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## PREFACE

This Manual is for students in the William Jessup University (WJU) School of Professional Studies (SPS). It serves as an introduction to the Program and its curriculum, faculty, policies and procedures as well as to inform students concerning student life and finances relating to the Program.

This Manual should be used in conjunction with WJU Catalog and Student Handbook (WJU Handbook applicable to both Traditional and SPS students). This Manual, the Student Handbook and WJU Catalog are all available on-line. In case of any discrepancy, the Catalog will take precedence over this Manual.

To obtain further information concerning the School of Professional Studies, contact the SPS Offices.

School of Professional Studies  
William Jessup University  
333 Sunset Blvd.  
Rocklin, CA 95765  
(916) 577-2336 or (800) 883-4226  
Fax (916) 577-2330

School of Professional Studies  
William Jessup University  
1190 Saratoga Ave.  
San Jose, CA 95129  
(408) 278-4346 or (800) 205-6100  
Fax (408) 278-4342

The School of Professional Studies' Student Manual contains policies and guidelines for the purpose of aiding students in the WJU School of Professional Studies. This manual is not considered a contractual agreement. William Jessup University reserves the right to amend this manual at any time.

## WELCOME TO WILLIAM JESSUP UNIVERSITY

Welcome to William Jessup University and the School of Professional Studies! If you are new to our University family, you are going to have a great experience! It will be a new and exciting challenge. If you are a continuing student, we appreciate the manner in which you have added meaningfulness for other students.

Participating in the SPS will be a growing experience. It will require disciplined study as you gain opportunity to develop your talents and skills. Working with a small group of fellow adult students, you will experience an increasing skill in teamwork that will equip you for future growth, development and work opportunities. The SPS staff is here to ensure you have the atmosphere and resources to accomplish your educational goals.

**Mission Statement.** In partnership with the Church, the purpose of WJU is to prepare Christians for leadership and service in the church and society, through Christian higher education, spiritual formation and directed experiences.

**What We Believe.** We believe in the one God: Father, Son and Holy Spirit, as revealed in the Holy Bible and made known in Jesus Christ our Lord, We believe that Jesus the divine Son became human, was born of a virgin, ministered in word and miracle, died for our sin, was raised bodily from the dead, ascended to God's right hand and is coming again for his people, We believe that the Holy Spirit is presently ministering through the Christian community, empowering lives of godliness and service, We believe that the Holy Bible is completely God breathed, true in all its teaching, and the final authority for all matters of faith and practice, We believe that Jesus Christ established his church on earth to carry out his saving mission among all ethnic groups and formed her to be one holy people, We believe in God's saving grace that calls forth from all people: faith, repentance, confession, baptism, and new life and ministry through the Spirit, We commit ourselves to the teaching, practice and defense of these truths until the coming of our Lord Jesus Christ.

## EDUCATIONAL PHILOSOPHY

WJU holds that education is a comprehensive process concerned with the whole person, thus our program seeks to nurture every aspect of development. Research skills, critical thinking skills, and creative reflection skills gained at the undergraduate level enhance the spiritual, personal, and professional lives of our graduates. As a result WJU has the following goals:

- The primary goal of education at WJU is the integration of faith and learning. In pursuing this goal, it accepts the unity of all knowledge under God and perceives no contradiction between the truth of the Christian revelation and that of scholarly investigation.

- WJU offers both general education courses that provide the broad scope of human knowledge and a biblical core that establishes a perspective which gives coherence and purpose to that knowledge.
- Graduates are expected to gain practical skills and understanding. Those preparing to attend graduate school will have gained the knowledge and research skills required for advanced study.

### University and Program Goals

The SPS assists students with development of:

- Leadership and interpersonal relationships
- Written and oral communication
- Critical thinking skills
- Marketable professional skills

Graduates of the program report that the results include:

- Increased spiritual maturity
- Access to new opportunities
- Improvement in effectiveness and efficiency of their ministry

### Recognitions and Accreditations

WJU is a recognized University with high professional standards. The University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) and the Association for Biblical Higher Education (ABHE).

The California Commission for Teacher Credentialing (CCTC) accredits the teacher credentialing programs of the University.

WJU is approved for veterans, for the training of foreign students, and by the State of California to award the degrees of Bachelor of Arts and Bachelor of Science.

### Notice of Nondiscriminatory Policy

WJU admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. The University does not discriminate on the basis of race, color, national and ethnic origin, gender or physical handicap in the administration of its educational policies, employment practices, admissions requirements or scholarship and loan programs.

## WHAT IS THE SCHOOL OF PROFESSIONAL STUDIES?

The School of Professional Studies is designed to enable working adults to complete a university degree while working full time. Students must have two years of full time work experience post high school and have completed at least 12 units of transferable college work to begin in our Bridge Program. Sixty units are required to start the major. Students can complete the major in approximately 19 months.

Small cohorts of students (12 to 24) attend class one evening per week. Faculty are experienced leaders in their fields and

engage students in practical and theoretical discussions. Students attend one course at a time. The reading and homework assignments are to be completed prior to class. Class time is spent in discussions and application of the subject to the students' situations. The final exams are take-home finals that are due at the first night of the following course.

## ADMISSION TO THE SCHOOL OF PROFESSIONAL STUDIES

### ADMISSION CRITERIA

- Completed at least 12 transferable units of college level coursework for acceptance into Bridge (proof of High School graduation or GED is required when less than 60 units are accepted in transfer.)
- Completed at least 60 transferable units of college level coursework and applicable prerequisites to begin a major.
- Two years or more of full time work experience (post high school)
- Cumulative 2.00 GPA (on 4.0 scale) on all prior college level coursework (Applicants with lower GPA will be considered on a case-by-case basis.)

### ADMISSION PROCEDURES

Application is a simple process that can lead to a quick decision concerning your eligibility for enrollment. The process requires the submission of the following:

1. An application form and payment of the nonrefundable application fee.
2. Official transcripts from all colleges and universities previously attended. If you do not have 60 transferable units, you are required to submit an official high school transcript verifying graduation, in addition to other post-secondary transcripts. Official transcripts must be sent directly from the institution to the SPS office. Transcripts that pass through a student's hands (even if in a sealed envelope) are considered unofficial.
3. Satisfactory personal recommendation.
4. A personal letter of introduction describing the applicant's academic preparation and services to his/her community.
5. Complete the Free Application for Federal Student Aid (FAFSA), online. Online filing is faster and the preferred method. Contact the Financial Aid Office with any questions.

Upon meeting all the above criteria, the Degree Completion Admissions Committee will consider the admission application for acceptance, rejection, provisional or acceptances on "Academic Support". William Jessup University reserves the right to reject any applicant or any request for readmission for any reason it may consider valid.

### SKILL LEVEL EXPECTATIONS

During the major, students complete their upper-division requirements for a degree; therefore, during their first enrollment period in the major students must meet the

University's requirements for junior standing (at least 60 units), which include the following:

### ENGLISH COMPOSITION

Students must demonstrate upper-division writing skills before starting the second class in their major by means of one of the following:

1. Successfully pass the English writing proficiency exam embedded in English 1b at an accredited college or university. Statement of passing the proficiency exam must be posted on the official transcript from the college or university.
2. Successfully pass the writing proficiency assessment (WPA) requirement during Strategies for Success. See page 10.

Questions about this requirement may be directed to the Registrar's Office.

### BRIDGE

Bridge classes focus on General Education and Free Electives and are offered in a compressed format. Students who are working to meet the entrance requirements for their chosen major or seeking to complete requirements for graduation are encouraged to enroll in the Bridge program. Bridge classes are scheduled in a manner consistent with Major courses, allowing students to complete all their degree requirements at WJU in a time effective and continuous manner.

## FINANCIAL INFORMATION

Two offices at William Jessup University handle different aspects of your college finances.

- The Financial Aid Office (916/577-2235) handles all applications for assistance such as grants, scholarships and loans. This office determines the amount of assistance you will receive for each enrollment period. This information is communicated to you and to the Business Office.
- The Business Office/Accounting is responsible for preparing your invoice stating all of the charges. Payment is made to the Business Office. Please contact the Business Office. (916)577-2352

### FINANCIAL AID

One of the primary considerations in planning for a college education is how to pay for the education received. Although working adults may have greater potential financial resources than the traditional high school graduate, the availability of federal and state financial aid programs and the wide variety of outside scholarships need to be investigated in order to ensure sufficient financial resources are available as well as which of the many options should be used. Please refer to the SPS Financial Aid section of the William Jessup University Catalog (available on the WJU website) for a complete description of all aid programs.

# SCHOOL OF PROFESSIONAL STUDIES (SPS)

Financial Aid in the School of Professional Studies (SPS) is structured to coincide with the flexibility a student needs to succeed. Classes begin every 5 weeks and Financial Aid is available for any student beginning at any point during each term (Fall, Spring & Summer).

There are typically 3 courses per term and each course is typically 3 units. Therefore a student will normally be enrolled in 9-10 units per term – considered  $\frac{3}{4}$  time by federal standards. Students enrolled in at least 6 units per term are eligible for all types of federal and state aid, while students enrolled in less than 6 units per term are only eligible for a Federal Pell Grant (if they qualify). There is currently no Institutional Aid available for students in the SPS program.

Financial aid deadlines in the SPS program are specific for the start date of each cohort. A student is required to have a valid FAFSA submitted before registration, or else full payment will be due at registration. For specific deadlines, please contact the Financial Aid Office or your individual financial aid counselor.

Aid is awarded according to the total amount of units a student is taking. Having a course requirement waived, skipping a course or failing a course may have substantial impact on aid eligibility. Please see your financial aid counselor immediately if any of the above apply to you.

To be considered for the Cal Grant, a FAFSA and a GPA Verification Form need to be submitted by March 2 for Fall enrollment or September 2 for Spring enrollment.

Financial aid is awarded based on your attendance for each academic year. **Continuing Students:** the academic year is defined as the point from which you begin enrollment to the point you **successfully** complete 24 units, and each subsequent 24 unit block thereafter. If you withdraw from or fail a course, your aid eligibility *will be affected*. **New Students:** an academic year is defined as the Fall semester through the Summer semester. Students in the SPS program typically enroll in 9 units (usually 3 classes) per semester. To receive most types of aid, a student must be enrolled in at least 6 units (usually 2 classes) per semester.

To be eligible for aid, a student **must** file the Free Application for Federal Student Aid (FAFSA). Also, the FAFSA **must** be filed each academic year in which you are going to be enrolled. The majority of assistance available is through federally guaranteed Stafford Student Loans. Students with high need (as calculated by the FAFSA) may qualify for a federal Pell Grant. Financial Aid packages are assembled by the Financial Aid Counselor for Degree Completion. The majority of correspondence will take place via the email address you provided on your application. For additional information contact the Financial Aid Office directly at 916.577.2235 or [finaid@jessup.edu](mailto:finaid@jessup.edu).

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

In order to be eligible for federal, state or institutional aid, students must be considered to be making satisfactory academic progress according to the University's policy. This policy includes two components. First, a cumulative GPA of at

least 2.00 must be maintained. In addition, students must successfully complete a minimum of sixty-seven percent (67%) of classes in which they have enrolled.

All students will be reviewed for compliance with the satisfactory academic progress policy at the midpoint of the program. Students who have not completed the required percentage of classes and/or do not make the minimum GPA requirements will be notified and placed on financial aid probation. Students on financial aid probation may be ineligible for federal aid, state aid and institutional aid including scholarships, grants and student loans.

Students who are disqualified from financial aid due to lack of satisfactory academic progress may be granted an extension of financial aid if extenuating circumstances occur such as medical problems, family emergencies, a death in the family, or special circumstances as determined by the institution.

Students who are placed on financial aid probation at the end of their first full year of enrollment may appeal to the Financial Aid Committee for reinstatement of financial aid. Financial aid must be appealed on a enrollment period-by-enrollment period basis up to a maximum of two enrollment periods. Financial aid may or may not be reinstated at the discretion of the Financial Aid Committee. Financial Aid Appeal forms may be obtained in the Financial Aid Office.

## TUITION AND FEES

Tuition and fees are payable prior to the start of courses.

## ACADEMIC PROGRAM INFORMATION

### ADVISING

Advising, including planning for external course completion, career goals, selecting a major and program guidance is provided by the SPS Advisor. Please call our office at 916-577-2335 with any questions or concerns.

### REGISTRATION

Registration is required 5 weeks prior to the start of class in order to guarantee enrollment in the class. Students who register after the first night of class (per session) will be access a \$95 late registration fee.

### WAIVED COURSES

All 50 major program units must be taken at William Jessup University. None will be waived because students have taken similar courses elsewhere. Courses taken at other colleges may be used for General Education or free elective credit as applicable.

### GRADING POLICY

The criteria on which the grades are based are defined in the student guide for each course. Satisfactorily completing the minimum requirements for each assignment will earn a C grade. Outstanding work will earn an A.

Failure to turn in a final, or a failing grade on the course final, is an automatic F for the course. Any written exercises turned

in after 6 p.m. on the due date will result in a reduction of grade for that item if turned in within one week of the due date. Homework not turned in within one week of the due date receives a zero and a reduction of grade for the course. All take home finals must be turned in by the first class of the following course.

Final grades for the course will be determined on a percentage basis.

4.0	A	>90%
3.0	B	80-89%
2.0	C	70-79%
1.0	D	60-69%
0	F	<60% also, failure to turn in or a failing grade on the final exam is an automatic F for the course. Also see attendance policy
	I	see Incomplete Work (below) for guidance regarding special circumstances.
	W	withdrawal by submission of a drop card
	U	administrative drop, see attendance policy

## COURSE GRADE APPEAL

Students have the right to appeal a course grade:

- Appeals must be directed first to the instructor, then to the department chair.
- No new or additional coursework may be considered.
- If either the instructor or the department chair chooses to change a final grade, the student must submit a change of grade form to the Director of SPS for final approval.
- If neither the instructor nor the department chair chooses to change the grade, the student may file a petition with the SPS Academic Committee
- The deadline to file a petition with the SPS Academic Committee is the last day of the semester following that of the course in question. The decision of the SPS Academic Committee is final.

## INCOMPLETE PETITIONS

School of Professional Studies students are expected to complete all course requirements during the time assigned for that course.

In the rare circumstance when it is impossible to complete the course requirements on time, the student may petition to receive an incomplete ("I" grade). The student must contact the instructor to work out an agreement of a due date for incomplete work to be submitted. The student and instructor must have the "Petition to Receive an Incomplete" form filled out and submitted by the night the final is due in order to be considered for an "I" grade. For prompt submission, this form may be faxed to (916) 577-2330, attention SPS.

The petition will be reviewed by the SPS Office. Once the petition has been either granted or denied, the Academic Office will mail a copy of the petition to the student and instructor so both are aware of the outcome. A processing fee will be added to the student's billing. If the student fails to complete the work within the time limit, the grade for the course will become an F and the student must repeat the course at their own expense.

## PLAGIARISM

WJU considers its students to be responsible Christian adults and prefers to treat them as such. A major part of an education at a Christian university is developing and maintaining Christian Character, specifically integrity. One jeopardizes that integrity by participating in any kind of deceit. WJU regards such acts as willful plagiarism, cheating, and misrepresentation as deceitful. A student discovered in this kind of activity will not only lose the trust the University has invested in him or her, but will also be subject to discipline: the student will not receive credit for any assignments that are willfully misrepresented by plagiarism or cheating and will be subject to a personal interview by the SPS Academic Committee to determine if the student may remain in class or in school.

## RECORDS

William Jessup University, in compliance with State and Federal regulating Boards, maintains records for all students at its main administrative location. All academic and admissions records are maintained in accordance with local, state, and federal laws.

## PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request.

- Students should submit to the Registrar or appropriate university staff person a signed written request which identifies as precisely as possible the record or records they wish to inspect.
- The Registrar or appropriate university staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected.
- Access must be given within 45 days of receiving the request.
- When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Fees for Copies of Records will be \$1.00 per page. William Jessup University may not charge for search and retrieval of the records, however it may charge for copying time and postage.

## ACADEMIC PROBATION

A student whose GPA for any enrollment period falls below 2.00 or who withdraws from 2 or more courses in an enrollment period will be placed on Academic Probation. A student on probation should plan carefully to avoid subsequent dismissal from the University. Probation is a warning that studies are not of expected quality. The student should seek advice from his/her enrollment counselor or other SPS staff member as directed. It is the student's responsibility to seek such advice. Students will have one enrollment period to bring their GPA above 2.00.

## ACADEMIC DISMISSAL

If a student's semester GPA remains below 2.00 for two consecutive semesters, he or she is academically disqualified.

"Academic Dismissal" will be printed on the transcripts and the student will be required to leave the University for at least one academic year. A certified letter mailed to the last address provided by the student to the Registrar will discharge all University responsibility for notification. No more than two semesters of academic probation are allowed before a student is subject to academic dismissal.

## READMISSION

When one calendar year has elapsed after academic dismissal, the student may submit an "Application for Readmission" and upon review, may be allowed to do so if evidence indicates positive possibility for scholastic success.

## TRANSFER AND AWARD OF ACADEMIC CREDIT

### WAYS OF EARNING CREDIT

Adults choose to enroll in the School of Professional Studies with an already-existing diverse set of learning experiences and competencies. These learning experiences may be categorized into three broad modes of education, each of which may provide university-level credit. A prerequisite for the William Jessup University (WJU) School of Professional Studies (SPS) is approximately one to two semesters of *formal* accredited university-based learning or twelve (12) units. Formal education based learning may be directly transferred into a bachelors degree provided it fits the student's program.

### TRANSFERABLE UNITS

#### CREDIT BY TRADITIONAL COURSEWORK:

College classes are, of course, another option for completing needed credits. Additional courses are offered by the University at various times through the Bridge Program. Classes may also be taken at other accredited colleges and be accepted in transfer. Please work with your SPS Advisor to determine which courses are acceptable for transfer credit.

Courses that meet the following standards may be transferred into the School of Professional Studies.

- CSU transferable courses taken at an accredited college or university
- Grade received a "C" (2.00) or better
- Equivalent to a required GE, GE elective, or free elective course
- Maximum of 70 transferable units from any regionally accredited community college
- Maximum of 78 degree applicable units may be transferred from accredited colleges

#### CREDIT FOR PRIOR LEARNING:

WJU follows the Policy for Credit for Prior Experiential Learning from the Western Association of Schools and Colleges (WASC) in the granting of credit for both informal and nonformal education based learning. The University

follows the standards of the Council of Adult and Experiential Learning (CAEL) to evaluate these demonstrations of learning. The detailed policies and procedures for the evaluation of credit for prior learning are contained in the *Credit for Prior Learning Manual*.

**Informal Education Based Learning:** Many adults have gained considerable college-level learning through jobs, travel, family life, and other experiences. WJU recognizes the validity of this learning and will award credit when sufficient documentation is provided through the preparation of a Credit for Prior Experiential Learning Portfolio or a Learning Application Essay which demonstrates the equivalent of higher education learning.

**Nonformal Education Based Learning:** Credit for Workshops, Seminars and Licenses provide another avenue for credit as the learning is documented. Often a number of workshops or seminars dealing with similar topics can be combined to provide the equivalent of a college class. However, except for American Council of Education (ACE) approved military training and College Level Examination Program (CLEP) exams, credit offered must "fall within the regular curricular offerings of the institution and are a part of the instructional program the student completes" (WASC Handbook of Accreditation p. 69) and must be evaluated by "faculty holding regular appointments in the appropriate discipline" (IBID).

WJU uses the guidelines of the American Council of Education (ACE) and CAEL within the WASC constraints to guide in the evaluation this learning. One general guideline used in evaluating seminar and workshop experiences is that forty-five "structured-hours" are usually equivalent to one unit of credit. These hours would include the seminar time, reading and writing about the topic. The awarding of credit also depends on the demonstrated use of the learning.

A maximum of 15 semester units may be earned through the Credit for Prior Experiential Learning process. However, not every student will have the appropriate learning experiences to qualify for Credit for Prior Experiential Learning. No more than 10 semester hours may be applied to lower division requirements or electives and no more than 5 semester hours may be applied to upper division requirements or electives. Credit awards and their transcript entries will be monitored to avoid giving credit twice for the same learning.

#### CREDIT BY EXAMINATION:

College Level Examination Program (CLEP) and Defense Activity for Traditional Education Support (DANTES) Examinations are standardized tests on selected topics. A maximum of 15 semester units can be earned through CLEP and DANTES examinations.

## MAJOR PROGRAMS

### MAJORS OFFERED

The School of Professional Studies (SPS) offers the Bachelor of Science degree in four majors: Business Administration, Organizational Leadership, Psychology, and Christian Leadership. In addition, SPS offers a Post-Baccalaureate Teaching Credential; and minors in Bible and Theology, Business Administration, Psychology, Organizational Leadership, and Teaching English to Speakers of Other Languages (TESOL).

To complete a bachelor degree requires a minimum of 128 applicable semester units: 52 general education units, 26 elective units and 50 units in the major (for students matriculating after (August) 2012 and after.)

The Post-Bacc Teaching Credential requires 34 semester units, and has a number of State mandated exams embedded into the curriculum.

#### **Bachelor of Science in Christian Leadership**

The Christian Leadership major is designed both as a vehicle for personal fulfillment and preparation of individuals for service in a church or parachurch organization. Individuals seeking this major will benefit from career focused instruction in the area of relational skills, leadership capabilities, and training needed to perform necessary functions in any organization. Students will be given the opportunity to explore the Scriptures and foundational truth to further their knowledge and ability to interpret critically and apply Scripture to their own life. Many students who choose this major find it foundational to the pursuit of fulltime Christian ministry in various vocations.

#### **Bachelor of Science in Business Administration**

The Business Administration major is designed to equip and prepare graduates to deal effectively with an increasingly complex business environment. The program emphasizes many of the quantitative aspects of organization life, while continuing to focus on the qualitative components that equip students for leadership in an organization.

#### **Bachelor of Science in Organizational Leadership**

The Bachelors of Organizational Leadership major is designed to inform and equip individual leaders to harness the skills and methods necessary to advance organizations in a global society through a clear commitment to the principles of transformation leadership informed by a Christian faith. The major focuses on three elements including assessment and personal leadership development; exploration of relevant issues required of leaders in organizations; and unique challenges pertaining to global leadership. Students will be encouraged to apply a theoretical framework to experiential practices throughout the program through engagement with various organizations.

#### **Bachelor of Science in Psychology**

The Psychology major is designed to develop an individual's capacity for work in the helping professions in both secular and faith based settings. Some will apply this degree to work within the mental health setting or they may utilize the relational skills gained in this program for a wide range of

careers, including business, human services and church or parachurch ministry. This major provides foundational studies in preparation for graduate school in the helping professions. Graduates who seek an advanced education typically choose studies in psychology, counseling or social work.

#### **Post-Baccalaureate Teaching Credential**

The multiple-subject teaching credential program is fully compliant with the California Commission on Teacher Credentialing and is a CalTPA program. Candidates will experience an intense and powerful combination of course work and field experiences that equip him/her to meet the needs of a diverse K-8 student population. Upon the successful completion of this program a candidate will be eligible to teach in a California public, charter or private school.

#### **Modern Middle East Studies**

The Modern Middle East Studies program will challenge and perhaps change your views about the peoples who live East of the Mediterranean Sea, North of the Sahel in Africa, South of the former Soviet Republics and West of Afghanistan and Pakistan. This troubled and confusing region of West Asia and North-East Africa has been the focus of the world for centuries. The birth place of Abraham, Moses, Jesus, and Muhammad. Where black gold sustains most of the world, wars, and conflicts threaten to destroy it. Muslims, Jews and Christians claim many of the same holy sites, many of the same prophets and even the same One God.

## MINORS

The SPS minors require completing an additional 21-22 semester units. Completing a minor is an excellent way to earn units a student may already need for graduation. Not to mention it strengthens an already strong academic background.

The School of Professional Studies currently offer five minors: Bible and Theology, Psychology, Business Administration, Organizational Leadership and Modern Middle East Studies.

Please speak with the SPS Advisor for more information on how you can earn a minor.

## CERTIFICATE

### **Addiction Studies**

The Certificate in Addiction Studies is designed to develop an individual's professional skills for a variety of roles in the field of addiction. Students selecting this program will gain the critical skills needed to provide intervention, counseling, detox referrals, and to facilitate groups in recovery programs. Students may find employment in employee assistance programs, DUI programs, missions, church and parachurch ministries, education and prevention programs, and within counseling agencies that specialize in addiction recovery. With continued educational preparation and experience, individuals may advance to management and administration and clinical supervision roles in addiction agencies. **San Jose Campus**

## GENERAL EDUCATION

The purpose of General Education is to demonstrate a broad range of knowledge, which provides the base for a well-educated citizen. These courses should be completed before starting the major. The academic program is set for each major and follows a prescribed sequence. The sequence is listed below. Students admitted to the School of Professional Studies with less than 60 applicable units are admitted into the Bridge Program.

## BRIDGE

Bridge classes focus on General Education and Free Electives and are offered in a compressed format. Students who are working to meet the entrance requirements for their chosen major or seeking to complete requirements for graduation are encouraged to enroll in the Bridge program. Bridge classes are scheduled in a manner consistent with Major courses, allowing students to complete all their degree requirements at WJU in a time effective and continuous manner.

## GRADUATION REQUIREMENTS WORKSHOP

A Graduation Requirements Workshop or individual student graduation meeting is included in the program to assist students with the identification of potential sources of credit and to explain the specific requirements. A manual of policies for credit for prior learning is made available to students and is also available on-line. Options to demonstrate prior learning from both non-formal (structured out-of-school learning) and informal learning are presented along with options for standardized testing such as CLEP and Dantes (DSST). Approved military training through the American Council of Education (ACE) also provides another avenue open to SPS students for credit for prior learning. What is in focus is the learning that can be demonstrated at a collegiate level, not just life, ministry or work experience. Free electives and general education units may be earned on the WJU campus.

To learn more about each of the academic programs mentioned, including curriculum, please visit the School of Professional Studies' website at: <http://sps.jessup.edu>.

## WRITING PROFICIENCY ASSESSMENT (WPA)

An important part of helping students reach their educational goals is ensuring they have the necessary writing skills to succeed academically and beyond. Therefore, student writing will be assessed during the Strategies for Success course, using the Writing Proficiency Assessment rubric (found in the Strategies for Success Student Guide).

Students that are identified in need of additional writing instruction and practice will be required to take any remaining English courses (English 101A or 101B) that have not yet been completed. If they have already completed both of these courses, they will be required to take an additional writing course to help them gain the skills needed to write at an upper division college level. They may also be required to work with a writing tutor in the Writing Lab. Students must complete these supplemental writing requirements before starting the courses of study within the student's major. Students should contact their Academic Adviser for more details about the WPA.

## WELCOME CLASSES!!!

### ATTENDANCE POLICY

#### ABSENCE FROM CLASS

Due to the accelerated nature of the SPS courses, the Program practices a 100% attendance policy. Consistent class attendance is mandatory for students.

**FIRST ABSENCE:** Students who miss one class of a five-week course are expected to make up the class by writing a 10-12 page paper that relates directly to the discussion covered in the missed class. The session make-up must be completed and submitted to the instructor no later than 2 weeks after the last class session for the course. Failure to make up the absence will result in a grade reduction. This paper is in addition to the original homework assignment that must also be completed.

**SECOND ABSENCE:** (This applies to students who have not filed a drop card according to policy for a course. Please refer to the policy on dropping a course for details) Any student who misses the FIRST TWO nights of any course without a Petition to Drop has not established attendance and will receive an "Unofficial Withdrawal" from the class, earning a "U" grade. Students who miss two nights of class in ANY OTHER COMBINATION will automatically receive an "F" grade. In each case the course must be repeated at a later time at the student's own expense. Financial consequences may result. Financial Aid may be affected. The student is responsible to contact the Financial Aid Office for information.

If there are extreme and extenuating circumstances that necessitate a second absence beyond the control of the student, a student may petition the automatic U/F received after the second absence. A Second Absence Petition for Reinstatement in Course must be completed and filed within 48 hours of the second absence. In such a case, the SPS Director will review the petition in order to:

- 1) determine whether the absence warrants special accommodation, and
- 2) determine what that accommodation should be, given the circumstances.

In most cases, if such an accommodation is granted, the student will be required to meet with the instructor for a make-up session over the material they missed in the course. In this event, a fee will be charged to cover the cost of the make-up session.

The School of Professional Studies Director will consider the following factors in rendering their decision:

- 1) The nature and reasons for both absences
- 2) Whether the student has had a previous request during their academic career of a similar nature, and
- 3) The overall academic performance of the student with no other late work outstanding

### DROPPING (WITHDRAWING FROM) A COURSE

Students withdrawing from a course must submit a Petition to Drop form to the SPS Office. Students who submit a Petition to Drop before the first class session will not receive a penalty and the course will not appear on the student's permanent transcript. Students who drop a course after the first class session ends will receive a W on their permanent transcript. The Petition to Drop form is to be submitted to either the University Academic Office or the local SPS office. The effective date of the drop will be the postmark, fax date and time, or date and time received personally by University staff. Failure to withdraw from class by submission of a Petition to Drop will result in an F being entered on the permanent transcript for the class and any refunds for the class are forfeited.

A student who has officially dropped a class and who is no longer registered for credit or for audit is ineligible for further attendance in that class. Dropping a class may affect the student's financial aid. It is the student's responsibility to contact the Financial Aid office for information.

### WITHDRAWING FROM THE UNIVERSITY

Withdrawing from all courses is a two-step process:

1. Dropping classes: Students who wish to withdraw from all classes in which they are registered must follow the process outlined in the preceding section (see "Dropping (Withdrawing from) a Course").
2. Exiting the University: Students must submit a Request for Leave of Absence or Official Withdrawal to the University Academic Office or local SPS Office. If the leave is temporary, a student should fill out the Leave of Absence section in order to maintain the existing graduation program (see below). If the student will not be returning they should fill out the Official Withdrawal section.

### LEAVE OF ABSENCE

Students who find it necessary to interrupt their enrollment should file a Petition for a Leave of Absence before leaving the University. A Leave of Absence is good for a maximum of one year and allows students to maintain the existing graduation program. Students who return from a Leave of Absence will enter under the current fee schedule.

Students withdrawn from the University for one academic year or either official or unofficial leave of absence will be required to update some or all of the admissions requirements. Failure to petition for a Leave of Absence will mean that, upon their return, a student must fulfill all graduation requirements for the current academic year in which they re-enroll.

### PETITION TO CHANGE COHORT

Students who wish to change their cohort assignment must contact the SPS Office to obtain advice regarding the potential change. A Petition to Change Cohort form must be completed and submitted to the SPS Office. A processing fee will be added to the student's account. Depending on the student's circumstances they may also need to file a Petition to Drop form and/or a Leave of Absence form.

## GRADUATION INFORMATION

### APPLICATION FOR GRADUATION

Candidates for graduation must file an Application for Graduation with the Registrar by December 1. The student initiates the application by requesting a preliminary check of his or her records with the operations manager. Upon obtaining the application, the student lists all remaining degree requirements, obtains the required approvals, and returns the application to the Registrar's Office by December 1. The nonrefundable graduation application fee will be added to the student's account when the application is received. Students filing a completed application with the Registrar after the December 1 deadline will be charged a late fee. Graduation applications are available at the University website ([www.jessup.edu](http://www.jessup.edu)). The application must be filed by the deadlines listed for each degree posting date. A candidate who fails to graduate on the selected date is required to file a new Application for Graduation the next academic year, and pay the new graduation fee.

Candidates are cautioned to examine their academic records for accuracy and to verify completion of all requirements prior to filing the Application for Graduation. For more information, contact the Registrar's Office.

All academic and financial obligations must be fulfilled prior to graduation.

### CONFERRING DEGREES

Degrees are conferred three times a year – in August, December, and May – at the close of traditional Summer, Fall and Spring terms. The date of the diploma reflects the session during which the degree requirements were completed. One graduation or commencement ceremony is held each academic year in May. Students who have completed all requirements at any time during the previous year are eligible to participate.

In order to maintain the integrity of honors granted, diplomas will be mailed after all grades are received for the semester of graduation.

If a graduate's original diploma is lost, damaged, or destroyed, a duplicate may be ordered by contacting the Registrar's Office. There is a fee for the replacement diploma. The new diploma will have a reissuing date as well as bearing the signatures of the current officials.

### ACADEMIC HONORS AT GRADUATION

Latin Honors for graduation will be based on a student's entire academic history from all accredited institutions.

Summa cum laude 3.85 to 4.00 GPA

Magna cum laude 3.70 to 3.849 GPA

Cum laude 3.50 to 3.699 GPA

Graduates who have achieved at least a 3.75 GPA exclusively with William Jessup University may graduate "with distinction."

## INSTRUCTIONAL RESOURCES

### WJU LIBRARY (Main Campus)

The WJU Library is perhaps one of the best theological libraries in the Sacramento area, the Paul Nystrom Library of William Jessup University houses more than 220,000 books, periodicals, journals, CDs, DVDs, audio and videotapes in our physical and electronic collections. The Library has over 120,845 books, eBooks, bound volumes; 11,532 current periodical subscriptions; and 79,968 audio and video resources. We were one of the first academic libraries to migrate to the [Evergreen open-source library catalog](#). Collection strengths include the Restoration Movement, Counseling Psychology, and Biblical Studies. The library also provides access to a growing collection of web-based electronic research resources (see Appendix), an online library catalog, and computer search stations for patron use at either School of Professional Studies locations.

SPS students are encouraged to visit the WJU Library in Rocklin or online at [www.jessup.edu/library](http://www.jessup.edu/library) for research needs associated with class assignments. The library strives to provide quality resources in a variety of formats, including print and electronic, to meet students' research needs. The library staff understands the challenges SPS students face when they may only visit our main campus once a week or quite possibly never come to Rocklin at all. With these issues in mind, the library offers material delivery for students not living in the greater Sacramento area. Requests can be made by email at [library@jessup.edu](mailto:library@jessup.edu) or by phone at (916) 577-2288. If the requested items are available for circulation, then the items will be shipped out within 24 hours.

The WJU library offers regular workshops on campus and online for navigating the numerous resources available to students. A reference librarian is available throughout the day or by appointment by calling (916) 577-2292. You can also receive reference help by phone, email, web chat, virtual reference, and our growing collection of online tutorials. More information about these services can be found on our website.

Current WJU Library hours will always be posted on the library website. The library is closed on holidays when the University closes and temporarily closes for chapel, from 9:30 AM until 10:30 AM, Tuesday and Thursday during the Fall and Spring semesters. Special summer hours are set for SPS students.

### COMPUTER LAB

Computer labs are available for student use both on the Rocklin and San Jose campuses. The PCs are equipped with Windows XP operating systems, Office 2007, Internet access, access to the library catalog and research resources.

### LOCAL LIBRARIES

Students may also find local libraries helpful. Several are listed below:

#### SAN JOSE AREA

##### SAN JOSE LIBRARY, A COLLABORATION OF SAN JOSE PUBLIC LIBRARIES AND SAN JOSE STATE UNIVERSITY LIBRARY

The Dr. Martin Luther King, Jr. Library (also known as King Library) is a union of two previously separate library systems -

the San Jose Public Library and the San Jose State University Library. As a result, the majority of both library collections are open to all borrowers, University and Public alike. Please consult specific borrowing rules and policies based upon our varying collections.

There is no charge for your first library card. A \$1.00 fee may be charged for replacement cards. A library card is issued to an individual. The Library expects the card to be used only by the person to whom it is assigned. You will need to provide current picture identification with your correct address. In most cases, a California Identification or Driver's License is sufficient. If you do not have current identification, or if you have moved, another form of address verification is necessary - such as a letter mailed to your new address or a personal check or utility bill with your new address imprinted on it. In cases where such identification cannot be provided, we do offer a special status library card which allows you to check out one item at a time. For further information, please call (408) 808-2000.

#### **DE ANZA COLLEGE**

Community member library cards are free to San Jose residents with a valid form of photo identification. For further information, please call (408) 864-8761.

**SANTA CLARA COUNTY LIBRARY SYSTEM** (Alum Rock, Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill, Saratoga)

Library card applications are available at all County Libraries. Cards are free to anyone with a valid form of identification showing name and current mailing address. Database searching is available by using a PIN number with the library card.

#### **ROCKLIN AREA**

##### **SIERRA COLLEGE**

Members of the community are invited to join the Friends of the Library. Annual membership dues entitle a Friend of the Library to receive a library card and use library services. Ask at the reference desk or circulation desk for an application.

**WESTERN SEMINARY** Libraries are available to SPS students. In Sacramento students enrolled in the School of Professional Studies at the Rocklin Campus may use the library at Western Seminary, 3927 Marconi Ave. Sacramento, CA. Students must arrange for a library card by contacting Sandi Padilla at 916-488-3720 or [spadilla@westernseminary.edu](mailto:spadilla@westernseminary.edu)

#### **STANDARDS OF STUDENT CONDUCT**

William Jessup University students have chosen, freely and willingly, to abide by the university standards of conduct. Any violation of these standards is a breach of integrity. WJU policy ensures individual responsibility and an environment that contributes to a learning community. Failure to abide by the policies and procedures as outlined by the Student Handbook may result in disciplinary actions. Each student is expected to know and follow the policies and procedures of the University.

For a complete listing of policies, appeals process and grievance procedures please refer to the Student Handbook

posted online. Hardcopies are available by request in the Student Development Office 916.577.2321

#### **CLASSROOM CONDUCT**

Students have a responsibility to conduct themselves on campus in ways which do not interfere with the rights of other students to learn or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or other potentially disruptive activities, are permitted only with prior explicit consent of the instructor. The instructor may rescind permission at any time during the course.

#### **ADMINISTRATIVE DROP**

If a student does not comply with requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop. The instructor must record circumstances. The approval of the SPS Director is required. Prior to a decision, the Director will consult with the student and other parties as appropriate. Appeals go to the Academic Committee and the Vice President for Academic Affairs. Serious cases of misconduct will be referred to the Student Life Committee for appropriate action. The effect on grades is the same as a drop initiated by the student and is based on the date the administrative drop is approved. The student will be notified by the final grade report. Financial implications may result because of the drop.

#### **STUDENT SERVICES**

##### **DISABILITY SERVICES**

The Success Center promotes equal access to programs and facilities at William Jessup University, thereby insuring that students with disabilities experience the opportunity to participate fully in campus activities. The philosophy of the Success Center is to encourage maximum independence and personal empowerment through a successful educational experience. Specialized services and academic accommodations are provided to meet the individual needs of students with disabilities to help them achieve successful completion of their college goals. Each student is required to provide documentation of disability to the Student Life Office prior to receiving assistance. For further information, please call the Disability and Academic Support Center at 916/577-2253.

##### **BOOKSTORE**

The William Jessup University Bookstore is located on the main campus in Rocklin, CA. Various William Jessup University items are for sale there and some are available at the San Jose SPS Office. You may contact the bookstore at 916/577-2390.

All books and course materials for each SPS assigned course will be delivered to you at the time you register for each enrollment period.

## APPENDICES

### WJU LIBRARY RESEARCH DATABASES

The WJU Library subscribes to online research databases and other electronic resources for the purpose of providing quality research materials to all students. These resources provide full-text access to thousands of periodicals in addition to numerous citations and abstracts from other publications. Remote, off-campus access is provided to all students by logging on through the library's website at [www.jessup.edu/library](http://www.jessup.edu/library). Simply select the Electronic Resources link and select a resource from the list to begin searching. You will be prompted for your WJU username and password, please note this is the same username & password used for all other resources provided by WJU including, but not limited to Moodle, the Academic Forums, Google mail (gmail), on-campus computers, & the wireless network. Below is a list of current Electronic Resources available at the WJU Library:

#### **ABI/INFORM Dateline**

A collection of local & business news sources that provide detailed information on private and small companies.

#### **ABI/INFORM Global**

A collection of scholarly journals and mainstream publications focusing on business management theory and practice. Includes *Wall Street Journal*.

#### **ABI/INFORM Trade & Industry**

Business articles focused on particular trades and industries such as insurance, banking, manufacturing, and more.

#### **ABI/INFORM Complete**

Search all three of the ABI/Inform databases at the same time. You lose some of the specialized search features that are particular to each database.

#### **Academic OneFile**

*Academic OneFile* has the full-text of a few million of articles from all domains of knowledge.

#### **ArticleFirst**

ArticleFirst is a search interface that can link you to the articles you need. It searches descriptions of 23 million articles from all domains of learning.

#### **ArchiveGrid**

Good source for finding primary source materials for history and archaeology at museums and libraries.

#### **ATLA Religion Database with ATLASerials**

ATLA is the main online resource for researching religion and theology.

#### **Business and Company Resource Center**

This business research tool provides up-to-date case studies, investment research, and company research.

#### **CAMIO: Catalog of Art Museum Images Online**

High quality image search engine that contains art images from digitized museum collections.

#### **Clase and Periódica**

Helps you find Latin American journals in the sciences (Periódica) and humanities (Clase).

#### **Ebrary e-books**

This search engine exclusively searches our collection of 70,000 e-books.

## **Education Research Complete**

Our largest and most complete collection of full-text education periodicals.

## **Electronic Collections Online**

ECO searches and links to the WJU's online journal subscriptions.

## **Encyclopedia Britannica Academic Online**

This general purpose encyclopedia is a great place to begin your research and obtain the background knowledge that will make your research process go quicker.

## **ERIC: Education Resource Information Clearinghouse**

ERIC provides unlimited access to more than 1.4 million bibliographic records of journal articles and other education-related materials. If available, links to full-text are included.

## **Films on Demand**

Films on Demand is a well organized collection of several thousand educational films on history, business, the humanities, psychology, science, and careers.

## **Gale Virtual Reference Library**

Nearly 400 specialized reference e-books on all academic subjects to dig deeper into the background information.

## **GPO Monthly Catalog**

While this search engine does not contain the full-text of federal government documents; it is the gateway to finding those papers in print or electronic format.

## **GREENfile**

GreenFILE offers well-researched information covering scientific, business, and political aspects of human impact to the environment.

## **Health Source - Consumer Edition**

Provides you information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health.

## **History Resource Center -- World**

This is a heavily-hyperlinked set of primary and secondary world history documents.

## **Library, Information Science & Technology Abstracts**

Includes a vast amount of articles pertinent to educators, especially in regards to reading literacy and information literacy.

## **MEDLINE**

MEDLINE is a government clearinghouse for medical, dental, public health and nursing research.

## **Mental Measurements Yearbook with Tests In Print**

Mental Measurements Yearbook with Tests In Print provides a complete bibliography and evaluation of all known psychological tests in the English language.

## **OAIster (pronounced 'Oyster')**

This is a great research tool for History and Archaeology students that need to find primary source material from archives.

## **OCLC e-books**

OCLC e-books is a collection of e-books accessible through the world's libraries. Covers many subjects and offers both scholarly and popular titles.

## **OmniFile Full-Text Select**

OmniFile is a social sciences and humanities database that only contains full-text articles.

## **Oxford English Dictionary**

Oxford English Dictionary is a historical dictionary covering all the ways in which a particular word has been commonly used. It is the longtime standard reference on the English language.

## **Oxford Handbooks in Religion**

Oxford Handbooks in Religion offer thorough introductions to topics in religion and extensive referencing to further reading.

## **PapersFirst**

PapersFirst covers every published congress, symposium, conference, exposition, workshop and meeting received by The British Library since 1993. Includes over 1.9 million papers.

## **ProceedingsFirst**

ProceedingsFirst covers every published congress, symposium, conference, exposition, workshop and meeting received by The British Library since 1993. Includes over Over 192,000 items.

## **PsycINFO**

PsycINFO, from the American Psychological Association (APA), has descriptions of psychology articles and books going back to the 1800's. It contains everything that is in PsychArticles plus there are links to additional full-text articles that are in our other databases. Go here if your research needs to be comprehensive.

## **PsycARTICLES**

PsycARTICLES, a full-text database of journals published by the APA, is the quick stop for psychology students who need to find just a few journal articles.

## **Rand California**

This resource offers research reports and raw statistics about California public policy issues.

## **RDS Business Suite**

This suite of business research tools provides company profiles, management theory, and statistical data.

## **World Almanacs**

This site combines several atlases and biographical resources to create a single source for geographical & political background information.

## **WorldCat: Search library holdings worldwide**

Find what you want in a library near you. WorldCat is a website that searches libraries worldwide.

## **WorldCat Dissertations and Theses**

This database provides fast and convenient access to 8 million doctoral dissertations and master's theses available at libraries around the world.

For further assistance or questions please contact the WJU library at: 916-577-2288.

USING MOODLE – ONLINE LEARNING SYSTEM

# Using Moodle

## Online Learning System

### For Students



**WILLIAM JESSUP**  
UNIVERSITY

**WJU Information Technology – July 30, 2013**

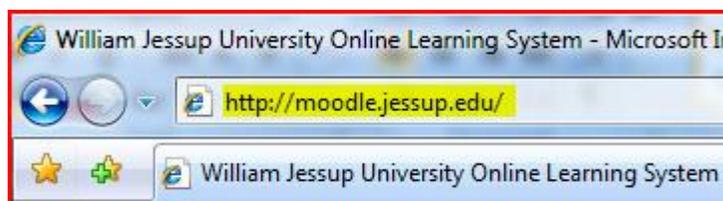
## 1) About Moodle

Moodle is an online learning system. Your professor can post assignments, activities, attendance, grades, and other course content to your class in Moodle. You will be able to view and submit your assignments to your professors through Moodle.

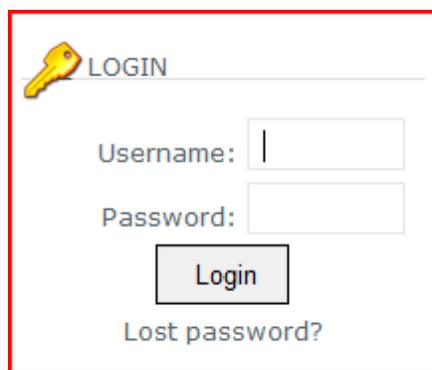
## 2) How to Access Your Courses

Moodle is accessed through an Internet browser such as Internet Explorer or Mozilla Firefox. We strongly recommend using Mozilla Firefox to view Moodle.

First, open your web browser and navigate to <http://moodle.jessup.edu>

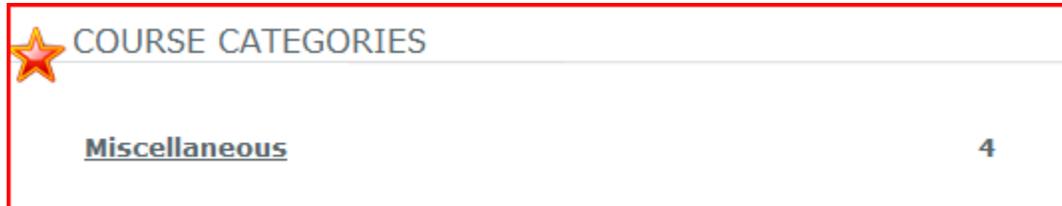


This will open the Moodle website. You will need to log in to access your course(s). The login area is located on the right side of the page.

A screenshot of the Moodle login form. At the top left is a yellow key icon followed by the word "LOGIN". Below this are two input fields: "Username:" and "Password:". Under the password field is a "Login" button. At the bottom of the form is a link that says "Lost password?".

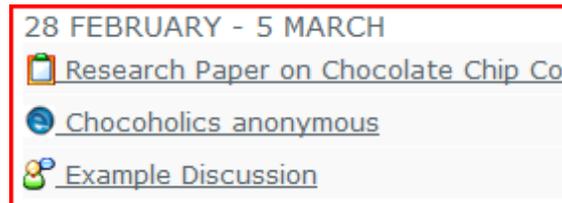
Your username and password for Moodle are the same as those used for all other university resources. Simply enter your first name, period, and full last name, and then your current password (your password is usually your username with the last four digits of your Student ID number, such as jane.smith1234).

Next you must locate your courses. Click on the appropriate category, and select your course.

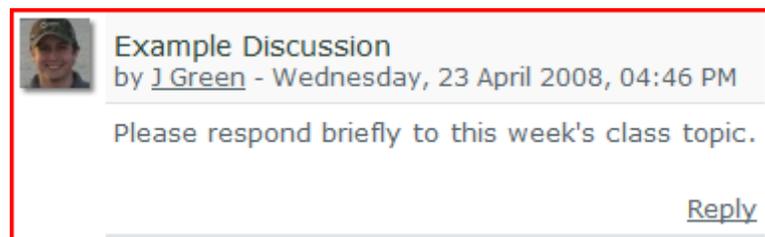


### 3) Participate in a Discussion

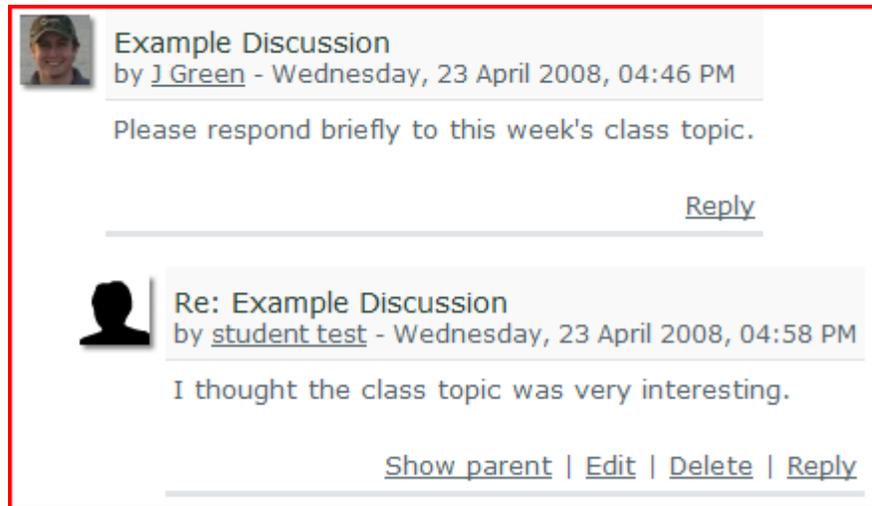
Moodle allows you to interact with other students in an online group discussion. Moodle uses a standard threaded model for class discussions, allowing you to reply directly to any particular post created during the course of a discussion. To begin, click on the discussion name listed in the weekly outline:



Click on the discussion will take to you the main page for that discussion.



You may choose to respond to any comment in particular. Click the appropriate “Reply” link, and enter your message. Once you post your message (by clicking “Post to forum”), you will return to the discussion page. For example, you might see something like this:



The screenshot shows a forum thread with two posts. The first post is titled "Example Discussion" by user "J Green" on Wednesday, 23 April 2008, at 04:46 PM. The content of the post is "Please respond briefly to this week's class topic." Below the text is a "Reply" link. The second post is a reply titled "Re: Example Discussion" by user "student test" on Wednesday, 23 April 2008, at 04:58 PM. The content of the reply is "I thought the class topic was very interesting." Below the text are links for "Show parent", "Edit", "Delete", and "Reply".

Other students enrolled in this class may now direct a reply message to either of the two posts.

Class discussions are private and viewable only by students enrolled in the course. If your professor chooses to grade discussion posts, you will only see grade information for your own posts.