Academic Handbook

The George Fox Academic Handbook is meant to be a tool for successful experiences at George Fox University.

Portions of this handbook apply only to traditional undergraduate students enrolled in

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The Church

We believe in the church as the people of God, composed of all who believe in Jesus Christ, who support and equip each other through worship, teaching, and accountability, who model God's loving community, and who proclaim the gospel to the world.

Christian Worship

We believe Christ is present as we gather in his name, seeking to worship in spirit and in truth. All believers are joined in the one body of Christ, are baptized by the Spirit, and live in Christ's abiding presence. Christian baptism and communion are spiritual realities, and, as Christians from many faith traditions, we celebrate these in different ways.

The Future

Mission, Vision and Values

Our Vision

To be the Christian university of choice known for empowering students to achieve exceptional life outcomes.

Our Mission

George Fox University, a Christ-centered community, prepares students spiritually, academically, and professionally to think with clarity, act with integrity, and serve with passion.

Our Values

- Students First
- Christ in Everything
- Innovation to Improve Outcomes

Our Promise

At George Fox, each student will Be Known – personally, academically and spiritually.

Core Themes

George Fox University's mission can be expressed in four essential elements, or core themes:

1. Excellence in liberal arts foundation
2. Excellence in professional preparation
3. Christ-centered community
4. Local and global engagement

Faith Statement

Since its founding in 1891, George Fox has remained an intentionally Christ-centered institution. To learn more about the university's theological beliefs, read our Statement of Faith.

Communications Statement

Official Communication

All students at the university are issued a university email address that is active during the student’s time at the institution. Information communicated via email is considered official correspondence from the institution and students are responsible for all information communicated in this manner.

The university strives to communicate effectively through a variety of media. Students are expected to frequently check their campus mail boxes, their personal George Fox e-mail, and The Daily Bruin. These contain important information and deadlines for

Advising

Faculty Advising

All students at the university are assigned a faculty advisor who will assist with course selection, vocational council and direction, and mentoring. Faculty advisors are assigned based on the student's program of study and interests. Some programs allow students to select their faculty advisor if there are multiple faculty who perform this role within the academic department. For more information contact the registrar's office.

Academic Advising

In addition to faculty advising, students are encouraged to use the resources provided through MyGFU such as the Academic Requirements degree audit, course plans for their program, and other scheduling assistance. Enrollment Counselors in the registrar's office are also available to assist with the process and help students make appropriate progress through their program at the university.

Academic Course Load

Each student's load will be determined in consultation with the student's advisor. For traditional undergraduate students, sixteen hours per semester is a normal university load. Students who carry fewer hours may find it necessary to extend the number of semesters required to earn their degree. Ordinarily, first-semester freshman will register for no more than 16 hours. Provisional students will be limited to 14 or 15 hours. No student may enroll for more than 20 hours, except by special permission of the student's faculty advisor and the registrar.

Degree-completion and graduate student load differs by program as does recommended credit hours per semester. Please see Full Time Status for more information.

Declaring a Major

Declaration of Major/Minor/Concentration

Traditional undergraduate students may enroll at George Fox University with or without a specific major in mind. However, students must formally declare their major with the registrar. A first-year traditional undergraduate student should declare his or her major by the beginning of the second semester. The process is the same for the declaration or change of a minor or concentration.

Some departments have an application and screening process for admission to a major. In those cases, the declaration of major form is considered to be a statement of intent, and the process is complete only when the department admits the student to the major. Admission to the university does not imply automatic admission to a major. Admission to a major is normally accomplished no later than the end of the junior year, or before the completion of 90 credits.

Degree-completion and graduate students' selection of major is completed during the admission process. Changing majors requires completion of the Petition to Change Degree Program or admission to the new program, depending on the nature of the change. Some programs also offer minors or require students to select a concentration within the major. Changes to minors or concentrations must be completed through the registrar's office.

International Transfer Evaluations

College credit for coursework completed at non-U.S. institutions may be accepted in transfer toward degree programs at George Fox University. However, all such coursework must be evaluated by one of our approved evaluation agencies. To do so, applicants must submit official college/university transcripts for each institution attended, in both native language and English translation, along with copies of any certificates or diplomas awarded.

Transfer credit will be considered for each course for which a student has received a grade of "C-" or better for undergraduate courses or "B-" or better for graduate courses (individual programs may have specific standards for transfer work as specified in the university catalog). Submission of course descriptions at the time of application is highly encouraged so we can begin the evaluation process as quickly as possible. Please note, though, that not all international course credits are eligible for transfer and some courses may not apply toward degree programs at George Fox.

Partner Education Agreements

George Fox University maintains education transfer agreements with some international partner schools. Students transferring from partner schools are not required to submit transcripts and credentials for evaluation to an approved evaluation agency. Instead, all materials should be sent directly to George Fox. The evaluation process requires

attended, in both native language and English translation, along with copies of any

Alternative Credit

George Fox University provides options for students to earn alternative credit for some programs at the institution. Undergraduate students may earn a maximum of 32 semester credits through examination or other non-classroom credit procedures.

Please see the following policies for more information about such credit:

Advanced Placement (AP)
CLEP Examinations
International Baccalaureate (IB)
Advanced Standing
Waiver of Required Courses

Advanced Standing

Some courses for which students have completed prior preparation but for which there are not standardized exams are still eligible for credit. In many cases, academic departments offer such exams. The university requires that the basis for the credit

Advanced Placement Coursework

College credit may be granted in several subject areas for students who receive a score of 3.0 or better on exams for college-level courses offered in high school through the Advanced Placement program sponsored by the College Board. Students must request

CLEP Credit

George Fox University awards college-level credit for successful completion of College Level Examination Program (CLEP) tests. Testing through the CLEP General Examinations is designed to verify competency in general education. These examinations must be taken prior to the completion of the first semester of enrollment as a freshman at George Fox University.

Testing through the CLEP Subject Examinations provides verification of competency in selected academic fields. These may be taken at any time (unless concurrently enrolled in an equivalent course) and assume competency has been gained in non-classroom settings.

Students must take CLEP exams by the end of the first week of any given semester in which they may be registered for an equivalent class. Credit earned for exams taken following the first week of such classes will not be considered.

Students can contact the registrar’s office for information regarding the scheduling of CLEP examinations as well as equivalent course awards for sufficient scores on exams.

International Baccalaureate Coursework

Waiver of Required Courses

Some programs at the university do not allow advanced standing credit but do allow students to demonstrate proficiency for coursework and waive the program requirement with an alternative course. A student can waive a required course provided he or she:

1. has academic credit for a similar course (in exceptional cases noncredit, self-study courses or extensive experience may qualify), and
2. provides the registrar's office with the proper form signed by an instructor of the course, the department chair or program director, and the registrar.

Each program has the ability to allow or disallow waived courses. Students should contact their faculty advisor or department chair/program director for more information.

Academic Records

Student Records

The Office of the Registrar maintains student registration for classes, degree audit information, and grades. Students may change their academic majors and advisors and order transcripts through this office.

Privacy is maintained with respect to student records. Unless a student gives written permission, access to these records is limited to university faculty and staff on a need-to-know basis. Unless a student directs otherwise in writing, transcripts may be released to other educational institutions to which a student may be applying without the student's consent.

FERPA

The university complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Students who believe they have been treated unfairly in relation to their student records may file a complaint with the Secretary of Education concerning alleged violations of FERPA by the university or its personnel.

The law provides students the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the hearing panel's decisions are unacceptable. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Review of Student Records

The registrar's office at George Fox University has been designated by the institution to coordinate the inspection and review of procedures for student education records, which include admission, personal and academic files, and academic, cooperative education, disciplinary records, and placement records. Students wishing to review their education records must give a written request to the registrar listing the item or items of interest. Only records covered in the act are made available within 45 days of the request. Education records do not include student health records, employment records, alumni records, or records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution permits access only to that part of the record that pertains to the inquiring student.

Please see the following policies for more information about Student Records.

Academic Appeals
Directory Information
Student ID Cards
Student Name
Student Passwords