



February 19, 2010

Aloha,

As we start a new year, we would like to take the time to update you on some recent and exciting developments at American Pacific University, as well as to clarify some policies that we'd like for you to keep in mind as you continue your educational journey with AmPac.

First and foremost:

Updated Website Address

In early December we changed to a new link. The link to the address is www.ampac.edu/SEHS. On our website you will find updated forms to use while submitting your coursework, as well as other forms to update your record.

We would like to remind you of the minimum five (5) courses per year policy:

Minimum Five (5) courses per year policy

For all students, there are established minimum and maximum coursework policies. A student is required to submit coursework for a minimum of five (5) courses per calendar year, while submitting coursework for no more than two (2) courses per month. The University will not accept work that exceeds the maximum amount of submissions allowed, and credit will not be granted for those courses. If a student fails to submit work for at least five (5) courses during the calendar year, he/she will be subject to probation, beginning January of the following year.

When a student is placed on probation, he/she will have six (6) months to remedy the violation that led to the probationary status. If the probation is not remedied within the period of time, the student will then be dismissed from the University, pending a meeting of the Academic Review Committee. Decisions made by the Committee are final, and there exists no appellate process for dismissals based upon probationary period lapses. It should further be noted that being placed on academic probation by the University in no way limits your obligations to complete the minimum coursework required for the subsequent year.

Recently, there have been several incidents of plagiarism within our student population and therefore we thought it would be important to remind you of the policy and the procedures as follow:

Plagiarism Policy

Instances of plagiarism will not be tolerated at the University, and any student that has been charged of engaging in such acts will be subject to immediate dismissal. This policy is one that is omnipresent throughout policies of institutions of higher education, and should not be taken lightly. The University seeks to provide an outstanding level of education to our students, and by submitting the work of an outside source without notification or citing as to the source, creates less than honest situation. In the event that a student is dismissed for plagiarism, and subsequently desires to obtain a transcript of credits earned to date, all previously submitted coursework will need to be re-evaluated for academic dishonesty. This process creates an added expenditure, and a fee will need to be paid by the requesting student prior to the beginning of the coursework re-evaluation process.

Any students caught plagiarizing will be disciplined accordingly:

- First Offense: Warning
- Second Offense: Probation
- Third Offense: Suspension
- Fourth Offense: Expulsion

Students entering their Dissertation Phase

Students entering their dissertation phase are encouraged to enroll into a dissertation webinar, which is offered through the University. You may also view previous webinars that was held in the past, all you need to do is ask for the link to that webinar.

New Student Management System Coming

Coming soon for all students, we will be utilizing two new student management systems called “Distance 2 Learn” and “TopSchool”. These new student management systems and specifically, D2L, will assist you with submitting your coursework to us more efficiently and easily.

We will be setting up an orientation class to introduce you to and familiarize you with the submitting your coursework and dissertation segments via D2L. . You will be notified and contacted with the time and dates of the orientation

“TopSchool is a new software management system that will help us keep track of all your records. You will also be able to access your student records through “Top School” and communicate with us more effortlessly. In addition, you will also have access to your grades through “Distance 2 Learn”. You will be receiving a notice

from Student Services Office with detailed information as soon as this new system is available for your access.

We know you will find these systems to be a helpful tool to guide you with your academic progress.

The staff at American Pacific University hopes that you find this information helpful as you continue on your path to fulfilling the degree requirements for your program. If there are any questions as to the content of this notification, please feel free to contact the Records Office at www.RecordsOffice@ampac.edu via email.

Due to the number of communications we anticipate we will be receiving in the next couple of weeks in regards to this notification, we ask for your patience in advance. We are, as always, ready and willing to support you through your educational journey.

Sincerely

Records Office
American Pacific University