

July 1, 2009 Student Notification

Hello AmPac Student,

As you are aware, American Pacific University has recently become accredited. This is a major accomplishment that brings with it much excitement, as well as responsibility.

Accreditation standards have resulted in a thorough review of AmPac policies. As a result, it became necessary that policies be clarified for both the benefit of the students and of the staff. The Institutional Effectiveness Committee has reviewed AmPac policies in the recent months, and recommendations have been made to better serve the needs of our existing and future students, as well as to instill in our educational programs an enhanced level of structure that coincides with the progressions embodied in the accreditation process.

As such, we would like to inform you of certain existing policies, as well as recent clarification of said policies. These revision policies have been developed for providing ease of interpretation by students enrolled at American Pacific University: School of Esoteric and Hypnotherapy Studies.

STUDENT STATUS

- There have been inquiries as to the differentiating of student statuses within the University. The majority of these inquiries focus on the defining characteristics of students who are deemed “Active,” “Inactive,” and “On Probation.”
 - A student is considered “Active” when he/she is actively submitting coursework in a manner that fulfills the minimum-submission policy of 5 coursework per calendar year.
 - A student is considered “Inactive” when they fail to submit coursework for at least five (5) courses in a calendar year. In order to become active again, the student must complete and submit the Miscellaneous Fee Form, with the applicable change-of-status fee (currently \$100 US). In addition, it is necessary to also complete the Learner Contract Addendum. When a student is inactive, he/she is prohibited from submitting coursework, obtaining transcripts, requesting extensions and/or leave of absences, and any other administrative request.
 - Upon becoming notified that a student is “Inactive,” the Student Services Department will issue a letter to the applicable student informing him/her that he/she has been placed on probation. The student then has six (6) months from the date of the letter to remedy the cause for the probation. Prior to submitting coursework, a student on probation must first complete the process of changing his/her status from inactive to active (including the applicable fee). If the student fails to remedy the cause for the probation status, he/she will be dismissed immediately following six (6) months from the date of the letter.
 - If a student fails to remedy the cause for his/her probation, he/she will be dismissed from the University. Additionally, a student may be dismissed due to reasons such as financial delinquency, or other administrative noncompliance. A student who is dismissed will not be allowed to apply for readmission to the University. Upon a timely request, a student who is dismissed from the University may receive a transcript of credits earned to date, after paying any applicable fees and/or remaining account balance.
 - In order to facilitate the procedural progression, all students who are either inactive or on probation must communicate with the University via email (to studentservices@ampac.edu) or US postal mail. All responses from the University will then be sent through the medium selected by the student, from the two aforementioned options. In addition, any attempts made on the student’s

behalf to communicate with staff regarding their Inactive or Probationary status, via telephone, will be denied.

EXTENSIONS/LEAVE OF ABSENCE

Active students are permitted to request extensions and/or leaves of absence at the University. By being active, they have demonstrated a degree of dedication towards their educational journey, and an exception to the required time for completion of the program may be warranted to account for certain extenuating circumstances that would otherwise hinder their progress. However, students who are determined to be inactive or on probation will not be permitted to apply for extensions and/or leaves of absence. If a student believes that he/she will not be able to complete the degree program in the time allotted, and he/she has been subjected to extenuating circumstances that interfered with the purpose of the matriculation policy, he/she should first become active, prior to submitting an extension and/or leave of absence request. A Leave of Absence will be granted in six (6) month intervals and may be extended in six (6) month intervals. At no time will a Leave of Absence exceed two (2) years. In order to be considered for a Leave of Absence, a learner must be active in the program and have submitted at least one (1) course.

STUDENT RECORDS

- Students enrolled in the University's degree programs are required to have complete and up to date student records. One document that is required for student records is the Learning Contract. The Learning Contract was created for students who have enrolled in a previous year, yet had not submitted a Learning Contract. The majority of our students have previously filled out the initial Learning Contract, but were not actively submitting coursework. In an effort to motivate the students into actively submitting coursework, the Learning Contract Addendum was created with a schedule of coursework that is to be completed. By requiring the students to generate a schedule of work that they will complete, we feel that the students will work towards completing their degree program within the time allotted in the original enrollment agreement. If you have previously submitted a Learning Contract, you only need to fill out the Addendum. As they are identical, you do not need to submit both.

PLAGIARISM

- 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 a 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.

UNIVERSITY DOCUMENTS

- University documents were created with educational and institutional efficiency in mind. Upon becoming aware of a student altering a University document without authorization or misrepresenting material information within a required University document, the

University's Student Services Department will notify the student of the action and inform the student that his/her record will be presented at the next Academic Review Committee meeting for further review and possible disciplinary action. Adjustments to the format of a University document will not warrant disciplinary action, unless such formatting changes materially affects the information contained in the document. Changes to a document that create new liabilities or obligations or adjust any existing liabilities or obligations, will be grounds for immediate dismissal. Misrepresenting information on a University document will also be subject to review at an Academic Review Committee meeting. Information that is omitted or misrepresented, the truth of which would cause the student to be in violation of University policy, will subject the student to immediate dismissal. Misrepresented or omitted information portrayed on a document that is not material in nature to the purpose of the document, or such information which if stated truthfully would not be in violation of any other University policy, will subject the student to an academic disciplinary action, up to and including dismissal.

COURSEWORK SUBMISSION

- Certain students may request that their coursework or dissertation drafts be typed by a third party, as a result of a recognized disability. The request will be reviewed by the Academic Review Committee, and in the event that a student is authorized to enlist the aid of a third party in the writing of any assignment for American Pacific University, the student shall be required to submit any handwritten drafts that led to the creation of the typed draft, upon submission of the dissertation segment to the Dissertation Chair.
- Prior to beginning work on electives, it is important that a student first complete the required core courses for his/her degree program. The list of required courses may be found on our website, and any coursework for an elective that is submitted prior to completion of the required coursework will be returned to the student, pending completion of the stated required courses.
- Coursework that is returned to the student based on non-compliance with course submission guidelines will result in the coursework date being based on the date that the course was returned for resubmission. The original date of the course being submitted will be replaced with the current date of the resubmission.

DISSERTATION PROCESS

- Prior to submitting dissertation drafts, a student enrolled in an American Pacific University PhD program must have his/her dissertation proposal approved. In order for a student to submit a dissertation proposal to the University, the following qualifications must be met:
 1. The student must have completed the core coursework required for his/her degree program.
 2. The student must be in "good standing" with the University (not on probation, inactive, LOA, dismissed, or withdrawn).*
 3. The student must have completed at least 75% (or 55 credits) of his/her required courses for the PhD program.
 4. The student must have received a passing grade (3.0 or above) on all core courses.
 5. The student must have signed and submitted Dissertation Guidelines Appendix D – Student Affirmation, prior to submitting the dissertation proposal.
- A student who is on Academic Probation for failure to adhere to the minimum submission policy of American Pacific University, and whom has no remaining coursework to

- complete (only the dissertation remains), may appeal requirement #2 through the submission of a written request, addressed to the Academic Review Committee.
- Within one month of the completion of a student's coursework, he/she must begin to submit at least one dissertation segment per month, with a maximum of two per month, unless the Dissertation Chair has authorized an exception. The first month's requirement may be the submission of the student's Proposal, in lieu of the first dissertation installment.

The staff at American Pacific University hope 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 Student Services Department via e-mail at studentservices@ampac.edu. Due to the large volume of communications we anticipate that we will be receiving in the next few weeks in regards to this notification, we ask for your patience in advance. We are, as always, willing to support you through your educational journey.

Student Services
American Pacific University