

PALO ALTO UNIVERSITY
UNDERGRADUATE STUDENT HANDBOOK
2017-2018



DISCLOSURE STATEMENT

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Palo Alto University (PAU) is a private, not-for-profit university specializing in psychology and the behavioral sciences. PAU Undergraduate Programs are accredited by:

WASC Senior College and University Commission (WSCUC)
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001
www.wascsenior.org

CAMPUS LOCATION

Palo Alto University
Main Campus
1791 Arastradero Road
Palo Alto, CA 94304

Undergraduate Programs Administrative Offices

De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

College of San Mateo
1700 W Hillsdale Blvd
San Mateo, CA 94402

TABLE OF CONTENTS

Table of Contents

1.	PALO ALTO UNIVERSITY PROFILE	6
1.1	Overview	6
1.2	Core Purpose	6
1.3	Core Values and Guiding Principles	6
2.	INSTITUTIONAL AND PROGRAM ACCREDITATION	7
3.	UNDERGRADUATE PROGRAM DESCRIPTIONS	8
3.1	Degree Format	8
3.2	Time to Completion	8
3.3	Teaching Methods	8
3.4	Advisors	9
4.	BUSINESS PSYCHOLOGY PROGRAM DESCRIPTION	9
4.1	Degree Requirements	9
4.2	Business Psychology Educational Objectives/Outcomes	9
4.3	Business Psychology Curriculum	10
4.4	Business Psychology Internship	12
4.5	Business Psychology Senior Seminar	12
5.0	PSYCHOLOGY AND SOCIAL ACTION PROGRAM DESCRIPTION	12
5.1	Degree Requirements	12
5.2	Psychology and Social Action Educational Objectives/Outcomes	13
5.3	Psychology and Social Action Curriculum	13
6.0	ACADEMIC REQUIREMENTS POLICIES AND PROCEDURES	15
6.1	Academic Progress	15
6.2	Palo Alto Email Policy	15
6.3	Credit Hour Policy	16
6.4	Grading Policy	17
6.5	Incomplete Grade	17
6.6	Core Course Grade Requirements	17
6.7	Grade Appeals Process	18
6.8	Textbooks	19
6.9	Registration Requirements	19
6.10	Transcript Request	19
6.11	Continuous Enrollment Policy	19

6.12	Undergraduate 2017/2018 Tuition	20
6.13	Refunds and Repayments	20
6.14	Return of Federal Funds when Tuition and Fee payments are from Financial Aid	21
6.15	Course/Faculty Evaluation	21
6.16	Student Annual Evaluation.....	22
6.17	Course Load	22
6.18	Repeating Courses	22
6.19	Attendance	22
6.20	Graduation Requirements.....	22
6.21	Undergraduate Course Descriptions	22
6.22	Institutional Policies.....	23
7.	INTERRUPTIONS OF DEGREE PROGRAMS.....	23
7.1	Leave of Absence	23
7.2	Dismissal from Program.....	23
7.3	University Withdrawal	24
8.	PROBATION, SUSPENSION, AND DISMISSAL	24
8.1	Academic Misconduct	24
8.2	Student Conduct	25
8.3	Misconduct Suspension	26
8.4	Misconduct Dismissal	26
8.5	Academic Probation and Dismissal	26
8.6	Appeals	27
9.	STUDENT SERVICES	27
9.1	Student Services at College of San Mateo, and De Anza	27
9.2	Identification Cards.....	27
9.3	Health Insurance.....	27
10.	RESOURCES AND FACILITIES.....	28
10.1	PAU Research Library.....	28
10.2	Setting.....	28
10.3	PAU, De Anza, and College of San Mateo College Campus Security	29
11.	Alcohol and Drug Policy.....	30

2017-2018 Academic Calendar

FALL 2017

Orientation	September 23
First day of Fall Quarter Classes	September 25
Veteran's Day Holiday (campus closed)	November 10
Winter registration deadline	November 08
Thanksgiving recess—(campus closed)	November 23-24
Last day of Fall Quarter	December 15
Winter Recess—(campus closed)	December 18– January 7

WINTER 2018

First day of Winter Quarter classes	January 8
MLK Holiday (campus closed)	January 15
President's Day (campus closed)	February 19
Spring registration deadline	February 14
Last day of Winter Quarter	March 30
Spring Recess	April 2 – April 8

SPRING 2018

First day of Spring Quarter Classes	April 9
Memorial Day (campus closed)	May 28
Registration for 2017-2018	TBA
Summer registration deadline	May 10
Commencement	TBA
Last day of Spring Quarter	June 29

SUMMER 2018

First day of Summer Quarter Classes	July 9
Labor Day Holiday (campus closed)	September 3
Last day of Summer Quarter	September 14

1. PALO ALTO UNIVERSITY PROFILE

1.1 Overview

Palo Alto University (PAU) is a private, independent and not-for-profit university, located in the San Francisco Bay Area. It was founded as the Pacific Graduate School of Psychology (PGSP) in 1975 when it began educating doctoral students in clinical psychology. The institution's name was changed in 2009 to reflect the broadening of its mission to include undergraduate students. PGSP remains the graduate school of Palo Alto University.

Established to serve society, PAU is a diverse learning community dedicated to the search for knowledge and its dissemination. PAU brings together a community of highly talented faculty and students working side-by-side to bring scientific rigor and theoretical knowledge to the analysis and practice of psychology.

The PAU community supports varying worldviews, broad cultural and professional backgrounds, and a wide range of alternative perspectives. PAU trains students to work in a range of settings with a broad spectrum of individuals and organizations. With a focus on high-quality advisory and support services, the programs nurture students to develop as individuals within a larger professional community.

PAU is committed to the integration of professional ethics with professional practice. The excellent faculty, low student/faculty ratio, and rigorous academic programs ensure the quality teaching and mentoring necessary to produce outstanding graduates.

1.2 Core Purpose

The core purpose at PAU is to expand the frontiers of psychological science and practice.

Faculty, students, administrators, trustees, alumni, and staff are committed to fulfilling the core purpose by assuming responsibility for their vital and varied roles at PAU. Trustees establish policy and steward the quality and integrity of the institution; faculty creates and maintain academic programs that define the quality and character of the institution; faculty and students actively engage in research, scholarship, and instruction; and the administration and staff oversee facilities and learning resources. All contribute to an educational environment conducive to teaching, learning, and working. The entire community is dedicated to the intellectual, personal, and professional development of its members and the pursuit of academic integrity.

1.3 Core Values and Guiding Principles

The Palo Alto University is a diverse educational community committed to:

- The integration of scientific research and practice.
- Excellence in the transmission of knowledge about psychology and social action.
- Excellence in the integration of psychology and business practices.
- Excellence in the delivery of effective ethical and compassionate mental health services.
- Integrity, honesty, and personal responsibility in our endeavors.
- Respect for self and others.

2. INSTITUTIONAL AND PROGRAM ACCREDITATION

The Palo Alto University (PAU) is a private, independent university and professional school of psychology. PAU has been accredited by the WASC Senior College and University Commission (WSCUS) since 1987. Information regarding PAU and WSCUS may be obtained at:

WASC Senior College and University Commission (WSCUC)
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001
www.wascsenior.org

The National Register of Health Service Providers in Psychology has approved listing Pacific Graduate School of Psychology at Palo Alto University as a Designated Doctoral Program in Clinical Psychology, and PGSP graduate are eligible for application to the National Register's Directory

The PGSP Ph.D. Program in Clinical Psychology has been accredited by the American Psychological Association (APA) since 1988.

The PGSP-Stanford Consortium training program has been accredited by the American Psychological Association (APA) since 2006.

The PGSP Masters in Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and received its accreditation in 2017.

Documents describing licensing, approvals to operate, accreditation of PAU by WSCUS and APA are available in the Omar Seddiqui Library. *Questions related to the program's accredited status should be directed to the Commission on Accreditation:*

Office of Program Consultation and Accreditation
American Psychological Association (APA)
750 1st Street, NE, Washington, DC 20002
Phone: (800) 374-2721 or (202) 336-5500

3. UNDERGRADUATE PROGRAM DESCRIPTIONS

Palo Alto University grants Bachelor of Science (BS) degrees in two majors: Psychology & Social Action and Business Psychology, rather than Bachelor of Arts (BA) degrees. BA degrees are liberal arts degrees, consisting of lower level general education classes, a concentration of some 10 to 15 classes in a particular major, and elective courses, which can be taken in any discipline. The goal of a Bachelor of Arts degree is to provide students with a general set of college-level academic skills, in-depth exposure to a particular discipline and then the opportunity to “liberate” the mind by taking a variety of elective courses. A Bachelor of Science degree is much more focused. Students complete the same general education requirements as for the BA degree, and the same major requirements. But instead of taking electives, students take another set of courses that complement the major. In the BS in Psychology & Social Action program at PAU, students take 12 upper-level courses in Psychology, 10 upper-level courses in related Social Sciences, such as Anthropology, Sociology, Politics, Economics and Philosophy. They also complete a required 9 month internship. There are no electives. In the BS in Business Psychology program, students take 14 upper-level courses in Business and another 10 upper-level courses in Psychology and related Social Sciences. A Bachelor of Science degree is not a “science.” It is a much more focused degree than a Bachelor of Arts degree. However, psychology is considered a science in, because it rigorously explores human behavior using the scientific method, and because the interventions that psychologists employ are based on scientific research and evidence.

3.1 Degree Format

The PAU undergraduate degrees in Business Psychology and Psychology & Social Action are offered only in a full-time format. The Psychology and Social Action Program is taught during the day and on campus at PAU’s partner institutions, De Anza College and the College of San Mateo. They are also taught in a Hybrid format and an online format, in which students complete 3 courses per quarter over 8 consecutive quarters. In the Hybrid program, one class is completed each quarter on the campus of De Anza College one evening per week, and two other classes are completed each quarter online. In the Online program, 3 courses per quarter are taught completely online with no residential requirement.

3.2 Time to Completion

The PAU undergraduate programs are degree completion programs designed for students who transfer from a California Community College, where they will have completed 60 semester or 90 quarter unit hours of college-level course and the California State University General Education pattern. They then complete two years and 96 quarter unit hours of full-time coursework at PAU, leading to the Bachelor of Science degree. 77% of PAU students complete their Bachelor degree in two years.

3.3 Teaching Methods

PAU operates on a 12-week quarter system. Students enrolled in the Day program attend classes on the campus of one of PAU’s partner institutions. They attend class Monday through Thursday between the hours of approximately 9 am and 3 pm. Attendance and participation in classes are required. Students in the Hybrid program attend class one evening per week at De Anza College during the two years of their program, and they complete two other courses in an online format, using PAU’s Canvas Learning Management System (LMS). They have courses for eight consecutive quarters including two summer quarters. Students in the online program complete three online courses per quarter for eight consecutive quarters.

3.4 Advisors

All matriculated students are assigned to a Academic Advisor, who is an instructor in their program. The Academic Advisor will provide academic and career counseling and will serve as the first level of contact in case of academic or personal difficulties.

4. BUSINESS PSYCHOLOGY PROGRAM DESCRIPTION

The PAU Bachelor of Science major in Business Psychology is a 2 year degree completion program for students who have completed 90 quarter unit hours or 60 semester unit hours of transferable college credit from an accredited college or university. The Business Psychology major provides two years of upper-level, undergraduate coursework in psychology, business, and related courses. The goal of the Business Psychology program is to provide a strong foundation in business administration and psychological principles related to business, which ensure that graduates of the program have an ability to apply the science of human behavior to practical business problems. The curriculum includes courses in business administration, human behavior, psychology, sociology and human resources with a focus on practical applications.

Graduates from the Business Psychology program are prepared to enter careers in Management, Human Resources, Marketing and Sales, Organization Development or Consultants, or to prepare students for further education towards a Masters or Doctorate Degree.

4.1 Degree Requirements

Completion of 96 quarter units of upper division psychology, business, and social science courses are required. All courses in the major are required. A total of 186 quarter units of undergraduate courses (90 units of transferable credit and 96 units completed in the PAU program) are required for graduation, with an overall Grade Point Average of 2.00 or better. Students must also obtain grades of C or higher in each of the core courses listed below.

4.2 Business Psychology Educational Objectives/Outcomes

The Business Psychology curriculum and its specific educational objectives were developed using input from professionals in the field, by examining the curriculums of other, top-ranked institutions for benchmarks, and by incorporating the recommended learning outcome standards of nationally recognized professional associations, notably the American Psychological Association and the Society for Industrial and Organizational Psychology. The learning outcomes for the degree are:

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- Develop strategies for problem-solving and decision-making using business analytics.
- Respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solving problems related to consumer behavior and mental processes.
- Understand the theory and application of issues regarding the nature and process of group development and organizational dynamics.
- Understand the theory and application of financial and management accounting.
- Understand and apply the principles of market research and marketing.
- Understand and apply psychological principles to personal, social, and organizational issues.
- Value empirical evidence, tolerate ambiguity, act ethically, and reflect other values that are the underpinnings of business and psychology.
- Demonstrate information competence and the ability to use computers and other technology

for many purposes.

- Communicate effectively and professionally in a variety of formats.
- Develop insight into their own and other's behavior and mental processes and apply effective strategies for self-management and self-improvement and career development.
- Develop strategies to implement psychological knowledge, skills, and values in occupational pursuits.

4.3 Business Psychology Curriculum

CORE COURSE REQUIREMENTS (core courses must be passed with a C grade or better)

BUSI302	Business Writing Fundamentals
BUSI303	Business Communication
BUSI309	Organizational Behavior
BUSI310	Employee Motivation and Satisfaction
BUSI320	Fundamentals of Management
BUSI340	Human Resource Management
BUSI381	Career Planning and Development
BUSI383	Introduction to Marketing
BUSI395	Fundamentals of Accounting and Finance
BUSI405	Information Technology Management
BUSI406	Senior Seminar
BUSI410	Consumer Behavior Analysis
BUSI412	Corporate Accounting and Finance
BUSI430	Business Ethics
BUSI490	Senior Internship (Students have the option of taking 2 quarters of Sr. Internship or 2 other courses)

NON-CORE COURSE REQUIREMENTS

ANTH351	Multicultural Studies
ECON400	Global Economics
MATH325	Research Methods & Data Analysis
PSYC320	Social Psychology
PSYC325	Psychology of Leadership and Team Development
PSYC331	Theories of Personality and Assessment
PSYC365	History of Psychology
PSYC440	Human Behavior/Interpersonal Effectiveness
PSYC381	Developmental Psychology (Alternate course to 1 st quarter Sr. Internship)
MGMT400	Strategic Management & Negotiation (Alternate to 2 nd quarter Sr. Internship)

A sample sequence of courses in the two-year program, all of which are required, would be:

<u>Day Program</u>		<u>Evening/Online Hybrid Program</u>	
Fall Quarter Year 1		Fall Quarter Year 1	
Courses	Units	Courses	Units
BUSI302 Business Writing Fundamentals	4	BUSI302 Business Writing Fundamentals	4
MATH325 Research Methods & Data Analysis	4	MATH325 Research Methods & Data Analysis	4

BUSI320 Fundamentals of Management	4	BUSI320 Fundamentals of Management	4
PSYC365 History of Psychology	4	Total	12
Total	16		
Winter Quarter Year 1		Winter Quarter Year 1	
ANTH351 Multicultural Studies	4	PSYC365 History of Psychology	4
BUSI309 Organizational Behavior	4	ANTH351 Multicultural Studies	4
BUSI303 Business Communication	4	BUSI309 Organizational Behavior	4
PSYC331 Theories of Personality & Assessmt.	4	Total	12
Total	16		
Spring Quarter Year 1		Spring Quarter Year 1	
BUSI310 Empl. Motivation & Job Satisfaction	4	BUSI303 Business Communication	4
BUSI340 Human Resource Management	4	PSYC331 Theories of Personality & Assessmt.	4
BUSI383 Introduction to Marketing	4	BUSI310 Empl. Motivation & Job Satisfaction	4
PSYC320 Social Psychology	4	Total	12
Total	16		
Fall Quarter Year 2		Summer Quarter Year 1	
BUSI395 Fund. of Acct. & Finance	4	BUSI340 Human Resource Management	4
BUSI381 Career Planning & Development	4	BUSI383 Introduction to Marketing	4
BUSI405 Information Technology Mgmt.	4	PSYC320 Social Psychology	4
PSYC440 Human Behavior/Interp. Effect.	4	Total	12
Total	16		
Winter Quarter Year 2		Fall Quarter Year 2	
PSYC325 Psychology of Leadership & Team Development	4	BUSI395 Fund. of Acct. & Finance	4
BUSI410 Consumer Behavior Analysis	4	BUSI381 Career Planning & Development	4
BUSI412 Corporate Accounting & Finance	4	BUSI405 Information Technology Mgmt.	4
PSYC381 Developmental Psychology or BUSI490 Senior Internship	4	Total	12
Total	16		
Spring Quarter Year 2		Winter Quarter Year 2	
BUSI406 Senior Seminar	4	PSYC440 Human Behavior/Interp. Effect.	4
BUSI430 Business Ethics	4	BUSI410 Consumer Behavior Analysis	4
ECON400 Global Economic Analysis	4	PSYC325 Psychology of Leadership & Team Development	4
MGMT400 Strategic Management or BUSI490 Senior Internship	4		
Total	16	Total	12
Total Quarter Unit Hours for Degree	96		
		Spring Quarter Year 2	
		BUSI412 Corporate Accounting & Finance	4
		BUSI406 Senior Seminar	4
		PSYC381 Developmental Psychology or BUSI490 Senior Internship	4
		Total	12
		Summer Quarter Year 2	
		BUSI430 Business Ethics	4
		ECON400 Global Economic Analysis	4
		MGMT400 Strategic Management or BUSI490 Senior Internship	4
		Total	12
		Total Quarter Unit Hours for Degree	96

4.4 Business Psychology Internship

Students in the Business Psychology major have the option of completing a two quarter, six months, credit-bearing internship at a business or community agency, which will provide the student with practical experience in the application of the theoretical materials they have studied in class. The BP internship is an elective, which can substitute for two courses in the last two-quarters of the BP major. The internship involves approximately 8 hours of work per week at the internship site over two-quarters. The internship provides students with work experience in an area where business and psychology is applied. The internship also provides valuable professional experiences that will assist the student with their entry into a professional field or in acquiring admission to a graduate program. During their internship, students receive supervision from a professional who is on site, and they receive support in making the links between their internship experience and their coursework by the BP Internship Coordinator, who will assign them a grade for the internship. Besides completing the required hours at the internship site, student interns are required to complete a weekly journal and paper at the end of each quarter.

4.5 Business Psychology Senior Seminar

The Business Psychology senior seminar course is a topics course, the theme of which changes each year. One or more experts in a particular field of business and psychology will teach the course, bringing their knowledge and expertise to the topic. Students will examine these topics in great depth, using the knowledge and skills they have developed in the two years of the program and demonstrating their mastery of the BP program learning outcomes.

5.0 PSYCHOLOGY AND SOCIAL ACTION PROGRAM DESCRIPTION

The Bachelor of Science in Psychology and Social Action program is a two-year degree completion program designed for students who have completed two years or 90 quarter units or 60 semester units of college coursework and their general education requirements from an accredited college or university. The program provides two years of upper-level, undergraduate coursework in psychology and related social science. The program is built around the theme of "The Science of Social Action in a Global Community." This theme brings together several critical elements. Psychology is the science of human behavior. The focus on social action emphasizes the manner in which we impact others and can bring about social change. Understanding human behavior involves not only psychology but also a range of other perspectives that place the behavior in a social, cultural, ethnic, political and economic context. Both the psychology courses and the other social science courses in the Bachelor of Science program are designed to provide students with perspectives and skills to become effective agents of social change in their personal and professional lives. In the BS in Psychology & Social Action program at PAU, students take 12 upper-level courses in Psychology, 10 upper-level courses in related Social Sciences, such as Anthropology, Sociology, Politics, Economics and Philosophy. They also complete a required 9 month internship. There are no electives

5.1 Degree Requirements

Completion of 96 quarter units of psychology and social science courses, including coursework in Anthropology, Biology, Philosophy, Intercultural Studies, Political Science, Sociology, Economics and a three-quarter long Internship. A total of 186 quarter units of undergraduate courses (90 units of transfer

credit and 96 units completed in the PAU program) are required for graduation, with an overall Grade Point Average of 2.00 or better. All coursework in the PAU undergraduate programs is required. There are no elective courses. To graduate, students must also obtain grades of C or higher in all of the Core Courses, which are all of the Psychology courses

5.2 Psychology and Social Action Educational Objectives/Outcomes

- Students will develop knowledge of the most current theories and findings in psychology to understand human behavior.
- Students will have a knowledge of how biological and social factors influence human behavior.
- Students will have a knowledge of how cultural factors influence both individual and social behavior.
- Students will develop knowledge of how economic and political factors influence behavior.
- Students will have a knowledge of how research helps one identify effective processes of behavior change.
- Students will develop an understanding of how organizations of social change operate to assist their clients.
- Students will develop practical skills through coursework and internships to become effective agents of behavior and social change.
- Students will have a personal support system in the form of core and adjunct faculty and graduate student teaching assistants.

5.3 Psychology and Social Action Curriculum

CORE COURSE REQUIREMENTS (*core courses must be passed with a C grade or better*)

PSYC300	Psychological Writing
PSYC310	Psychology of Learning & Memory
PSYC320	Social Psychology
PSYC330	Theories of Personality
PSYC340	Research Design & Methods
PSYC360	Psychology of Gender
PSYC375	Cross-Cultural Psychology
PSYC380	Psychology of Life Span Development
PSYC385	Theories of Counseling & Psychotherapy
PSYC390	Abnormal & Clinical Psychology
PSYC395	Senior Internship (3 quarters)
PSYC400	Senior Capstone

NON-CORE COURSE REQUIREMENTS

ANTH350	Cultural Anthropology
ANTH370	Ethnic Identity, Social Stratification
BIOL350	Biological Psychology

MATH320 Statistics for the Social Sciences
 PHIL300 Philosophy of Science
 PHIL310 Philosophy of Ethics
 POLI310 International Political Economy
 SOCI300 Social Problems
 SOCI320 Globalization
 SOCI340 Fundamentals of Social Action

A **sample** sequence of courses in the two-year program, all of which are required, would be:

<u>Day Program</u>		<u>Evening/Online Hybrid/Online Program</u>	
Fall Quarter Year 1		Fall Quarter Year 1	
Courses	Units	Courses	Units
SOCI300 Social Problems	4	PSYC300 Psychological Writing	4
PSYCH300 Psychological Writing*	4	MATH 320 Statistics for the Social Sciences	4
MATH320 Statistics for the Social Sciences	4	SOCI300 Social Problems	4
PSYC320 Social Psychology*	4	Total	12
Total	16		
Winter Quarter Year 1		Winter Quarter Year 1	
PSYC340 Research Methods & Design	4	PSYC320 Social Psychology	4
PSYC330 Theories of Personality	4	PSYC340 Research Design & Methods	4
PSYC310 Psychology of Learning & Memory	4	PSYC330 Theories of Personality	4
BIOL350 Biological Psychology	4	Total	12
Total	16		
Spring Quarter Year 1		Spring Quarter Year 1	
ANTH350 Cultural Anthropology	4	PSYC310 Psychology of Learning & Memory	4
PHIL300 Philosophy of Science	4	PSYC380 Psychology of Life Span Development	4
SOCI340 Fundamentals of Social Action	4	PSYC375 Cross-Cultural Psychology	4
PSYC380 Psychology of Life Span Development	4	Total	12
Total	16		
Fall Quarter Year 2		Summer Quarter Year 1	
PSYC390 Clinical & Abnormal Psychology	4	PSYC390 Abnormal & Clinical Psychology	4
PSYC360 Psychology of Gender	4	ANTH350 Cultural Anthropology	4
ANTH370 Ethnic Identity, Social Stratification	4	SOCI340 Fundamentals of Social Action	4
PSYC395 Senior Internship	4	Total	12
Total	16		
Winter Quarter Year 2		Fall Quarter Year 2	
PSYC375 Cross-Cultural Psychology	4	ANTH 370 Ethnic Identity & Social Stratification	4
PHIL310 Philosophy of Ethics	4	PHIL300 Philosophy of Science	4
POLI310 International Political Economy	4	PSYC360 Psychology of Gender	4
PSYC395 Senior Internship	4	Total	12
Total	16		
Spring Quarter Year 2		Winter Quarter Year 2	
		BIOL350 Biological Psychology	4
PSYC385 Theories of Counseling	4	POLI310 International Political Economics	4
SOCI320 Globalization	4	PSYC395 Senior Internship	4
PSYC400 Senior Capstone	4	Total	12
PSYC395 Senior Internship	4	Spring Quarter Year 2	
Total	16	SOCI320 Globalization	4
		PSYC385 Theories of Counseling & Psychotherapy	4

Total Quarter Unit Hours for Degree	96	PSYC395 Senior Internship	4
		Total	12
		Summer Quarter Year 2	
		PSYC400 Senior Capstone	4
		PSYC395 Senior Internship	4
		PHIL310 Philosophy of Ethics	4
		Total	12
		Total Quarter Unit Hours for Degree	96

Psychology and Social Action Internship

Students in the Psychology and Social Action major are required to complete a 9 month, credit-bearing internship at a community agency, which will provide the student with practical experience in the application of the theoretical materials they have studied in class. Students may also satisfy their internship requirement by doing research for an equivalent number of hours. The internship involves approximately 8 hours of work per week over three-quarters. The internship provides students with work experience in an area where psychology is applied to real world problems. The internship also provides valuable professional experiences that will assist the student with their entry into a professional field or in acquiring admission to a graduate program. During their internship, students receive supervision from a professional who is on site, and they receive support in making the links between their internship experience and their coursework by the PAU Internship Coordinator, who will assign them a grade for the internship.

Senior Seminar

The senior seminar course is a topics course, the theme of which changes each year. One or more experts in a particular field of psychology and social action will teach the course, bringing their knowledge and expertise to the topic. Students will examine these topics in great depth, using the knowledge and skills they have developed in the two years of the program and demonstrating their mastery of the program learning outcomes.

6.0 ACADEMIC REQUIREMENTS POLICIES AND PROCEDURES

6.1 Academic Progress

Students must maintain a cumulative grade point average (GPA) of 2.00 to be in satisfactory academic standing. Should a student's cumulative GPA fall below 2.00 in any quarter, they will be placed on academic probation and must raise their GPA to 2.0 or above by the end of the next quarter. Students who fail to raise their GPA to 2.0 or above after two consecutive quarters may be dismissed from the program. To be making satisfactory academic progress (SAP) and qualify for graduation, students must complete all required courses with passing grades and with a cumulative grade point average of 2.0.

6.2 Palo Alto Email Policy

All communications from Palo Alto University to students will be done through the students' PAU email account. Students are responsible for checking their PAU email regularly and responding promptly to university communications.

6.3 Credit Hour Policy

At Palo Alto University credit hour assignments for academic coursework must comply with the definition and assignment of credit hours according to federal regulations as specified in the WSCUC Credit Hour Policy (July 2011):

"Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;

or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. "

Palo Alto University program directors and program curriculum committees meet regularly to review credit hour assignments for each course within their curriculum. The assignment of credit hours at Palo Alto University depends on upon the format of the class:

1. For courses that *do not include* laboratory work, formal discussion groups, practica, or other out-of-classroom supervised training, each credit hour assigned implies one hour of direct, face-to-face faculty instruction and at least two hours of out-of-class student work each week for no less than ten weeks in an academic quarter.
2. For courses that *do include* laboratory work, formal discussion groups, practica, or other out-of-classroom supervised training, credit units for direct face-to-face faculty instruction are calculated as in #1. Each additional credit hour assigned for lab or other supervised activity associated with the course is awarded for a combination of one hour of academic activity occurring under the direction of a faculty member, teaching assistant, or clinical supervisor approved by Palo Alto University, plus an additional two hours of out-of-classroom student work, each week for no less than ten weeks in an academic quarter.
3. Credit hour assignment for PAU courses in which face-to-face contact with an instructor *represents less than one-third* of the total required academic work per week, for example, courses offered in an online or technologically-mediated instructional format, requires special justification and review by the appropriate program director and curriculum committee. Such review must establish that each credit hour assigned is equivalent to three hours of academic work per week per quarter.

Calculation of Grade Point Average

Grade Point Averages are calculated using the following formula:

Unit hours per course X Numerical Grade = Quality points for per course

Quarter Grade Point Average = Sum of all Quality points for the quarter

Sum of Unit hours attempted that quarter

$$\text{Cumulative Grade Point Average} = \frac{\text{Sum of all Quality points}}{\text{Sum of all unit hours attempted}}$$

6.4 Grading Policy

Students are evaluated throughout their undergraduate career on their knowledge of theoretical concepts, awareness of relevant research findings, and ability to synthesize, communicate and apply knowledge. Student evaluations are based on direct observation of performance. In coursework, the recommended method of evaluation is by examination, papers, projects, and presentations. All classes also include an experiential component, with a portion of the course grade based on class attendance and participation. In online courses, student participation is measured by responses to discussion questions, posts, online discussions, attendance at faculty office hours, etc. Faculty members are encouraged to provide feedback to students early in each quarter and will issue a warning to any student who is not performing at a satisfactory level. Grades are reported for all students at the end of each quarter. The following grading system is used, based on the 4.00 system:

Excellent	Good	Satisfactory	Unsatisfactory	Failure
A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

P/F = Pass/Fail **IN = Incomplete** **R = Repeated Course** **W = Official Withdrawal**

6.5 Incomplete Grade

The grade of Incomplete (I) is assigned in those cases where the requirements for a course have not been completed by the end of the quarter for justifiable reasons or in extraordinary circumstances beyond the student's control. Incomplete grades are reserved for situations in which a student has an outstanding project or exam that they are unable to complete prior to the end of the quarter. Incompletes are not designed to allow students to complete a course that they have not been attending or for which they have done little or no work. The decision to issue an incomplete grade is left to the judgment of the professor. The grade of Incomplete becomes an "F," administratively assigned unless the work is completed by the deadline set by the instructor. This deadline can be no later than the last day of classes for the quarter immediately following the term in which the "Incomplete" was assigned.

- (a) **Requirement for Incomplete:** For an "I" (incomplete rather than an "F") to be given, a student must have been in attendance for at least 75% of the class meetings, must have satisfactorily completed 75% of the work for the class (as defined by the instructor), and must make arrangements with the instructor regarding how and when the work will be completed.

6.6 Core Course Grade Requirements

For psychology and business courses, which are major or core requirements, students are required to obtain a C grade or better to pass and receive credit for the course. For the upper-level non-core courses, a grade of D- or above is considered a passing grade. In courses for which the student has not earned a passing grade, the course must be repeated until a satisfactory grade is achieved. In cases

where a course has been successfully repeated, the higher grade and credit will be used in calculating the cumulative grade point average (GPA), although a record of the original grade for the course will remain on the student's transcript along with the designation "R" (repeat). Credit can only be earned one time for a course.

6.7 Grade Appeals Process

Grade Appeals

The administration, following legal and academic freedom precedents, may not overrule an academic evaluation by a member of our instructional faculty so long as that evaluation has been given within the scope of the course in good faith and a rational basis. In sum, only grades apparently based upon non-academic criteria or a violation of PAU policy may be overturned by the administration.

Informal Procedure: When students at PAU are dissatisfied with a student evaluation received in a course, their first step must be to communicate or meet with the instructor for clarification and review of the grade within five (5) days of receipt of the grade. If no resolution is reached, students may use the formal procedure described below.

Formal Procedure: If a student believes that non-academic criteria have been used in determining his or her grade, or that the instructor has otherwise breached PAU policy in assigning the contested grade, the student may appeal the instructor's evaluation in writing to the Program Director within five (5) working days of an attempt at an informal resolution of the matter. If the Program Director has previously given input into the student's case at hand, or if there is any other conflict of interest, the Program Director shall recuse themselves and specify an appropriate designee to serve in their place (this designee can include someone outside of the respective program). If the resolution of the Program Director or designee is not satisfactory to the student, the student may appeal the decision of the Program Director to the Curriculum Committee. The student must make the appeal within five (5) working days of notification by the Program Director of their decision. If the resolution of the Curriculum Committee is not satisfactory to the student, then the student may appeal to the Institutional Grievance and Appeals Committee by directing their written appeal in writing to the Provost.

Only grades apparently based upon non-academic criteria or a violation of PAU policy may be overturned by any of the adjudicating body (Program Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee). The written decision of each adjudicating body should be explicit and clear in their outcome regarding overturning or upholding the course grade.

The student, the instructor, and the Registrar will be notified of the decisions at every step of the appeals process (Program Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee) in writing, within fifteen (15) days of receipt of the receipt of appeal except where the Program Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee requires a longer period of time for good reason.

The student's written appeal at each step of the appeals process must specify the nature of the disagreement and include copies of all documents supporting the grievance. The student bears the burden of showing that non-academic criteria were used or that PAU policy was otherwise breached. The instructor will be consulted by each body of the appeals process (Program

Director or designee, Curriculum Committee, or Institutional Grievances and Appeals Committee) for additional information, and will be given an opportunity to respond. All documents will be shared equally with both the student and the instructor. In addition, all materials related to the formal appeals process will be stored in the student's file.

6.8 Textbooks

Students are free to purchase new or used books and other class materials wherever they choose. Students often purchase textbooks from online sources including Amazon, Barnes and Noble, Guilford Press, Chegg and others. To allow students to begin course readings before the first day of class, and to mitigate unanticipated shipping delays, instructors are requested to provide their required texts to the Undergraduate Program Office at least four weeks before the date of the first class meeting. Textbook lists will be distributed electronically to students as early as possible.

Course syllabi and auxiliary instructional materials should be posted on a course shell in the Canvas Learning Management System.

6.9 Registration Requirements

All students must register for classes before the start of each quarter. Students are not registered until all required tuition and fees are paid.

Students register online at <http://my.paloaltou.edu> with their user ID and password. The online registration service allows students to browse the course schedules, register for courses online and view their academic records.

Students who fail to register by the published deadline will be assessed a late registration fee when they register.

Students who do not register by the first day of the quarter are subject to dismissal from the program and will be dismissed if they have not registered by the end of the Add/Drop period. The reinstatement fee is \$300.0. However, reinstatement is not guaranteed.

6.10 Transcript Request

Palo Alto University has given the National Student Clearinghouse authorization to provide transcript ordering via the web. To order official transcript login to the National Student Clearinghouse.

[Place Transcript Order](#)

When placing your transcript order through the Clearinghouse, you will select Palo Alto University; you will need to enter either your student id# or social security # (both fields are shown, but only one is required for your order). Proceed to fill in the rest of the required information.

For more information on ordering your PAU transcript visit: [PAU Office of the Registrar](#)

6.11 Continuous Enrollment Policy

To be matriculated as a student of Palo Alto University, a student must be "continuously enrolled" in his/her academic program, with only the following exceptions: if the student receives written approval from the University for a leave of absence for a defined period or academic quarter(s); or the student, is in receipt of an approved "Continuous Enrollment Waiver" form.

“Continuously enrolled” means that the student must be enrolled according to the requirements of their program and has paid all tuition and fees in full.

Continuous enrollment is defined based on program requirements. Failure to register and pay tuition and fees for any one of the quarters in which the program is in operation without approval in writing for a leave of absence or a continuous enrollment waiver is a violation of this policy. Note that not all faculty or courses are available to students in all quarters, so students should plan accordingly.

Undergraduate Programs:

- Undergraduate day students = Fall, Winter & Spring.
- Undergraduate hybrid students = Fall, Winter, Spring & Summer.

6.12 Undergraduate 2017/2018 Tuition

Students assume responsibility for all costs incurred as a result of enrollment at Palo Alto University. It’s the student’s responsibility to be aware of their account balance and financial aid information and maintain current valid address information at all times to ensure receipt of all University correspondence in a timely manner.

	Tuition	Fees	Tuition & Fees	Tuition and Fees
	Quarterly	Quarterly	Quarterly	Annually
Day Programs (3 qtrs.)	\$5,817	\$1,767	\$7,584	\$22,752
Hybrid/Online Programs (4 qtrs.)	\$4,364	\$1,324	\$5,688	\$22,752

PAU’s tuition and fees are charged at a flat rate equally divided by three quarters for the Day programs and by four quarters for the Hybrid programs. The number of credit hours may vary from quarter to quarter, particularly in the last quarter of the Hybrid programs. However, the tuition remains the same for each quarter.

The PAU undergraduate programs are full-time programs that students complete in two years. For exceptional reasons and with approval from the Program Director, a student may request to be part-time (temporarily) during a quarter. Students enrolled in less than 12 units will be charged a per unit rate. The per unit rate is calculated by dividing the total cost of the program by the number of units required to complete the program.

2017-2018 Per Unit Rate

$$\$22,752 \times 2 = \$45,504 / 96 = \$474.00 \text{ per unit}$$

Financial assistance is available to eligible PAU Undergraduate students. For more details and all financial aid policies, please refer to the PAU Catalog or: <https://www.paloaltou.edu/admissions/admissions-resources/financial-aid>

6.13 Refunds and Repayments

A student withdrawing from a class or classes may be eligible for a refund. Refunds are based on the date the date of official notification as determined by the Registrar. Students withdrawing after the refund period are responsible for 100% of tuition and fees.

Term-specific dates are shown below:

Date Last Attended Class	Refund Calculation Rate
Through the first week of the quarter	100%
During the second week of the quarter	90%
During the third week of the quarter	80%
During the fourth week of the quarter	70%
During the fifth week of the quarter	60%
During the sixth week of the quarter	50%

- Fees are not refundable
- Admissions deposits are not refundable

Full-time students (student's enrolled in 12 or more units) at PAU are billed at a flat rate for their tuition and fees. If a student drops a class or classes and is still enrolled in 12 or more units, the tuition and fees are not reduced since the tuition rate is the same for 12 units or 16 units.

Any tuition refund must first be applied to all debts owed to PAU and financial aid programs. If refunds are due to the student, a check will be issued after application of the refund to any and all charges remaining on the account. The refund procedure may take up to two weeks.

6.14 Return of Federal Funds when Tuition and Fee payments are from Financial Aid

Students receiving financial aid and who withdraw or drop all courses during the quarter should be aware of Refund and Repayment Policies and the impact these policies will have on current financial aid and continuing financial aid eligibility. Refund and Repayment policies for financial aid students are determined by the Higher Education Title IV refund regulations from the Department of Education, not the institutional refund policy shown above.

For more information, please refer to the school [2017-2018 Catalog](#)

6.15 Course/Faculty Evaluation

Students are asked to complete a Faculty/Course Evaluation at the end of the quarter for each of their courses. The instructor's performance and the course content are both evaluated. These evaluations provide important feedback to each instructor about how to improve their courses. Student comments are communicated to the instructor and each Program Director. Student evaluations of faculty are anonymous, and at no time are individual student responses made available to a faculty in a manner that identifies the student making the comment.

6.16 Student Annual Evaluation

Each year, PAU conducts an annual student survey to assess students' satisfaction with their academic program and the student services at PAU. The results of this evaluation are shared with the university administration and the Board of Trustees to identify areas for improvement.

6.17 Course Load

The PAU Bachelor of Science program is designed to be a full-time program that students will complete in two years: 6 quarters in the Day program, and eight quarters in the Hybrid and Online program. A full-time course load is four courses per quarter for 16 unit hours in the Day program and three courses or 12 unit hours in the Hybrid and Online program. For exceptional reasons and with the approval of the Program Director, a student may request dropping to part-time status during a quarter. They will be charged prorated tuition for the units they take. Students who drop to part-time status will be required to make up the course(s) they miss in the following year. Students who drop to part-time status may risk losing their financial aid or having their financial aid reduced as a condition of most forms of financial aid is that a student is enrolled at least half-time.

6.18 Repeating Courses

Courses in the PAU undergraduate programs, which students have passed, may not be repeated to obtain a higher grade. All courses in the PAU undergraduate programs are required. Students, who fail a course(s) or who fail obtain a grade of C or higher in core courses, must repeat the course(s) when it is offered again. Students who repeat a course while they are a full-time student because PAU is a flat fee institution, will not be charged additional tuition for a repeated course. Students, who repeat a course(s) and who are not enrolled full-time, will be charged tuition on a per unit basis. The passing grade that students obtain when repeating a course will be used in the calculation of the grade point average. The original grade remains on the transcript with the designation "R." Courses are only counted once in terms of credit towards graduation.

6.19 Attendance

Students are required to attend all class sessions. Students, who miss more than 25% of class sessions and/or fail to turn in assigned work, risk receiving a failing grade for the course as a result of their inability to participate. In which case, they will be required to take the class again to fulfill the requirement. Students who are absent from class because of illness should obtain medical certification of their illness. Under such conditions and with a medical excuse, the student may be allowed to make up missed work. Without a medical excuse, professors have no obligation to allow a student to make up missed work.

6.20 Graduation Requirements

Students must complete 186 quarter unit hours of credit to obtain the Bachelor of Science Degree in Psychology & Social Action or Business Psychology (90 quarter unit credits of transfer credit and 96 quarter unit credits completed at PAU). Only courses for which a student has received grades of C or higher in major or core requirements and grades of D- or higher in other courses will be counted towards graduation. Passing grades are required in all courses required for the degree. Core courses in which a student has received a grade of C- or below, must be repeated until a grade of C, or higher is achieved. Students must have a cumulative grade point average of 2.0 or above to graduate.

6.21 Undergraduate Course Descriptions

Please refer to [2017-2018 University Catalog](#)

6.22 Institutional Policies

For a complete list of Palo Alto University Institutional Policies visit:

<https://www.paloaltou.edu/institutional-policies>

7. INTERRUPTIONS OF DEGREE PROGRAMS

7.1 Leave of Absence

A student, who discontinues their studies at PAU with the intention of resuming during a later quarter must file a Leave of Absence Request. Leave of Absence Request forms are available on the student portal: <http://my.paloaltou.edu> Leave requests are granted for only one quarter at a time and must be renewed if additional time is needed.

Leaves can be granted from one quarter up to one academic year depending on the circumstances. Students who consider taking a Leave of Absence (LOA) must discuss the reasons with the Director of their program. Students receiving financial aid are responsible for communicating an impending LOA with the financial aid office, and they should consult the financial aid office concerning the implications of a LOA on their current financial aid award and any student loan reimbursement requirements.

For financial aid purposes, a Leave of Absence may be no longer than 180 days. Students who do not resume studies at the conclusion of the 180 days are reported to their lenders as withdrawn as of the last day of attendance.

Leave of Absence – Medical: Documentation is required for a medical leave of absence. Typical reasons for which students request a medical LOA include psychological problems, arrival of a child or other health-related issues. Medical documentation (when appropriate) supporting the request for the LOA must be submitted by the student. Students returning from a medical LOA must submit documentation from their attending Doctor releasing them to resume their studies.

Administrative Leave: Notwithstanding any other policy, PAU reserves the right to place a student on administrative leave in response to disruptive or other behaviors that interfere with the PAU, DeAnza, and CSM communities. In instances where PAU believes that the behavior may be caused by, or related to, psychological or other health issues, the student may be required to undergo a mandatory independent psychological or medical evaluation. Temporary or indefinite administrative withdrawal and/or other administrative action as deemed appropriate may be taken. Such action must be approved by the Provost or his/her designee, with possible consultation by others.

7.2 Dismissal from Program

The Undergraduate Curriculum Committee will meet each quarter, or as necessary, to address problems of academic performance (see grading policies elsewhere in this Handbook), ethical violations, and other behaviors that are not in compliance with University standards and guidelines. Students will be notified five (5) days prior to being asked to meet with the Curriculum Committee and will be given a written explanation as to the reason he/she has been summoned or may be dismissed from the Program. The student will be given the opportunity to address his/her possible dismissal and provide an explanation to the Curriculum Committee concerning why he/she should not be dismissed.

7.3 University Withdrawal

Students considering withdrawal from the University are encouraged to meet with his/her faculty advisor or the Program Director to discuss the implications of withdrawing. A withdrawal form, available on the student portal ([Student Forms](#)), must be completed by the student upon his/her decision to leave the program. If a student withdraws after the add/drop date period, a "W" will appear on the student's academic transcript.

Administrative Withdrawal: In cases of extreme or persistent academic or behavioral difficulties, the university will consider the student's permanent dismissal from his/her program. Grounds for such dismissal include but are not limited to the following:

- Failure to maintain academic progress
- Failure to comply with the university's code of conduct and other related policies
- Failure to meet financial obligations
- Failure to correct the deficiencies during the period of Academic Probation

8. PROBATION, SUSPENSION, AND DISMISSAL

Deficiencies in either academic coursework or student conduct may lead to students being placed on probation, being suspended, or dismissed from the University. The procedures for placing students on probation, for suspension, and dismissal are outlined below. In all cases, PAU will provide written notice of the nature of the problem or charge, a fair opportunity to respond, and the right to appeal any imposed sanction.

8.1 Academic Misconduct

Students are expected to maintain the highest professional and ethical standards of conduct in their Activities associated with the University and to abide by PAU's policies. Any student who commits, aids, or attempts to commit "academic misconduct" shall be subject to disciplinary action. Academic misconduct includes but is not limited to:

Plagiarism: The inclusion of someone else's product, words, ideas, or data as one's own work. Examples of plagiarism include the taking of any portion of a document, article, or book and representing it as one's own work; the lifting of a well-phrased sentence(s) and including such sentence(s) without crediting the author; including another person's ideas as an example of one's own work. Plagiarism includes using unpublished work as well as published sources; using another's term paper; handing in work that was taken from a paper purchased from an individual or agency, including internet services; and submitting work that was used in a previous course without the permission of the current instructor.

PAU subscribes to Turnitin.com, a computer-based service that checks for originality in submitted papers. Any paper submitted by a student in any program at PAU may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered academic misconduct and may lead to loss of credit, probation, suspension or dismissal from the University or even revocation of a degree. It is essential that there be correct attribution of authors from whom facts and opinions have been derived. Faculty has the right to require that student papers be submitted in both written and electronic format, and to submit any paper to a check such as that performed by Turnitin.com. Copies of students papers checked by this process will be retained by Turnitin.com.

Cheating: Using unauthorized materials in an examination; looking at another student's test paper to copy answers; supplying questions or answers from an examination to be given, in progress or having been taken; having a person other than the one registered and taking the course stand in at an examination or any other graded activity; collaborating with others on projects where such collaboration is expressly forbidden; and using resources forbidden by a faculty member, such as but not limited to cell phones and other electronic devices.

Fabrication: Submitting a paper, a lab report, computer data, or other academic exercises with falsified, invented, or fictitious information.

Misusing computer software: PAU is the licensee of many computer software packages that are protected by copyright laws. Students must not copy any computer software program or data protected by copyright or by special license. Students must not damage, alter, or remove without permission any software package in the custody of the University or any PAU community member, including students, faculty, or staff. Students must not access another person's email, data or text files without proper permission. Also forbidden are

- Reading, duplicating, copying, removing, or any other unauthorized or misuse of a document, record, book, ledger, file, print out, tape, cartridge, disc, key, or any property maintained by the University
- Forging or any other unauthorized alteration of a document, record, identification, or any property maintained by any individual(s) or department (s) of PAU.
- Other acts of dishonesty or impropriety occurring in the course of academic activities, such as grade tampering, or obtaining or distributing any part of an exam that has not yet been administered or any information about the exam.

8.2 Student Conduct

PAU maintains standards of conduct for the members of its community. The scope of these standards is limited to the protection and promotion of PAU's educational goals and the preservation of the rights of each of its members. Specifically, PAU must attempt to maintain and protect:

- Freedom of expression and freedom of inquiry for all members of the PAU community, subject to the limitations that such freedom shall not extend to the denial of another's rights nor to attacks on individuals and the PAU community as a whole.
- An atmosphere of mutual respect in which the improvement of opportunities for individual intellectual development is the paramount concern.
- The safety, welfare, and property of all members of the PAU community, and the safety and property of the community itself.

It is the responsibility of each member of the PAU community to support these standards. The standards of conduct do not restrict the right of the faculty to control conduct in the classroom within accepted standards of academic freedom and responsibility.

In addition to violations of the above standards, students may be disciplined for reasons including, but not limited to, the following:

- Forgery, altering PAU documents, or knowingly providing false information;
- Disruption of the educational or administrative process of PAU;
- Physical abuse or destruction of PAU property;
- Physical abuse, including sexual assault or other sex offense, or threat of abuse to other PAU students, employees, or their families;
- Harassment of other PAU students, employees or their families;
- Theft of PAU or community members' property;
- Sale or knowing possession of illegal drugs or narcotics;
- Possession or use of explosives or deadly weapons;
- Lewd, indecent, or obscene behavior on PAU property;
- Soliciting or assisting another to an act that would subject a student to a serious sanction;
- Content posting about clients, and any derogatory postings about supervisors, faculty, programs or sites or any postings which present the student in an inappropriate or unprofessional light may be grounds for discipline or termination from an off-campus placement or from the University.
- Any action that would grossly violate the purpose of PAU or the rights of those who comprise it or reasonably suggest that the student is unfit to pursue or practice the profession.

8.3 Misconduct Suspension

Students who have violated PAU's policies of either Academic or Student Conduct may be suspended from the University. A student is suspended from PAU if the concerns are of such a nature that they cannot be remedied within a short time while remaining as a student. The most typical circumstance for suspending a student would be for unprofessional behavior that requires extended time to address. Suspension typically extends for a specific period of time after which the student may seek readmission by petition in writing to PAU c/o the Office of Academic Affairs. If the student is suspended, the student shall receive NO CREDIT (NC) AND NO REFUND for all currently registered courses and coursework.

8.4 Misconduct Dismissal

If ongoing advising is insufficient to remedy the concerns that have been raised concerning academic or student misconduct, the Program Director will convoke the student to a meeting. At this meeting, the charge(s) of academic or student misconduct will be reviewed, and the Program Director will determine if further actions are warranted. If the Program Director feels that these concerns are serious enough to warrant dismissal from the University, he will convoke the student in writing to a meeting with the Provost. In attendance at this meeting will be the Provost, the Program Director, any person making charges, the student and, if the student chooses, a person of their choice to serve as an advocate, and any other individuals whose presence the Program Director feels would assist in the process. During this meeting, the Program Director and the Provost will review the charges and any evidence that the concerned parties wish to present. Within two days of this meeting, the Provost will issue a written decision concerning whether the charges warrant no action at that time, probation, suspension, or dismissal.

8.5 Academic Probation and Dismissal

A cumulative grade point average (GPA) of 2.0 or above and receiving passing grades in all courses is required for students to be considered making Satisfactory Academic Progress. Undergraduate students at PAU, whose cumulative grade point average drops below 2.0 in any quarter, will be placed

on academic probation. The student will receive written notification from their Program Director. A student placed on academic probation is required to meet with their academic advisor within two weeks of the start of the next quarter to discuss the probation and to develop a plan to address the deficiencies identified.

The academic advisor will review the academic records of the student on probation and will develop and educational plan with the student. The educational plan will include a summary of any course deficiencies, a schedule for correcting those deficiencies, suggestions for support, including tutoring, advising, and/or recommendations for assessment for a learning difficulty. At the end of the following quarter, the academic advisor will once again review the student's progress to determine if the student has successfully followed the educational plan and utilized the support services made available.

Students, who are on academic probation for 2 consecutive quarters and who have been unable to achieve Satisfactory Academic Progress, may be recommended for dismissal from the University. Recommendations for dismissal will be made by the Program Director to the Provost.

8.6 Appeals

A student is entitled to appeal a decision of academic probation, suspension or dismissal or suspension by following the procedures of the Institutional Grievance and Appeals Policies Procedure located in the [2017-2018 University Catalog](#). Students must do so within the quarter following notification of a decision of probation, suspension, or dismissal.

9. STUDENT SERVICES

9.1 Student Services at College of San Mateo, and De Anza

PAU Undergraduate students have access to some of the student services at De Anza College. These include access to the Campus Parking, Campus Center, Cafeteria, Library, and Bookstores. Students, who wish and who are prepared to pay separate course fees, may also register for courses independently at either College of San Mateo or De Anza Colleges, providing them with access to all student services. Students attending PAU and who receive financial assistance, may not receive financial aid from another institution.

Handicapped Parking: All parking lots at the College of San Mateo and De Anza College have designated blue "Handicapped" parking spaces. Persons with California State DMV disability permits or placards may park in these spaces without purchasing a school parking permit.

9.2 Identification Cards

Student Identification Cards are issued by the Office of Student Services. Cards will be distributed shortly after New Student Orientation. This ID card must be presented when borrowing materials from the Palo Alto University Omar Seddiqui Research Library.

9.3 Health Insurance

All registered students at Palo Alto University are required to have health insurance while attending school here. PAU will provide a Student Health Insurance Plan (SHIP) to ensure that you have affordable, comprehensive health coverage. You will be automatically enrolled in and charged for SHIP, unless proof of other coverage is provided and a waiver is submitted by the Waiver Deadline Date of October 15, 2016.

10. RESOURCES AND FACILITIES

10.1 PAU Research Library

The Research Library, located at the main Palo Alto University campus, exists to meet the educational needs of the institution and to support its instructional, research, and service programs. The Library maintains a highly specialized collection of books, journals, and audiovisual materials, with many in digital format, which are immediately accessible from online databases. Services are available to PAU students, staff, alumni, faculty, and friends of the PAU Library.

The Library website, at <http://www.paloaltou.edu/about/departments-and-offices/library>, publishes current hours and contact information.

Collections

The library contains extensive digital resources, paper volumes of books and journals, and multiple copies of psychological tests used in the assessment sequence are available for students to check out. PAU student dissertations are available in digital format from the Library. The Library also maintains an extensive list of journal holdings at other Bay Area libraries for your convenience. Audiovisual materials include over 500 audiocassettes and more than 200 videotapes and DVD's.

Services

The Research Library offers a full range of resources and services. The reference librarian offers on-demand research assistance and instruction. Access to more extensive collections is made available through [interlibrary loan](#). Students may request up to 10 free interlibrary loan articles or books per quarter.

PAU students may request a one-day pass for the use of Stanford's Cecil H. Green Library from the PAU Library Circulation Desk. The Lane Medical Library at the Stanford University Medical Center is open to everyone. Students with public library cards from the city of Santa Clara or San Jose may borrow materials from the Santa Clara University Library or the San Jose State University Library.

Student Responsibilities: It is expected that PAU students will uphold ethical standards in their use of the Research Library. All materials must be checked out before leaving the library. All materials should be returned on or before the due date, so that other students may have access to them. Telephone renewals are available for most items; students should renew items if they need an extension. Students are welcome to place a hold on materials that are checked out.

Overdue Fines: Library users may renew materials if no one else has placed a hold on the items to be renewed. If the late materials are not returned, a bill will be issued for replacement cost plus fines. All library fines are billed directly to the student's account. If not paid by the end of the quarter a hold is placed on registration for the next quarter.

College of San Mateo, De Anza College, and Foothill College Libraries: PAU undergraduate students have community access to the Campus Library Facilities.

10.2 Setting

Palo Alto University's main campus is located in Palo Alto's rolling foothills, just above Stanford University. The school site includes classrooms and faculty and administrative offices, student lounges, the PAU research library and student computer labs.

The PAU Bachelor of Science programs are located in several locations: the De Anza College campus in Cupertino, the College of San Mateo campus in San Mateo, and at the PAU campus in Palo Alto. De Anza College is approximately 45 miles south of San Francisco and 5 miles west of San Jose. The Foothill/De Anza College District is one of the largest, community college districts in the country with an enrollment averaging 44,000 students.

De Anza College is known for its distinctive architecture that harmonizes with the surrounding community and creates a natural, restful urban campus atmosphere conducive to study. The buildings on the DeAnza campus are a blend of Spanish and modern architecture. The College of San Mateo is located in the northern corridor of Silicon Valley and situated on a beautiful 153-acre site in the San Mateo hills that provides a panoramic view of San Francisco Bay.

The De Anza and College of San Mateo student bodies are very diverse. Most students are from local cities, although over 4,000 students come from more than 50 countries. Celebrating cultural and ethnic diversity is part of each of the colleges' philosophies and is reflected in their course materials and at campus events and gatherings.

If, according to federal regulations, it is determined that a student owes money back to any of the federal programs the student will be ineligible to receive further federal aid at PAU or any other institution until this debt is cleared.

10.3 PAU, De Anza, and College of San Mateo College Campus Security

PAU complies with the Safe and Drug-free Schools and Communities Act. PAU also annually reports crime and arrest statistics, as required by the Crime Awareness and Campus Security Act of 1990. The federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires "Campus Security Authorities" to report campus crime statistics to the Department of Education on an annual basis.

These documents are published in accordance with Section 201 P.L 101-542 as amended by P.L 102-26 the "Crime Awareness and Campus Security Act of 1990." Campus Security Statistics are available at:

San Mateo Community College District -
<https://smccd.edu/publicsafety/annualreport.php>

Foothill/De Anza Community College District
<http://www.fhdapolicy.org/crime.html#clery>

Campus Safety and Security Services

- Foothill/De Anza District
 - For Emergencies – Dial 911 from any campus phone (Dialing “9” before 9-1-1 from campus phones is NOT required).
 - For On-Campus Emergencies from a Cell Phone – Dial 408-924-8000
- College of San Mateo
 - For Emergencies – Dial 911 from any campus phone (Dialing “9” before 9-1-1 from campus phones is NOT required).
 - For On-Campus Emergencies from a Cell Phone – Dial 650-574-6415

11. Alcohol and Drug Policy

College and university campuses may be particularly vulnerable to the abuse of alcohol and other drugs. Please read this information to support our promotion of low-risk, healthy choices concerning the use of alcohol and other drugs. PAU hopes all students will lend support to this effort.

This is a summary of the University’s policies and programs relating to substance abuse on the PAU campuses. This information is sent to students annually as a requirement of the Drug-Free Universities and Communities Act of 1965, amended 1989, and the Drug-Free Workplace Act of 1988. Universities that receive federal funds in any form are required to comply with the above acts. PAU must take affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace.

Students who have questions regarding this policy should contact the Vice President of Student Services (650) 433-3818.

Criminal penalties for trafficking are dependent upon several conditions including the substance, amount and whether the matter is a first offense or repeated offense for an individual or other legal entity. Penalties may involve monetary sanctions and/or prison terms up to and including life in prison.

The California Alcoholic, Beverage Control Act, protects the safety, welfare, health, peace, and morals of Californians, eliminates the unlicensed and unlawful manufacture, sale, and disposal of alcoholic beverages, and promotes temperance in the consumption and use of alcoholic beverages. (Bus. And Prof. Code 23001) A person convicted of a violation of this act is guilty of a misdemeanor or felony depending on the violation.