permanent grades earned in the first attempt are NOT included in the GPA calculation ("grade replacement"). Immediately prior to re-enrollment with a new cohort, the transcript is adjusted such that all courses taken during the original enrollment period are temporarily suppressed from the transcript until such time that grades, interim and permanent, are posted.

In the absence of a written agreement of exemption filed in the Office of Academic Affairs, students who join a subsequent cohort for any reason are governed by the policies, requirements, and curriculum in effect at the time of re-entry.

## **Withdrawal**

A student who wishes to withdraw must file a written request in the Office of Academic Affairs or with the program director, who will promptly notify the Office of Academic Affairs of a withdrawal. A student's request for withdrawal becomes final only upon completion of the customary check-out process. The student's academic standing at the completion of the check-out process will be recorded on the permanent record (transcript) as a transcript comment. (The dental school does not use the W grade so as not to negatively impact future admission into a health professions program.) The comment contains month and year of withdrawal and

reference to academic standing at the time of withdrawal, e.g., Jun 15: student withdrew on academic intervention.

The transcript of a student who withdraws without first requesting permission will record a dismissal in the transcript note: e.g., Jun 15: student disqualified for unauthorized LOA. A student who has met the published criteria for disqualification may not elect to voluntarily withdraw until the dean has rendered a final decision regarding promotion or academic standing.

## Leave of Absence

Requests for a leave of absence are submitted to the dean or program director, who will designate the appropriate administrator to evaluate and respond to the request. (A program director must consult with the Dean's Office before granting a leave of absence.) To request a leave of absence, the student must be in good academic standing and must submit a written request identifying persuasive reasons warranting the leave, together with documentation supporting the request. The dean or program director will notify the student in writing of the decision and, if approved, will stipulate the length of the leave and conditions for re-enrollment. The student assumes the responsibility of keeping the dean or program director informed of the intent to re-enroll by the specified date. Students with federally-guaranteed student loans whose leave of absence exceeds 180 days will be reported as withdrawn on the 181st day and federal loans will enter repayment (see Withdrawal process above). A student who does not re-enroll by the specified date will be considered to have withdrawn from the school. The decision whether to deny, grant, or set conditions for a request for leave of absence shall be in the sole discretion of the dean. Leaves of absence are rarely granted.

The dean has the authority to unilaterally place a student on interim or indefinite leave of absence after careful review of the facts of a case.

## Graduation

In addition to all other requirements for graduation, the candidate must demonstrate competence to discharge the duties required of a practitioner of general dentistry or a dental speciality (orthodontics, endodontology, oral surgery). In addition to the skills, knowledge, and values expected of a beginning general practitioner, this is interpreted to mean evidence of moral character compatible with the public interest and with the practice of the healing arts, discharge of all financial obligations to the university, completion of all technical and clinical requirements prescribed in the curriculum, good academic standing, a passing score on the National Board Dental Examination (DDS students only), and compliance with all relevant policies of the School of Dentistry. If, in the opinion of the Student Academic Performance and Promotion Committee or other certifying body, approved by the dean, the candidate for degree has met all these requirements, it is authorized to recommend to the dean the graduation and conferral of the degree. The committee may also recommend delay in the individual's graduation date and will stipulate conditions necessary to bring the student or resident to a competent level. Students and residents who have met all degree requirements receive their diploma at commencement.

## Committees

### ***Student Academic Performance and Promotions Committee***

Functions: The Student Academic Performance and Promotions Committee evaluates records of student academic performance and progress; recommends to the dean candidates for promotion, graduation, dismissal, repeat, or other action, and students who should receive awards for academic excellence; and works with the curriculum committee in planning, developing, and recommending methods by which

students' performance may best be evaluated. The committee ensures enforcement of academic standards described in this catalog.

Membership includes: the associate dean of oral health education (chair), the associate dean for clinical services, the assistant dean for academic affairs, all Group Practice Leaders, and all department chairpersons. Should a clinical department chair be unable to attend the meeting, a single co- or vice-chair is invited.

### ***Academic Advisory Committee***

Functions: The Academic Advisory Committee reviews records of students who are on academic probation to recommend interventions and conditions that are reflected in written documents sent to the student. It also reviews the records of students who have failed their contracts and makes recommendations to the Student Academic Performance and Promotions Committee.

Membership includes: the associate dean of oral health education, the assistant dean for academic affairs, two Group Practice Leaders, one representative each of the biomedical science courses and preclinical technique courses, and one student.

### ***Student Appeals Committee***

Functions: The Student Appeals Committee reviews and makes recommendations on student-initiated appeals for reconsideration of faculty action with regard to grading or evaluation. In academic matters related to promotion and dismissal, the Student Appeals Committee's inquiry will be limited to review of compliance with the due process components of this policy and will not constitute an attempt to substitute its judgment for the academic judgment of faculty or of the administration.

Membership includes: four elected faculty members and three elected students, one each from the two senior classes and the junior class.

## Awards

Awards and prizes are presented annually at the Graduate Alumni Association banquet honoring the graduating classes or similar venue. A detailed description of each award, including selection criteria, is available in the Office of Academic Affairs.

## Scholarship

**Dean's Valedictorian awards (DDS, IDS)**

**Dean's Salutatorian awards (DDS, IDS)**

**Dean's Award (third highest GPA)**

**Inesi Award in Physiology**

**OKU Clinical Excellence awards**

**Phi Kappa Phi**

**Leadership, Professionalism, Scholarship, and Service**

Abelson Endowment award

Academy of General Dentistry award

American College of Dentists, Northern California Section award

American Student Dental Association Award of Excellence

Thomas R. Bales Family Endowment Good Samaritan Award

California Dental Association award

Delta Dental Plan of California Student Leadership award

Deric Desmarteau Endowment award

Kevin Campbell Alumni Association Service award

F. Gene and Rosemary Dixon IDS Endowment award

Pierre Fauchard Academy awards

William W.Y. Goon/OKU award

International College of Dentists Student Leadership award

San Francisco Dental Society Ethics award

Charles, Charles Jr. and Joe Sweet Scholarship awards (for pediatric dentistry)

Frederick T. West Leadership award

Herbert K. Yee Scholarship award

## Outstanding Performance

Academy of Osseointegration award

Advanced Education in General Dentistry Outstanding Resident award

Eric B. Bystrom Memorial award

Academy of Operative Dentistry award

American Academy of Implant Dentistry award

American Academy of Oral and Maxillofacial Radiology award

American Academy of Oral Medicine award

American Academy of Oral and Maxillofacial Pathology award

American Academy of Oral and Maxillofacial Radiology award

American Academy of Esthetic Dentistry award

American Academy of Pediatric Dentistry award

American Academy of Periodontology award

American Association of Endodontics award

American Association of Oral and Maxillofacial Surgeons Dental Student awards

American Association of Oral Biologists award

American Association of Orthodontics award

American Association of Public Health Dentistry award

American College of Prosthodontists award

American Dental Society of Anesthesiology award

Oral and Maxillofacial Surgeons of California award

Dentsply/American Dental Association Student Research Program award

Charles A. Ertola award (for removable prosthodontics)

Thomas B. Hartzell award (for periodontics)

International Congress of Oral Implantologist award

Lasky Family Endowment Pediatric awards

Oral and Maxillofacial Pathology award

Quintessence Publishing Co. awards (one each for research achievement, periodontics, and restorative dentistry)

Warren Family Endowment award (for pediatric dentistry)

## Graduation Honors

Upon recommendation of the Student Academic Performance and Promotion Committee, students who complete the didactic, clinical, and national board requirements for graduation and whose academic record qualifies them for election to Tau Kappa Omega are graduated with honors. Those who complete graduation requirements and whose record qualifies them for election to Omicron Kappa Upsilon are graduated with high honors. The valedictorian is graduated with highest honors.

## Honor Societies

### Phi Kappa Phi

Each year DDS and IDS students who demonstrate the highest academic achievement are inducted into Phi Kappa Phi, a national multi-disciplinary honor society.

### Omicron Kappa Upsilon

The Delta Delta chapter of the national dental honor fraternity, Omicron Kappa Upsilon, was organized at the dental school in 1934. Its purpose is to encourage scholarship and to advance ethical standards of the dental profession. Membership is limited to twelve percent of the graduating DDS and IDS classes, selected by a faculty vote on the basis of scholarship and character.

### Tau Kappa Omega

In 1927, the Alpha Chapter of an undergraduate honor society, Tau Kappa Omega, was organized for promotion of honor and service to the

school. Students are elected to the fraternity on the basis of ideals and scholarship.

## Reservation of Powers

The School of Dentistry reserves the right to modify or change the curriculum, admission standards, course content, degree requirements, regulations, policies, procedures, tuition, and fees at any time without prior notice and effective immediately. Students who join a subsequent cohort for any reason are governed by the policies, requirements, and curriculum of the catalog in effect at the time of re-entry.

The information in this catalog is not to be regarded as creating an express or implied agreement between the student (or applicant) and the school, nor does its content limit the academic and administrative discretion of the school's administration.

## The Academic Regulations on this page is for the following undergraduate program on the San Francisco campus.

### Arthur A. Dugoni School of Dentistry

Dental Hygiene

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All 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. They should therefore consult the Registration Information section of the Office of the Registrar web page for any term to relate these regulations to calendar dates. The University reserves the right to revise its regulations and programs in accord with sound academic standards and requirements.

## University of the Pacific's Four-Year Guarantee

The purpose of the Four-Year Graduation Guarantee ("Guarantee") is to facilitate a student's goal to graduate in four years with a Bachelor's degree. To be eligible for the Guarantee, a student must satisfy each of the following conditions:

1. Declare and be admitted to a major by the beginning of the sophomore year by filing a Change of Program form. You may change majors if, at the time you make a change, you can still meet the requirements of the new major and graduate within four calendar years.
2. Remain in good academic standing (2.00 GPA - major and institutional) at the University.
3. Complete 32 semester hours of units each year for four years as required by the college and major, and meet all degree progress checkpoints.
4. Meet with your faculty advisor prior to registration each term to review your course plan and monitor progress.
5. Register for courses within **two days** of the assigned early registration appointment. Enroll in available courses needed for the program of study; accept any available section that can be accommodated in your course schedule. Sole exceptions: Students who are on Study Abroad or off campus participating in a full-time co-op may require a few additional days to register.
6. Make timely annual application for all necessary financial assistance, to avoid registration problems.
7. Apply for graduation by the stated deadline published in the academic and/or term calendars.
8. Monitor your own progress toward degree using the electronic degree check audit system ([DegreeWorks](#)) and [ROAR](#) (Roam On Line Articulation Reports) regarding transfer work to help you stay on track.

9. Notify faculty advisor if unable to register for a required course needed in the major or for graduation.

•**Special exclusions:** Five year programs and students following individualized learning programs.

If the student satisfies all of the foregoing conditions, but is unable to graduate due to unavailability of a course, the University will offer one of the following remedies:

1. Enable the student to graduate in four years by substituting a different course or an independent study assignment, as determined by the department and the college offering the student's major.
2. Allow the unavailability of the course to delay the student from graduating in four years, in which case the University will wave Pacific tuition and mandatory fees in order for the student to graduate within the next academic year.

The University may choose, in its sole discretion, which of the two foregoing remedies it will offer the student under this Guarantee, and the remedy chosen by the University will be the student's sole remedy under this Guarantee. The University is under no obligation to provide one of the foregoing remedies unless the student submits a written request for an accommodation to the Provost prior to beginning of classes in the last term of the student's four year plan.

## Academic Residence Requirement

The minimum residence requirement for a bachelor's degree program requires 32 out of the last 40 units to be earned in residence at University of the Pacific. This means once a student has reached 40 units less than what is required for his/her degree only 8 more units may be accepted from a four year accredited institution. Additional community college or four year institution courses satisfy content requirements only and do not apply to the minimum units required for the degree. Example: If 124 units are required for the degree once a student has reached 84 units, only 8 more units can transfer in (from a four year accredited institution). If 128 units are required for the degree once a student has reached 88 units, only 8 more units can transfer in.

Normally these 32 units must be taken on the Stockton campus, but study in Pacific-affiliated programs elsewhere in the United States or abroad may count toward the residency requirement if the student has taken at least 32 units on the Stockton campus at the time of graduation.

The school or college from which the student is to graduate may stipulate that the units in residence must include certain specific requirements in the major program and/or a certain minimum of units within the school or department of the major.

## Academic Standing

At the end of each semester, an undergraduate or professional pharmacy student's academic standing is designated as one of the following: good standing, good standing with warning, probation, subject to disqualification (temporary status) or disqualification. The criteria for these academic standings are based upon a combination of the cumulative Pacific GPA and the term GPA and vary according to a student's classification. Unless admitted on probation, a student is in good standing during the first semester of attendance. 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. The criteria for the different academic standings are outlined below:

#### *Good Standing:*

- term GPA of 2.00 or higher and a cumulative Pacific GPA of 2.00 or higher

#### *Good Standing with Warning:*

- term GPA below 2.00 and a cumulative Pacific GPA of 2.00 or higher.

#### *Probation:*

If prior semester is 'Good Standing':

- Freshman-Junior: term GPA is below 2.00 and cumulative Pacific GPA below 2.00

If prior semester is 'Good Standing with Warning' or 'Probation':

- Freshman: term GPA is below 2.00 and cumulative Pacific GPA between 1.50 and 1.99
- Sophomores: term GPA below 2.00 and cumulative Pacific GPA between 1.80 and 1.99
- Juniors: term GPA below 2.00 and cumulative Pacific GPA between 1.95 and 1.99
- All undergraduates: term GPA of 2.00 or higher and cumulative Pacific GPA below 2.00

#### *Subject to Disqualification (temporary status):*

If prior semester is 'Good Standing':

- Seniors: term GPA below 2.00 and cumulative Pacific GPA below 2.00

If prior semester is 'Good Standing with Warning' or 'Probation':

- Freshmen: term GPA below 2.00 and cumulative Pacific GPA below 1.50
- Sophomores: term GPA below 2.00 and cumulative Pacific GPA below 1.80
- Juniors: term GPA below 2.00 and cumulative Pacific GPA below 1.95
- Seniors: term GPA below 2.00 and cumulative Pacific GPA below 2.00

#### *Disqualified:*

Each school determines whether a student subject to disqualification is disqualified. If not disqualified, a student subject to disqualification is placed on probation for the following term. If disqualified, a student is not allowed to register for further study at the University during a regular term while disqualified, but may attend the "open enrollment" summer sessions.

A student who has been disqualified may appeal immediately for reconsideration and possible reinstatement on probation within the same school or college or in another school or college of the University. A disqualified student who has been out of the University for one semester or more, excluding summer terms, may apply for readmission to the University through the Office of Admission. If readmitted, such a student enters on probation and needs to make up the earlier deficiency in order to attain good academic standing.

## **Acquisition of Graduate Credit as an Undergraduate**

Undergraduate students meeting all of the following requirements may petition the Dean of the Graduate School by submitting the *Application to Receive Graduate Credit as an Undergraduate Student* to open a graduate transcript (i.e., receive credit in graduate-level courses toward a graduate

degree) before the last day to add classes of the last semester as an undergraduate:

- The student must be within 9 units of completing the baccalaureate degree.
- The student must be in the last two semesters of the baccalaureate degree at University of the Pacific.
- An *Evaluation of Degree Requirements* form has been submitted 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.)
- The student has been accepted into a graduate or credential program.

*Graduate credit can be received under the following guidelines:*

- The total number of graduate credits for the semester, including coursework completed at other schools, cannot exceed the maximum graduate course load for the department providing the graduate coursework.
- The tuition rate for the entire semester is at the undergraduate rate.
- 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 graduate-level (200 numbered) courses and above.
- Units cannot be retroactively transferred from an undergraduate transcript to a graduate program. Approvals for graduate credit must be obtained prior to the last day to add classes of the student's last semester.
- Coursework will not count toward graduate credit if the student fails to complete the bachelor's degree by the second semester of taking graduate courses.
- 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 accounted in the undergraduate grade point average, unless the bachelor's degree is not completed.
- Students who do not complete the bachelor's degree by the second term when graduate courses are taken cannot start a graduate program and cannot take additional graduate coursework until the bachelor's degree has been awarded.
- Students bear the responsibility of assuring graduate credits earned as an undergraduate student 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 and begin graduate courses following the receipt of their bachelor's degree.

## **Auditing a Class**

Auditing of a course is an option that allows exposure to a course with no course credit awarded. To audit a course, approval must be granted by both the instructor and the chair of the department in which the course is offered via an add/drop form. Auditing is not available in participation courses such as applied music, physical education, art courses of an applied nature, etc. Students auditing a course must pay an auditing fee. Courses taken through auditing may not subsequently be converted to a course credit or grade. The student must indicate at the time of registration if they wish to audit a course, and pay the appropriate fee. An audited course and grade AU (Audit) may not be used to fulfill or

waive any degree requirements. An AW (Audit Withdrawal) grade will be assigned for withdrawals.

## Cancellation

If you are a newly admitted and confirmed student and do not wish to attend Pacific for a semester and instruction has not yet begun, you must formally request a cancellation of your registration from the university. To cancel your registration (prior to the start of the term) contact the Office of Admission. If you are a continuing student and need to drop your last class after the add/drop deadline you must visit the Office of the Registrar and obtain a date of notification recorded on the Withdrawal form. The notification date is your official withdrawal date used by Financial Aid in the Return of Title IV Aid calculation and the effective date used by Student Accounts for tuition refunds.

## Catalog Expiration and Requirements Policy

The catalog lists requirements for active degrees offered by the university. Each catalog goes into effect at the beginning of the fall term the academic year of issue. It expires at the end of summer session the seventh academic year after publication for students maintaining attendance. Advisors and other university employees are available to help, but students have final responsibility for satisfying degree requirements for graduation.

Students are held to program requirements (general education and major/minor) in effect at the time of first enrollment. Students who change their program/major are held to degree requirements in effect at the time of the change of program. Students may, using a Change of Program form, elect to graduate under degree requirements specified in subsequent catalogs; under no circumstances are the requirements from an earlier catalog applied.

## Change of Address

All students must notify the Office of the Registrar immediately of any change in their addresses or those of their parents or guardians. The University assumes no responsibility for materials sent through the mail not received.

## Change of Program Objective

A student who has been admitted to one degree program and who later desires to change to another degree, major, concentration, or subsequent catalog must submit an approved Change of Program form with the Office of the Registrar.

## Class Attendance

Students are expected to attend classes regularly. Specific attendance policies are determined and provided by individual instructors in their course syllabus at the beginning of the semester.

## Class Standing

Undergraduate students are designated freshmen, sophomores, juniors or seniors by the number of units which have been completed toward graduation as follows:

1 – 27.99 units designates a freshman.

28 – 55.99 units designates a sophomore.

56 – 91.99 units designates a junior.

92 – up units designates a senior.

Post Baccalaureate

Other students are classified as Undergraduate Unclassified. See the Undergraduate Unclassified section of this catalog.

## Commencement

Commencement exercises to honor students who have earned baccalaureate and professional pharmacy degrees are held each year in May. Students who have earned their degrees in the previous Fall or Summer terms are welcome to participate.

Undergraduate students who have not completed all their degree requirements may participate in commencement if they have accumulated 92 units by the end of the Fall semester prior to May commencement. Students with deficiencies who plan to participate in the May commencement ceremony must apply for graduation by the April deadline.

## Course Loads

Fall and Spring Semesters (Undergraduate and Professional Pharmacy students)

Full Time: 12 or more units a semester

Half Time: 6 -11.9 units a semester

Less than Half Time: 5.9 or less a semester

Twelve units constitute a minimum full-time program of studies during a semester for the regular undergraduate and first professional level student and is the minimum required for participation in intercollegiate activities. If a student registers for fewer than 12 units or drops below 12 units financial aid may be reduced. (Students who are less than half-time are not eligible for financial aid.)

The maximum study load during a semester for undergraduates without special permission is 18 units and 19 units for first professional level students. Students who wish to enroll for units in excess of the maximum study load must petition their school/college in advance. Approval is based to a great extent upon the student's past academic record and results in additional tuition charges. If a student is approved to take courses concurrently at another institution, the units at Pacific and the other institution may not exceed 18 units during Fall and Spring or 8 units during each Summer Sessions.

Minimum and maximum study loads for graduate students are defined in the Graduate Catalog.

## Course Numbering System

*Undergraduate Courses:*

Lower Division courses. Courses, numbered 001 – 099, are primarily designed for freshmen and sophomores.

Upper Division courses. Courses, numbered 100 – 199, are typically open to students who have met the necessary prerequisites as indicated in the catalog course description. These courses are designed primarily for juniors and seniors but exceptions may be appropriate for qualified sophomores.

*Graduate Courses:*

Courses numbered 200 – 399 are primarily designated for graduate students. 300 and above are primarily for students admitted to a doctoral program.

Courses numbered in the 9000 series are used for specific professional development courses that are graduate level, non-degree courses in the Center for Professional and Continuing Education.

## Prerequisites

Prerequisites for courses are listed in each course description; the responsibility for meeting these requirements rests on the student. The instructor, chair or dean's office may request that a student who has not completed the prerequisites be dropped from the course.

## Variable Unit Courses

Some course numbers are used to describe specific types of courses, as follows:

- 087/187/287 – Internship study. Work experience conducted off campus, under the supervision of a non-full time Pacific faculty member.
- 089/189/289 – Practicum. Work experience conducted on campus, under the direction of a faculty member.
- 092/192/292 – Cooperative education. Work experience on a full-time or part-time basis. The Cooperative Education Program in each school or college differs in unit allowance. See the appropriate school for unit specifics in the general catalog.
- 093/193/293/393 – Special Topics. Departments may offer, on occasion, special topic courses. Courses may reflect the current research of the instructor or the needs and interests of a group of students. Detailed descriptions can be obtained from the chair in which the courses are being offered.
- 191/291/391 – Independent Study
- 195/295/395 – Seminar. Undergraduate/Graduate/doctoral
- 197/297/397 – Independent Research.

Graduate/Doctoral

- 299 – Master's Thesis
- 399 – Doctoral Dissertation

*Note: These numbering standards are general standards and reflect current practice among most units. Some units may have exceptions to these. Students should check for these within their majors for individual unit standards that may differ from these general numbering standards.*

## Credit by Examination

An undergraduate student in good standing and currently enrolled for four or more units may "challenge" by examination certain courses offered in the current term by the University. Departments have the right to designate which of their courses are appropriate for credit by examination. This policy is subject to the following restrictions:

1. A student may challenge a course covering material in which, because of independent study since high school graduation, or because of work at another college or university which was not accepted for transfer credit, the student feels prepared. It is the responsibility of the student to explain how the material was mastered.
2. A student who wishes to challenge a course should not expect the instructor of the course to provide assistance beyond an explanation of the scope of the examination.

3. A student who wishes to challenge a course may not attend the class meetings of the course.
4. A student may not receive credit by examination in the semester in which the student intends to receive his or her baccalaureate degree.
5. A student may not get credit by examination for a course which the student has already audited or failed with a grade of F or NC.
6. A student may not get credit by examination for a course in a structured sequence if the student has received credit for a higher level course in the sequence.
7. Credit earned by a challenge examination may not be used to meet the University residency requirement.

A student pursues the credit by examination option must obtain a Credit by Examination form from the Office of the Registrar and pay the scheduled \$50.00 service fee (non-refundable).

Successful completion of the examination is then recorded on the transcript with a grade of pass and is made a part of the student's academic record in the term in which the examination is requested. Students who pass the exam are charged an additional \$200.00 for the course credit. Such credit is not considered to generate an overload.

## Credit Limitations

Undergraduate students can apply a combined total of eight units of ACTY 002-049 General Activity, ACTY 050-099 - Intercollegiate Sports and THEA 005 in the Theatre Arts Department toward graduation. Up to 8 units of activity and intercollegiate sports classes may count toward the COP breadth requirement.

A total of no more than 20 units may be applied toward a degree from any or all of the following: courses taken in accredited correspondence schools, extension correspondence schools, extension courses, and/or courses taken credit by examination. None of these credits, except extension courses taken at the University, is accepted during the term in which the student is completing requirements for graduation in this University.

A total of no more than 30 units of coursework in business administration may be applied toward a degree, except in the case of students majoring in business administration.

A total of no more than 28 units may be applied towards a degree from Advanced Placement (AP), International Baccalaureate (IB), DANTES and/or CLEP tests.

## Cross Listed Courses

A cross-listed course is one that carries credit in more than one department or program.

## Dean's Honor Roll

Each undergraduate student currently enrolled in the University who achieves a 3.5 grade point average or above at the close of a term in which twelve or more units of letter-graded (A through F) work have been completed is designated as being on the Dean's Honor Roll for that term. A notation is indicated on the student's academic record of this achievement.

## Degree Types

*Second Bachelor's Degree (consecutively or concurrent):*

Second Bachelor's degrees are awarded under the following conditions:



1. The student does complete 32 units beyond those required for the degree that has the highest credit requirement. These units must be completed in residence at Pacific.
2. The student does complete all specific requirements of both programs (both general educations and majors).
3. Both degrees must be completed at the same time under the same catalog requirements when earned concurrently.

#### Multiple Majors:

Students may obtain a baccalaureate degree with multiple majors by completing the requirements for all majors under the same catalog requirements. Majors may consist of departmental majors, interdepartmental majors or majors in different schools. Multiple majors are recorded on the student's permanent record, but only one degree is awarded. The degree is issued by the student's primary declared school.

## Diplomas

Diplomas are not awarded at Commencement but are available approximately three to four months afterward. Diplomas are mailed to the permanent address on file. Diplomas are not issued if you have outstanding financial obligations to the University. Diplomas left unclaimed are destroyed after five years. Students must re-order and pay for new or replacement diplomas.

The student's diploma lists the degree, the school/college, and, if applicable, major and academic honors. The official academic transcript also lists the major(s), concentration(s) minor(s) and academic honors. Graduation dates posted on the diploma coincide with the last day of the semester. Degrees are posted Fall, Spring and Summer I, II and III. The official graduation date reflects the completion of all academic requirements for the degree and not necessarily the last term of enrollment.

## Enrollment Verification

Students who need enrollment verification from the Office of the Registrar must be registered in the term to be verified. Students should print enrollment verifications by logging onto insidePacific, then selecting the National Student Clearinghouse (NSC) Link and print Enrollment verification. Students can also obtain their good student standing certificate here.

## Final Examinations

Students are required to take all scheduled exams. Matters of grading and testing procedures are the responsibility of individual instructors. If the instructor chooses to give a final examination, it must be scheduled during the time specified by the University Registrar for the final examination for that course. No student is allowed to take a final examination before the scheduled time.

## Grade Point Average

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 will be considered in the overall grade point average.

## Grading Policies

*Symbols and Definitions:*

Undergraduate and first professional level students are assigned grades in keeping with the following provisions. (Grading policies for graduate students are defined in the Graduate Catalog.)

Symbo	GPA	Definition
A	4.0	Outstanding work, highly meritorious
A-	3.7	
B+	3.3	
B	3.0	Very good but not outstanding
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Barely passing but counts toward graduation
F	0.0	Failure. Grade count in the grade point average must be repeated with a satisfactory grade to receive credit toward graduation. Also, an F is a default grade given when an instructor does not report a grade.
AU/ AW		Audit/Audit Withdrawal
I		Incomplete work is work not complete 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 but 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.
N		Deferred grading
NC		No credit recognition. Represents unsatisfactory work under pass/no credit option. It is not assignable in the Conservatory of Music.
NG		No credit recognition. Represents unsatisfactory work under pass/no credit option. It is not assignable in the Conservatory of Music.
P		Passing work on the pass/no credit system. P grade is approved only for certain courses and programs of a college or school. Beginning Fall 2016, the University requires a minimum of C- or better to pass a course with a 'Pass/No Credit Grading Option'.
W		Authorized withdrawal from courses after the prescribed period.

## Graduation Requirements for Bachelor's Degrees

Candidates for undergraduate degrees must adhere to all of the University's regulations. In particular they must have:

1. Completed the major requirements specified by the school/college/department with a minimum grade point average of 2.0. At least 16 units of the major requirements must be completed at Pacific;
2. Completed a minimum of 30 units in general education including Pacific Seminars 1, 2 and 3 and a path of six or nine courses as specified by the school or college (transfer students should refer to the General Education section for GE requirements);
3. Met Fundamental skills requirements;
4. Achieved a grade point average of at least 2.0 on all letter-graded work completed at Pacific. On non-letter-graded work, the faculty will determine the equivalency;
5. Fulfilled the minimum residence requirement of 32 out of the last 40 semester units prior to receiving the degree; and
6. Accumulated the appropriate number of program units specified by the particular school or college.

## Filing for Graduation

*Application for Graduation:* An Application for Graduation must be filed with the Office of the Registrar as an indication of intent to graduate at a specific term by the April deadline. For undergraduate students, it should be filed upon completion of 92 units (senior standing) and for professional pharmacy students who expect to fulfill degree requirements during the next academic year. This allows time for a review of studies completed and to enable the students to enroll for any requirements not yet completed.

*Degree Check:* After a student files their Application for Graduation both the program and Office of the Registrar check for the fulfillment of course and GPA requirements, i.e. university wide, major, department, college/school, general education.

## Honors at Graduation

University wide honors at graduation for undergraduates and professional pharmacy are awarded on the following criteria. The student must have completed a minimum of 54 letter-graded units at Pacific and will be based on the student's final overall institutional (Pacific) grade point average. The requirements are: Cum Laude (honors) 3.5, Magna Cum Laude (high honors) 3.7, and Summa Cum Laude (Highest Honors) 3.9.

Because Commencement occurs prior to spring semester grading, the commencement program indicates honors as of fall semester grades. The student must have completed a minimum of 36 letter graded units at Pacific at this time. Actual honors confirmed, as shown on diplomas and transcripts, is determined once all coursework has been completed and graded.

## Major

A major represents the area of study a student has chosen to pursue for a degree. Students who have not chosen a major are designated as 'exploratory'. A student who decides to change a major or to declare one must submit an approved Change of Program form with the Office of the Registrar. Course and unit requirements for each of the majors offered are in the department's section of the General Catalog.

## Minor

A minor represents a prescribed group of courses in a subject area other than the major. A minor is not required for a degree, but may be elected to strengthen preparation in areas related to the major. To earn a minor a minimum of five courses and 20 units and a minor GPA of 2.00 is required. At least a minimum of 10 units must be taken at Pacific. Course

requirements for each of the minors offered are in the department's section of the General Catalog. Students who wish to have a minor posted to their academic record must submit an approved Change of Program form with the Office of the Registrar.

## Official Grades

Official grades are available to students via insidePacific approximately two weeks after the end of the term. Unofficial grades are available on insidePacific after the end of the faculty grade deadline. The grades posted at that time are merely an indication of grades submitted, and grades still missing. They do not show a GPA, or academic standing.

## Pass/No Credit Grading System

Depending upon the regulation of a particular college or school, students may request to receive pass or no credit grades rather than the traditional letter grades. This is available to encourage enrollments in courses outside the student's area of major or specialization and thus to help broaden the student's general education.

Normally this freedom is limited to one course per student per term and does not include courses within a student's major field. Students must submit an approved Add/Drop form to the Office of the Registrar prior to the add/drop deadline. Beginning Fall 2016, the University requires a minimum grade of C- or better to pass a course with a 'Pass/No Credit Grading Option'.

## Regression Rule

Students who complete coursework at an intermediate or advanced level without first completing the lower level introductory courses may not then go back and take the lower level courses for credit. This rule applies primarily to coursework in mathematics, the sciences, and foreign language. It may also apply in other departments in which there is a clear content sequence between courses.

## Returning to Pacific

*After Cancellation*

*New Students:* If new students cancel their registration and wish to attend Pacific in a future term, they must submit a new application for admission. Previous admission status has no bearing on the decision for admission in the future.

*Continuing Students:* If continuing students cancel their registration, have been gone from the university for two or more consecutive semesters (excluding summer) and wish to attend Pacific in a future term, they must submit an Application for Return to Active Status (Re-admission), available through the Office of Admission.

*After Withdrawal:* If students completely withdrew from the University and wish to return in a future semester, they must submit an Application for Return to Active Status(Re-admission).

## 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 complete registration activity by the add/drop or withdrawal dates published in the University Academic Calendar and Term Calendars (<http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Registrar/Calendars/Academic->

Calendar.html). Students are held accountable to complete every course for which they are registered.

Additional registration activity past these deadlines must be requested by the student and approved through a petition. Petitions may include a service fee. Petitions are normally approved only if it can be shown that the request is warranted due to some special situation or hardship. Approved late withdrawals appear on the student's transcript with the notation "W" but do not count in the units earned or in the GPA.

## Registration - Individualized Study

Individualized study courses are designed for special educational needs which are not met by the available curriculum. Students must submit and approved Individualized Study Request form with the Office of the Registrar. *Note: Students on academic probation may not register for Individualized Study. Unclassified students must obtain special permission from the school/college dean's office of which the course is housed.*

## Repetition of a Course

In order to repeat a course at the undergraduate or first professional (PharmD) level, students must have received a C- or lower the first time the class was taken. Once a course is completed (with a grade of C or higher) the student may not repeat any prerequisites for that course. The grading option, when repeating a course, must be the same as the one used originally. Any given course can be repeated one time only. Fundamental Skills courses are exempt from the one time repeat rule.

Students must have both a 2.00 cumulative Pacific GPA and a 2.00 major/minor/program Pacific GPA to graduate. Prior to Fall Semester 2015, the grades received for courses repeated were averaged. Beginning Fall Semester 2015, the best institutional grade attempted when repeating a course is used to calculate the cumulative Pacific GPA and the major/minor/program GPA. Both the initial and subsequent repeat grade will remain on the academic record.

Students may exercise their grade replacement rights up to a maximum of the first three repeated courses, while enrolled in undergraduate degree programs at Pacific. Any additional course repeats will be 'grade averaged' for the cumulative Pacific GPA and the major/minor/program GPA. Basic skills are exempt from the three times rule.

A student's Major/Minor/Program GPA is calculated in the following manner:

- When multiple courses can be used to complete a particular requirement, the course with the best grade will be used in the calculation.
- Transfer/Test articulated work will not be used in the calculation.

Additionally for Major and Minor GPA calculations:

- Only courses currently completing the requirements up to the total number of units required for that particular major or minor are used.
- Successfully completed major and minor courses in excess of what is required to complete it are not used in the calculation.

## Transcripts

Upon request by the student to the Office of the Registrar, an official transcript of his or her academic record is issued to whomever he or she designates provided that all financial obligations to the University are in order. A service fee per transcript is charged for processing the record. Students can request a transcript online, in person or by mail.

Official transcripts from other institutions become the property of the University and are not reissued or copied for distribution to other institutions. Copies of transcripts of work completed at other institutions must be obtained from the originating institution.

## Transfer College Credit Limitations

The complete Transfer Credit Policy can be found on the Office of the Registrar website (<http://www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Registrar/Undergraduate-Transfer-Credit-Policy.html>).

Units are granted in chronological order of when courses were taken. The maximum number of combined units acceptable from community colleges is 70 semester units. After a student has a total of 70 units, including those from Pacific, those accepted in transfer, AP, IB, or CLEP exam scores and additional lower level military course work, no additional units can be earned and applied to the minimum units required for graduation. Once a student has reached 40 units less than what is required for his/her degree, only 8 more units may be accepted from a four year institution. Courses taken after these limits are reached do not have to be repeated at Pacific since the content of the course may fulfill a requirement, even though no units are allowed in transfer.

Courses that a student takes at other colleges or universities in programs not affiliated with Pacific are not counted in the student's cumulative grade point average.

A current student who is working toward a degree at Pacific and who wants to take a course or courses at another college or university must obtain approval prior to enrolling in such courses. In addition, students must be approved by the deans designee of their school/college to take units at other institutions if those outside units, when combined with Pacific courses in a semester, exceed 18 units.

The Transfer Course Approval form is available on the Office of the Registrar's web site and must be completed to obtain the necessary approval to transfer course units back to Pacific. It is the student's responsibility to have an official transcript sent to the Office of Admission once courses are completed.

## Undergraduate Unclassified Students

Undergraduate Unclassified students, who do not hold a Bachelor's degree, may complete up to 27.9 units prior to being required to formally apply for admission to the university. Upon admittance to the university, resident and transfer coursework will be evaluated.

## U.S. Military Mobilization:

All students who are called to active duty must start the process by providing a copy of the military summons to the Office of the Registrar's Veterans Affairs (VA) Coordinator, Knoles Hall, first floor, 209-946-2135. Cancellations processed during the first twelve weeks receive a 100% refund and all course sections are dropped before the student leaves for active duty. It is essential that a copy of the military summons be delivered to the Office of the Registrar before departure from campus. This ensures that classes are dropped and that grades of 'F' are not issued.

Students called to active duty toward the end of the semester, who are short submitting final papers or cannot take final examinations, are entitled to receive Incompletes (I) for the semester. Arrangements to receive Incompletes must be made with each instructor and copies of the military summons must be left with the Office of the Registrar. Students receiving Incompletes under these conditions are given four

semesters to complete the work and remove the marks of 'I'. If the work is not completed during this special four semester period, the marks of I are automatically converted to marks of W. If the military service period extends beyond the special four semester period, students can file an Academic Regulations Committee (ARC) petition for extension of this special incomplete time period.

Students who leave the University for U.S. military service and follow the procedures outlined above are eligible to re-enroll as returning students. Returning students must file a 'Return to Active Status' application with the Office of Admission. Returning students who have questions about Veterans Affairs benefits should contact the VA Coordinator in the Office of the Registrar at 209-946-2135.

## **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 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 file a Return to Active Status application with the Office of Admission.

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.