

Pacific University

AN INTRODUCTION

The mission of Pacific University is to provide an education of exceptional quality in liberal arts and sciences and in selected professional programs to prepare students for service to a changing community, nation and world.

In addition to our mission, Pacific University values:

- A community of faculty, staff, and students dedicated to high academic standards, integrity, lifelong learning, and service to the community and the integration of liberal arts and professional education;*
- A community that embraces creativity, flexibility and change and that honors diversity of viewpoints;*
- A community that respects our traditions, our environment and our relationships beyond the campus.*

MISSION OF PACIFIC UNIVERSITY

Pacific University, founded in 1849, is an independent, comprehensive university recognized nationally for its exemplary programs and as one of the best values in higher education west of the Mississippi. Pacific is pioneering new developments in the delivery of higher education. We are creating a dynamic, new learning community that will explicitly prepare our students for competitive and compassionate professional lives. Pacific's curriculum is a distinct model of education that links theory with practice. Our undergraduate liberal arts programs connect classroom education with professional preparation through internships, practica and research programs. Our graduate programs in education and the health professions emphasize the principles of liberal learning. Pacific history is richly steeped in a tradition of community service, and we have identified the following mission and values as those we will embrace in all of our programs and initiatives to build upon our legacy.

PACIFIC: AN OVERVIEW

With an enrollment of 1,850 students, taught by 147 dedicated faculty, Pacific University is a private university that provides both high-quality arts and sciences curriculum and exemplary professional graduate programs in the health sciences and education. The university's knowledgeable and accessible faculty is committed to helping students succeed. Pacific University offers exceptional academic value. Independent analyses of the university's quality, its cost and the ready availability of financial aid have determined that Pacific is among the best values in the nation. Strengthening quality, keeping costs in check and offering additional opportunities for financial assistance are top priorities. Pacific provides a caring community where friendships are a priority. The university is small enough that opportunities abound for students to get involved but big enough that students working together can have a meaningful impact. At the heart of the University is the College of Arts and Sciences, offering a broad curriculum in the liberal arts and sciences. Surrounding the College are the School of Education and a select cluster of graduate schools in the health professions, including Occupational Therapy, Optometry, Physical Therapy, Physician Assistant Studies and Professional Psychology.

COLLEGE OF ARTS AND SCIENCES

Pacific's base in the liberal arts is clearly reflected in the more than 25 different programs in the College of Arts and Sciences. The College is the largest unit and the core of the University. As such, it provides a broad spectrum of opportunities to match individual interests and career plans.

The College of Arts and Sciences has a curriculum which affirms in practice that a broad educational experience is both an end in itself and a means to set personal and professional directions. Within four divisions — the Arts, Humanities, Natural Sciences, and Social Sciences — the College offers a carefully constructed range of courses with breadth and depth in basic fields. Studies are supported by a strong advising program, from academic development through career counseling and placement. The College is essentially residential, and provides the kind of living-learning experience which characterizes the best smaller, independent liberal arts colleges.

In a world which increasingly asks not what you know but how quickly can you learn, Pacific prepares its students, no matter what their pre-professional orientation, to communicate clearly, to analyze problems, to synthesize information and to understand people, systems and cultures.

The College has traditionally encouraged off-campus learning. Pacific undergraduates may study abroad, may pursue independent research projects, and may undertake career internships with credit toward graduation.

The College offers the Bachelor of Arts and Bachelor of Science degrees.

In addition to the regular program, the College offers three intensive 4-week summer terms. A variety of classes are available which apply to undergraduate degree requirements. Summer term provides an affordable option for earning additional credits or accelerating degree completion.

SCHOOL OF EDUCATION

The School of Education offers an array of graduate degrees. The Master of Arts in Teaching with Standard Certification is available for licensed teachers through evening and summer classes. Liberal arts graduates who wish to teach may enroll in the full-time Fifth Year M.A.T. degree, which provides certification after twelve months of study and internship. The Masters in Curriculum Studies is designed for students who want a graduate education degree without a teaching license. The Master of Education: Visual Function in Learning prepares optometrists to work with vision problems in the schools. Undergraduates in the College of Art & Science may also earn a teaching license during their bachelor's degree program. For details see the School of Education.

SCHOOL OF OCCUPATIONAL THERAPY

The School of Occupational Therapy at Pacific University offers a 29-month entry level masters degree in Occupational Therapy (MOT). The School has created an environment for educating and preparing future occupational therapists for the next century.

Consistent with the philosophy of Pacific University, the School of Occupational Therapy seeks to promote values of leadership, quality and service. Occupational Therapy focuses on those activities in which people engage on a day-to-day basis. Through successful engagement in meaningful and valued daily occupations, an individual experiences a sense of competency, self-fulfillment and subsequent health and well-being.

The OT School at Pacific holds firmly to the founding philosophy of the profession. The roots of occupational therapy are in occupation — a powerful tool that every human possesses thus — the foundation from which the students are taught. Learning is an interactive process with the faculty, students and community engaging dynamically with each other through “doing.” Direct clinical experiences are integrated throughout the curriculum and involve excellent community/clinical facilities. Fieldwork experiences provide students the opportunity to study and engage in a variety of settings where people across the age span maintain, promote or regain health.

The OT curriculum focuses on the study of occupational function/dysfunction and its impact on health. This emphasis, along with a commitment to facilitate critical thinkers and problem solvers, prepares graduates for a future in ethical traditional and/or community based practises. Graduating therapists from Pacific University's School of OT are well qualified to utilize occupation as a powerful tool for facilitating health in our communities.

COLLEGE OF OPTOMETRY

The College of Optometry offers the Doctor of Optometry degree in a four-year course of study. Pacific offers many distinctive features to the professional optometry student — a beautiful campus, small-town atmosphere, reasonable living costs, and additional specialized academic programs, all of which form a special kind of university environment.

In addition to maintaining an optometry clinic on campus, the college operates 3 fully-staffed clinics in nearby Portland, as well as 3 additional clinics within various public health facilities. Students regularly complete professional preceptorships in Alaska, Arizona, California, Colorado, Florida, Hawaii, Montana, Minnesota, New Mexico, North Dakota, South Dakota, Washington, Germany, and Guam.

For more detailed information on offerings and requirements in the College of Optometry, see the Optometry section of this catalog.

Degrees offered: Doctor of Optometry, Master of Science in Clinical Optometry, and Master of Education in Visual Function in Learning.

The master's degree program in Clinical Optometry is designed to prepare individuals for careers in optometric education, research and specialty practice. It usually requires a minimum of 27 months of study to complete.

Residency programs leading to a certificate in Hospital Optometry, Rehabilitative Optometry and Hospital/Geriatrics are available through a joint program with the Veterans Administration Medical Centers in Vancouver, Washington, and American Lake, Washington.

SCHOOL OF PHYSICAL THERAPY

The School of Physical Therapy offers the Master of Science degree in Physical Therapy in a three year course of study. Pacific University's location in Forest Grove offers physical therapy students the values associated with a small town environment as well as some of the excitement of a large city, Portland. The campus itself has many cultural, sports, and social events and opportunities.

The students of the School of Physical Therapy are bright, enthusiastic and committed to the profession resulting in a very high retention rate. Over the years, graduates have made many important contributions to the health care of Oregon and the surrounding states.

The School of Physical Therapy has a strong and caring faculty dedicated to providing a quality educational experience to its students. Special faculty strengths are in geriatrics, motor control, stroke treatment, biomechanics, research and orthopedic physical therapy. Many of the faculty have regional recognition and several are known nationally for their clinical skills or research contributions.

In addition to the professional program, the School of Physical Therapy offers a masters of science degree in health sciences for practicing physical therapists as well as several continuing education programs for the professional community annually. These programs are staffed by the School's faculty and by other authorities in the field.

SCHOOL OF PHYSICIAN ASSISTANT STUDIES

The School of Physician Assistant Studies strives to prepare students for service in a changing healthcare environment through an education based in primary care medicine with a focus on critical thinking. The 27-month master's degree curriculum is designed to provide the student with the didactic and clinical skills needed to assist in the practice of medicine while stressing the importance of understanding and valuing the diversity of cultures, peoples and life-styles. Students are provided the foundation of medical knowledge from which to begin lifelong learning to meet the needs and challenges of a changing healthcare system.

The Faculty of the School of Physician Assistant Studies includes physicians, physician assistants, psychologists, pharmacists, nurses, physical therapists, other health care providers along with basic scientists in anatomy and physiology. Through this team approach to education, the physician assistant student learns to value the roles of other members of the team.

The program is proud to acknowledge the active participation of the medical community in all aspects of the development and implementation of the program. Community providers are involved in the advisory and admissions committees and serve as lecturers and preceptors. The Program is actively establishing affiliations with hospitals, managed care organizations, medical groups, community clinics, nursing homes and private practice physicians throughout Oregon and surrounding states.

The Physician Assistant (PA) is a respected member of the health care team who works with his or her supervising physician to provide diagnostic and therapeutic patient care

in a variety of medical settings. The physician assistant is ranked as one of the top careers in growth potential by the U.S. Department of Labor. Positions are available in both primary and specialty care at a variety of practice settings such as community clinics, private practice, medical groups, hospitals, managed care organizations, prisons and other government agencies. In addition to clinical practice, physician assistants may advance into positions in research, academics, public health and health care administration.

SCHOOL OF PROFESSIONAL PSYCHOLOGY

The School of Professional Psychology provides a comprehensive and integrated educational experience which grounds the development of clinical competence in the knowledge base and methods of inquiry of scientific psychology. The program also fosters an appreciation of human functioning as it occurs in natural settings, including awareness of personal, interpersonal, and societal influences operating within those settings. The School thus orients students to scholarship that contributes to an understanding of human nature, to research that informs the clinical endeavor, and to services to a variety of populations. The School recognizes that the person and values of the practitioner are central to effective and socially responsible practice. It thus strives to promote the development and integration of both professional competence and humanitarian values. The School seeks to be responsive to the real needs of the many diverse peoples in a rapidly changing society and thus works to maintain a close connection with the community which it serves.

The School's curriculum provides students with a solid foundation for both professional practice and continuing professional growth. Doctoral graduates of the School possess the knowledge and skills to provide psychological services to individuals, groups and the community in a variety of contexts, including the traditional areas of professional psychology: psychological assessment, psychotherapy, and applied research. They are encouraged to seek out new and innovative professional roles. Training is structured to prepare graduates to enter the postdoctoral licensing process.

The School of Professional Psychology at Pacific offers doctoral studies in Clinical Psychology, leading to the Doctor of Psychology (Psy.D.) degree with an emphasis on preparing graduates for service careers as professional psychologists. The School also offers the Master of Arts in Counseling Psychology from its location in downtown Portland. Specialty tracks in Behavior Analysis and Organizational Behavior develop skills in current practice areas. Emphasis on community involvement and practical applications of theoretical and scientific psychology make the school unique in the Pacific Northwest.

The School maintains a Psychological Service Center, located in downtown Portland. This clinic offers psychological services to the community while providing supervised training experiences to its practicum and internship students.

Professional psychology complements and strengthens the other health profession programs among Pacific's graduate offerings.

CONTINUING EDUCATION

Pacific University offers both hourly and transcript-quality continuing education credits to practitioners and other licensed professionals in the health care fields that are served by Pacific University's professional programs in Occupational Therapy, Optometry, Physical Therapy, Physician Assistant Studies and Professional Psychology.

The office furnishes continuing education transcript information to state boards or other professional licensing agencies as needed for an individual's license renewal or upgrading.

Programs are held both on campus and in various communities in the U.S. and Canada and consist of lectures on topics of current interest to the professions. Additionally, smaller clinical sessions on specific aspects of patient and client care are available. Certification courses are also offered which may allow for expanded license privileges for some professions. Programs range from one-hour lectures to week-long conferences. Some continuing education offerings are available by videotape for independent study. Continuing Education faculty members include nationally respected guest lecturers as well as faculty from the various professional schools. Information about currently scheduled programs may be obtained by writing the Director of Continuing Education.

The Division of Continuing Education also administers the Community School program, which offers non-credit classes for personal and professional growth for members of the community who have an interest in life-long learning.

SUMMER SESSIONS

Each summer, Pacific University offers three intensive 4-week terms through the Summer Sessions program. A variety of classes are available which apply to undergraduate degree requirements and graduate teacher education programs. Summer Sessions provides an affordable option for earning additional credits or accelerating degree completion. The Summer Sessions catalog is available in mid-March and may be requested by writing or calling the registrar of the College of Arts and Sciences, Pacific University, 2043 College Way, Forest Grove, OR 97116, 503-359-2165.

ENGLISH LANGUAGE INSTITUTE

Pacific's English Language Institute offers an intensive language study program for foreign students learning English. The ELI has in residence approximately 40 students from Asia, Europe and Latin America. ELI students live with American roommates in the residence halls and may take regular university classes as soon as their English skills allow. The ELI also provides special summer study programs.

ATHLETICS

Home for athletic activities at Pacific is the 90,000-square-foot Athletic Center, which houses a gymnasium with three activity areas, side courts, a fieldhouse, three handball-racquetball courts, a squash court, sauna, dance studio, weight room, wrestling room and sports medicine/training room with whirlpools-all available for student use.

An active intramural schedule for both men and women includes activities in flag football, volleyball, 3-on-3 basketball, 5-on-5 basketball, racquetball, softball and tennis, with each sport played seasonally. The intramural program also sponsors aerobic dance activities, a golf tournament, and the popular Rock 'n Bowl throughout the school year.

In intercollegiate athletics, Pacific fields teams in baseball, basketball, cross country, golf, soccer, softball, tennis, wrestling and volleyball. The university belongs to the Northwest Conference and is affiliated with the National Collegiate Athletics Association, Division III.

LIBRARY RESOURCES

The Harvey W. Scott Memorial Library

The Harvey W. Scott Memorial Library offers a variety of print and electronic information resources. It maintains an expanding collection of books, CD-ROMs, government documents, periodicals, sound recordings, videos, and other materials. The Library maintains several computer workstations which provide access to a variety of electronic resources and the Internet.

The Library is designed to accommodate a collection of materials and, at the same time, provide a comfortable atmosphere for individual and group study and research. The first floor includes the Book Collection, the Circulation and Reference Departments, and the User Education Classroom. The second floor includes the Periodical and U.S. Government Documents Collections, the Margaret McChesney Scott Music Library, and the University Archives.

Additional information about the collections and services of the Harvey W. Scott Memorial Library is available on the World Wide Web at <http://joseph.lib.pacificu.edu/hws/mainlib.html>

UPWARD BOUND

Pacific University hosts the oldest Upward Bound program in Oregon. Upward Bound is a federally funded college prep program that offers educational assistance to high school students. Since 1966, Pacific University's Upward Bound program has helped high school students develop the skills and motivation needed to succeed in college. The project provides academic skills courses; in-school contact; individual tutoring and counseling; college and career planning; cultural and educational activities; help applying to college and for financial aid; a six week residential summer school; and experience in college classes for seniors.

A HISTORY OF PACIFIC UNIVERSITY

In 1846, a remarkable 66-year-old widow completed a rugged trip west with her family to live in the Oregon Territory. Tabitha Moffatt Brown finally made it to Oregon, but not before undergoing much hardship. At one point on the journey by wagon train, she was left alone on the trail in the bitter cold with her ailing 77-year-old brother-in-law. She pulled them through, despite being near starvation, and they reached the temperate Willamette Valley on Christmas Day.

Tabitha Brown and the Clarks, concerned for the welfare of the many orphans in the area, made arrangements for

using a local meeting house as an orphan school, and by 1848, Mrs. Brown was “house-mother” to the students and had become a driving force behind the school.

In the summer of 1848, the Rev. George H. Atkinson came to Oregon, commissioned by the Home Missionary Society of the Congregational Church Association to “found an academy that shall grow into a college on the New England model.” Atkinson and Clark drew up plans for a new educational institution, based on the orphan school.

In September of 1849, the Territorial Legislature gave its official sanction to the new school, establishing by charter the Tualatin Academy. By 1854 a new charter had been granted, establishing “Tualatin Academy and Pacific University.”

Pacific University awarded its first baccalaureate degree in 1863 - one of the first awarded in the western United States. Harvey W. Scott, recipient of the degree, went on to become editor of *The Portland Oregonian* — now the state’s largest daily newspaper — and later established himself as an influential political figure. Scott’s legacy at Pacific is honored in the Harvey W. Scott Memorial Library, built in 1967.

The growth of a local public high school caused the Tualatin Academy to be closed in 1915 and Pacific University stood on its own — a pioneer institution of higher education.

In 1945, the University expanded into the health professions through a merger with the North Pacific College of Optometry.

Other health professions programs were added later, including Physical Therapy in 1975, Occupational Therapy in 1984 and Professional Psychology in 1985. In 1995, the School of Education was established through reorganization of the professional teacher education programs that had been part of the College of Arts and Sciences.

Congregational missionaries in the West were key leaders in the establishment and growth of the University, and that legacy is still regarded as an important influence within it. Pacific, along with such colleges as Dartmouth, Carleton, Oberlin, Grinnell, Rollins, and Pomona celebrates a tradition of 350 years, dating back to the establishment of higher education in America with the founding of Harvard College by Congregational pioneers on the first American frontier. As an independent University, Pacific continues to maintain ties with the United Church of Christ Council for Higher Education. We support religious pluralism and we are committed to instilling in our students and programs a sense of values and ethics, compassion, caring, and conscience.

ACCREDITATION AND MEMBERSHIPS

Pacific University is an accredited member of the Northwest Association of Schools and Colleges. Particular programs are also accredited by the Council on Optometric Education of the American Optometric Association; the National Association of Schools of Music; the American Physical Therapy Association; the American Occupational Therapy Association; The American Psychological Association and Teacher Standards and Practices Commission of

the State of Oregon for the preparation of teachers. The School of Physician Assistant Studies has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Pacific is a member of the National Association of Independent Colleges and Universities, the Oregon Independent Colleges Foundation, the Oregon Independent Colleges Association, the American Association of University Women, the Council for Higher Education of the United Church of Christ, the College Scholarship Service, the Northwest Conference of Independent Colleges, the National Collegiate Athletics Association and the Association of Independent Liberal Arts Colleges for Teacher Education.

FACILITIES

The Forest Grove campus contains 18 major buildings in a picturesque setting of green lawns and tall shade trees. Architecture at Pacific is a pleasant blend of the old and new, represented at one end of the spectrum by historic Marsh Hall, originally constructed in 1893, and at the other by the University’s new science and music buildings completed in 1993.

The 55-acre campus also includes the spacious Pacific Athletic Center, a 90,000-square-foot facility built in 1970 as the home for Pacific’s athletic activities and other major spectator events, and the Tom Reynolds Soccer Field.

Present major buildings, their date of construction and/or renovation and present uses of buildings are listed below:

Bates House (1923)

Administrative Offices of the College of Arts and Sciences, Humanities Division, English, faculty offices.

Carnegie Hall (1912, rebuilt 1969)

School of Education, World Language Department faculty offices, television production studio.

Chapman House (1922)

Career Development Office, Humanitarian Center, International Student office.

Clark Hall (1966)

Coeducational residence hall.

Douglas C. Strain Science Center (1993)

Classrooms, laboratories and offices for biology, math, computer science and physics.

Duniway House

Faculty offices for the English Department.

The Harvey W. Scott Memorial Library

Jefferson Hall (1952, renovations 1967, 1999)

College of Optometry, laboratories, classrooms, clinic areas, Forest Grove Family Vision Center, dispensary, and optical shop.

Knight Hall (1879)

Admissions offices.

Marsh Hall (1893, reconstructed 1977)

Administrative and Business offices, Division of Social Sciences faculty offices, Registrar, Financial Aid, Taylor Auditorium, classrooms, Educational Technology Services, Foreign Language Laboratory, University Publications, Public Information, Alumni Relations, University Relations, Office of the Vice President for Academic Affairs, Office of the Vice President for Financial Affairs, Office of the Vice President of Enrollment Management, office of the Vice President for University Relations and Office of the President.

McCormick Hall (1924, major renovation 1987)

McCormick Hall is a co-educational hall primarily for upper division students. In addition to traditional single, double and triple rooms, it offers suites with adjoining baths as an alternate living option.

Murdock Hall (1981, McGill Auditorium annex 1982)

Chemistry wing, laboratories and offices, auditorium for large classes and meetings.

Physical Therapy Building (1987)

School of Physical Therapy facilities including clinics, classrooms, laboratories and offices.

Taylor-Meade Performing Arts Center (1993)

Music department offices, McCready Auditorium, box office, Burlingham Recital Room, music practice rooms and facilities.

Vandervelden Court (1995)

Coeducational apartment-style residence facilities for upperclass undergraduate students and graduate/professional students.

Walker Hall (1859)

Philosophy Department.

Walter Hall (1958, wing added 1962)

Co-educational residence hall. Rooms are available in traditional doubles or singles. Also houses School of Occupational Therapy.

Warner Hall (1947)

Theater, classrooms, Theater Department, Art faculty offices, laboratories.

University Center (Washburne Hall) (1964)

Pacific's community gathering place, contains meeting space, Pacific Information Center, bookstore, computer laboratory and classroom, mailroom, student services offices, dining facilities, lounges and recreational areas. Located in the east wing of the U.C. are the offices for the Dean of Students, Residence Life and Student Activities. The lower level contains offices for student publications and the studio for KPUR, the campus radio station. The multi-purpose room is the site of many campus and community activities. Social, cultural and service programs and activities in the U.C. are designed to accommodate and promote the interaction of students and the University community.

Old College Hall (1850)

The first permanent structure of Pacific University, Old College Hall, was built in 1850. It is among the oldest collegiate buildings in the western United States. In 1894 it was moved from its original site where Marsh Hall stands and became Science Hall. Containing laboratories and classrooms for biology and chemistry, for years it was fondly known as the "Chem Shack." Old College Hall moved in 1963 to its present location, making way for Washburne Hall (University Center).

This compact two-story building with its octagonal belvedere or cupola is symbolic of pioneer efforts during territorial days. A significant structure for Oregon and the region, Old College Hall was listed on the National Register of Historic Places in 1974. A few years later, in 1980, a major renovation project was completed. The first floor area contains the Tualatin Academy Room and the Henry Price Memorial Chapel. Both of these spaces are used for special gatherings and events.

As part of Pacific's centennial celebration in 1949, the second floor rooms of Old College Hall were converted into museum galleries. The Pacific University Museum exhibits artifacts relating to the history of the University. Many interesting objects donated by alumni and friends of the University are interpreted here. Personal items from founder Tabitha Brown and President Sidney Harper Marsh are among the collections on exhibit. Treasures from various foreign cultures are also featured in the museum, reflecting a strong missionary heritage.

SERVICES

RESIDENCE LIFE

Because learning outside of the classroom is as essential as learning inside the classroom residential living is an integral part of the total Pacific experience. Residence halls are designed to be living-learning environments where trained residence staff help students make smoother transitions to the next phase of their development. Fostering a climate for friendship and understanding among students with diverse backgrounds is a priority of the residence program.

The University offers accommodations in four on-campus residence facilities all of which are smoke-free environments. The three residence halls of Clark, Walter and McCormick are supervised by Resident Directors, professional staff members who live in the halls. Each hall has lounges, storage areas, and a coin-operated laundry. The halls are divided into smaller living units called "wings." Each wing has its own name and the students there vote on a variety of matters like how to use activity funds or determine quiet hours. There are also several Theme Wings — International Wing for students committed to understanding and celebrating cultural diversity; Environmental/Outdoor Wing for students who wish to actively participate in outdoor activities and/or environmental projects; Wellness/Alcohol Free Wings for health conscious students. Resident students are actively involved in governance and judicial matters. Resident Assistants, carefully selected upper division students, live in each wing, and assist students

with the transition to college, with personal and academic concerns, and in mediating and solving residence life problems. Tutors and Wellness Program Coordinators are available in each hall. Students live in double and single rooms, and suites.

Vandervelden Court offers apartment-style living in 37 four-bedroom suites with living and cooking facilities in each unit. This facility is designed primarily for junior and senior undergraduate students, and graduate/professional students, and offers more independent living.

Because residence hall living is an important factor in the process of social and academic growth, it is necessary for all students to be aware of the policies that apply to residence.

Freshmen and sophomores are required to live and board on campus unless (1) they have graduated from high school at least two years prior to matriculation, (2) are married or perform as parents, or (3) are 21 years of age or (4) wish to live full time with their parent(s) and/or legal guardians. (NOTE: criteria (2) requires a residency waiver form on file. These forms are available through the Student Services Office.) Housing contracts are binding for a full academic year. Early releases are rare and only by approval from the Options Committee.

The University owns several off-campus apartment complexes and rental houses which are available to upperclassmen. The Student Services Office has information on these units and off-campus housing in the Forest Grove area, but does not provide placement. The Student Services Office publishes a listing of local apartments and maintains a bulletin board of area rentals and students seeking roommates.

Pacific University admits students with the understanding that they will uphold standards of community living. All students are expected to respect the rights and integrity of other members of the community. Conduct that is detrimental to the University community, that violates the student code of conduct, or that transgresses civil law is grounds for disciplinary action. If a student is asked to leave the residence halls for disciplinary reasons, room and board fees will not be refunded. New students receive housing information over the summer. Returning students select rooms in the spring of the preceding academic year through a lottery process, and must make a \$100 deposit in order to reserve their room for the following year. Cancellation of a room reservation before July 1 will result in a \$50 refund; cancellation after July 1, will result in forfeiture of the entire \$100 deposit.

MEAL SERVICE

Meal service is provided by ARAMARK Food Service in the dining commons in the University Center. In addition to providing meal service throughout the year — with the exception of Thanksgiving and Christmas vacations — ARAMARK also caters meals for special events. On-campus students pay for meals with a meal ticket. Off-campus students may dine at the commons by either purchasing a meal plan for dining commons service, or by purchasing individual meals.

BOOKSTORE

The Pacific University Bookstore, located in the University Center, carries all required texts and supplies for course work, plus general books and office supplies, stamps, gifts, snacks, T-shirts, sportswear and drug-store items. The bookstore stocks both new and used textbooks, and buys back textbooks at the end of each term. Other services include special orders for class rings, graduation caps and gowns, optometry equipment, books, and office supplies.

STUDENT GOVERNANCE

Student government at Pacific provides ample opportunity for students to develop and exercise leadership, to make decisions, and to create a stimulating campus atmosphere. All students at Pacific University are members of the Associated Students of Pacific University (ASPU). Undergraduate students are represented by the President and Vice President of the undergraduate student body and by the Pacific Undergraduate Community Council (PUCC). The PUCC, which includes faculty, administrators, and undergraduate students develops, reviews, and recommends policy on matters affecting undergraduate students. Professional students are represented by the Professional Programs Council (PPC) which includes a representative of each of the professional schools. The PPC makes recommendations on major policy matters to the appropriate individuals or governing bodies. The PPC also serves as a means by which professional students communicate between schools and articulate common concerns.

STUDENT ACTIVITIES

The Associated Students of Pacific University (ASPU) supports numerous student activities including intramural sports, concerts and lectures, an outdoor and off-campus program, and interest groups such as the Politics and Law Forum and Students for Environmental Awareness. In addition, the University sponsors a variety of student activities aimed at providing diverse and challenging opportunities for students to learn outside of the classroom.

STUDENT MEDIA

Student publications and the campus radio station provide valuable opportunities for Pacific students wishing to gain management and production experience in these particular media fields.

The *Pacific Index*, the campus newspaper, gives students the opportunity to gain valuable writing, editing, advertising and business experience. The Index is published bi-weekly.

The *Pacific Review*, a literary magazine, includes poetry, graphics, articles, photography, short stories and other items contributed by students. It is published twice a year, and sponsored by the English Department.

KPUR, the campus radio station, is broadcast to residence halls and the University Center. Student-managed and operated, KPUR, 94.5 FM offers music, news and special programs — all provided by students.

Pacific Productions provides an opportunity for video production experience through the taping of athletic events, campus activities and independent projects. Productions are broadcast over the community cable TV system.

FORENSICS

Students wishing to increase public speaking skills or analytical skills may compete in Forensics (intercollegiate speaking and debating). Students represent Pacific at regional and national Speech & Debate Tournaments throughout the academic year.

Membership on the Forensics Team includes membership in Pi Kappa Delta, a National Honorary Fraternity. In addition to competing, students are expected to help with the administration and promotion of the "Hap" Hingston Invitational High School Speech & Debate Tournament, held in early December.

COUNSELING SERVICES

Assistance is available for students experiencing personal problems or academic adjustment difficulties through Pacific University's student counseling center. The counseling center offers individual appointments during daytime and evening hours. Staffed by a full time psychologist and by other trained counselors who provide guidance and support to students, the counseling center offers services which are free and confidential.

CAREER DEVELOPMENT CENTER

Located in Chapman Hall, the Career Development Center's mission is to help students integrate their classroom education with careful preparation for professional opportunities and graduate programs. Students should take full advantage of the wealth of resources here supporting career exploration, job and internship search, graduate school search, employer research, and related topics. Many career programs and workshops are offered throughout the year, covering such things as resume writing, graduate school applications, and interview preparation. Larger profile programs include alumni career panels throughout the year, as well as an annual job fair in the spring featuring over 150 employers and a graduate school fair in the fall drawing representatives from over 60 programs across the country. Also figuring prominently among these resources is the Alumni Career Network, a database profiling several hundred Pacific alumni ready and willing to lend career networking assistance to students and graduates of the University. Additionally, through the Career Center's Partnership Program students can embark upon a series of thoughtful work and internship opportunities in a wide range of businesses and organizations. Career Center staff and faculty work together to develop these opportunities and shepherd students through this process to complement an outstanding liberal arts education with a thorough grounding in practical, professional preparation. The staff of the Career Development Center take pride in working with students individually to ensure that they receive the very best career support and guidance possible.

HEALTH SERVICES

Quality health care is provided through the Student Health Center. Staffed by two Nurse Practitioners, a Registered Nurse, an Office Manager and Receptionist, the Student Health Center provides treatment of minor illnesses and injuries, family planning services (to partners as well as to students), referral to physicians, and health education. Nurse Practitioners provide general health care including physical exams and prescription medication when appropriate. Walk-in hours are available throughout the week as well as day, evening and some weekend appointments. All records in the Student Health Center are confidential. The University retains the right to require certain immunizations prior to enrollment. Optometric care is provided through the Pacific University College of Optometry.

DISABILITY SUPPORT SERVICES

This service is provided in order to arrange for specialized academic support or modifications to the learning environment. In general, the University will work with students to improve study habits, offer tutoring, notetakers, tape recorders, extended exam time, reduced academic load and physical accommodation. The University requires appropriate documentation of a disability and there may be some limitations on what the University can offer, but each situation will be carefully and individually reviewed.

It is the responsibility of each student to inform the Director of Disability Support Services of his or her status and particular issues. Students are encouraged to work proactively with the faculty in developing strategies for accommodation.

The University complies with the Americans With Disabilities Act of 1990 (ADA). Questions or complaints about University policy should be directed to the Vice President for Academic Affairs.

THE PACIFIC INFORMATION CENTER (PIC)

The Pacific Information Center is located in the University Center between the Dining Commons and the mailroom. Designed to be a "one-stop shop" for almost all University information, the PIC provides a plethora of services, forms, newspapers and brochures. Computer terminals allowing students to access personal enrollment and financial information can be found at the PIC, as well as Conference Services, the Switchboard, Event Planning Management, and the offices of the Director and Coordinator of the Pacific Information Center. The PIC is responsible for room scheduling, newsletters such as "Boxer Briefs" and "Week At A Glance," ID cards, phone cards, parking permits, vendors, sales of movie tickets, stamps, bus tickets and personal sundries. Open days, evenings and weekends, the PIC is one of the busiest corners on campus!

THE DEAN OF STUDENTS

The Dean of Students has overall responsibility for many of the services to students at the University such as the Student Health and Counseling Centers, Residence Life, Student Activities, Disability Services, Wellness and Multicul-

tural Services. Both undergraduate and professional student governing bodies work closely with her in presenting, discussing and resolving student concerns. The Dean assists individual students and student groups with a wide variety of interests and concerns, and ensures that student opinion is communicated throughout the University. As the Dean for all students at the University, she should be regarded as a resource by undergraduates and professional program students alike for questions, problem solving, or simply when it is unclear where to go with a particular issue. The Dean welcomes students' viewpoints on programs, policies and facilities.

INTERNATIONAL STUDENT SERVICES

Pacific University understands that international students have needs that are often different from those of other students. An International Student Advisor is available to assist international students throughout the academic year. In addition to the international student orientation, international students may receive assistance in such matters as U.S. immigration requirements, academic scheduling, intercultural adjustment, English language issues, financial concerns, housing, and University admission requirements.

SECURITY

Security at Pacific University is provided by the Department of Community Safety and Security. They provide assistance and education in matters of personal security, the handling of emergencies, and the protection of personal property. They also coordinate nightly checks of residence halls, off-campus University owned housing, and campus grounds and buildings. However, Campus Security cannot be fully responsible for the security and safety of students. Students must exercise good judgment and personal responsibility in matters of personal safety. The University is not responsible for the personal property of students or staff, and cannot be held accountable for any losses.

ALUMNI

The purpose of the Pacific University Alumni Association, formed in 1892, is to extend and deepen the social and intellectual experience of college years and to further the welfare of Pacific. All graduates of Pacific University and all former students having completed a year here and who have expressed a desire to retain ties with the University are considered members.

Members of the Alumni Association are represented by an Executive Council. The Alumni Relations Office provides services to the Alumni of Pacific University, including group travel opportunities, various alumni gatherings and class reunions. The Alumni Relations Office also, upon request, assists in the mailing of alumni-relations newsletters, invitations to alumni gatherings and offers assistance with reunion planning.

The Alumni Association also provides opportunities for former students to interact with current students. The Student Alumni Association organizes a variety of events that bring current and former students together for career semi-

nars, job seeking advice, externships, internships, and social functions. Alumni Association members may also participate in scholarship programs and recruitment activities. For further details contact the Alumni Office in Marsh Hall.

COMPUTER SERVICES

A computer network is available to students in the residence halls, with full access to the Internet and to PORTALS, the Portland metropolitan academic library network. Pacific maintains an on-campus sales relationship with Apple Computer, providing computers and accessories to students at substantial discounts.

SERVICE CENTER

The Service Center, located on College Way, produces Pacific's print material including small, low-cost projects for students and university family members as time permits. The center also processes outgoing mail from academic divisions, student organizations, and administration.

UNIVERSITY RELATIONS

The University Relations Office, located in Marsh Hall, coordinates fund-raising and alumni activities for Pacific. This office is also responsible for public relations activities including the dissemination of news and public information. Print communications for external audiences of Pacific are produced in this office including *Pacific Magazine*, (the University quarterly magazine), catalogs, brochures, and other publications. University Relations also keeps local and national media in contact with happenings at Pacific, sends news of Pacific students to their hometown media, and operates a Speakers Bureau to facilitate Pacific professors' speaking before area civic and public school groups. Special events such as the annual Tom McCall Forum political debate, and the performing arts series are coordinated by University Relations staff.

BUSINESS POLICIES ON TUITION AND FEES

The University strives to maintain high educational standards at the lowest reasonable cost. Contributions from individual alumni, parents and friends of the University, and support from foundations and corporations help to reduce costs to students and their families through the University's development and fund raising programs.

The Board of Trustees reserves the right to adjust costs after giving students due notice. The University reserves the right to modify or terminate the academic program in which the student is enrolled.

Students should make the necessary arrangements for the payment of all fees and charges in accordance with one of the University's payment options. **All payments must be made in United States funds.**

ADMISSIONS EXPENSES

When a student applies for admission to the University, the

application must be accompanied by an “application fee” as determined by the particular school or college to which the student is applying for admission.

When a student is admitted to the University, a non-refundable advance payment deposit is required to complete the admission process. The deposit (amounts are set by the individual school or college) will reserve the student’s place in the incoming class on a space available basis and will be credited to the student’s tuition payment charges for the first semester.

THE TUITION CONTRACT (GRADUATE STUDENTS ONLY)

All full-time graduate students enrolled as degree candidates in academic programs at Pacific University participate in Pacific’s tuition contract plan. Under this plan, the student enters Pacific at the base tuition rate for the appropriate academic program. The student continues to pay that rate increased each year by no more than 3% or the Consumer Price Index (BLS Consumer Price Index, All Urban Consumers {CPI-U}, All cities 1982-84=100, or successor index) for January to January, whichever is higher, each subsequent year that the student remains enrolled in the program. University Administration will make the CPI information available to the general campus community.

This policy will remain in effect unless:

- (1) the Board of Trustees determines that, to accomplish the mission of the University, additional tuition revenue is necessary or,
- (2) the University is declared by the Board of Trustees to be in a state of financial exigency as defined in the University Handbook.

In either such event, the Board may mandate a particular tuition rate increase for the ensuing year that is above 3% or the normal CPI adjustment for that year.

Tuition rates for each entering class in each academic program will be set each year by the University at its discretion.

The particular tuition rate to be paid by an individual student enrolled, as a degree candidate will be determined by the year that student became a degree candidate. Students, who wish to leave the University for any reason, and later return to the same program, will be charged at the prevailing rate for that year.

Part-time students will pay a credit hour rate based on the entering class tuition rate for the year such students are enrolled. The tuition contract program does not apply to such students.

BUSINESS OFFICE POLICIES

Students enrolling at Pacific University have a Business Office account opened in their name. Timely payment of the account is the responsibility of the student. A student’s registration in a new semester will not be complete until the previous semester’s financial obligations have been satisfactorily accounted for with the Business Office.

Pacific University’s philosophy on payment reflects the educational element of assuming and meeting one’s fiduciary obligations carefully and completely. Payment due

dates are established, depending on the tuition payment plan agreed to between the student and the University. Students receiving financial aid of any kind — including Pacific funds, loan funds, and/or outside scholarship funds — must be certain that all funds intended for their account have been processed and delivered to the University Business Office and credited to the student’s account. This covers endorsement of all checks to be credited to the student’s account.

Please visit our website at nellie.pacificu.edu/finance/bo/ or email us at cashiering@pacificu.edu.

STUDENT INFORMATION WORKSHEET

Each student must complete a student information worksheet with the Business Office at the beginning of each academic year they are enrolled at Pacific University. This worksheet will provide the student’s name, ID number, and authorization for information and payment plan selected. This form must be completed and signed by the student in order to be valid. Without a completed form on file the Business Office will not release information to any person other than the student.

INSURANCE

Medical insurance coverage is required for all full-time students. Students with their own personal medical insurance coverage are exempt from participation in the University’s group plan if they properly complete and **file a waiver form for each academic year by the stated due date.**

Group medical coverage is available both for dependents of full-time students and during summer vacation. Contact the local insurance agent, Waltz Sheridan Crawford, at (503) 357-3154 for premium rates and applications.

Personal property insurance is recommended. If parents’ insurance policies do not already cover students in school, several low-cost policies are available from local insurance companies. The University is not responsible for the property of students or employees and thus cannot be held accountable for any losses.

PAST DUE ACCOUNTS

The University reserves the right to deny access to class, to withhold transcript of record or diploma, or to withhold registration for a subsequent term until all university charges and appropriate loans have been paid and a student’s account has been cleared. Final class registration is granted upon certification from the Business Office that the student’s account is current.

TUITION AND FEE PAYMENT OPTIONS

I. Semester Plan

This plan allows you to pay “in full” before the beginning of each semester. Due dates for the 1999-2000 Academic Year are:

SEMESTER	TOTAL PAYMENT DUE DATE
Fall/Winter	August 15, 1999
Winter (<i>for students entering Winter Term</i>) ...	January 5, 2000*
Spring	January 15, 2000
Summer	May 15, 1999

*Students entering the University during the Winter Term will pay the tuition and fees prior to registration. If the student is enrolled full-time during the Spring Semester, the Spring invoice will reflect a credit in the amount of the Winter Term tuition and fees. If you do not make the payment according to schedule, a late fee of \$50.00 will be assessed to your account for each month that the payment is past due.

II. Monthly Payment Plan

This plan allows you to pay tuition and fees for the academic year. For the fall term, payments begin on August 15, 1999 with additional payments due the 15th of each month. For spring term, payments begin on December 15, 1999; for summer term April 15, 2000. There is a one-time set-up fee of \$35.00 for choosing this option. If you sign up for this payment option after the first payment due date, it will be necessary to make up the payments from the previous months in order to become current on the payment plan. If you do not make the payment according to schedule, a late fee of \$50.00 will be assessed to your account for each month that the payment is past due.

Note: (the following information is applicable to both the Semester Payment Plan and the Monthly Payment Plan) Disbursement of Federal Direct Stafford Loan (subsidized and unsubsidized), Federal Perkins Loan and Health Profession Student Loan cannot occur until the borrower completes a promissory note. Disbursement of Federal Direct Parent Loan for Undergraduate Students and alternative loans such as CitiAssist occur only after credit approval of the loan application. Anticipated disbursements of accepted and approved loans may be considered when calculating payment of student accounts. Student employment (Federal Work-study and Pacific Work-study) earnings are paid directly to the student and should not be considered in determining student account payment. All checks to be credited to the student's account, including outside scholarship checks, Pacific University checks, and all other sources of payment must be endorsed and credited to the student's account in advance of the semester or as soon as they are available or received for the semester.

WITHDRAWAL POLICY (REFUND/REPAYMENT)*

Students who register as full-time students and completely withdraw from all classes are eligible for a refund of University charges in accordance with the applicable refund policy. It is required that students formally withdraw from the University by contacting the Dean of Students Office.

The refund calculation uses a formula prescribed by the federal government. Examples of withdrawal refund/repayment calculations are available for review in the Financial Aid Office. New students in their first semester at the University are eligible for a prorated refund up through the ninth week of the semester. A refund is available for withdrawal through the eighth week of class for students beyond their first semester. Students who have completed at least one semester at the University are entitled to a refund based on the University refund policy.

1999-2000 Refund & Repayment Schedule

WITHDRAWAL EFFECTIVE	PRO-RATA POLICY	UNIVERSITY / FEDERAL POLICY
Prior to first day of class	100%	100%
First day of class	90%	100%
End of first week	90%	90%
End of second week	80%	90%
End of third week	80%	50%
End of fourth week	70%	50%
End of fifth week	60%	25%
End of sixth week	60%	25%
End of seventh week	50%	25%
End of eighth week	40%	25%
End of ninth week	40%	No refund

*A hall presence fee of \$24.00 per day may be assessed against the student account for additional time residing in the University Housing or participating in the University Meal Plan.

Note: If a cash disbursement is issued to a student as a result of excess financial aid and the student subsequently withdraws from the University, the student may be required to repay the cash disbursement to Pacific in order to refund the applicable financial aid programs.

CHANGE IN CREDIT HOURS

When a student modifies their schedule to result in a change from an overload to full-time standing, or from a full-time to a part-time standing, but does not completely withdraw from all classes the following will apply:

- If the changes are completed **prior to the last day** of the add/drop period the appropriate refund will be given.
- If the changes are completed after the stated add/drop period no refund will be given for the reduction in courses. The student will forfeit all tuition refund resulting from the change in standing.

SHORT TERM LOANS

Available to full-time students of the University who are in temporary need of financial assistance. In order to qualify for this loan, students cannot be delinquent or be in default on their Business Office account and must be able to demonstrate a means of repaying the loan within 120 days. Loans are available for up to \$500 and interest is charged at an annual rate of 5%, beginning 30 days after the issue date. Students may borrow more than one loan, but may not have more than \$500 outstanding at any time and cannot be delinquent on a previous loan. Failure to repay the loan on the agreed upon repayment schedule will cancel the student's privilege to borrow further from the Short Term Loan or Emergency loan programs for the remainder of the academic year. Academic transcripts and/or diplomas will not be released for students who are delinquent on their loan at the time they are requesting the transcript or leaving the University. Students who terminate their enrollment at the University will have their loan due date changed to reflect their last date of enrollment. Applications for the loan can be made through the Business Office. The loan application fee is \$5.00.

SCHEDULE OF FEES AND COSTS FOR ACADEMIC YEAR 1999/2000

■ COLLEGE OF ARTS AND SCIENCES

Tuition

Undergraduate

Annual (two 14-week terms)* Tuition for students for the academic year	\$16,800
Semester (one 14-week term)* Tuition for students for the semester	\$8,400
Winter 3-week term (no charge to students enrolled for fall or spring semester; all other students charged at part-time, per semester hour rate)	
Part-time, per semester hour (1 through 11 credit hours)	\$560
Summer, per semester hour	\$300
Audit, per semester hour	\$300
Part-time, graduate level (non-degree track), per semester hour	\$360

Fees

Student Government/Activities**

Annual	\$120
Semester	\$60

Health Service Fee**

Annual	\$130
Fall or Spring Semester	\$65

Technology Fee (Network and Computer Lab usage fee)

Fall or Spring Semester	\$75
Summer Term	\$35
Annual (Fall, Spring & Summer)	\$185

Recreational Fee**

Annual	\$50
Semester	\$25

Laboratory and/or Travel Fee

Specified courses may require an additional fee to cover cost of travel to off-campus sites and/or a laboratory fee for the cost of additional materials, etc.

Medical Insurance***

August 23, 1999 to August 22, 2000 (U.S. citizen)	\$425
August 23, 1999 to August 22, 2000 (International)	\$480

* **Overloads:** There is a credit plateau from 12-18 hours where tuition charges remain at the 12-credit level. Students enrolled for more than 18 credit hours are charged full-time tuition, plus the part-time semester hour charge for each credit hour above 18 hours.

** Applies to all students enrolled in 6 or more credits for the term.

*** Mandatory for all full-time students unless student provides evidence of other health insurance coverage and signs a waiver by

the stated due date. (See Student Information Worksheet)

Late Course Additions (Arts & Sciences):

The Standards & Advising Committee must approve all petitions for late course additions.

Music Fees

One half-hour lesson per week (14 sessions, 0.5 credits)	\$180
Organ practice rental per semester	\$50
A Music Lesson Fee Waiver of .5 credit is available each semester to students who are enrolled in a major ensemble (choir, orchestra, band) AND enrolled in or have taken Music 111/112, 211/212. An additional waiver of .5 credit is available each semester to students who are also listed with the Music Department as pursuing a B.A. in Music: Performance Emphasis degree. Please complete the waiver procedure with the Music Department which will forward the information to the Business Office.	
■ Students whose accounts are in delinquent status will not be eligible to register for the following semester.	

1999/2000 ROOM/BOARD

Room Rates

ROOM RATES	ACADEMIC YEAR	SEMESTER
Double, Triple or Quad	\$ 2,270	\$ 1,135
Single	\$ 2,580	\$ 1,290
Double Suite/Triple Suite.....	\$ 2,686	\$ 1,343
Double/Single (Double Room-one occupant) or Quad w/2 persons	\$ 2,896	\$ 1,448
Single Suite	\$2,990	\$ 1,495
Vandervelden Studio	\$ 3,130	\$ 1,565
Vandervelden Suite	\$ 3,646	\$ 1,823

Board Rates: 9-Plus Meal Plan

	LEVEL A	LEVEL B	LEVEL C	LEVEL D
Fall Semester	\$978	\$1,108	\$1,236	\$1,362
Winter Term	\$200	\$230	\$260	\$290
Spring Semester	\$978	\$1,108	\$1,236	\$1,362
Annual	\$2,156	\$2,446	\$2,732	\$3,014

Explanation: 9-Plus Meal Plan

The 9-Plus meal plan is a combination of a traditional board plan and a declining balance plan. This means that all dinners and the weekend brunches (nine meals per week) are the traditional all-you-can-eat style. Food selections for weekday breakfasts and lunches are priced ala carte. "Dining Dollars" are utilized to purchase food selections for these meals. This allows students to pay for only what they want. Students select a dining dollar level which is the amount of food to be purchased each term.

When students purchase food selections with dining dollars, the amount of their food purchases will be electronically deducted from their balance using their student ID card. There are four dining dollar levels:

Level A

\$250.00 dining dollars per semester; \$40.00 dining dollars for Winter term

Level B

\$375.00 dining dollars per semester; \$70.00 dining dollars for Winter term

Level C

\$500.00 dining dollars per semester; \$100.00 dining dollars for Winter term

Level D

\$625.00 dining dollars per semester; \$130.00 dining dollars for Winter term

Students may change their meal plan level before the end of the second week of the fall and spring semesters. The account balance will be carried over from fall semester to winter term, and then to spring semester, but not transferred to the next year's fall semester. There is no refund of dining dollars at the end of the spring semester. However, bulk buying of food items will be available for students to use up any remaining declining balance at the end of the spring semester.

1999/2000 GRADUATE PROGRAMS

■ SCHOOL OF EDUCATION

Tuition

Regular graduate education per credit hour \$350

MAT Forest Grove

Annual 1999	\$15,000
Summer 1999	\$5,000
Fall 1999	\$5,000
Spring 2000	\$5,000

MAT Eugene

Annual 1999	\$14,556
Spring 1999	\$4,852
Summer 1999	\$4,852
Fall 2000	\$4,852
Annual 2000	\$15,000
Spring 2000	\$5,000
Summer 2000	\$5,000
Fall 2000	\$5,000

Fees Full-time programs only (6 or more credits)

Student Government/Activities*

Annual	\$75.00
Semester	\$37.50

Health Service Fee*

Annual	\$130
Fall or Spring	\$65

Technology Fee (Network and Computer Lab usage fee)

Fall or Spring	\$75
Summer Term	\$35
Annual (Fall, Spring & Summer)	\$185

Recreational Fee*

Annual	\$50
Semester	\$25

Medical Insurance**

August 23, 1999 to August 22, 2000 (U.S. citizen)	\$425
August 23, 1999 to August 22, 2000 (International)	\$480

* Mandatory for all students in the Forest Grove program only.

** Mandatory for all full-time students unless student provides evidence of other health insurance coverage and signs a waiver by the stated due date. (See Business Office Contract.)

■ Students whose accounts are in delinquent status will not be eligible to register for the following semester.

■ SCHOOL OF OCCUPATIONAL THERAPY

Tuition

Full time	\$15,810
Semester	\$7,905
Part time, per semester hour	\$527
Audit, per semester hour	\$300

Fees

Student Government/Activities**

Annual	\$75.00
Semester	\$37.50

Health Service Fee**

Annual	\$130
Fall or Spring	\$65

Technology Fee (Network and Computer Lab usage fee)

Fall or Spring	\$75
Summer Term	\$35
Annual (Fall, Spring & Summer)	\$185

Recreational Fee**

Annual	\$50
Semester	\$25

Medical Insurance***

August 23, 1999 to August 22, 2000 (U.S. citizen)	\$425
August 23, 1999 to August 22, 2000 (International)	\$480

Laboratory Fee

Annual	\$40
Semester	\$20

Students are responsible for transportation for all practicum and field work experiences during the 29-month program. Any added living and transportation expenses for Level IIB field work will also be the student's responsibility.

** Applies to all students enrolled in 6 or more credits for the term.

*** Mandatory for all full-time students unless student provides evidence of other health insurance coverage and signs a waiver by the stated due date. (See Business Office Contract.)

■ Students whose accounts are in delinquent status will not be eligible to register for the following semester.

■ COLLEGE OF OPTOMETRY

Tuition

Full time. (Covers the core curriculum leading to the O.D. degree, and eleven elective hours per academic year. The eleven elective hours may be applied to the MEd/VFL program. Summer session courses outside the College of Optometry require an additional charge at summer session rates.)

First and Second Year

Tuition for students who enter

Optometry in 99-00 academic year	\$19,850
Tuition for students who entered	
Optometry in 98-99	\$18,900
Semester tuition for students who enter	
Optometry in 99-00 academic year	\$9,925
Semester tuition for students who entered	
Optometry in 98-99	\$9,450
Part time, per semester hour (one hour courses and overloads)	\$650
Audit, per semester hour	\$300

Third or Fourth Year

Tuition for students for the academic year	\$18,540
Semester (Fall, Spring, & Summer) Tuition	
for students in each semester	\$6,180
Part time, per semester hour (one hour courses and overloads)	\$650
Audit, per semester hour	\$300

Fees

Student Government/Activities*

Annual	\$75.00
Semester	\$37.50

Health Service Fee*

Annual	\$130
Fall or Spring	\$65

Technology Fee (Network and Computer Lab usage fee)

Fall or Spring	\$75
Summer Term	\$35
Annual (Fall, Spring & Summer)	\$185

Recreational Fee**

Annual	\$50
Semester	\$25

Medical Insurance**

August 23, 1999 to August 22, 2000 (U.S. citizen)	\$425
August 23, 1999 to August 22, 2000 (International)	\$480
AOSA/SOA*** Annual	\$28

* Applies to all students enrolled in 6 or more credits for the term.
 ** Mandatory for all full-time students unless student provides evidence of other health insurance coverage and signs a waiver by the stated due date. (See Business Office Contract).
 ***Mandatory for all optometry students.

■ Students whose accounts are in delinquent status will not be eligible to register for the following semester.

■ SCHOOL OF PHYSICAL THERAPY

Tuition

Full time (two 14-week terms)*

Tuition for students who enter PT	
in the 99-00 academic year	\$16,050
Tuition for students who entered	
prior to 1999	\$15,810
Semester (one 14-week term)*	
Tuition for students who enter PT	
in the 99-99 academic year	\$8,025
Tuition for students who entered PT	
prior to 1999	\$7,905
Part time, per semester hour	\$525
Audit, per semester hour	\$300
Post Masters per credit hour rate	\$320

Fees

Student Government/Activities**

Annual	\$75.00
Semester	\$37.50

Health Service Fee**

Annual	\$135
Fall or Spring	\$65
Technology Fee (<i>Network and Computer Lab usage fee</i>)	
Fall or Spring	\$75
Summer Term	\$35
Annual (Fall, Spring & Summer)	\$185

Recreational Fee**

Annual	\$50
Semester	\$25

Medical Insurance***

August 23, 1999 to August 22, 2000 (U.S. citizen)	\$425
August 23, 1999 to August 22, 2000 (International)	\$480

* **Overloads:** There is a credit plateau from 12-18 hours where tuition charges remain at the 12 credit level. Students enrolled for 18 or more credit hours are charged full-time tuition, plus the part-time semester hour charge for each credit hour above 18 hours.

** Applies to all students enrolled in 6 or more credits for the term.

*** Mandatory for all full-time students unless student provides evidence of other health insurance coverage and signs a waiver by the stated due date. (See Business Office Contract.)

■ Students whose accounts are in delinquent status will not be eligible to register for the following semester.

■ SCHOOL OF PHYSICIAN ASSISTANT STUDIES

Tuition

Full time (three terms)*

Tuition for students who enter PA in the Summer 2000	\$16,995
Tuition for students who enter PA in the Summer 1999	\$16,500
Tuition for students who entered PA in the Summer 1998	\$15,750

Semester (one term)*

Tuition for students who enter PA in the Summer 2000	\$5,665
Tuition for students who enter PA in the Summer 1999	\$5,550
Tuition for students who entered PA in the Summer 1998	\$5,250
Part time, per semester hour	\$412
Audit	(not available)

Fees

Student Government/Activities **

Annual	\$75.00
Semester	\$37.50

Health Service Fee**

Annual	\$130
Fall or Spring	\$65

Technology Fee (Network and Computer lab)**

Fall or Spring	\$75
Summer Term	\$35
Annual (Fall, Spring & Summer)	\$185

Medical Insurance ***

June 2, 1999 to June 1, 2000 (US Citizen)	\$425
June 2, 1999 to June 1, 2000 (International)	\$480

For the clinical and didactic year of the program, students who are enrolled for 12-20 credit hours are charged the full-time per semester tuition. Students taking less than 12 hours per semester are charged the per credit fee. Students enrolled in more than 20 credit hours are charged the full-time tuition, plus the part-time per semester hour charge for each credit above the 20 hours. For the final semester of the program when the student is completing the graduate project, the student is charged the full-time per semester tuition.

** Applies to all students enrolled in 6 or more credits for the term.

*** Mandatory unless student provides evidence of other health insurance coverage and signs a waiver by the stated due date. (See Business Office Contract.)

■ Students whose accounts are in delinquent status will not be eligible to register for the following semester.

■ SCHOOL OF PROFESSIONAL PSYCHOLOGY

Tuition

Annual Full-time Tuition

Tuition for students who enter SPP in 1999-00 academic year	\$15,900
Tuition for students who enter the masters in counseling	\$3940
Tuition for students who entered the SPP PsyD program prior to 1999	\$15,697
Tuition for students who entered the SPP MS program prior to 1999	\$14,495
Tuition for transitional degree students who entered SPP in the 95-96 academic year	\$16,961

For students enrolling after 1998, there is a full-time enrollment plateau of 12 to 15 credits per term where tuition charges remain at the full-time rate. Students enrolled for more than 15 credits are charged the full-time rate plus the per credit rate for each credit over 15 credits. Students enrolled for fewer than 12 credits are charged at the per credit rate.

For students who enrolled prior to the 1998-99 academic year, there is a full-time enrollment plateau of 9 to 15 credits per term where tuition charges remain at the full-time rate. Students enrolled for more than 15 credits are charged the full-time rate plus the per credit rate for each credit over 15 credits. Students enrolled for fewer than 9 credits are charged at the per credit rate.

Students who enrolled prior to the 1998-99 academic year may elect the Per credit plan or the Full-time tuition plan. Once the Full-time tuition plan is chosen, however, the student may not switch back to the Per credit plan. Students taking the old curriculum must pay the per credit tuition rate.

Per Credit Tuition

Part-time, per semester hour

Tuition for students who enter SPP in 1999 or later	\$464
Tuition for students who enter 96-98	\$416
Tuition for transitional degree students who entered SPP in the 95-96 academic year	\$435
Tuition for old curriculum students who entered SPP in the 95-96 academic year	\$367
Tuition for students who enter the masters in counseling program	\$438
Audit, per credit hour	\$300

Fees

Annual Fees*

Student Government/Activities	\$75
Health Service Fee, per year	\$130

Technology Fee (Network and Computer lab)**

Fall or Spring	\$75
Summer Term	\$35
Annual (Fall, Spring & Summer)	\$185

Program Fees

Clinical Competency Examination Fee (one-time) \$75
Dissertation Fee (one-time) \$75
Course Waiver Examination Fee (if applicable) \$85

Medical Insurance**

August 23, 1999 to August 22, 2000 (U.S. citizen) \$425
August 23, 1999 to August 22, 2000 (International) \$480

**Applies to all students enrolled in 6 or more credits for the term.*

*** Mandatory for all full-time students unless student provides evidence of other health insurance coverage and signs a waiver by the stated due date. (See Business Office Contract.)*

■ Students whose accounts are in delinquent status will not be eligible to register for the following semester.

University Academic Policies and Procedures

UNDERGRADUATE AND GRADUATE STUDENTS

LETTER GRADING

Grades are recorded by letter, with the following point values:

A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2.0	Satisfactory
C-	1.7	Substandard
D+	1.3	Substandard
D	1.0	Substandard
F	0	Failure
P		Pass
H		Pass - A equivalent
HP		Pass - B equivalent
N		No Pass
I	0.0	Incomplete
IA	4.0	Incomplete; contingent grade A
IA-	3.7	Incomplete; contingent grade A-
IB+	3.3	Incomplete; contingent grade B+
IB	3.0	Incomplete; contingent grade B
IB-	2.7	Incomplete; contingent grade B-
IC+	2.3	Incomplete; contingent grade C+
IC	2.0	Incomplete; contingent grade C
IC-	1.7	Incomplete; contingent grade C-
ID+	1.3	Incomplete; contingent grade D+
ID	1.0	Incomplete; contingent grade D
IF	0.0	Incomplete; contingent grade F
W		Withdrawal by Student
AW		Administrative Withdrawal
X		Continuing courses (limited to thesis, dissertation and special study sequence within MS program in Optometry. The grade of "X" will revert to a "P" or "N" or letter grade when work is completed.)

While the College of Arts & Sciences and the College of Optometry utilize all of the letter grade options, the Schools of Education, Occupational Therapy, and Physical Therapy consider all marks with point values below C as failure. The School of Professional Psychology uses only A, B, and F grade marks.

The College of Optometry allows only one earned "D" grade per year per academic area, and then only if the cumulative grade point average is at or above 2.0.

AUDIT

As an auditor, a student enrolls in, pays for, and attends classes, but does not necessarily complete assignments or take examinations. No credit is received for an audited course. Students must declare the Audit option before the end of the second week of the course. Once you declare the Audit option you may not revert back to the graded option.

PASS/NO PASS OPTION

Students must declare the Pass/No Pass option before the end of the tenth week of the course, by completing the appropriate form in the Registrar's Office. Once you declare the Pass/No Pass option you may not revert back to the graded option.

Arts & Sciences, Education, Optometry: "P" grade is equivalent to a "C" or above. Optometry students may receive an "H" grade for "A" work that is demonstrated by exemplary achievements in patient care or an "HP" for "B" work in patient care that is consistently above proficiency standards in patient care courses. In Arts & Sciences, students may take one course, in addition to courses requiring P/N grading, each semester on a Pass/No Pass basis; such courses may not be used to fulfill core requirements, science requirements for the B.S. degree, major or minor requirements, or teaching endorsement requirements.

Occupational Therapy, Physical Therapy, Professional Psychology: "P" grade equivalent to a "B" or above.

INCOMPLETES

Instructors may issue a grade of Incomplete only when the major portion of a course has been completed satisfactorily, but health or other emergency reasons prevent the student from finishing all requirements in the course. The instructor and the student should agree upon a deadline by which all work will be completed, with the following limitations:

1. Incompletes given for Fall and or Winter III terms must be completed by the following April 15.
2. Incompletes given for Spring semester or Summer session must be completed by the following November 15.

Instructors will issue the grade the student would have earned by not completing the course, preceded by an "I". This grade is determined by including a failing grade for the missing assignment(s) in the calculation of the final

grade. If the agreed upon course work is not completed in the period allotted and an extension has not been granted, the grade issued will become permanent. The contingency grade will be used in the computation of the GPA until such time as a new grade is recorded.

REPEATED COURSES

If a course taken at Pacific University is repeated at Pacific University, in the College of Arts & Sciences & in Education, only the higher grade is used in computing the grade point average; in Occupational Therapy, Optometry, Physical Therapy, and Professional Psychology BOTH grades are counted in the grade point average.

If a course taken at Pacific is repeated at another institution, the Pacific grade will still be counted in the GPA. No course may be counted more than once towards graduation requirements.

GRADE CHANGE

Once a grade is submitted to the Registrar it shall not be changed except in the case of recording errors. Grade changes will be approved by the appropriate Dean or Director.

RETRO-ACTIVE CREDIT

Arts & Sciences

There is a one year time limit for granting retro-active Pacific University institutional credit for which the student did not initially register. This course work must be documented, with the instructor's approval, and completed at Pacific University.

COURSE REGISTRATION

Arts & Sciences students

Please see the specific term Arts & Sciences Schedule of Classes for registration instructions.

Professional program students

Please contact the specific program office or the Registrar's Office for registration procedures.

Note that regularly admitted students seeking Pacific University degrees have first priority in registration for courses.

OICA CROSS-REGISTRATION

Pacific University participates in the Oregon Independent Colleges Association Cross-Registration program. Students enrolled full-time at any OICA institution may take a maximum of one undergraduate course per term at another OICA campus. No additional tuition will be charged, other than "overload" charges or special course fees applied to all students in the course. Students may not cross-register for a course that is offered on their own campus unless legitimate scheduling conflicts prevent taking it. Registration is on a "space-available" basis, with regularly enrolled students having first priority. For more information or cross-registration forms, please see the Registrar.

WITHDRAWALS

Students may drop a class through the first ten class days of the semester (first three days of a three week term) without having the class appear on the transcript. Students may withdraw through the tenth week of the semester (second week of a three week term) and receive a "W" on the transcript, with no grade penalty. Late withdrawals are normally not permitted unless approved by the appropriate Academic Standards committee.

It is the responsibility of the student to notify the Registrar's Office and the instructor regarding withdrawing from a class, otherwise the student may receive a failing grade. Prior to the end of the withdrawal period instructors may notify the Registrar of student(s) not attending class, and may withdraw them and issue a grade of "W". If a student has pre-registered for a class and does not attend during the first two weeks (first three days of a three week term), that student may be dropped from the class (unless prior arrangements have been made).

If a student wishes to withdraw from all classes, an exit interview with the Dean of Students is necessary to initiate the formal withdrawing process. This will ensure that all student account and credit calculations occur appropriately.

Note for Professional Psychology Students: Withdrawal from three courses constitutes grounds for dismissal from the program except under extenuating circumstances.

Instructors may withdraw a student from a class for misconduct, or for disruptive or endangering behavior that interferes with the faculty member's obligation to set and meet academic and behavioral standards in each class. Misconduct or disruption does not apply to the content of speech or written work protected by freedom of expression or academic freedom. Due process will be followed and students may appeal such decisions to the appropriate committee or administrator.

Students who must withdraw for health emergencies or other emergency reasons may be granted an Administrative Withdrawal by the Dean of Students (for undergraduate students) or by the appropriate Dean or Program Director (for Professional students). The Dean/Program Director will consult with the course instructors and may require a statement from a physician or other documentation.

The Dean of Students, acting on behalf of the University, may withdraw a student from the University if the student has mental or physical health problems that cause the student to engage in or threaten to engage in behavior which (a) poses a danger of causing physical harm to the student or to others or (b) directly and substantially impedes the activities of other members of the campus community. (The procedure to be followed in these withdrawals is printed in its entirety in Pacific Stuff and is in accord with the guidelines of the American Psychiatric Association and Section 504 of The Rehabilitation Act of 1973.) Re-enrollment will be at the discretion of the Dean of Students, in consultation with appropriate health professionals.

GRADE REPORTS

Grades will be reported to students at the end of each grading period. Grades normally are sent to the student's per-

manent address, unless otherwise specified. According to the Student Academic Records Policy, parents of students will be mailed grade reports only if the student has provided the Registrar with a signed release.

TRANSCRIPTS

Students may review their academic records upon request or order a transcript of the Pacific University record in accordance with the Family Rights and Privacy Act guidelines. A signed request for the transcript must be supplied to the Registrar's Office, with a \$2.00 fee assessed for each official transcript requested. Unofficial transcripts for presently enrolled students are free, with a limit of two per request, and are to be picked up in person. Up to one week may be necessary for official transcript requests; two days for unofficial requests.

ADVANCEMENT TO CANDIDACY FOR DEGREES

Pacific University offers three degree conferment dates during the academic year: fall, winter and spring. Formal commencement is held in spring only. All degree candidates must submit an Application for Degree form to the Registrar's Office by January 15 for spring; June 15 for summer; or October 15 for winter graduation. Students who are not graduating in spring but who wish to march in commencement must submit an Application for degree as above.

GRADUATION WITH HONORS

Students receiving an Arts & Sciences or Occupational Therapy baccalaureate degree will be designated cum laude if they achieve a cumulative grade point average of 3.50 to 3.69; magna cum laude if they achieve 3.70 to 3.90; and summa cum laude if they achieve 3.91 to 4.00. Students receiving the Doctor of Optometry or Masters of Physical Therapy degrees will be designated with distinction if they achieve a cumulative grade point average of 3.50 or above.

TIME LIMIT FOR COMPLETION OF GRADUATE DEGREES

Unless otherwise noted within specific programs, all work for graduate degrees (including transferred credits, dissertation, examination, etc.) must be completed within a period of seven calendar years.

CODE OF ACADEMIC CONDUCT

Pacific University is an academic community — a community where the pursuit of knowledge, understanding and skills is the common ideals which unite us as its members. Honesty and integrity are expected of all students in class participation, examinations, assignments, patient care and other academic work. Students have the obligation to conduct themselves as mature and responsible participants in this community. Towards this end, the University has established policies, standards and guidelines that collectively define the Student Code of Conduct. The Student Code of

Conduct includes all policies, standards and guidelines included in, but not limited to:

The University Catalog
The University Handbook
The Student Handbook "Pacific Stuff"
Residence Hall Handbook and Contracts

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Every student has a right to conditions favorable to learning. Students have the right to pursue an education free from discrimination based on gender, race, ethnicity, religion, marital status, age, sexual orientation or physical handicap. Students at Pacific enjoy the freedoms of speech, expression, and association, the right to privacy, the right to freedom from harassment, the right to due process in judicial matters, and the right to appeal judgments and penalties for alleged misconduct.

Students have the responsibility to conduct themselves, both individually and in groups, in a manner which promotes an atmosphere conducive to teaching, studying and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior which is harmful to themselves, other persons or property. Students have the responsibility to abide by the standards, policies, and regulations of the University.

ACADEMIC MISCONDUCT

It is impossible to make regulations for all situations that may arise. Misconduct includes but is not limited to cheating; plagiarism; forgery; fabrication; theft of instructional material or tests; unauthorized access or manipulation of laboratory or clinic equipment or computer programs; alteration of grade books, clinical records, files or computer grades; misuse of research data in reporting results; use of personal relationships to gain grades or favors or other attempts to obtain grades or credit through fraudulent means; threats to University personnel; and other conduct inconsistent with academic integrity.

Cheating includes giving or receiving unauthorized aid in academic work such as the improper use of books, notes, or other students' tests or papers; taking a dishonest competitive advantage (for instance preventing others from fair and equal access to library resources); or using work done for one course in fulfillment of the requirements of another, without approval of the instructors involved.

Plagiarism is the use of someone else's works or ideas or data without proper documentation or acknowledgment. Quotations must be clearly marked, and sources of information, ideas, or opinions of others must be clearly indicated in all written work. This applies to paraphrased ideas as well as to direct quotations.

Fabrication includes furnishing to a University office or to a University official or faculty member a written or oral statement known by the student to be false. This includes, but is not limited to, patient records and student data for financial aid and admission.

Unauthorized access includes clandestine entry into or obstruction of any University facility or property; unapproved use or manipulation of University documents, records, or files, including computer data and programs.

Assisting in or covering up any academic dishonesty is itself misconduct subject to sanctions. Faculty and students are expected to report academic misconduct to the appropriate Dean or Program Director.

Procedures for Dealing with Academic Dishonesty

When an instructor has reasonable cause to believe that academic dishonesty may have occurred, the following procedures shall be followed:

1. For cases involving plagiarism or cheating, the instructor will discuss the allegations with the involved student(s) to determine what course of action to pursue. The faculty member will prepare a short report of the incident and will consult with the appropriate Dean or Program Director before imposing a sanction. The Dean/Director may consult with the student(s) also. The sanction normally will be a failing grade in the course. Serious offenses, or second offenses, may result in suspension or dismissal from the University. In the College of Arts and Sciences, the student or the Dean may appeal to the Standards and Advising Committee; in the College of Optometry, appeals may be made to the Optometry Faculty. In the Professional Schools, the student or Program Director may appeal to the appropriate school committee.
2. For cases involving academic theft, unauthorized access, alteration of data, computer tampering, fraud or personal intimidation, the Dean/Director of the appropriate College or School will counsel with the involved student(s) concerning the nature of the offense to discuss what course of action should be pursued. In the College of Arts and Sciences, sanctions will be recommended to the Vice President for Academic Affairs by the Standards and Advising Committee through the Dean; in the College of Optometry, sanctions will be recommended to the Vice President for Academic Affairs by the College Faculty through the Dean. In the Professional Schools, sanctions will be recommended to the Vice President for Academic Affairs by the appropriate school committee. Normally an offense will result in suspension or dismissal from the University.

Appeals

Final appeals for all cases of academic misconduct will be heard by the University Standards and Appeals Board. All requests for appeals of rulings by college or school academic standards committees shall be submitted in writing to the Vice President for Academic Affairs within 10 school days after the ruling is received by the student. Appeals shall be considered by the University Standards and Appeals Board, which is a standing committee of the University.

Appeals must be explicitly justified by at least one of the following reasons:

- (1) evidence of error in procedure by a school or college academic standards committee,
- (2) new evidence sufficient to alter a decision,

- (3) evidence that the sanction(s) imposed was not appropriate to the severity of the violation.

Following the receipt of the appeal, the Board shall convene to consider the appeal. On the basis of the available evidence, the Board will either deny the appeal, call for a hearing or when deemed appropriate, return the appeal to the original academic standards committee for reconsideration. Decisions of the University Standards and Appeals Board are final.

The Vice President for Academic Affairs shall appoint alternate members in cases of conflict of interest or if a regular member is unavailable.

POLICY OF PRIVACY RIGHTS OF STUDENTS

In accordance with the Family Educational Rights and Privacy Act of 1974, Pacific University grants all the rights under the law to all matriculating students. No one outside the institution shall have access to nor will the institution disclose any information from any students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Pacific community, only those members individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of the Registrar, Financial Aid, Admissions, Professional Programs, College of Arts and Sciences, Business Office, University Relations, Dean of Students, and academic personnel within the limitations of their need to know, as determined by the Registrar.

Records regarding academic progress and academic standing in the Deans' or Directors' Offices are protected by the Family Educational Rights and Privacy Act and will not be released without the written consent of the student. Faculty members, advisors, or University officials with a legitimate educational interest may have access to these files under the "need to know" provisions of the Act.

Records in the Dean of Students' Office, including disciplinary files are protected by the Family Educational Rights and Privacy Act, and will not be released without the written consent of the student. Students may review their files in the Dean of Students' Office on request.

Student records in the Student Health Center and the Counseling Center are not educational records per se, but are considered confidential by professional standards. These records are not available to anyone but the student; however, they may be reviewed by health care professionals of the students' choosing. Students may review their health and/or counseling records on request, and with the consent of the Directors of the Health or Counseling Centers. Although parents do not have access to students health or counseling records, in life threatening or potentially life

threatening situations parents or other appropriate persons will be notified at the discretion of the Dean of Students.

At its discretion Pacific University may provide Directory Information in accordance with the provisions of the Act, to include: student name, address, telephone number, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams, these title/topics. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a Directory Hold prior to filing such a request. Request for non-disclosure will be honored by the institution for only one academic year commencing with the fall semester; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar within the first two weeks of the fall semester.

The law provides students with 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 decisions of the hearing panels to be unacceptable. The Registrar at Pacific University has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admission, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest (written request will not be required for transcript review by students for personal use). Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the students' expense at prevailing rates. Pacific University will provide a copy of student records "if failure to do so would effectively prevent the parent or student from exercising the right to inspect and review the records". Authority: Vol. 20 U.S.C. 1232f(1)(1)(A); 34 CFR 99.10. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records.

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 admissions, 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 will permit access only to that part of the record which pertains to the inquiring student. Pacific University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior

to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Registrar who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will be the Vice President for Academic Affairs, Dean of Students, appropriate Academic Dean or Director, and the Registrar. (Note: any member of the panel with a direct interest in the outcome will be excluded.) As in accordance with Vol. 20 U.S.C. 1232f(a)(2); Sect. 99.22.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records, statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provision of the Act may request in writing assistance from the President of Pacific University. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington D.C., concerning the alleged failures of Pacific University to comply with the Act.

Revisions and clarifications will be published as experience with the law and Pacific University's policy warrants.

VETERAN'S EDUCATIONAL BENEFITS

The Registrar is the certifying official for all veteran's benefits for students. All eligible students are requested to fill out necessary application and certification documents prior to the start of classes.