

TRANSITION WITH PURPOSE - PATHWAYS FROM ENGLISH LANGUAGE TO ACADEMIC STUDY



Michele Miller & Anne Greenhoe
Portland State University

Book: Transition with Purpose - Pathways from
English Language to Academic Study

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1.1: Overview of the Pathways Program

General Overview

The Pathways Program promotes and supports student academic success during the transition from the Intensive English Language Program (IELP) to degree study at Portland State University (PSU). The Pathways Program:

- creates a positive connection with students' academic departments.
- reviews important PSU policies and guidelines governing degree study.
- improves students' understanding of PSU and major expectations.
- promotes academic success by transferring skills among disciplines.
- supports students academically and culturally as they begin their academic classes at PSU.

All international students, who intend to earn an undergraduate degree (bachelor's or post-baccalaureate) at Portland State University and who have not earned the required scores on an English language proficiency test, are required to participate in the Pathways Program. Completion of the Pathways Program satisfies PSU's English language proficiency requirement. A language proficiency test score is not required of students who complete the program. Students are expected to earn a 2.7 grade point average (GPA) in their level 4 and 5 classes, including the Pathways seminars, to officially meet the university's language proficiency requirement.

Students who do not complete the Pathways Program will be required to submit a language proficiency test score to be able to move to degree study at PSU. Students who earn the required language proficiency test score while in the Pathways Program will be able to begin full-time academic study in the next term and will be waived from required participation in the program. For more information about PSU's English language proficiency requirements, refer to the information provided by [PSU International Admissions](#).

While Pathways students will follow a general academic program, each student's path and academic plan will be unique and based upon his/her individual circumstances and goals.

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1.2: Progression Through the Pathways Program

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Using This Textbook

Part one of this textbook is a guide for moving from ESL study to academic study at Portland State University*. It includes the resources students will use to understand policies and processes governing their degree study and their transition to academic coursework.

Part two focuses on how academic skills are used across various disciplines and is comprised of activities and assignments designed to practice these skills.

In seminars, students will use both sections simultaneously.

*While much of the content of this book relates specifically to Portland State University, it is our hope that the structure of the text and the activities within it may inspire adaptations to fit the needs of other colleges and universities.

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1.4: Pathways Program Guidelines and Policies- All Pathways Seminars

Students must demonstrate satisfactory academic performance in all classes (IELP core skills classes, Pathways seminars and PSU academic classes) in order to advance through the Pathways Program and enroll in PSU academic classes while in the program. Satisfactory academic performance typically means completing each course with a C grade (73%) or better.

ACADEMIC COURSEWORK ENROLLMENT GUIDELINES

Pathways Program students are expected to enroll concurrently in IELP and PSU academic classes for one or two terms, depending on their Pathways Program placement (6-month or 9-month). Authorization to enroll in PSU academic classes is contingent upon satisfactory academic progress in IELP classes. The grade point average (GPA) requirement for enrolling in academic classes is as follows:

- Authorized to enroll in 1 PSU academic class:
- Minimum requirement: 2.0 term GPA; 2.0 GPA in each class
- Authorized to enroll in 2 PSU academic classes:

Minimum requirement: 3.0 term GPA; 3.0 GPA in each class*

*Students who meet this requirement may elect to take one academic class; they are not required to take two academic classes.

REPEATING CLASSES

Students who fail one or more IELP class, including Pathways seminars, while in the Pathways Program, will repeat the class(es) in the following term, as per standard IELP academic guidelines. Failing one or more IELP class will delay a student's transition to academic coursework.

Students who fail a core IELP class will move into the next sequence of the Pathways Program seminars (Intermediate or Final) in their next term of study. However, they will not be permitted to enroll in PSU academic classes in the next term.

Students who fail a Pathways seminar will repeat the seminar in their next term of study. They will not be permitted to enroll in PSU academic classes in the next term.

MEETING PORTLAND STATE UNIVERSITY'S UNDERGRADUATE ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Completion of the Pathways Program satisfies PSU's English language proficiency requirement. Submission of a language proficiency test score is not required for students who successfully complete the Pathways Program.

All students who intend to study for an undergraduate degree (bachelor's degree) at Portland State University and have not submitted a language proficiency test score that meets PSU's requirement, will participate in the Pathways Program. Students are expected to earn a 2.7 GPA in their level 4 and 5 classes while in the Pathways Program to meet the university's language proficiency requirement and move to all-academic coursework.

Students who do not participate in and successfully complete the Pathways Program will be required to submit a language proficiency test score to be able to study at PSU, even if they have completed level 4 and 5 IELP academic preparation classes (core skills).

ACADEMIC STANDING

Students enrolled in IELP classes have two transcripts and are subject to the IELP Academic Standing System and the PSU Academic Standing System. It is important to understand the details contained in each transcript, as well as how the two are similar and different.

1. IELP transcript: available only by request from the IELP office or the Pathways Advisor
2. PSU transcript: available online through the student's PSU Banweb account

IELP GRADES

IELP classes are credit classes through the PSU Department of Applied Linguistics. All IELP classes appear on both transcripts

with the course prefix LING. Grades earned in IELP classes will always show as A-F on the IELP transcript. All grades are counted and calculated in the IELP grade point average (GPA).

Grades earned in level 4 and 5 IELP academic preparation classes are calculated in the PSU grade point average and are counted in both the PSU term and cumulative GPA. Level 4 and 5 classes are graded A-F in the PSU transcript unless students intentionally change the grade option to Pass (P)/No pass (NP). P/NP grades have no grade points associated with them and do not impact the PSU GPA. Credits are still earned with the P/NP grade option.

Grades for Skills Enhancement Classes (SECs) and Pathways seminars always show as P/NP on the PSU transcript unless the student changes the grading option to A-F, according to the university's posted grade option change deadlines.

Grades in classes: IELP and PSU transcripts

Levels 0-3: IELP grade point average only; NO PSU grade point average

Level	Grade in each class	Grade point equivalent	IELP transcript	PSU transcript	PSU GPA (grade point average)
0-3	A	4.0	A	P	0.00
0-3	B	3.0	B	P	0.00
0-3	C	2.0	C	P	0.00
0-3	D	1.0	D	NP	0.00
0-3	F	0.0	F	NP	0.00

****Minimum grade required to PASS an IELP class: 70% (C-) 1.67 gpa****

Levels 4-5: IELP grade point average AND PSU grade point average

Level	Grade in each class	Grade point equivalent	IELP transcript	PSU transcript	PSU GPA (grade point average)
4-5	A	4.0	A	A	4.00
4-5	B	3.0	B	B	3.00
4-5	C	2.0	C	C	2.00
4-5	D	1.0	D	D	1.00
4-5	F	0.0	F	F	0.00

IELP ACADEMIC STANDING SYSTEM

The purpose of the Academic Standing System is to ensure students are successful in their classes and to identify students who may be struggling academically and need additional support. There are five categories of academic standing:

Academic Excellence: Passing grades earned in all classes and term GPA 3.7 or above.

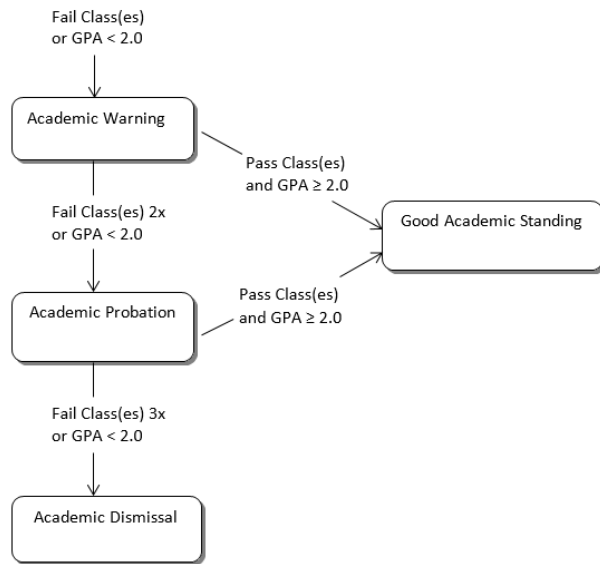
Good Academic Standing: Passing grades earned in all classes and term GPA 2.0 or above.

Academic Warning: One or more failing grades; failing a class for the first time -OR- term GPA below 2.0.

Academic Probation: One or more failing grades for the second time; failing one or more classes for the second time -OR- term GPA below 2.0 in two consecutive terms.

Academic Dismissal: One or more failing grades for the third time; failing one or more classes for the third time -OR- term GPA below 2.0 in three consecutive terms. Students who are academically dismissed may not continue to study in the IELP and must transfer to another language program or return home. This decision may be appealed through the IELP Academic Standing Committee.

IELP Academic Standing System



Good Academic Standing requires students to earn a GPA of 2.0 or above for each term (term GPA) and maintain a cumulative GPA of 2.0 or above.

IELP ACADEMIC TRANSCRIPT

Students may view or obtain their IELP Academic Record, also known as a transcript, by making a request at the IELP front desk. Alternatively, students may view their transcript with their Pathways Advisor.

Following is an example that shows that all grades appear as A-F in an IELP transcript.

The same classes are used in the example of the PSU academic transcript, appearing on page 18, in order to demonstrate how grades earned in the same term appear as Pass (P) or No Pass (NP).

IELP Academic Standing System

IELP transcript example:

Intensive English Language Program
Post Office Box 751
Portland, Oregon 97207-0751
University Center Building
527 SW Hall Street, Ste 400

503-725-4088
503-725-2311
esl@psu.edu
www.pdx.edu/esl



Name: _____ Date Issued: _____
Date of Birth: _____
Student ID: _____

A C A D E M I C R E C O R D

SPRING QUARTER 2014

Term GPA: 3.55

Course #	Section	Course Title	Level	Grade	Credits
LING 199	001	PEP ACAL	PEP	A	3
LING 101	002	PEP Grammar/Writing	PEP	B	6
LING 104	002	PEP Reading	PEP	A	6
LING 106	001	PEP Speaking/Listening	PEP	B+	3

WINTER QUARTER 2013

Term GPA: 3.22

Course #	Section	Course Title	Level	Grade	Credits
LING 144	003	Academic Reading	4	C-	3
LING 142	004	Advanced English Grammar	4	A	3
LING 155	002	Discussion Skills	5	A	3
LING 143	001	Guided Research Writing	4	B-	3
LING 170	012	SEC: Intercultural Skills [3-5]		A	2

PSU ACADEMIC STANDING

Guidelines for satisfactory academic progress for undergraduate and post-baccalaureate students are established by the PSU Scholastic Standards Committee. The Scholastic Standards Committee (SSC) is a Faculty Senate committee comprised of

teaching, research, and non-teaching faculty across campus.

The SSC has the authority to place any student on academic warning, probation, or dismissal according to the following guidelines:

1. Grade changes or removal of incomplete grades do not change academic standing status.
2. Academic standing in the current term may be changed by engaging the repeat policy, however repeating courses will not retroactively change the status of a past term.
3. Students who are academically dismissed from PSU are not permitted to register either full-time or part-time.
4. When evaluating undergraduate academic standing, only PSU undergraduate credit is considered.
5. Students on academic warning or probation, who receive only grades of I, X and/or NP, will lose academic standing, meaning that they will progress to the next level in the academic standing system.

PSU UNDERGRADUATE ACADEMIC STANDING POLICY

Good Standing:

When the term GPA is 2.00 or higher and the cumulative Portland State GPA is 2.00 or higher, students are in good academic standing. Good Standing is not recorded on the academic transcript.

Academic Warning:

Students with 12 or more attempted credits (including PSU and transfer work), whose cumulative PSU GPA falls below 2.00, will be placed on Academic Warning. A registration hold will also be applied to the student record until completion of a mandatory workshop facilitated by Advising and Career Services. Students who are placed on Academic Warning are limited to a maximum of 13 credits in future terms unless an Academic Advisor approves a larger course load.

Academic Probation:

Students on Academic Warning will be placed on Academic Probation if they do not meet one of the following requirements:

1. Raise their cumulative PSU GPA to 2.00, thereby returning to Good Standing
 2. Earn a GPA for the given term of 2.25 or above, thereby remaining on Academic Warning
- and subject to the same requirements in the next term. Students who are on Academic Probation are limited to a maximum of 13 credits per term unless approved for more by an Academic Advisor.

Academic Dismissal:

Students on Academic Probation will be dismissed at the end of the term if they do not meet one of the following requirements:

1. Raise their cumulative PSU GPA to 2.00, thereby returning to Good Standing
2. Earn a PSU GPA for the given term of 2.25 or above, thereby remaining on Academic Probation and subject to the same requirements for the next term.

Academic Reinstatement:

Students who are dismissed may only be reinstated to the University upon petition to, and approval by, the Scholastic Standards Committee (see Petitions). If reinstatement is approved, students will be reinstated to Probation status.

Improving Academic Standing:

Students whose current academic standing is Warning, Probation or Reinstatement must earn at least a 2.25 GPA each term to maintain their current academic standing. Earning a 2.25 or higher term GPA does not revert current academic standing to the previous standing. In order to return to Good Standing, students must raise their cumulative PSU GPA to a 2.00 or higher.

Source: <https://www.pdx.edu/regISTRATION/academic-standing>, December 20, 2018, © Portland State University 2018.

PSU ACADEMIC TRANSCRIPT

The PSU academic transcript is a term-by-term academic history, with courses taken, credits attempted and earned, grades for each course, term GPA and cumulative GPA. Student type from initial admission to PSU and academic standing are also noted. Student type is used to determine general education requirements through University Studies (covered in more detail in a later section) and is also linked to class standing (freshman, sophomore, junior, or senior; also covered in a later section). Students who have no previous university credits are freshmen, whereas students who have completed coursework at another college or university that has been accepted at PSU, may have advanced class standing at admission.

ACCESSING YOUR PSU UNOFFICIAL TRANSCRIPT:

1. From the PSU home page, go to MyPSU (top right corner)
 2. Go to School Tools
 3. Go to Banweb
 4. Go to Student Services
 5. Go to Student Records
 6. Go to View Unofficial Academic Transcript
- Or, go directly to Banweb

Following are excerpts that show how P/NP grades and A-F grades appear and are counted in GPA calculations on the PSU transcript. The same terms presented in the IELP transcript in a previous section are shown here for the sake of comparison.

Improving Academic Standing

Students whose current academic standing is Warning, Probation or Reinstatement must earn at least a 2.25 GPA each term to maintain their current academic standing. Earning a 2.25 or higher term GPA does not revert current academic standing to the previous standing. In order to return to Good Standing, students must raise their cumulative PSU GPA to a 2.00 or higher. Students are encouraged to speak with their academic advisor about their academic standing and ways to improve their GPA.

Student Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for

Institution Credit Transcript Totals Courses in Progress

Portland State Un

Unofficial Transcr

STUDENT INFORMATION

Student Type: HS Grad w/ 0-11 Coll Cred

Curriculum Information

Current Major(s):

Major: Business Adm: Accounting

***Transcript type:Self Service - Web Display is NOT Official ***

INSTITUTION CREDIT -Top-

Term: Spring 2014 Quarter

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
LING	101	UG	PRE-ENTRY GRAMMAR/WRITING	P	6.000	0.00	
LING	104	UG	PRE-ENTRY READING	P	5.000	0.00	
LING	106	UG	PRE-ENTRY SPEAKING/LISTENING	P	3.000	0.00	
LING	199	UG	SPST:PEP AM CULT/ACAD LIFE	P	3.000	0.00	

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
PSU Current:	17.000	17.000	17.000	0.000	0.00	0.00
PSU Cumulative:	17.000	17.000	17.000	0.000	0.00	0.00

Unofficial Transcript

Term: Winter 2013 Quarter

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
LING	142	UG	ADVANCED ENGLISH GRAMMAR	A	3.000	12.00	
LING	143	UG	GUIDED RESEARCH WRITING	B-	3.000	8.01	
LING	144	UG	ACADEMIC READNG NONNATIVE SPKR	C-	3.000	5.01	
LING	155	UG	DISCUSSION SKILL-NON NATIVE SP	A-	3.000	11.01	
LING	170	UG	SKILLS ENHANCEMENT	P	2.000	0.00	

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
PSU Current:	14.000	2.000	14.000	12.000	36.03	3.00
PSU Cumulative:	70.000	58.000	70.000	12.000	36.03	3.00

Unofficial Transcript

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1.5: Pass and No Pass Grade (P and NP)

IELP LEVEL 4 AND 5 CLASSES

Level 4 and 5 classes in the IELP are automatically graded A-F and show as A-F in your PSU academic record. Skills Enhancement Classes (SECs) and Pathways Seminars taken while in levels 4 and 5 are automatically graded P/NP. The grades earned in levels 4 and 5 are part of your undergraduate PSU transcript and university GPA. Classes taken P/NP are excluded from GPA calculation. Students may change A-F grades to P/NP, and SEC classes and Pathways seminars from P/NP to A-F, according to the university's add/drop/grade option change deadlines.

P/NP grades do not have a grade point average associated with them, but they are counted as credits attempted/credits earned. The maximum number of P/NP credits allowed during a student's entire degree study is 45. Please note that:

- P/NP grades earned in levels 0-3 IELP classes are not counted in the maximum number of P/NP credits.
- Earning a P grade does not improve or lower your PSU GPA.
- Earning an NP grade does not improve or lower your PSU GPA.
- Both F and NP grades reflect that a student failed the course.

For students who change one or more of their level 4 or 5 classes to P/NP for the PSU transcript, the actual grade earned for the class (A-F) is still recorded in their IELP transcript and record. The actual grade is also counted in the IELP GPA and is used to calculate the level 4 or 5 GPA for Pathways Program completion purposes.

Students may change their grade option from A-F to P/NP for their level 4 and 5 classes, and to change P/NP to A-F for Skills Enhancement Classes and Pathways seminars. Students who wish to change one or more classes to P/NP must do so according to the university's policies, procedures and deadlines.

In general, students are discouraged from changing level 4-5 grades to P/NP, except in very specific circumstances and in consultation with their Pathways Advisor. If you are considering changing a level 4 or 5 class to P/NP, it is strongly recommended that you discuss this with your Pathways Advisor prior to making the change.

- The deadline to change grade option in fall, winter and spring terms is the end of week 7 of each term.
- The deadline to change grade option in summer term is the end of week 5.

See the PSU Registrar's website for the academic calendar and deadlines.

IELP classes are part of the PSU undergraduate GPA only. Students who will enroll in graduate courses at PSU will have a separate GPA for graduate study.

HOW TO CHANGE GRADE OPTIONS

Use the PSU Special Registration Form to change grade options. Complete the top portion of the form with your contact information and complete Section III with the course information.

Note that instructor approval is NOT required to change grades to A-F or P/NP. Submit the completed form to the Registration and Records window in the Registrar's Office or send it by email to registrar@pdx.edu.

Clear Form
Print

9

Student ID

Special Registration

Complete and sign this form and bring it to the Registrar & Records windows in the Neuburger Hall lobby. You may also submit the completed/signed form by email to registrar@psu.edu or fax to 503.725.5525 after any required approvals. Submit this form after getting required approvals. Only the overrides approved below will be processed. For deadlines, refer to the Academic Calendar at www.psu.edu/registration/calendar. View your schedule and account information at barweb.psu.edu

Quarter/Year

Last Name (print)

First Name (print)

Daytime Phone (required if faxed)

Student Signature (required)

Date

Email

I. ADD

CRN	SUBJ	COURSE #	SECTION#	CREDITS	GRADE OPTION*	Pre-requisite	Class	Major/College	Closed/Waived	Co-Reg/Time Conflict	Override
1											
TITLE:											
2											
TITLE:											
3											
TITLE:											

OVERRIDES (Department stamps/Instructor initials)

Override Descriptions:
 * Closed/Waived - Overrides closed section or adds from waitlist
 • Prerequisite - Waives prerequisite course(s)
 • Class/Major/College - Waives specific class standing, major, or college restrictions
 • Co-Reg/Time Conflict - Waives co-requisite or time conflict restrictions
 • Override All - Invokes all of the above overrides

II. DROP/WITHDRAW

CRN	SUBJ	COURSE #	SECTION#	CREDITS	DEPARTMENT APPROVAL
1					
TITLE:					
2					
TITLE:					
3					
TITLE:					

III. GRADE OPTION CHANGE

CRN	SUBJ	COURSE #	CHANGE GRADE OPTION TO	INSTRUCTOR APPROVAL*
1				
TITLE:				
2				
TITLE:				

* Instructor initials required to change grade option to Audit.

Rev. 1/18 - Registration | special reg.doc
Records Retention: 1 year

Summary:

1. If you fail a level 4 or 5 class (D, F or NP grade), you will repeat the class in the next term of study.
 - a. Upon completing the class a second time, you may replace the failing grade with the passing grade earned the second time. The failing grade will be removed from your PSU GPA but will remain on your transcript.
 - b. You may have a lower GPA in the term that you failed the class. However, at the end of the following term, your GPA will increase when the failing grade is excluded and only the passing grade is included in the calculation.
 - c. A Notice of Repeated Course Form must be submitted to the Registrar's Office in order for the failing grade to be excluded from the GPA calculation. The form may submitted at any time during your degree program.
 - d. When repeating a course and replacing the grade, the course must be graded A-F both times. Courses taken P/NP cannot replace a failing grade.
2. There is a limit to the number of credits you may take P/NP. A student may take 45 credits of P/NP credits during their degree study.
 - a. If you select P/NP for all level 4 and 5 classes, 32 of the 45 credits will be used for IELP classes. Only 13 credits will remain for the remainder of your degree study at PSU.
 - b. It is more important to be able to use the P/NP option during degree study than during IELP study. Using a large number of P/NP credits for IELP classes will greatly limit the number available for use later at PSU.

REPEAT POLICY

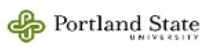
Following is the PSU Repeat Policy. The Policy and form can be found on the [Registrar's](#) website.

Repeat Policy

This policy only applies to undergraduate duplicate courses. Free
Grades earned in all courses remain on students' permanent academic records; however, University policy holds that repeated courses affect the calculation of official G.P.A. as follows:

- Credit is retained on the first A, A-, B+, B, B-, C+, C, C-, and all grades in subsequent attempts are included when calculating G.P.A., and
- The first PSU grade of D+, D, D-, or F is excluded in calculating G.P.A. if the course is repeated at Portland State University for a differentiated grade (not Pass/No-Pass). Credit is retained on the last grade received. Both grades are retained on the transcript. If repeated more than once, each subsequent grade will be retained on the transcript and counted in the GPA.

Students who have repeated course work must submit a completed Notice of Repeated Course form to the Registration windows in the lobby of Neuberger Hall to ensure that an initial D or F grade is excluded when calculating G.P.A. and that the official G.P.A. is reflected on student transcripts.



9

Student ID

FOR UNDERGRADUATE STUDENTS

Notice of Repeated Course

TO OVERRIDE PREVIOUS D+, D, D-, or F GRADE

Name

Last

First

MI

Original Course

Term/Year

Dept & Course #

Repeated Course

Term/Year

Dept & Course #

Grade

(MUST BE D+, D, D-, or F)

Provide title of the course if course number is different or the course title has changed.

Policy:

University policy allows that a grade of D+, D, D-, or F may be disregarded in the calculation of the grade point average (GPA) if the student repeats the same course and earns another grade.

Explanation:

- Both the original and repeated course must be taken at PSU.
- Only the first D+, D, D-, or F grade can be disregarded, or excluded, from the calculation of the GPA.
- The second course (repeat) must also be graded (A-F). This grade is included in the calculation of the GPA. Transfer and correspondence courses are not eligible for this policy. Credit by examination and courses taken for Pass/No Pass are not included in GPA calculations, and are not eligible for this policy. Subsequent attempts after the second course repeat are not eligible for recalculation.
- Original grades are not removed from the academic record (transcript).

Submit this form after the end of the term in which the repeated course has been graded.

to the Transcripts Window (Neuberger Hall Lobby).

Rev. 06/10 - Registration | repeated_course.doc

Source: <https://www.pdx.edu/registration/repeat-policy>, December 21, 2017, © Portland State University 2018.

CALCULATING GRADE POINT AVERAGE (GPA)

It can be helpful to understand how term GPA and cumulative GPA are calculated. Portland State University computes current term and cumulative GPA according to the following scale:

A = 4.00 C = 2.00

A- = 3.67 C- = 1.67

B+ = 3.33 D+ = 1.33

B = 3.00 D = 1.00

B- = 2.67 D- = 0.67

C+ = 2.33 F = 0.00

TO CALCULATE GPA FOR ONE TERM:

1. Multiply the point value of the letter grade (see scale above) by the number of credit hours. The result is the grade points (quality points) earned.
2. Total the credit hours for the term; total the quality points for the term.
3. Divide the total quality points by the total credit hours. The result is the GPA for the term.

Here is an excerpt that demonstrates how each of these components appears on a transcript for the term GPA calculation:

Term: Winter 2017 Quarter							
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
LING	142	UG	ADVANCED ENGLISH GRAMMAR	C+	4.000	9.32	
LING	143	UG	GUIDED RESEARCH WRITING	B+	4.000	13.32	
LING	144	UG	ACADEMIC READNG NONNATIVE SPKR	B-	4.000	10.68	
LING	147	UG	UNDERSTANDING ACADEMIC LECTURE	B-	4.000	10.68	
LING	170	UG	SKILLS ENHANCEMENT	A	2.000	8.00	
Term Totals (Undergraduate)							
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours
PSU Current:				18.000	0.000	18.000	18.000
							Quality Points
							52.00
							GPA
							2.88

Source: © 2018 Ellucian Company L.P. and its affiliates

TO CALCULATE CUMULATIVE GPA

1. Follow steps 1 and 2 above for each term.
2. Total the credit hours from all terms; total the quality points from all terms.
3. Divide the total quality points for all terms by the total credit hours for all terms. The result is the cumulative GPA.

Example:

Term 1 Term 2

B- 3 credits C+ 4 credits

C 3 credits A- 5 credits

A 2 credits B- 3 credits

C- 3 credits B 4 credits

D+ 4 credits

TERM 1 CALCULATION:

B- = 2.67×3 credit hours = 8.01 quality points

C = 2.00×3 credit hours = 6.00 quality points

A = 4.00×2 credit hours = 8.00 quality points

C- = 1.67×3 credit hours = 5.01 quality points

D+ = 1.33×4 credit hours = 5.32 quality points

Add the number of quality points for term 1: $8.01 + 6.00 + 8.00 + 5.01 + 5.32 = 32.34$ quality points.

Add the number of credit hours for term 1: $3 + 3 + 2 + 3 + 4 = 15$ credit hours.

Divide the total quality points by the total credit hours: $32.34 / 15 = 2.15$ GPA

TERM 2 CALCULATION:

C+ = 2.33×4 credit hours = 9.32 quality points

A- = 3.67×5 credit hours = 18.35 quality points

B- = 2.67×3 credit hours = 8.01 quality points

B = 3.00×4 credit hours = 12 quality points

Add the number of quality points for term 2: $9.32 + 18.35 + 8.01 + 12 = 47.68$ quality points.

Add the number of credit hours for term 2: $4 + 5 + 3 + 4 = 16$ credit hours.

Divide the total quality points by the total credit hours: $47.68 / 16 = 2.98$ GPA

CUMULATIVE GPA CALCULATION:

Add the quality points for all terms: 32.34 (term 1) + 47.68 (term 2) = 80.02 quality points.

Add the credit hours for all terms: 15 (term 1) + 16 (term 2) = 31 credit hours.

Divide the total credit hours for all terms by the total quality points for all terms: $80.02 / 31 = 2.58$ GPA

Here is an excerpt that demonstrates how each of these components appears on a transcript for the term and cumulative GPA calculation:

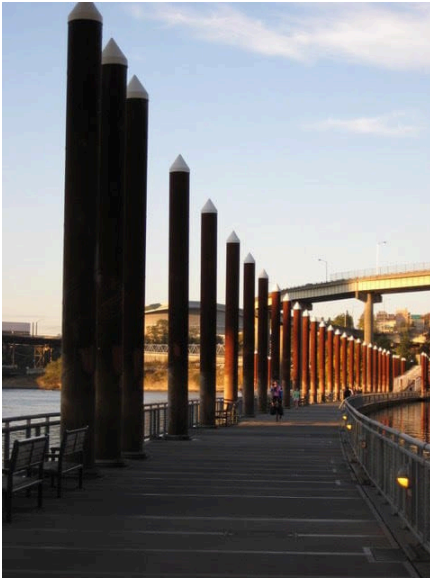
INSTITUTION CREDIT									
-Top-									
Term: Fall 2016 Quarter									
Additional Standing:			Dean's List						
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R		
LING	143	UG	GUIDED RESEARCH WRITING	A	4.000	16.00			
LING	144	UG	ACADEMIC READNG NONNATIVE SPKR	A	4.000	16.00			
LING	152	UG	GRAMMAR & EDITING ACADEMIC WR	A-	4.000	14.68			
LING	155	UG	DISCUSSION SKILLS NONNATIVE S	A-	4.000	14.68			
LING	170	UG	SKILLS ENHANCEMENT	P	2.000	0.00			
LING	199	UG	SPST: PATHWAYS INTRODUCTION	P	2.000	0.00			
Term Totals (Undergraduate)									
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
PSU Current:				20.000	4.000	20.000	16.000	61.36	3.83
PSU Cumulative:				20.000	4.000	20.000	16.000	61.36	3.83
Unofficial Transcript									
Term: Winter 2017 Quarter									
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R		
BI	202	UG	FUND BIO:ECOL, CONSRVTN & HLTH	A	3.000	12.00			
BI	205	UG	FUNDAMENTALS OF BIOLOGY LAB	A	1.000	4.00			
LING	153	UG	INDEPENDENT RESEARCH WRITING	A	4.000	16.00			
LING	154	UG	ADVANCED ACADEMIC READING	A	4.000	16.00			
LING	199	UG	SPST: PATHWAYS INTERMEDIATE	P	2.000	0.00			
MTH	111	UG	INTRO COLL MATH I	C	4.000	8.00			
Term Totals (Undergraduate)									
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
PSU Current:				18.000	2.000	18.000	16.000	56.00	3.50
PSU Cumulative:				38.000	6.000	38.000	32.000	117.36	3.66

Source: © 2018 Ellucian Company L.P. and its affiliates

GENERAL GPA INFORMATION

- Only courses graded on an A-F basis are used in calculating GPA. Courses taken as P/NP, credit-by-exam, correspondence, and audit are not included.
- The GPA calculation never includes transfer work from other colleges.
- Separate GPAs are printed on transcripts for undergraduate courses and for graduate courses.

Source: <https://www.pdx.edu/regISTRATION/cal...-point-average>, December 21, 2017, © Portland State University 2018.



Path on the bank of the Willamette River in Portland, Oregon

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1.6: University Structure

Various departments at PSU work together to provide quality services and instruction. This section provides a brief overview to demonstrate how the university works as a single educational entity to support all aspects of your enrollment. Administrative services, student services and academic units each fulfill a function that contributes to the vision, mission and values of the university and the student as an individual.

UNIVERSITY MISSION AND VALUES

-

Vision:

Portland State University leads the way to an equitable and sustainable future through academic excellence, urban engagement, and expanding opportunity for all.

Mission:

- We serve and sustain a vibrant urban region through our creativity, collective knowledge and expertise.
- We are dedicated to collaborative learning, innovative research, sustainability and community engagement.
- We educate a diverse community of lifelong learners.
- Our research and teaching have global impact.

Values:

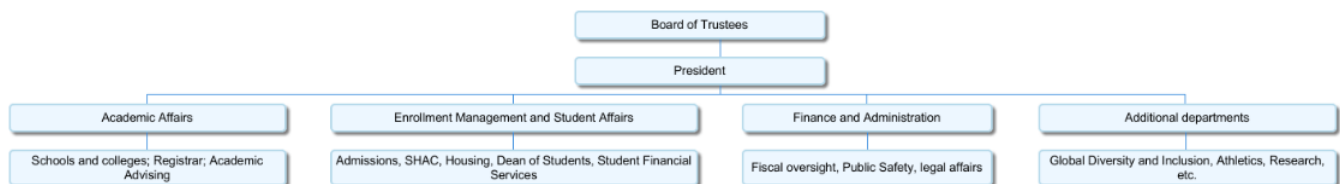
- We promote access, inclusion and equity as pillars of excellence.
- We commit to curiosity, collaboration, stewardship and sustainability.
- We strive for excellence and innovation that solves problems.
- We believe everyone should be treated with integrity and respect.

Source: <https://www.pdx.edu/portland-state-university-mission>, December 21, 2017, © Portland State University 2018.

UNIVERSITY ORGANIZATION

- Office of Academic Affairs (OAA): Manages s curriculum, instruction, and all matters that relate to academics.
- Enrollment Management and Student Affairs (EMSA): Oversee the university's services to students outside of the classroom.
- Finance and Administration (FADM): Represents departments that manage campus functions such as transportation, budgeting, campus facilities and campus safety.

The university's current organizational chart can be found on the Finance and Administration (FADM) webpages. Here is a simplified visual of the major components of the university:



ACADEMIC AFFAIRS: BASIC STRUCTURE

Academic Affairs is the central administrative office, with responsibility for the institutional academic mission, programming and policy implementation, support programs for academic personnel and students, academic fiscal management, and collective bargaining with the American Association of University Professors (AAUP-PSU Chapter), and the Portland State University Faculty Association (PSUFA). Academic Affairs is guided by the Provost who serves as Chief Academic Officer of the university. Working with deans and other administrators, the Provost collaborates with the campus and external communities to achieve the academic mission and vision of the University.

Source: www.pdx.edu/academic-affairs/about-us, March 6, 2018, © Portland State University 2018.

Most universities are comprised of several schools or colleges, which house specific majors and programs of study. The highest administrative position in a school or college is a dean, and all deans possess an academic and teaching or research background and nearly always a doctoral degree. There may also be various associate and assistant deans within a school or college, depending on its size. All faculty within a school/college report to the dean. All deans report to the provost of the university. The provost is normally the highest position within academic affairs and reports directly to the president. This general structure is typical of most colleges and universities within the American higher education system, though specific position names may vary according to the institution.

SCHOOLS AND COLLEGE OFFERING UNDERGRADUATE PROGRAMS AT PORTLAND STATE UNIVERSITY:

College of Liberal Arts and Sciences (CLAS)
College of the Arts (COTA)
College of Urban and Public Affairs (CUPA)
Maseeh College of Engineering and Computer Science (MCECS)
OHSU-PSU School of Public Health
School of Business Administration (SBA)
School of Social Work (SSW)

SCHOOLS OFFERING ONLY GRADUATE PROGRAMS:

Graduate School of Education (GSE)
Graduate School of Social Work (GSSW)

Within the American system of higher education, many university instructors are also referred to as professors and hold terminal degrees in their field of study. For most areas of study, a doctoral degree is the terminal degree. One exception to this general rule is the Master of Fine Arts degree (MFA).

When beginning their teaching or research careers, most professors begin as an assistant professor, then progress to associate professor and finally to full professor as they build their teaching and research portfolios and gain tenure. Teaching professionals who do not hold a doctoral degree are often categorized as instructors and are not formally addressed by the title of professor. There may be different ranks of instructor, depending upon the college or university's policies and procedures.

Assistant, associate and full professors generally teach and/or research full-time.

Non-tenured teaching faculty (NTTF) may hold degrees at any level (doctoral, master's, bachelor's) and most often teach full-time. NTTF are not eligible for tenure.

Adjunct professors and instructors are typically engaged to teach on a part-time basis.



Path in the countryside

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1.7: Admission Type and Class Standing

Knowing and understanding your admission type and class standing is necessary to be able to successfully manage several different aspects of your academic career. Your class standing determines when you will be able to register for classes each term and the classes that you will be able to take, including your University Studies (UNST) requirements.

Year Standing Credits earned Course level University Studies

First Freshman 0-44 100-200 Freshman Inquiry (FRINQ)

Second Sophomore 45-89 100-200 Sophomore Inquiry (SINQ)

Third Junior 90-134 300-400 Junior Clusters

Fourth Senior 135-180 300-400 Senior Capstone

The number of credits with which you are admitted, and your student admission type determine your class standing in your first term of study. After your first term of study, your admission type will remain the same, but your class standing will change as you earn more credits.

Credits may have been earned at another university (transfer credits) or at PSU through the IELP (institutional credits). Credits earned through the IELP are counted in a student's credit total for academic standing, but they do not exempt students from the University Studies requirement for each year of study that is based solely upon admission type.

For example, if a student is admitted to PSU as a freshman with no previous university study, the student will be required to fulfill the Freshman Inquiry (FRINQ) course through University Studies, even if the student has earned credits in the IELP that place them in a higher class standing. University Studies is more fully explored in a later section.



Highway long view and cloudy sky

UNDERSTANDING ADMISSION TYPE

Admission type is determined at the time that students are admitted to PSU. This code and type is permanent and issued only one time. Following are the most common admission types:

(GED) -Students admitted using a recognized GED examination. Mostly domestic, but some International students take the GED as well

(Pre-High school Grad-No College) - Undergraduate students admitted before secondary school graduation and do not have college level transfer credit

(Pre- High school Grad with College) - Undergraduate students admitted before secondary school graduation but have college

level transfer credits

(High school Grad 0-11 College Cr) - Undergraduate students admitted with proof of secondary school completion and fewer than 12 transferable college credits

(High school Grad 12-29 College Cr) - Undergraduate students admitted with proof of secondary school completion and fewer than 30 transferable college credits

(Transfer 30-44 hours) - Undergraduate students admitted with 30-44 transferrable college credits

(Transfer 45-89 hours) - Undergraduate students admitted with 45-89 transferrable college credits

(Transfer 90-134 hours) - Undergraduate students admitted with 90-134 transferrable college credits

(Transfer 135+) - Undergraduate students admitted with 135 or more transferrable college credits

Post-Bac (General)-PB - Post-Baccalaureate students who will pursue a second bachelor's degree or Undergraduate level certificate

VIEWING ADMISSION TYPE IN BANWEB

You will need to know your admission type and class standing for academic planning purposes in the Pathways Program.

Instructions:

1. Go to MyPSU on the PSU home page
 2. Go to Log in to Banweb
 3. Go to Student Services
 4. Go to Student Records
 5. Go to View Unofficial Academic Transcript
- (Transcript Level: = All Levels; Transcript Type: =Self Service - Web Display)

Student Academic Transcript

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for

Transfer Credit Institution Credit Transcript Totals

Portland State University

Unofficial Transcript for

STUDENT INFORMATION

Student Type: Transfer 45-89 Hrs

Curriculum Information

Current Major(s):

Major: Bus Adm: Mgmt & Leadership

***Transcript type: Self Service - Web Display is NOT Official ***

Source: © 2018 Ellucian Company L.P. and its affiliates

VIEWING CLASS STANDING IN BANWEB

Instructions:

1. Go to MyPSU on the PSU home page
2. Go to Log in to Banweb
3. Go to Student Services
4. Go to Registration and Class schedule
5. Go to Check your Registration Status

Banweb

Personal Information Student Services Financial Aid Employee Services System Access

Check Your Registration Status:

Displayed below are various items which may affect your registration. Your Time Ticket,

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Senior (135-999).

Earned Credit

Level	Type	Hours
Undergraduate	Transfer	4.000
Undergraduate	Institutional	176.000

Curriculum Information

Current Program

Bachelor of Arts

Level: Undergraduate

Admit Term: Fall 2012 Quarter

Admit Type: International

Catalog Term: Summer 2012 Quarter

College: Business Admin-School

Major: Business Admin: Marketing

Source: © 2018 Ellucian Company L.P. and its affiliates

TRANSFER STUDENTS

If you are a transfer student with credits transferred from a different institution (either from within the U.S. or overseas), there are additional steps that you must take to ensure that you will be able to register for the correct classes. Each transfer student's situation is different and you will need to work with the Office of International Admissions to have your credits from previous courses evaluated. It is possible that not all credits will be accepted by PSU, so it is important to determine how many credits PSU will accept as well as their PSU course equivalencies. In some cases, it may be necessary for academic departments to be part of the transfer evaluation.

TRANSFER CREDIT EVALUATION

Students who have earned credit at another college or university should initiate a Transfer Credit Evaluation with the Office of International Admissions as soon as possible. Transfer Credit Evaluations can be conducted ONLY with official transcripts. PSU may accept credits completed at another college or university toward your degree requirements and it is extremely beneficial to know the classes that PSU has accepted BEFORE you begin selecting PSU academic classes. In most cases, you do not want to repeat a course that you have already taken elsewhere. If PSU does not have a direct equivalent to a course that you have taken at another college or university, you may request a Transfer Credit Evaluation through your major department.

In this case, advisors and/or professors in your major will review detailed information about the course(s) taken. If the content of the course(s) is similar to a course at PSU, and if you acquired the same knowledge, PSU may accept the other course in place of a PSU course.

It may be necessary to obtain syllabi or course descriptions from the university where the course was previously taken. This can often take weeks or months of additional time. In some cases, and when possible, it may be helpful to go to the college or university in person to obtain the necessary documentation.

Additional information for students with transfer credit from the PSU Office of International Admissions:

- Students can be admitted as undergraduate students based on unofficial transcripts, but an official transfer credit evaluation can only be initiated after OFFICIAL transcripts are submitted.
- Students who are admitted based upon submission of unofficial transcripts are instructed to submit official transcripts in their admission letter.
- When official transcripts are received by International Admissions, the transfer credit evaluation for undergraduate students will begin automatically.
- Transfer credit evaluations for students applying for post-bac admission status are not automatic. A PSU academic advisor must specifically request a transfer credit evaluation for post-bac students.
- Transfer credit evaluations may take up to several weeks to complete, depending on the institution(s) where students completed

previous work.

f. Transcripts must be sent directly to PSU from the university where the courses were taken.

g. Additional information about [official documents](#)

h. Additional information and FAQs

UNIVERSITY STUDIES REQUIREMENTS FOR TRANSFER STUDENTS

Details about University Studies (UNST) themes and courses are presented in a later section. The following information applies only to students who have earned more than 29 transfer credits.

A student who has earned more than 29 credits at another university, either in the U.S. or in another country, will be classified as having earned “transfer” credit for UNST purposes and may be exempt from one or two years of University Studies requirements.

30-59 credits = waived out of FRINQ; must complete 3 SINQs

60-74 credits = waived out of FRINQ; waived out of 1 SINQ; complete 2 SINQ

For MCECS majors:

For each FRINQ or SINQ credit waived, students must earn an equal number of Arts and Letters/Social Science elective credits. Maximum waiver credits are 27 (all FRINQ and SINQ).

6 IELP credits may count as Arts and Letters elective credits.

CLASS STANDING AND STANDING IN MAJOR AND DEGREE

Class standing is primarily used to determine when students can register according to the university's registration schedule. It may have little or no relevance to how many additional credits will be needed to earn a degree in a particular major. For example, you may be a junior in university class standing, but a freshman in your major.

University-level transferrable credits:

These are credits earned at another college or university that PSU will accept as general elective credits, but do not fulfill degree requirements.

Example: Physical Education courses or courses that do not have similar content to PSU classes

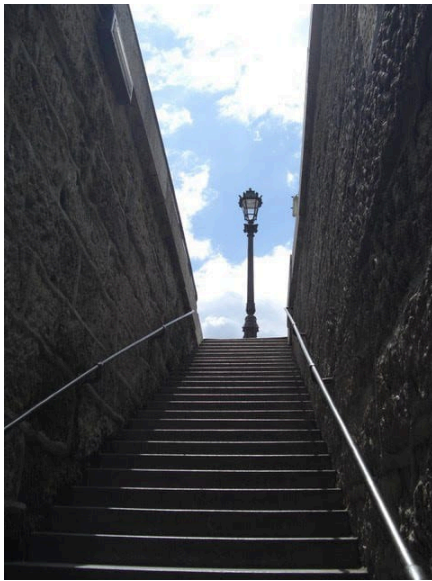
Degree-applicable credits:

These are credits earned at another college or university that PSU will accept as part of the courses/credits required for a PSU degree in a specific major.

Example: Math 251, Writing 121, Art 120

Not all university-level transferrable credits are degree-applicable credits.

Example: You have a high number of transferrable credits and thus upper class standing, but if none of those credits can be applied to your degree requirements in your major, you may be considered a “freshman” in your major.



Street steps leading to street level

ACADEMIC PLAN TEMPLATE

Use this template to complete your academic plan. You can then save the PDF and update it each term that you are in the Pathways Program.

PSU Pathways Program: Academic Plan

First name: _____ Last name: _____ PSU ID: _____
 Major: _____ Admission type: _____ Class standing: _____

Term:			
Course name	Course department	Course number	Credits
EX: Understanding Academic Lectures	LING	247	4
Total credits:			

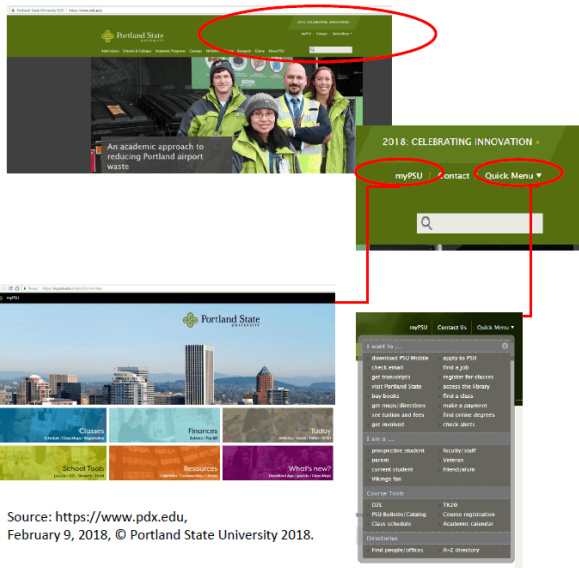
Term:			
Course name	Course department	Course number	Credits
Total credits:			

Term:			
Course name	Course department	Course number	Credits
Total credits:			

alt

PSU WEBSITE

From the [PSU homepage](#), you can quickly navigate much of what you need for managing your classes. Specifically, you are able to access multiple resources and tools through the quick menu and [myPSU](#) site as illustrated below. As a student, it is essential that you become familiar with PSU's student account interface, Banweb. Banweb is the university's student information system and it allows students to access and manage their personal and academic information. You are encouraged to explore the many facets within your Banweb account and to become comfortable and familiar with using it to manage your student record.



Source: <https://www.pdx.edu>,
February 9, 2018, © Portland State University 2018.

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BANWEB

There are multiple ways to access Banweb and other tools through the PSU homepage, including from the Quick Menu and myPSU options in the top right corner of the page. Some of the tools that you will use most frequently as a student are Banweb, your student email and calendar, and D2L. D2L is an online learning platform that many instructors use to interact with students and to manage content for the course. You are encouraged to download the myPSU application to your mobile devices.

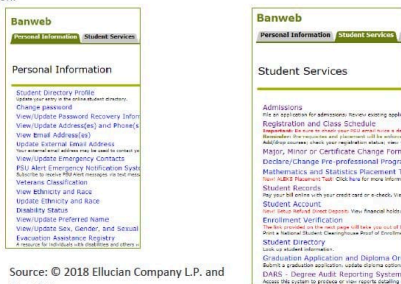
Here are some examples of the information and features found in Banweb:

Here are some examples of the information and features found in Banweb:

- Personal information
- Emergency contact information
- PSU ID number
- Academic information
 - Major
 - Class standing
 - Admission type
- Unofficial transcript
- Registering for classes
- Student account
- Account holds
- Major change form



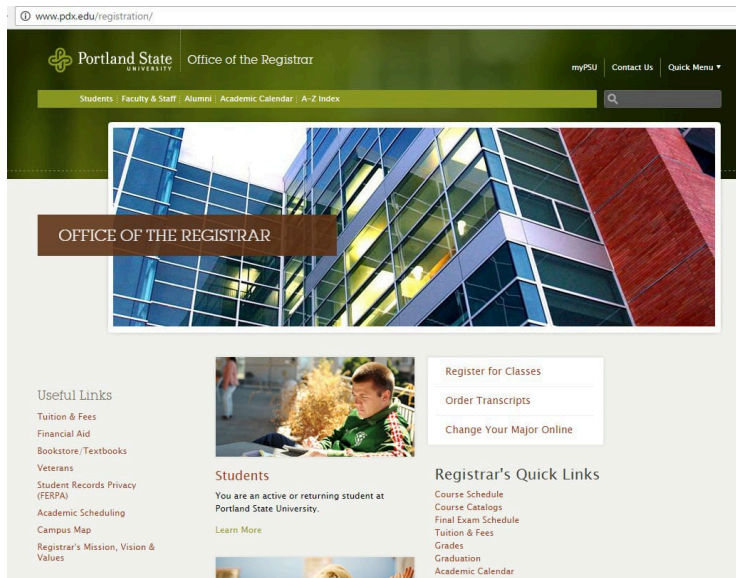
Understanding how to use Banweb to search and register for classes is covered in a later section.



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PSU OFFICE OF THE REGISTRAR

The Office of the Registrar is an important academic resource and one that you will use regularly for the duration of your degree study.



Examples of information provided by the Registrar's Office (RO) include the university's academic calendar (term dates, term calendars, add/drop deadlines, priority registration schedule), tuition and fees, academic policies, and other matters pertaining to students' academic records. You are encouraged to spend time reviewing the website and in particular the A-Z Index of information and services, which includes links to forms, policies and publications such as the current [PSU Bulletin/Catalog](#), a comprehensive academic guide to the university.

Source: <https://www.pdx.edu/registration/>, December 20, 2017, © Portland State University 2018.

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1.8: Degree Requirements

DEGREE REQUIREMENTS INTRODUCTION

To earn an undergraduate degree at PSU, all students complete:

- Major Requirements
- Degree Requirements
- General Education Requirements (this will be explored fully in a later section)

- ✓ 93% of employers agree that the capacity to think critically, communicate clearly and solve complex problems is more important than major.
- ✓ 80% of employers agree that regardless of major, every college student should acquire broad knowledge in the liberal arts and sciences.

Source: It Takes More Than a Major: Employer Priorities for College Learning and Student Success. 2013. Retrieved from

https://www.aacu.org/sites/default/files/files/LEAP/2013_EmployerSurvey.pdf

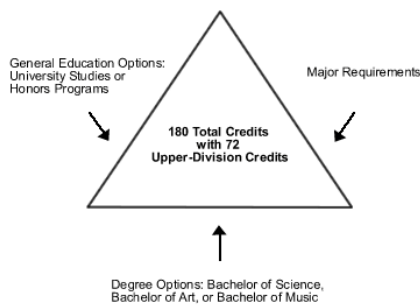
There are basic requirements that all PSU students must complete in order to earn a bachelor's degree. All credits must equal or exceed the following credits in each specific area as explained on the PSU webpage detailing graduation requirements. Some majors may have a higher credit requirement.

Main Components of a PSU Baccalaureate Degree:

- **General Education:** University Studies or University Honors
- **Degree:** Bachelor of Arts, Bachelor of Science, Bachelor of Music or Bachelor of Fine Arts
- **Major**

Other Requirements:

- **Writing (Effective beginning Fall 2012)**
- **Credit Requirement:** A **minimum** of 180 credits are needed to graduate, with at least 72 upper division credits (300/400 level courses). Forty-five (45) of the last 60 credits must be taken at PSU.



Through General Education, the foundation of the bachelor's degree, students gain knowledge, skills and experiences that will enhance their learning in their chosen major.

OVERVIEW OF BACHELOR DEGREES

There are several types of bachelor degrees and each type requires a specific number of credits in a specific distribution of academic areas. Degree requirements and major requirements may overlap in some cases. The number of total credits needed for degree completion is generally 180, however some majors may have higher credit completion requirements. Most of the

information outlined in the following section can be found on these advising pages on the PSU website.

Bachelor of Arts (B.A.)

- 28 total credits (may be more depending on foreign language placement)
- 16 credits in Arts & Letters (4 of these credits must be in Fine & Performing Arts)
- 4 credits in Sciences/Math (excluding Math 100 or lower)
- 8 credits in Social Sciences/Sciences/Math (excluding Math 100 or lower)

**International students whose first language is not English automatically meet the foreign language requirement, either by submitting an English language proficiency test score, or by successfully completing the Pathways Program.

More information about the BA Foreign Language requirement can be found on the World Languages & Literatures website.

Bachelor of Science (B.S.)

- 28 total credits:
- 12 credits in Sciences (not including Math/Statistics; 8 of the 12 credits must be coursework with a lab or fieldwork)
- 12 credits in Arts & Letters/Social Sciences
- 4 credits in college-level Math/Statistics (excluding Math 100 or lower)

Bachelor of Music (B.M.)

- Students must complete a program of music and applied music as prescribed by the Music Department.

Bachelor of Fine Arts (B.F.A.)

- Students must complete the specific program as prescribed by the Fine Arts department.

*Students completing a BS, BM or BFA who have not met the Second Language requirement will also need to satisfy this requirement prior to graduation. Please see the World Languages & Literatures website for information how to satisfy the requirement.

With many majors, students may select either the B.A. or the B.S. degree. However, there are a few exceptions. For example, Applied Linguistics, English, International Studies, Judaic Studies and World Languages majors may only earn a Bachelor of Arts degree, while Engineering and Computer Science majors may only earn a Bachelor of Science. Only music majors may select the Bachelor of Music and only Art Practices and Creative Writing majors can select the Bachelor of Fine Arts and both of these require selective admission to the major via audition or portfolio. Students should consult with the appropriate academic advisor regarding options in their intended major.

Source: <https://www.pdx.edu/advising/bachelor-arts-bachelor-science-and-bachelor-music>, February 16, 2018, © Portland State University 2018.

MAJOR REQUIREMENTS

A major is a primary field of study with an in-depth academic focus. Within their major, students will develop a significant level of knowledge in a specific academic area. To complete a bachelor's degree, students must complete the requirements for one of the majors offered by PSU. PSU offers over 100 majors and the number of credits required for each major varies. This information and more can be found on this advising page.

Details about the specific requirements for undergraduate programs offered by PSU are located on each academic department's website, all of which can be accessed through [this main page](#).

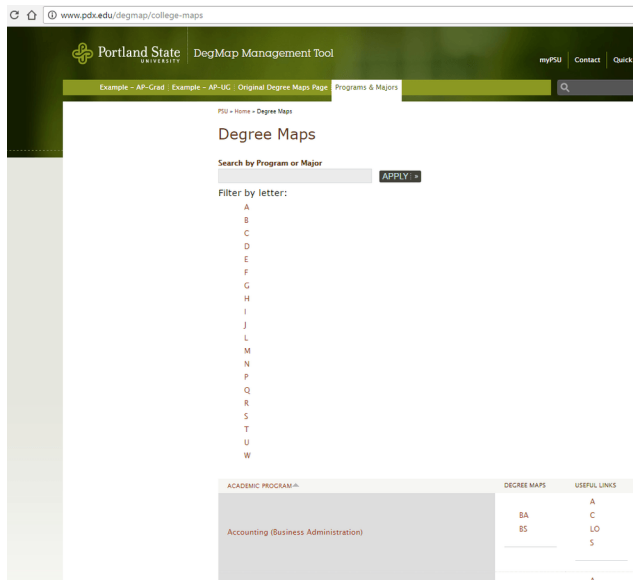
UNDERGRADUATE PROGRAMS: DEGREE MAPS

Use the online Degree Mapping tool to find:

- links to every major, minor and certificate at PSU
- complete lists of courses required, term-by-term, for every degree
- direct connections to academic advisors in each program

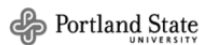
- career resources for every program, including relevant jobs and professional organizations

Degree Maps Disclaimer: The Degree Maps provided on this site are academic planning tools to be used by students in consultation with an academic advisor. Degree Maps for the current year are displayed. The University makes every effort to offer required courses in the terms outlined, but the Maps do not constitute a promise that all courses will be offered in the terms indicated. The Maps do not replace the official [Degree Audit System \(DARS\)](#) used to certify degree completion, which is subject to department and University approval. Every effort is made to ensure accuracy, but the Maps are subject to update and correction.



Source: www.pdx.edu/degmap/college-maps, February 20, 2018, © Portland State University 2018.

Following is an example of a Degree Map (first and second year only) for a BS in Architecture:



Architecture
Bachelor of Science
2015-16 Degree Map

First Year

Fall		Winter		Spring		Notes & Milestones
Course	Credit	Course	Credit	Course	Credit	
Freshman Inquiry	5	Freshman Inquiry	5	Freshman Inquiry	5	
ARCH 100	4	ARCH 101	4	ARCH 121	4	
ARCH 120	4	Science Elective	4	Lab Science Elective	4	
Math/Statistics Elective	4				4	
Total Credits	17	Total Credits	13	Total Credits	13	

Second Year

Fall		Winter		Spring		Notes & Milestones
Course	Credit	Course	Credit	Course	Credit	
Sophomore Inquiry	4	Sophomore Inquiry	4	Sophomore Inquiry	4	Must complete Portfolio Review spring term for admission to professional track. Milestone: Portfolio Review. Complete ARCH 232, ARCH 281 (by end of spring term).
ARCH 230	4	ARCH 231	4	ARCH 232	4	
ARCH 280	6	ARCH 281	6	General Elective	4	
Lab Science Elective	4	General Elective	1	General Elective	4	
Total Credits	18	Total Credits	15	Total Credits	16	

Source: www.pdx.edu/degmap/sites/www.pdx.edu/degmap/files/degree_maps/Degree_map_ARCH_BS_16.pdf, February 20, 2018, © Portland State University 2018.

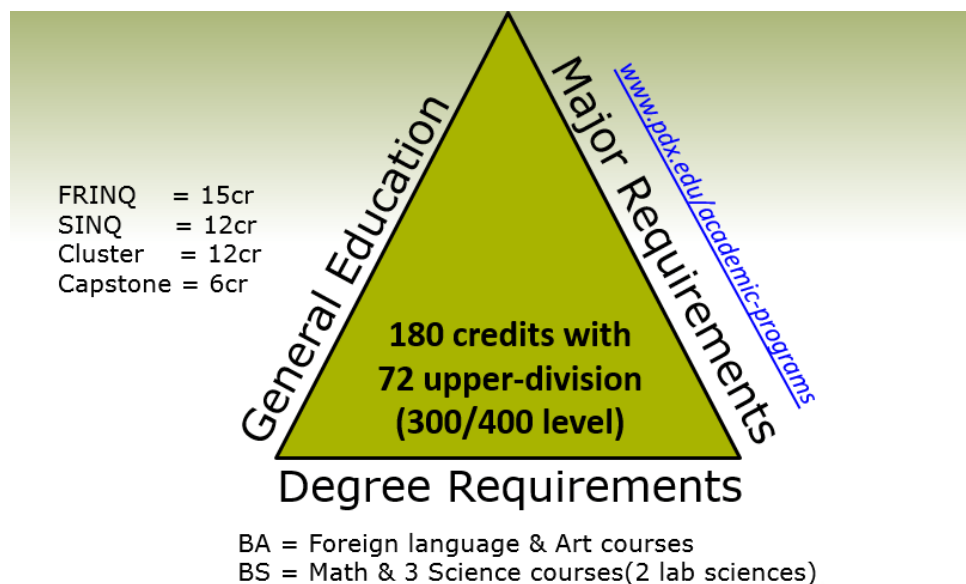
Students should be aware that a majority of their classes in the first two years of study may be degree electives or general education (University Studies). In addition to degree elective courses, students will also complete major elective courses. Both are necessary for degree completion, regardless of major. Major elective courses provide breadth of knowledge to the major courses that are studied in the third and fourth years of degree study.

A general definition of the term “elective” may mean that something is optional. However, when elective is used in the context of degree study, it is a requirement that students must may fulfill through selection of one option among several.

In the Degree Map in Architecture showing the first two years of degree study previously cited, of the 22 courses in the first two years of study, nine are major courses. The remainder of the coursework is comprised of elective courses required for a BA degree and six courses within University Studies.

University Studies (UNST) courses are required for all majors and for degree completion at Portland State University. These general education courses develop the connection of all subjects studied as part of an undergraduate degree. It is this integration and interdisciplinarity that are at the core of a liberal arts education. More information about UNST coursework is outlined below and can be found on this UNST webpage.

University Studies provides students with integrated and connected learning experiences that lay the foundation for lifelong intellectual development. Extending through all four years, the program teaches students how to think critically, communicate effectively, and gain a broad awareness of the human experience to instill a deep sense of responsibility to oneself, their peers and their community.



Source: PSU Advising and Career Services presentation to IELP, 2016

INTRODUCTION TO UNIVERSITY STUDIES (UNST)

The source for the following information is the University Studies landing page on the PSU website. Nearly all institutions of higher learning require students to complete a general education program in addition to their major field of study. Portland State University's nationally recognized approach to education is based on an extensive review of current research. Strong evidence shows that tightly structured clusters of courses with an interdisciplinary thematic approach help to create a more effective education program. Using mentored inquiry sections, extending the program throughout the four years, and integrating carefully articulated goals further increase the program's effectiveness. The University Studies general education program is designed to provide those environmental factors and learning opportunities that are known to enhance learning, satisfaction, and retention for students.

University Studies begins with Freshman Inquiry, a yearlong course introducing students to different modes of analysis and provides them with the tools to succeed in advanced studies and their majors. At the sophomore level, students choose three different Sophomore Inquiry courses, each lead to a thematically linked, interdisciplinary cluster of courses at the upper level. Finally, all students are required to complete a Capstone course, which consists of teams of students from different majors working together to complete a project that addresses a real problem in the Portland metropolitan community.

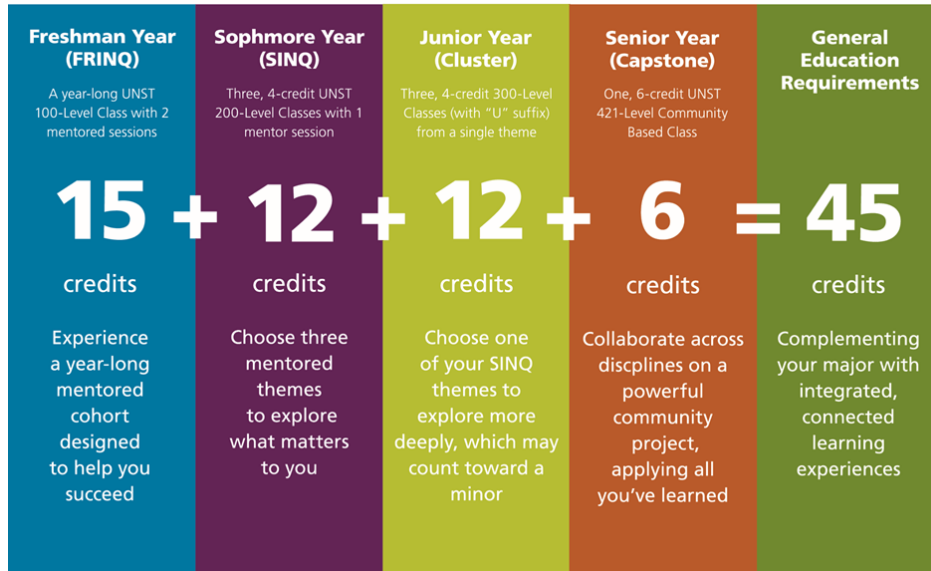
Placement within the University Studies sequence is based upon the student's admission type.

Students who earned university credit at another college or university before matriculating at PSU may be exempted from some UNST requirements based upon the number of credits earned and accepted as transfer credits.

Credits earned in IELP classes are included in calculating class standing, however credits earned in IELP classes are NOT included when determining UNST placement and requirements. For example, a student admitted as a freshman with no previous university study who studies in the IELP for 3 terms may earn 50 or more credits. The student will have sophomore standing but their UNST placement will be in FRINQ.

View this VIDEO for more details about University Studies

All PSU students admitted as freshmen with no previous college coursework are required to meet the UNST requirements outlined below. Transfer students may have earned credits at another institution that are equal to some UNST courses. All students, regardless of transfer credits, will need to fulfill some or all UNST requirements in order to graduate.



Source: www.pdx.edu/unst/unst-introduction, February 9, 2018, © Portland State University 2018.

This table demonstrates the number of credits necessary for each category of class standing and the corresponding University Studies placement for each year of study.

Year Standing Credits earned Course level UNST course

First Freshman 0-44 100-200 FRINQ

Second Sophomore 45-89 100-200 SINQ

Third Junior 90-134 300-400 Junior Cluster

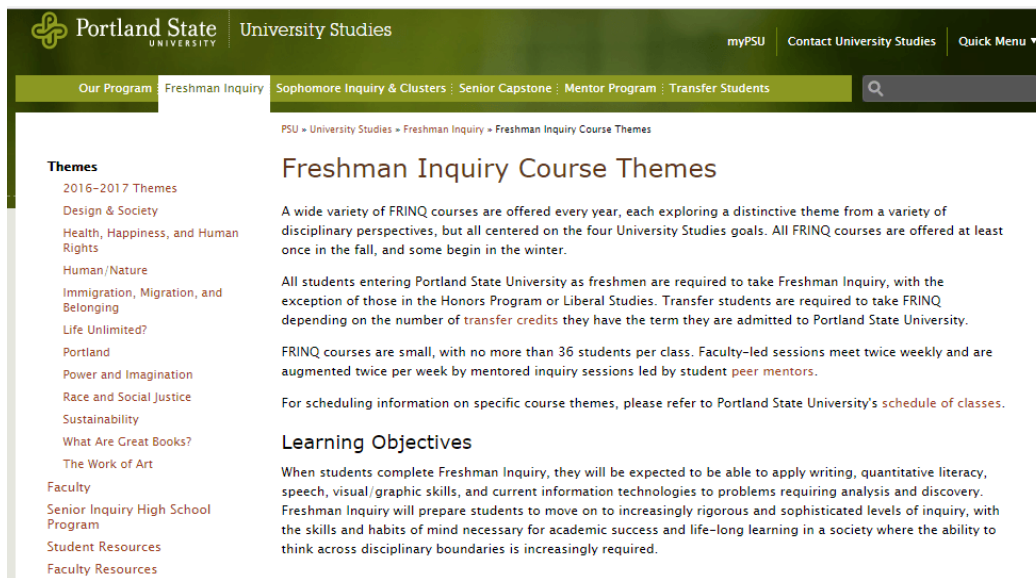
Fourth Senior 135-180 300-400 Senior Capstone

UNST THEMES

The courses in UNST have different themes and students may choose a theme that aligns with their major. For example, a graphic arts or architecture major may be interested in taking "Work of Art," where students study through different visual and written texts. Science majors may be interested in the theme "Design and Society," which explores how we create the world we live in.

Students who choose a theme that does not align directly with their major will still gain the required foundation that the general education program provides. For example, the theme "Immigration, Migration, and Belonging" explores what it is to live in an increasingly multicultural world. Many students choose the "Portland" theme because they want to learn more about the various historical, social and political aspects of the city.

Regardless of the theme that students select, they will gain insight by connecting various experiences and perspectives, while also developing research and critical thinking skills. Each of these components give them a well-rounded basis as they acquire their liberal arts education.



The screenshot shows the Portland State University University Studies website. The header includes the PSU logo, "University Studies", and navigation links for "myPSU", "Contact University Studies", and "Quick Menu". A secondary navigation bar lists "Our Program", "Freshman Inquiry", "Sophomore Inquiry & Clusters", "Senior Capstone", "Mentor Program", and "Transfer Students". The main content area is titled "Freshman Inquiry Course Themes" and includes a breadcrumb trail: "PSU » University Studies » Freshman Inquiry » Freshman Inquiry Course Themes". A left sidebar lists various themes such as "2016-2017 Themes", "Design & Society", "Health, Happiness, and Human Rights", "Human/Nature", "Immigration, Migration, and Belonging", "Life Unlimited?", "Portland", "Power and Imagination", "Race and Social Justice", "Sustainability", "What Are Great Books?", "The Work of Art", "Faculty", "Senior Inquiry High School Program", "Student Resources", and "Faculty Resources". The main text describes the variety of FRINQ courses, the requirements for students entering PSU, the size and frequency of the courses, and the learning objectives, which include applying writing, quantitative literacy, and critical thinking skills.

Source: www.pdx.edu/unst/freshman-inquiry-course-themes, February 9, 2018, © Portland State University 2018.

TRANSFER STUDENTS AND UNIVERSITY STUDIES

Students who have transferred credit to PSU from another college or university must either transfer credits equivalent to UNST courses or complete UNST courses to gain the credits necessary to graduate from Portland State University. The following information is sourced directly from the UNST website.

Students are placed in the University Studies program according to the number of transfer credits completed once enrolled in classes at Portland State University (PSU) as a formally admitted student. After registering for courses at PSU as a formally admitted student, additional credits completed at another institution will not change this placement. Note that Non-Degree (also known as “Quick Entry”) admission is not formal admission, and courses completed at PSU as a Non-Degree student are considered transfer credits for University Studies placement. As noted previously, credits earned through IELP classes are not counted in UNST placement.

Placement in the University Studies program will be reflected on a student’s Transfer Evaluation and/or DARS report. As the table below indicates, students who transfer with 90 or more credits will have the lower-division portion of the University Studies courses waived (FRINQ and SINQ). Students exempted from lower-division UNST requirements must still complete the Upper-Division Cluster and Senior Capstone, a total of 18 credits. Note: The Upper Division Cluster requirement is a PSU requirement. There are no equivalent courses offered at other institutions. Three cluster courses must be chosen from the list of approved courses and may not come from the major department.

CREDITS TRANSFERRED	UNIVERSITY STUDIES REQUIREMENTS*
0 - 29	<u>Freshman Inquiry</u> - UNST 1X1, 1X2, 1X3
30 - 59	Three <u>Sophomore Inquiry</u> courses - UNST 211-299
60 - 74	Two <u>Sophomore Inquiry</u> courses - UNST 211-299
75 - 89	One <u>Sophomore Inquiry</u> course - UNST 211-299
90+	Three <u>Upper-Division Cluster</u> courses (12 credits) and <u>Senior Capstone</u> (6 credits)

*Students must begin with indicated course(s) and complete the remainder of the UNST program.

Source: www.pdx.edu/unst/transfer-students-and-university-studies, February 9, 2018, © Portland State University 2018.

MATHEMATICS AND STATISTICS PLACEMENT TEST

ALEKS Math Placement Exam

Students with majors specified below are required to complete the ALEKS Math Placement Exam. For the university's purposes, the only exception is if a student has completed a college-level math course (level 100 or above) at a college or university within the past 12 months.

For the purposes of the Pathways Program, all students in the Pathways Introduction Seminar are required to complete the math placement exam as a required, graded class assignment. Becoming familiar with an online testing system such as ALEKS is beneficial to all students, regardless of their major.

All students in any of the majors listed below must complete the Math Placement Test (ALEKS) BEFORE meeting with an academic advisor in their major area of study. Students who have not completed the Math Placement Test will not be ready to meet with their PSU academic advisor, and their advisor will not be able to fully assist them in recommending academic courses to take in the next term.

Majors requiring the Math Placement Exam

Biology <https://sso.pdx.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1>

Biochemistry

Business Administration (all SBA majors)

Civil Engineering

Computer Engineering

Chemistry

Earth Science

Economics

Electrical Engineering

Environmental Science

Geology

Health Studies

Mathematics

Mechanical Engineering

Physics

Psychology

Pre-Health Professions*

*Pre-Health Professions tracks include students planning to pursue pre-nursing, pre-medicine, pre-dental, pre-dental hygiene, pre-optometry, pre-pharmacy, pre-occupational therapy, pre-veterinary, pre-naturopathy, pre-clinical lab science, pre-radiation

therapy and/or pre-chiropractic programs.

Notes about the Math Placement Test:

- The math placement test is an online test
- Students may log in to the test from any computer with an internet connection, on- or off-campus.
- Results will be immediately available upon completing the test
- Results will be automatically reported in students' PSU student records and available to advisors on campus
- Students should not study or prepare to take the math placement test; the test is meant to determine the correct level of math class appropriate to students' skills without advance preparation
- Students may register for any math class within their score code OR BELOW
 - Many students choose to begin their math classes below their actual placement level. Although students may have strong math skills, studying math in English will be more challenging than studying it in their first language.

Carefully review all of the instructions and information provided about the math placement test BEFORE logging in to begin the test. You can also access the test portal through your [Banweb](#) account:



Source: © 2018 Ellucian Company L.P. and its affiliates

Portland State University
College of Liberal Arts & Sciences
Fariborz Maseeh Department of Mathematics + Statistics

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Students (Prospective & Current) | Resources | Faculty & Staff | Research | Events | Employment | Giving

PSU - College of Liberal Arts & Sciences - Math & Statistics - Mathematics and Statistics Placement in ALEKS

Mathematics and Statistics Placement in ALEKS

ALEKS is a web-based, artificially intelligent assessment and learning system. It uses adaptive questioning to quickly and accurately determine exactly what you know, don't know, and are ready to learn. This means that the ALEKS assessment is unique for every student and will expose your particular strengths and weaknesses. After completing the ALEKS assessment, you will get a detailed pie chart (see below) of your current mathematical knowledge, and will have the opportunity to refresh on mathematical topics in a Learning Module to help you prepare for your courses.

Topic Area	Score	Total
Trigonometry	15	29
Whole Numbers, Fractions, and Decimals	37	37
Percents, Proportions, and Geometry	31	32
Signed Numbers, Linear Equations and Inequalities	51	53
Lines and Systems of Linear Equations	24	27
Relations and Functions	15	22
Integer Exponents and Factoring	29	30
Quadratic and Polynomial Functions	17	21
Rational Expressions and Functions	12	23
Radicals and Rational Exponents	15	20
Exponentials and Logarithms	10	20

(Example MyPie in ALEKS)

Follow the steps below to complete the Placement Test in ALEKS and enroll in a Mathematics or Statistics course at PSU. **Be sure to read all directions completely.** Frequently Asked Questions can be found [here](#).

1. Take the Placement Test.
2. Interpret your score.
3. Use the Learning Module.
4. Retake the Placement Test (if necessary).
5. Register for classes.
6. Additional resources and contact information.

Additional information, including placement exam scores and math class options, can be found on the department's website.

Score Course Placement

76 - 100 MTH 251: Calculus I

ECE 103: Engineering Programming

ECE 171: Digital Circuits

PH 201: General Physics

61 - 75 MTH 112: Introductory College Mathematics II

CH 221: General Chemistry

ECE 102: Engineering Computation

46 - 60 MTH 105: Excursions in Mathematics

MTH 111: Introductory College Mathematics I

MTH 211: Foundations of Elementary Mathematics I

STAT 105: Elementary Data Analysis

STAT 241: Application of Statistics for Business

STAT 243: Introduction to Probability and Statistics I (Click here for STAT 243 registration instructions)

30 - 45 MTH 095: Intermediate Algebra

0 - 29 None (Click here for further instruction)

Source: www.pdx.edu/math/placement/instructions, February 9, 2018, © Portland State University 2018.

For questions relating to the Math Placement Test or math placement at PSU in general, contact:

- Math Department at 503-725-3621
- Placement Coordinator at mathplacement@pdx.edu

Close message

[Learn more](#)

Welcome to your new guide!

Click on "New" to build out your guide.



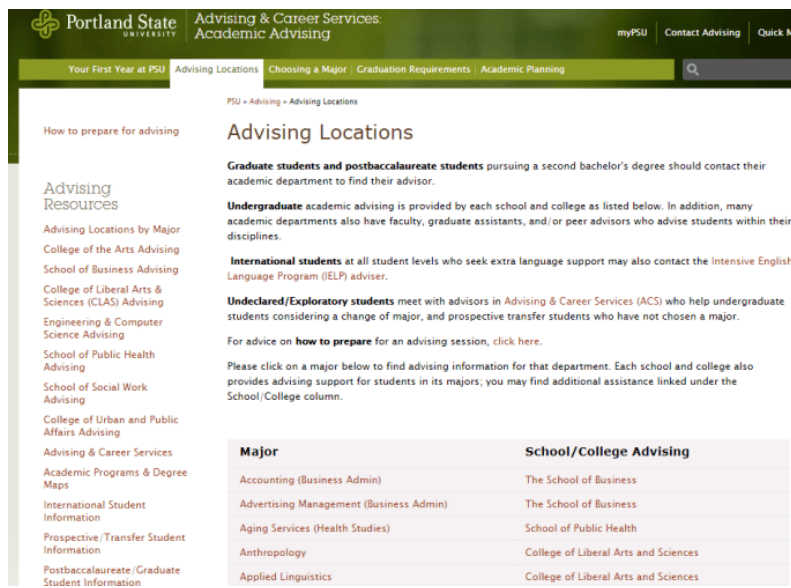
1.9: Academic Advising

ADVISING RESOURCES

Each academic department at PSU determines its own structure for providing academic advising. For this reason, it is important for students to understand the advising structure in their academic department and also other departments in which they may be taking classes. Some departments offer drop-in advising on certain days and times, others offer advising by appointment only. Many departments use an online appointment scheduling system, whereas others may require a telephone call to make an appointment. Some advisors may be booked out for weeks or even a month or more, so it is important to plan ahead.

Depending on the college or school, students may have a lower-division advisor (first two years) and an upper-division advisor (last two years). Generally, lower-division advisors are professional advisors whose main responsibility is academic advising. Upper-division advisors may be professional advisors (e.g. business majors) or they may be teaching faculty who also have academic advising responsibilities within their department (e.g. computer science and engineering majors). Your major's school/college webpages will be your best resource for understanding the advising structure for your major.

In addition to your department's webpage, here is a centralized source for the physical location of all academic advising on campus.



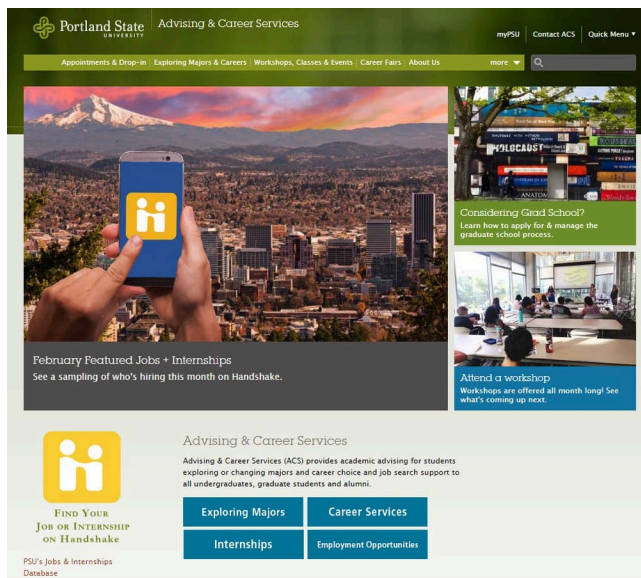
Major	School/College Advising
Accounting (Business Admin)	The School of Business
Advertising Management (Business Admin)	The School of Business
Aging Services (Health Studies)	School of Public Health
Anthropology	College of Liberal Arts and Sciences
Applied Linguistics	College of Liberal Arts and Sciences

Source: <https://www.pdx.edu/advising/advising-locations>, February 9, 2018, © Portland State University 2018.

ADVISING AND CAREER SERVICES

Advising and Career Services (ACS) offers academic advising to students who have not yet selected a major (undecided/undeclared). ACS advisors can also meet with students who have declared a major but have general advising questions about degree requirements, University Studies or selecting classes. Students can access the [ACS website](#) to see a listing of advisors and to make advising appointments.

Additionally, ACS offers a variety of workshops and other helpful services, including exploring majors, personality type and career choice, résumé creation and many others. View the ACS workshop and events calendar for more information.



Source: <https://www.pdx.edu/advising-career-services/>, February 9, 2018, © Portland State University 2018.

ACADEMIC ADVISING WHILE IN THE PATHWAYS PROGRAM

The relationship that you develop with your academic advisor(s) is one of the most important of your academic career. Your advisor will make recommendations to keep you on track and moving toward your academic goals to attain your degree.

While you are in the Pathways Program, you will have two advisors:

- Pathways Program advisor in the IELP
- Academic advisor in your major

Your major advisor will make recommendations to you about the academic classes that you should take while you are in the Pathways Program. Your Pathways Program advisor will review your proposed classes and schedule and they will make the final determination of classes that you will register for each term while in the program. Additionally, your Pathways Program Advisor will review your grades and academic plan each term, make adjustments as needed, and make final decisions about your course registration.

After you fully matriculate to academic degree study at PSU, you may work with just one advisor until the time that you complete your degree, or you may work with multiple advisors. As previously noted, some academic departments conduct all advising through professional advisors. Other departments may have professional advisors for lower-division (LD) students (first- and second-year students) and then faculty advisors for upper-division (UD) students (third- and fourth-year students) and students fully admitted to professional programs. While in the Pathways Program, academic advising is structured as follows:

TERM 1: PATHWAYS INTRODUCTION (6-MONTH AND 9-MONTH)

- Meet with your major advisor in small groups, usually during class time
 - Pathways Program Advisor monitors and approves schedule and registration for the next term

TERM 2: PATHWAYS INTERMEDIATE (9-MONTH)

- Make an individual appointment with your major advisor to meet one-on-one in his/her office
- Pathways Program Advisor monitors and approves schedule and registration for the next term

TERM 3: PATHWAYS FINAL (6-MONTH AND 9-MONTH)

- Individual advising appointment with major advisor as-needed (not required)
- Academic advising during PSU New Student Orientation session
- Pathways Program Advisor monitors and approves schedule and registration for the next term

PREPARING TO MEET WITH YOUR MAJOR ACADEMIC ADVISOR

Your academic advisor in your major will be able to provide information and answer questions about courses required for your major and courses needed to meet the requirements of your degree. Your major advisor will assist you in planning for your next terms of study and in creating a plan for completing your undergraduate degree.

Pathways Introduction: You will meet with an academic advisor in a small group with other students with the same major, most likely during class time. The purpose of this first advising session is to meet your advisor, gain a general understanding of the expectations for your major and learn his/her recommendations for the academic courses you will take in your next term of study.

Pathways Intermediate: You will schedule an individual appointment with an academic advisor in your major. In this way, you will learn how to make an appointment with an advisor for your major and where advising for your major is located. Additionally, this appointment may be a required assignment for your pathways seminar.

Preparing for this meeting and using the time with your advisor in a productive way is important for both of you. It is recommended that you prepare at least three questions to ask your advisor. If this meeting is an assignment for your seminar and requires a signature or other verification, it is appropriate to request the signature or verification at the end of the appointment. It is not acceptable to inform your advisor that the advising appointment is only to fulfill a required assignment for class.

Examples of questions to ask your major advisor:

1. What are the academic classes you should consider taking in your next term of study?
2. What university studies courses will you take and when will you take them?
3. How do you know which university studies courses to choose? For example, is there a FRING or SING theme that is recommended for your major?
4. Is there a GPA requirement in your major for graduation?
5. Is there an admission process for your major to be able to take upper-division (300-400 level) classes?
6. Are there student groups to join in your college/school/major?
7. What is your advisor's advice for being academically successful in your major?
8. Other questions that pertain to your individual circumstances

Pathways Final: Students in the Pathways Final Seminar are in their last term of study in the program and are preparing for full-time enrollment in academic classes in their next term of study. Portland State University requires that all students beginning full-time undergraduate academic study attend a New Student Orientation session before beginning full-time enrollment. Your Pathways Program advisor will coordinate your registration for a PSU New Student Orientation. At the Orientation, you will meet other American and international students in your major, participate in a review of general education and degree requirements, and meet with an academic advisor in your major. You will complete registration for the next term of study at the Orientation.

While in the Pathways Final Seminar, you have the option of making an individual appointment to meet with your advisor before attending New Student Orientation, but it is not required.

Upon transitioning to all academic coursework, it is strongly recommended that you meet with your major advisor at least one time each term.

Close message

[Learn more](#)

Welcome to your new guide!

Click on "New" to build out your guide.



1.10: Choosing Your First Academic Class

CHOOSING YOUR FIRST ACADEMIC CLASSES

Helpful Terms:

- Pre-requisite: course that must be completed before being eligible to take a particular course
- Co-requisite: course that must be taken at the same time as another particular course
- Recitation and lab: supplemental course to be taken at the same time as the primary course
- Mentored inquiry: supplemental course to be taken concurrently with UNST classes
- Sequential courses: courses that must be taken in a particular order
- Bulletin and catalog: publications that show listings of courses, degree requirements, etc.

GUIDELINES FOR CHOOSING YOUR FIRST ACADEMIC CLASSES

- 100 or 200-level classes
- No online classes
- No UNST classes (except UNST 194: College Success), unless an exception is granted
- Completion of Independent Research Writing required to take WR 121
- Completion of level 5 listening/speaking required to take COMM 220
- Choose classes that interest you; explore new things
- Remember that only about 30% of the classes required for your degree will be in your major

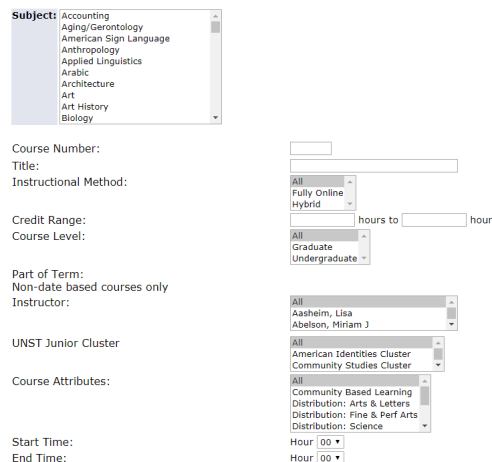
Options for searching for courses and viewing course details are outlined below:

Option 1: Search the [Class schedule](#) through Banweb. This option is view-only and is good for researching class details and planning your schedule.

Banweb

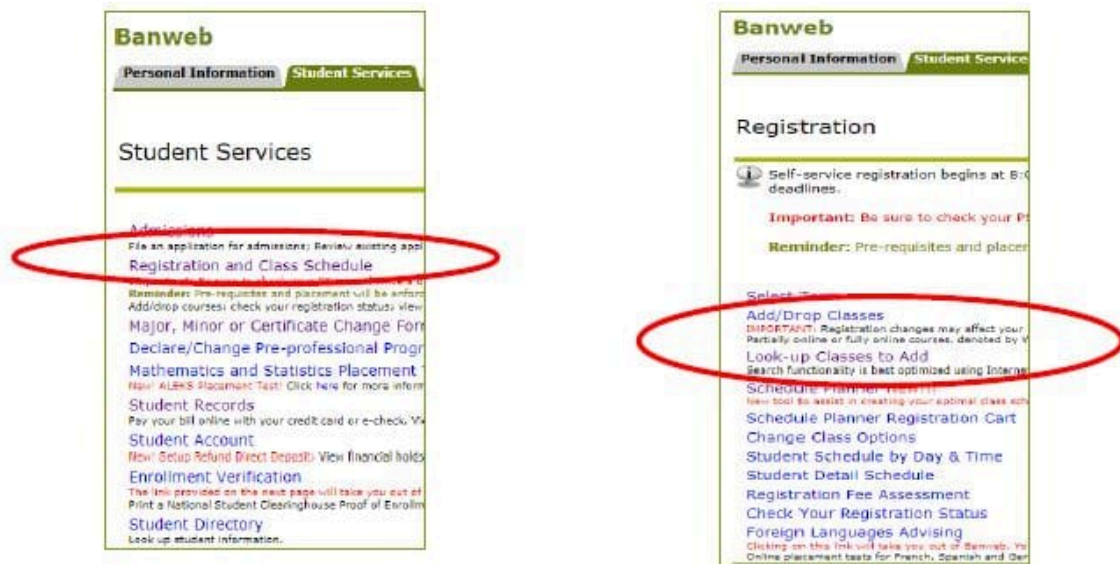
Class Schedule Search

Search functionality is best optimized using Internet Explorer, Google Chrome or Safari.



The screenshot shows the Banweb Class Schedule Search interface. It includes a 'Subject' dropdown menu with a list of subjects like Accounting, Aging/Gerontology, American Sign Language, Anthropology, Applied Linguistics, Arabic, Architecture, Art, Art History, and Biology. Below this are several search criteria fields: 'Course Number' (text input), 'Title' (text input), 'Instructional Method' (dropdown menu with options: All, Fully Online, Hybrid), 'Credit Range' (text input with 'hours to' and 'hour' labels), 'Course Level' (dropdown menu with options: All, Graduate, Undergraduate), 'Part of Term' (text input), 'Non-date based courses only' (checkbox), 'Instructor' (text input), 'UNST Junior Cluster' (dropdown menu with options: All, Aasheim, Lisa, Abelson, Miriam J), 'Course Attributes' (dropdown menu with options: All, American Identities Cluster, Community Studies Cluster, Community Based Learning, Distribution: Arts & Letters, Distribution: Fine & Perf Arts, Distribution: Science), 'Start Time' (text input), and 'End Time' (text input).

Option 2: Search within Banweb while logged in. This account will allow you to directly add classes (if registration is open and you are eligible to register).



Source: © 2018 Ellucian Company L.P. and its affiliates

Using the “Look-up Classes to Add” function within Registration allows students to explore classes by department in the online Class Schedule. Note that the term must be selected before being able to search.

The university’s class schedule for the next term is generally made available online in about week 5 of each term. The exact date of availability can be found on the Registrar’s website.

NOTE: Although Pathways Program students will be able to view classes in the online class schedule, you will only be able to ADD or DROP classes according to the priority registration schedule managed by the Office of the Registrar and the registration time line established by the Pathways Program advisor. Additionally, approval from the Pathways Program advisor is required in order to register for academic classes. Consequently, you may register on a date later than when registration is first available to you.

It is recommended that you spend some time exploring the online class schedule to become familiar with the various details of viewing and understanding the information presented. For example, the following are various options used to describe specific details about classes:

Banweb

Personal Information Student Services Financial Aid Faculty Services Employee Services System Access

BACK TO REGISTRATION MENU SITE MAP HELP EXIT

Fall 2016 Quarter
07-OCT-2016 15:37

Look-Up Classes to Add:

To register for classes, check the box in front of the CRN and click Register or Add to Worksheet.

If a Course Reference Number (CRN) below has a “NR” in place of the SELECT box, the add deadline for the term has passed for this course and it can no longer be added.

If a Course Reference Number (CRN) below has a “C” in place of the SELECT box, the CRN is closed or full, even if the REM column indicates that seats remain. You will need to get permission from the professor or department to add a closed class using a [Special Registration Form](#).

If a Course Reference Number (CRN) below has a “C” in place of the select box, the course is closed or full. If the **course waitlist REM** (remaining) column indicates that seats remain, you may be able to place yourself on the waitlist. Please write down the **CRN** and return to the Registration Menu (Student Services > Registration). Instead of selecting “Look-up classes to add”, choose **Add/Drop classes** and follow the instructions on the screen to enter the CRN and add yourself to the waitlist.

Course Flags:

- F** Course has an associated footnote.
- D** Course requires department approval.
- R** Course has Restricted Differential Tuition instead of standard tuition. ([What is Restricted Differential Tuition?](#))
- A** Course has additional fee(s) above standard tuition.
- G** Course is grade differentiated (A-F) only.
- A** Course is graded Audit (AU) only.
- P** Course is grade undifferentiated (P/NP) only.
- O** Course is Fully Online: online fees apply, \$40 per credit.
- H** Course is Hybrid Online: has reduced in-person meeting times.
- C** Course will be held in the [Collaborative Life Sciences Building \(CLSB\)](#). Please allow for extra travel time.

Important: On campus building and room assignments are tentative until two weeks before the start of the term. Students are encouraged to confirm their on campus locations in the online class schedule a few days before the term begins.

Within the course schedule in Look-Up Classes to Add, you can look up classes by department:

Banweb

[Personal Information](#)
[Student Services](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee Services](#)
[System Access](#)

[BACK TO REGISTRATION MENU](#)
[SITE MAP](#)

Look-Up Classes to Add:

Fall 20:
07-OCT-2

Use the selection options below to search the class schedule for the term selected above. You may choose a subject from the list below and press **Course Search** to view courses in that field of study. To do a more progressive search press the **Advanced Search** button. Search functionality is best optimized using Internet Explorer, Google or Safari.

TIP #1: To search for courses that satisfy a **UNST Freshman, Sophomore, Junior or Senior** requirement or courses that are **Fully or Partially Online**, press the **Advanced Search** button for instructions.

TIP #2: To search more than one subject at a time hold down the Ctrl key, and select or highlight each subject of interest and click **Course Search**.

Subject:

- Accounting
- American Sign Language
- Anthropology
- Applied Linguistics
- Arabic
- Architecture
- Art
- Art History
- Biology
- Black Studies

[Course Search](#)
[Advanced Search](#)

By doing a non-specific search by subject, you will see all course offerings in that department:

Look-Up Classes to Add:

Fall 2016 Quarter

Biology

Biology SRTC 246, 503.725.8757

Students must arrive no later than the first 15 minutes of the first class or they will be dropped from the roll. Students unable to attend the first class period should contact the Biology Department (503.725.8757).

Attention Students: Courses scheduled in Collaborative Life Sciences Building, CLSB, the new state of the art facility for teaching and research take place down at the South Waterfront. Classes have been scheduled to allow for travel time to and from the building; starting and ending times are off-set from the main campus class time grid. Optimal walking and biking routes are available at <http://www.pdx.edu/transportation/clsb>. For information about bike storage and lockers click here. Estimated walking time from the center of campus, the Park Blocks is 20 minutes. The Streetcar will make round trips to the building but with limited ridership available.

Biology Major Priority Registration: The Biology Department has a priority registration period for Biology Majors and Minors only. All other non-majors/minors will be able to register once the priority registration period is over. Please check the biology department website www.pdx.edu/biology for the date when courses will be open for registration to non-majors/minors.

201	FUND BIOLOGY: CELL, GEN, HERED	View Sections
204	FUND BIOL LAB: CELL, GEN, HERE	View Sections
207	BIOLOGY FOR ALLIED HEALTH I	View Sections
207L	BIOL FOR ALLIED HEALTH LAB I	View Sections
211	PRINCIPLES OF BIOLOGY I	View Sections
214	PRINCIPLES OF BIOLOGY LAB I	View Sections
235	MICROBIOLOGY LAB	View Sections

Click on "View Sections" to see the course information for each section.

FUND BIOLOGY: CELL, GEN, HERED - 10383 - BI 201 - 001

This class is designed for non-Science majors.
 Associated Term: Fall 2016 Quarter
 Levels: Undergraduate
 Attributes: Distribution: Science

Institutional (PSU) Campus
 3.000 Credits
[View Course Description](#)

 Course requires department approval.

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:00 - 11:20	TR	Hoffmann Hall 109	26-SEP-2016 - 10-DEC-2016	Lecture	Radhika Reddy (P) @

After selecting a class, you can look at the course description:

Class Schedule Listing

Sections Found

Biology

Biology SRTC 246, 503.725.8757

Students must arrive no later than the first 15 minutes of t

Attention Students: Courses scheduled in Collaborative t
allow for travel time to and from the building; starting and
information about bike storage and lockers click here. Estir

Biology Major Priority Registration: The Biology Depart
over. Please check the biology department website www.p

FUND OF BIOL: EVOL & DIVERSITY - 60362 - BI 203 - 001

This class is designed for non-science majors.
Associated Term: Spring 2018 Quarter
Levels: Undergraduate
Attributes: Distribution: Science

~~Institutional (PSU) Campus~~
3.000 Credits
[View Course Description](#)

Course description:

Course description:

Banweb

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Fall 2016 Quarter
07-OCT-2016

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

BI 201 - FUND BIOLOGY: CELL, GEN, HERED

An overview of basic concepts of biology and applications to everyday life. Topics include the material basis of living systems; cell and molecular structures and interactions, and genetics and heredity, as applied to issues such as cancer, nutrition, reproductive and genetic testing, and biotechnology. Fulfills the science requirement for non-majors. This course will not fulfill biology major requirements or pre-allied health requirements for introductory biology.
3.000 Credit hours

Levels: Undergraduate
Schedule Types: [Lecture](#)

Course Attributes:
Distribution: Science

[Return to Previous](#) [New Class Schedule Search](#) [New Course Description Search](#) [Look-Up Classes to Add](#)

RELEASE: 0.7.1-PA

By clicking on the course name, you can view the course details:

Sections Found

Biology

Biology SRTC 246, 503.725.8757

Students must arrive no later than the first 15 minutes of the first class or they will be dropped from the roll. Students unable to attend the first class period should contact the Biology Department (503.725.8757).

Attention Students: Courses scheduled in Collaborative Life Sciences Building, CLSB, the new state of the art facility for teaching and research take place down at the South Waterfront. Classes have been scheduled to allow for travel time to and from the building; starting and ending times are off-set from the main campus class time grid. Optimal walking and biking routes are available at <http://www.pdx.edu/transportation/clsb>. For information about bike storage and lockers click here. Estimated walking time from the center of campus, the Park Blocks is 20 minutes. The Streetcar will make round trips to the building but with limited ridership available.

Biology Major Priority Registration: The Biology Department has a priority registration period for Biology Majors and Minors only. All other non-majors/minors will be able to register once the priority registration period is over. Please check the biology department website www.pdx.edu/biology for the date when courses will be open for registration to non-majors/minors.

Biology

Select	Flags	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location	Attribute	Book
														Cap	Act	Rem		(MM/DD)			Costs
☐		10383	BI	201	001	1	3.000	FUND BIOLOGY: CELL, GEN, HERED	TR	10:00-11:20	20	177	23	15	0	15	Radhika Reddy (P)	09/26-12/10	H0FF 109	Distribution: Science	Textbook

[Register](#) [Add to Worksheet](#) [New Search](#)

Biology									
Select	Flags	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days Time
☐	F D	10383	BI	201	001	I	3.000	FUND BIOLOGY: CELL, GEN, HERED	TR 10:00-11:20

CRN 10383, BI 201, Fundamental of Biology, Section 001, 3 credits, T/R, 10:00-11:20

[CRN = course record number (**10383**); Subj = department (**BI**); Crse = course number (**201**); Sec = section (**001**); Title = course name (**Fundamentals of Biology**); Days; Time]

Source: © 2018 Ellucian Company L.P. and its affiliates

COURSE CATALOG

The Office of Academic Affairs (OAA) publishes a catalog, or bulletin, for each academic year that includes course descriptions of all courses offered by the university. To look at the bulletin for the current academic year, visit the OAA website. Bulletins may be viewed as a single PDF document or as a fully online source.

Instructions:

- Go to the OAA website
 - You will be able to look at courses offered within a department and courses offered within a college/school
- To view courses by department, select “Courses” from the left menu at the bottom

Courses

Course numbering system.

Courses are numbered as follows:

0 - 99 Noncredit courses or credit courses of a remedial, terminal, or semiprofessional nature not applicable toward degree requirements.

100 - 299 Courses on the lower-division level.

300 - 499 Courses on the upper-division level.

4xx/5xx Master's level graduate courses which are also offered as courses for undergraduates.

5xx Graduate courses offered in support of master's degree level instructional programs. Ordinarily employed for units whose majors have access to master's programs or for courses populated by master's students.

5xx/6xx Graduate courses offered in support of doctoral degree level instructional programs which are also offered as courses for master's level students.

6xx Graduate courses offered in support of doctoral degree level instructional programs. Ordinarily employed for units whose majors have access to doctorate programs or for courses populated by doctorate students.

7xx Postbaccalaureate courses which may not be applied toward an academic degree.

8xx In-service courses with limited application toward advanced degrees and no application toward undergraduate degrees.

In addition, the following number system is generally in effect in all Oregon public institutions: 100 to 110 and 200 to 210 courses are survey or foundation courses in the liberal arts and sciences in the disciplines covered.

The following numbered courses are repeating courses (they may be taken for more than one term under the same number), with credit being granted according to the amount of work done:

- + 199, 299, 399, Special Studies;
- + 401, 501, 601, 801, Research;
- + 402, 502, 602, 802, Independent Study;
- + 403 Honors Thesis; 503 Thesis/603 Dissertation;
- + 404, 504, 604, 804, Cooperative Education/Internship;
- + 405, 505, 605, 805, Reading and Conference;
- + 406, 506, 606, 806, Problems/Projects;
- + 407, 507, 607, 807, Seminar;
- + 408, 508, 608, 808, Workshop;
- + 409, 509, 609, 809, Practicum;
- + 410, 510, 610, 810, Selected Topics.

Other repeating numbers are assigned to activity courses, such as art, music, and physical education.

Certain senior level courses are taught concurrently with their graduate-level counterparts. Hence this course may be offered for either graduate or undergraduate credit. (See quarterly Schedule of Classes for specific offering.) In the graduate credit course, additional work appropriate to the graduate level of study will be assigned.

3. Then, select the academic department to view the courses being offered in that department. This example shows only the first part of the list that is organized alphabetically. Scroll down to view all subjects.

- **Actg - Accounting**
- **Age - Aging/Gerontology**
- **Anth - Anthropology**
- **Ar - Arabic**
- **Arch - Architecture**
- **ArH - Art History**
- **Art - Art**
- **ASc - Arts & Sciences**
- **ASL - American Sign Language**
- **BA - Business Administration**
- **Bi - Biology**
- **BSt - Black Studies**
- **CCJ - Criminology & Criminal Justice**
- **CE - Civil & Environmental Engineering**
- **CFS - Child & Family Studies**
- **Ch - Chemistry**

Source: <https://www.pdx.edu/academic-affairs/psu-bulletin>, February 20, 2018, © Portland State University 2018.

PSU homepage/Quick Menu

You can also use the Quick Menu to find course options and sections when you know already the specific course that you wish to view.

Instructions:

1. Go to the PSU home page
2. Go to "Quick Menu" in the upper right corner of the page
3. Select "find a class"
4. Select the term for which you are registering (e.g. Spring 2018)



Source: <https://www.pdx.edu>, February 9, 2018, © Portland State University 2018.

SCHEDULE PLANNER THROUGH MYPSU/BANWEB

You are encouraged to practice looking at a variety of classes that you are interested in taking and do not focus solely on classes for your major. Remember that in addition to courses in your major, you must complete degree elective courses and general education/UNST courses in order to complete your undergraduate degree.

Online resources:

Schedule Planner Information Sheet (a quick how-to guide)
 Schedule Planner Tutorial
 Schedule Planner Information Video

Step-by-step instructions:

1. Go to myPSU on the PSU homepage or access the myPSU app on your mobile device
2. Click on the “Classes” button
3. Click on the “Academic Planning” button
4. Click on the “Schedule Planner” option
5. You will be prompted to log in to Banweb
6. Complete the steps using the screenshots below

NOTE: Using the schedule planner does not register you for classes. It is for planning purposes only.

1. Add Course

Term: Fall 2016 Course Status: Open & Waitlist Available Classes [Change](#)

Instructions: Click **Generate Schedules** after making changes to courses and breaks to see new possible schedules.

Courses [+ Add Course](#) **Breaks** [+ Add Break](#)

Schedules [Generate Schedules](#) [Advanced Options](#) [View Schedules](#)

2. Search by Course Attribute

Add Course

By Subject [Search by Course Attribute](#) University Studies Hybrid / Fully Online

Attribute

Subject

Course

[Return to Planner](#) [+ Add Course](#)

- ✓ **Attribute:** Think about your degree requirements and the number of credits you need in each area.
- ✓ **Subject:** Choose a subject that sounds interesting to you.
- ✓ **Course:** Choose a 100-200 level course.
- ✓ **Add Course**
- ✓ **Return to Planner**

Example:

Add Course

By Subject [Search by Course Attribute](#) University Studies Hybrid / Fully Online

Attribute:

Subject:

Course:

[Return to Planner](#) [+ Add Course](#)

Spanish 101 - First-Year Spanish Term 1

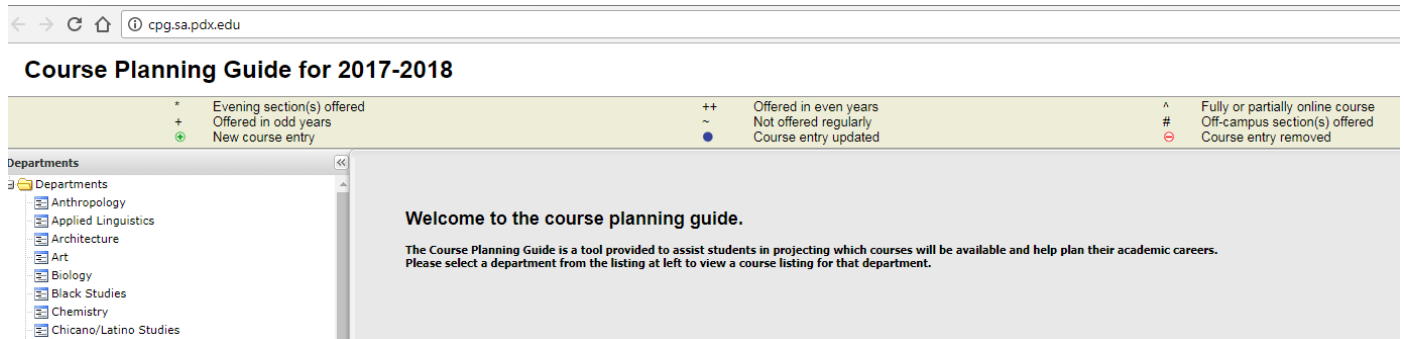
An introduction to elementary Spanish. Emphasis on listening comprehension and oral practice, the elements of grammar, vocabulary building, and elementary readings. This is the first course in a sequence of three: Span 101, Span 102, and Span 103.

Source: © 2018 Ellucian Company L.P. and its affiliates

COURSE PLANNING GUIDE

Another helpful tool when planning a schedule in advance of the next term, and even for the entire duration of your degree study, is the Course Planning Guide. This guide is used to determine the terms when classes will be offered. Some classes are offered every term, while others may be offered only once or twice per year. When creating your academic plan, take into account the pre-requisite requirements and sequencing of courses.

Here is a preview of the landing page of the guide:



Course Planning Guide for 2017-2018

Departments

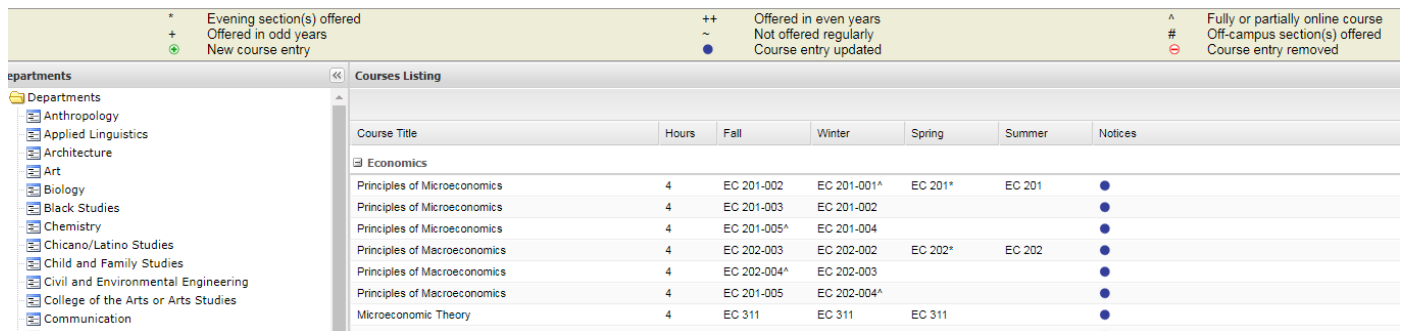
- Departments
- Anthropology
- Applied Linguistics
- Architecture
- Art
- Biology
- Black Studies
- Chemistry
- Chicano/Latino Studies

Welcome to the course planning guide.

The Course Planning Guide is a tool provided to assist students in projecting which courses will be available and help plan their academic careers. Please select a department from the listing at left to view a course listing for that department.

By clicking on the subject, you will open the section for that department and will be able to see the schedule of classes being offered throughout the year.

Course Planning Guide for 2017-2018



Course Planning Guide for 2017-2018

Departments

- Departments
- Anthropology
- Applied Linguistics
- Architecture
- Art
- Biology
- Black Studies
- Chemistry
- Chicano/Latino Studies
- Child and Family Studies
- Civil and Environmental Engineering
- College of the Arts or Arts Studies
- Communication

Courses Listing

Course Title	Hours	Fall	Winter	Spring	Summer	Notices
Economics						
Principles of Microeconomics	4	EC 201-002	EC 201-001 [^]	EC 201 [*]	EC 201	●
Principles of Microeconomics	4	EC 201-003	EC 201-002			●
Principles of Microeconomics	4	EC 201-005 [^]	EC 201-004			●
Principles of Macroeconomics	4	EC 202-003	EC 202-002	EC 202 [*]	EC 202	●
Principles of Macroeconomics	4	EC 202-004 [^]	EC 202-003			●
Principles of Macroeconomics	4	EC 201-005	EC 202-004 [^]			●
Microeconomic Theory	4	EC 311	EC 311	EC 311		●

Source: <http://cpg.sa.pdx.edu/>, February 16, 2018, © Portland State University 2018.

PRACTICE SEARCHING FOR CLASSES ONLINE

Your Pathways Introduction instructor will guide you through a practice assignment for researching and finding PSU courses. In this activity, you will submit a Google form to propose four classes that you would like to take next term. This activity is for you to practice finding and evaluating which courses may be good choices for you to take in your next term of study, using the various search options presented in the previous section.

Google form example (page 1):

Pathways Introduction course: use this form to propose 4 PSU academic classes you are interested in taking

This is a PRACTICE EXERCISE in which you will propose 4 PSU classes for your next term of study. Completing this assignment does not give you permission to register for these classes and will not be used outside of the Pathways Introduction Seminar. This assignment is to help you understand HOW to look for classes online and to understand WHAT information you will need to provide when you officially select the PSU academic classes you will register for in the next assignment.

Suggestion: choose 2 classes in your major and 2 classes outside of your major (degree requirements, electives) that interest you and/or that you may be able to use for your degree.

Your email address (millerm@psu.edu) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

PSU ID Number: *

Please provide your 9-digit ID number

Your answer

First name *

Your answer

Last name *

Your answer

Major *

Your answer

Google form example (page 2):

Pathways Introduction course: use this form to propose 4 PSU academic classes you are interested in taking

Your email address (millerm@psu.edu) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

PSU Course Information: class #1

Subject/department *

Examples: Business Administration, Architecture

Choose

Class title *

Examples: Elementary Algebra, Introduction to Women's Studies

Your answer

Course Number *

Example: 101, 201, etc.

Your answer

Section Number *

Example: 001, 002, etc.

Your answer

Course CRN *

5-digit course ID number: Example: 10275, 42089, etc.

Your answer

Course Credit *

Choose

Why do you think this class is a good fit for your academic plan?

Your answer

You must access the online class schedule through Banweb in order to gather the information required to complete the form. Use one of the methods described previously to do this (through your Banweb account, through myPSU, or through the Quick Menu on the PSU homepage).

Review the progression of the following screenshots to arrive at the important detailed class information for each course. You will need to find, understand and enter the details in order to complete this assignment and later to complete the Pre-Registration Form for your next term of study.

1. 2.

COURSES				
CALCULUS I - 62400 - WITH 251 - 001				
Associated Term: Spring 2019 Quarter				
Levels: Undergraduate				
Attributes: Distribution: Science				
Institutional (PIS) Campus				
4,000 Credits				
View Course Description				
Scheduled Meeting Times				
Type	Days	Times	Date Range	Schedule Type Instructors
Class	10:00 - 12:00 TR		University Technology Services 202 02 APR 2018 - 10 JUN 2018 Lecture	Ann H. Glimmer 
CALCULUS I - 62402 - WITH 251 - 002				
Associated Term: Spring 2019 Quarter				
Levels: Undergraduate				
Attributes: Distribution: Science				
Institutional (PIS) Campus				
4,000 Credits				
View Course Description				
Scheduled Meeting Times				
Type	Days	Times	Date Range	Schedule Type Instructors
Class	10:00 - 11:50 TR		University Technology Services 202 02 APR 2018 - 10 JUN 2018 Lecture	Tasha J. 
CALCULUS I - 62403 - WITH 251 - 003				
Associated Term: Spring 2018 Quarter				
Levels: Undergraduate				
Attributes: Distribution: Science				
Institutional (PIS) Campus				
4,000 Credits				
View Course Description				
Scheduled Meeting Times				
Type	Days	Times	Date Range	Schedule Type Instructors
Class	7:40 - 9:30	MT	University Technology Services 202 02 04N 2018 - 10 JUN 2018 Lecture	Jia 
CALCULUS I - 62405 - WITH 251 - 004				

Detailed Class Information			
Detailed Class Information			
CALCULUS I - 62404 - MTH 251 - 001			
Associated Term: Spring 2018 Quarter			
Levels: Undergraduate			
Institutional (PSU) Campus			
View Course Description			
Registration Availability			
Seats	Capacity	Actual	Remaining
Waitlist Seats	40	0	40
	10	0	10
Base fees (other charges may apply)			
Level	Description		
	F245 Math Computer Lab Fee		
Prerequisites:			
Undergraduate level MTH 112 Minimum Grade of C- or ALEKS Calculus Test J or Undergraduate level MTH 251 Minimum Grade of C- or ALEKS Math Placement Test F			

4.

Banweb	SEARCH BY CRN, COURSE NAME, DEPT, YEAR, SECTION, INSTRUCTOR
Catalog Entries	From the course banner, click on the course name to view the course details. From the course details, click on the course name to view the course details.
Calculus I - 62404 - MTH 251 - 001 Associated Term: Spring 2018 Quarter Levels: Undergraduate Attributes: Distribution: Science Institutional (PSU) Campus 4.000 Credits View Course Description Course has additional fee(s) above standard tuition	

5. Click on course information hyperlink

CALCULUS I - 62404 - MTH 251 - 001																		
Associated Term: Spring 2018 Quarter																		
Levels: Undergraduate																		
Attributes: Distribution: Science																		
Institutional (PSU) Campus																		
4.000 Credits																		
View Course Description																		
Course has additional fee(s) above standard tuition																		
Scheduled Meeting Times																		
<table><tr><th>Type</th><th>Days</th><th>Where</th><th>Date Range</th><th>Schedule Type</th><th>Instructors</th></tr><tr><td>Class 14:00 - 15:50 T</td><td></td><td>University Technology Services 304</td><td>02-APR-2018 - 16-JUN-2018</td><td>Lecture</td><td>Ann H. Silberman (U) (g)</td></tr><tr><td>Class 14:00 - 15:50 R</td><td></td><td>Deuggan Flr 1</td><td>02-APR-2018 - 16-JUN-2018</td><td>Lecture</td><td>Ann H. Silberman (U) (g)</td></tr></table>	Type	Days	Where	Date Range	Schedule Type	Instructors	Class 14:00 - 15:50 T		University Technology Services 304	02-APR-2018 - 16-JUN-2018	Lecture	Ann H. Silberman (U) (g)	Class 14:00 - 15:50 R		Deuggan Flr 1	02-APR-2018 - 16-JUN-2018	Lecture	Ann H. Silberman (U) (g)
Type	Days	Where	Date Range	Schedule Type	Instructors													
Class 14:00 - 15:50 T		University Technology Services 304	02-APR-2018 - 16-JUN-2018	Lecture	Ann H. Silberman (U) (g)													
Class 14:00 - 15:50 R		Deuggan Flr 1	02-APR-2018 - 16-JUN-2018	Lecture	Ann H. Silberman (U) (g)													

Enlarged version of #5 above:

Detailed Class Information	
Calculus I - 62404 - MTH 251 - 001	
Associated Term: Spring 2018 Quarter	
Levels: Undergraduate	
Institutional (PSU) Campus	
4.000 Credits	
View Course Description	
CRN = course record number (62404)	
Course subject - department (MTH)	
Course number = 3 digits (251)	
Course name/title = (Calculus I)	
Section = (001)	

Here is another example of how to look at course details, from the “Look-Up Classes to Add” function within the Registration and Class Schedule option in the Student Services tab in Banweb:

Biology									
Select	Flags	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days Time
☐	F D	10383	BI	201	001	I	3.000	FUND BIOLOGY: CELL, GEN, HERED	TR 10:00-11:20

CRN 10383, BI 201, Fundamental of Biology, Section 001, 3 credits, T/R, 10:00-11:20

Source: © 2018 Ellucian Company L.P. and its affiliates

Close message

[Learn more](#)

Welcome to your new guide!

Click on "New" to build out your guide.



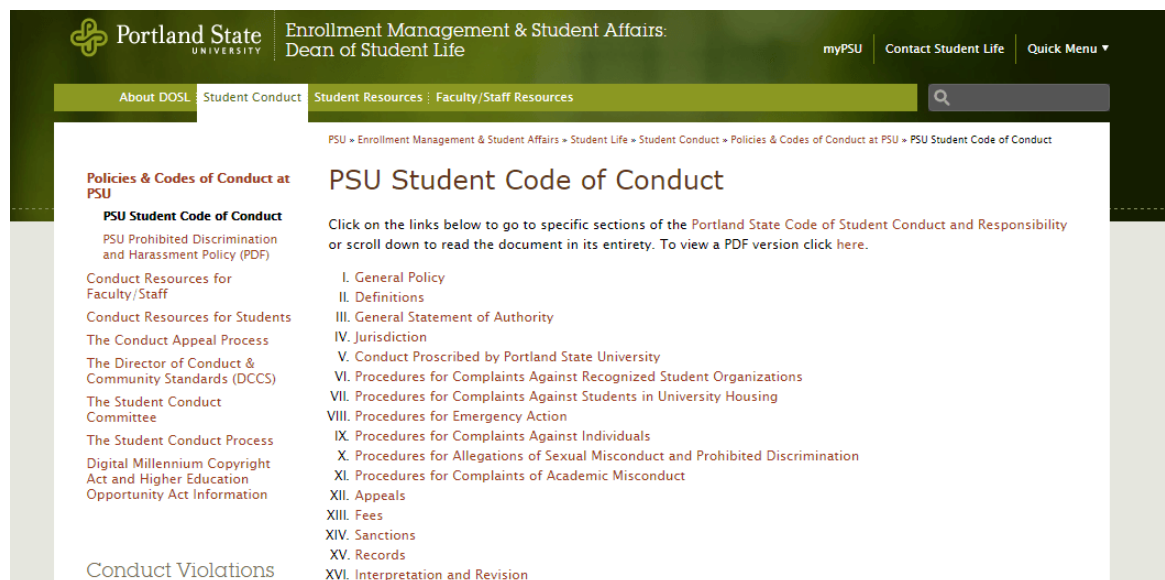
This page titled 1.10: Choosing Your First Academic Class is shared under a CC BY-NC 4.0 license and was authored, remixed, and/or curated by Michele Miller and Anne Greenhoe (PDXOpen publishing initiative).

1.11: Code of Student Conduct and Responsibility

CODE OF STUDENT CONDUCT AND RESPONSIBILITY

Every college and university in the United States develops its own standards and expectations for student conduct. Policies generally outline behaviors that are deemed unacceptable, both inside and outside of the academic classroom. It is typically the office of the Dean of Students or Dean of Student Life who maintains and enforces the student code of conduct.

Following is the text of Portland State University's [Code of Student Conduct and Responsibility](#). It is incumbent upon each student to be familiar with the code and also with the process that has been established for conduct code violations.



The screenshot shows the Portland State University website's "PSU Student Code of Conduct" page. The header includes the PSU logo, "Enrollment Management & Student Affairs: Dean of Student Life", and navigation links like "myPSU", "Contact Student Life", and "Quick Menu". A breadcrumb trail reads: "PSU » Enrollment Management & Student Affairs » Student Life » Student Conduct » Policies & Codes of Conduct at PSU » PSU Student Code of Conduct". The main content area is titled "PSU Student Code of Conduct" and includes a list of links to specific sections: I. General Policy, II. Definitions, III. General Statement of Authority, IV. Jurisdiction, V. Conduct Proscribed by Portland State University, VI. Procedures for Complaints Against Recognized Student Organizations, VII. Procedures for Complaints Against Students in University Housing, VIII. Procedures for Emergency Action, IX. Procedures for Complaints Against Individuals, X. Procedures for Allegations of Sexual Misconduct and Prohibited Discrimination, XI. Procedures for Complaints of Academic Misconduct, XII. Appeals, XIII. Fees, XIV. Sanctions, XV. Records, and XVI. Interpretation and Revision. A sidebar on the left lists "Policies & Codes of Conduct at PSU" and "Conduct Resources for Faculty/Staff".

Following are sections of the Code of Student Conduct with which you may already be familiar, as these standards apply to all IELP and PSU students. Some of these standards were presented and discussed in your American Culture and Life (ACAL) class, the required course that students take in their first term in the IELP. Although you will not study this document in your PSU academic classes, your professors do expect you to adhere to the information below. Section V is presented in its entirety and Article 9: Academic Misconduct, is highlighted to emphasize that academic honesty and integrity are fundamental to a university's ability to ensure that the education students receive, and that the degree that they earn is a record of their personal and individual achievement. The work that you submit throughout your time at PSU must be your own.

Source: <https://www.pdx.edu/dos/psu-student-code-conduct>, February 9, 2018, © Portland State University 2018

POLICY PREAMBLE

I. GENERAL POLICY

(1) Portland State University seeks excellence in instruction, research, and public service. The University recognizes the intrinsic value of individual differences and diversity. The University supports the right of all people to live and learn in a safe and respectful environment that promotes the free and vigorous expression of ideas. Policies and procedures are designed to protect these freedoms and the fundamental rights of others. Students are expected to conduct themselves in a manner consistent with these principles.

(2) A Student, Recognized Student Organization, or group of Students whose conduct is determined incongruent with the standards of the University as described in this Code of Student Conduct and Responsibility ("Code") is subject to disciplinary action. The procedures for that action are generally educational in nature and are intended to lead to the preservation of community, self-evaluation, and accountability.

- (3) The procedures of this Code consider each case individually and without prejudice. Investigations in to matters shall be done in a prompt, fair, and impartial manner.
- (4) In addition to the regulations in this Code, all Students must follow the academic and professional standards of all applicable academic units, departments, schools, and colleges.
- (5) This Code becomes effective on May 1, 2015 and supersedes all other previous student conduct codes.

V. CONDUCT PROSCRIBED BY PORTLAND STATE UNIVERSITY

The following constitutes conduct as proscribed by the university for which a Student or Recognized Student Organization or group is subject to disciplinary action:

- (1) Obstruction or disruption of teaching, classroom, research, administration, disciplinary procedures or other authorized University activities.
- (2) Obstruction or disruption interfering with freedom of movement.
- (3) Possession or use of explosives, dangerous chemicals, or other weapons or reasonable facsimiles or instrumentalities on University-owned or -controlled property, unless expressly authorized by law, Board or PSU rules or policies.
- (4) Physical abuse or detention of any person or conduct which intentionally or negligently causes harm or is intended to threaten imminent danger to the health of any person.
- (5) Malicious damage, misuse or theft of University property, or the property of any other person where such property is located on University-owned or -controlled property, or, regardless of location, is in the care, custody or control of the University.
- (6) Unauthorized entry to or use of University facilities, including buildings and grounds.
- (7) Illegal use, possession or distribution of drugs.
- (8) Inciting others to engage in any of the conduct or to perform any of the acts prohibited in this Code.
- (9) Academic Misconduct. Academic Misconduct is defined as, actual or attempted, fraud, deceit, or unauthorized use of materials prohibited or inappropriate in the context of the academic assignment. Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, must either be the Student's own work, or must clearly acknowledge the source(s). Academic Misconduct includes, but is not limited to: (a) cheating, (b) fraud, (c) plagiarism, such as word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer's ideas; (d) the buying or selling of all or any portion of course assignments and research papers; (e) performing academic assignments (including tests and examinations) in another person's stead; (f) unauthorized disclosure or receipt of academic information; (g) falsification of research data (h) unauthorized collaboration; (i) using the same paper or data for several assignments or courses without proper documentation; (j) unauthorized alteration of student records; and (k) academic sabotage, including destroying or obstructing another student's work.
- (10) Furnishing false or misleading information to the University, including but not limited to knowingly failing to provide requested or required information to the University or misrepresenting a person's identity to a Course Instructor or other University Official.
- (11) Forgery, alteration or unauthorized use of University documents, records, identification or resources.
- (12) Behavior that constitutes an existing or potential threat to the health or safety of others.
- (13) Stalking. Stalking is repeatedly contacting another person without a legitimate purpose when: (a) the contacting person knows or should know that the contact is unwanted by the other person; and (b) it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. As used in this subsection, "contacting" includes but is not limited to coming into the visual or physical presence of the other person; following another person; or sending written, electronic or telephonic communication of any form to the other person, personally or through a third party.
- (14) Harassment. Harassment is a course of conduct directed at a specific individual or individuals that causes or is intended to cause emotional or physical distress and serves no legitimate purpose. This includes but is not limited to harassment based on

protected class that violates the University's "Prohibited Discrimination and Harassment Policy."

(15) Sexual Exploitation. Sexual Exploitation occurs when a Student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit or to benefit another person. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy, engaging in voyeurism, exposing one's genitals in non-consensual circumstances, prostituting another person, or inducing incapacitation with the intent to commit other acts of sexual misconduct.

(16) Non-Consensual Sexual Contact. Non-Consensual Sexual Contact is any intentional sexual touching, by a person upon another person that is without consent and/or by force. This type of contact includes but is not limited to breasts, buttocks, groin, or genitals, or touching with any of these body parts, or making another touch another person or themselves with any of these body parts.

(17) Non-Consensual Sexual Intercourse. Non-Consensual Sexual Intercourse is unwanted sexual intercourse of any kind or attempt to engage in such conduct. Sexual intercourse includes vaginal, oral or anal sex. Intercourse includes penetration by a penis, object, tongue, finger, or oral copulation no matter how slight. Sexual intercourse is "unwanted" if no Effective Consent is given or if the Respondent knew or should have known that the person was incapable of giving Effective Consent. The use of drugs or alcohol will not serve as an excuse for failing to obtain consent for sex acts.

(18) Domestic Violence. Any act of violence committed by a current or former spouse or intimate partner of the harmed individual, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the harmed individual as a spouse or intimate partner, by a person similarly situated to a spouse of the harmed individual under applicable federal or state domestic or family violence laws, or by any other person against an individual who is protected from that person's acts under applicable domestic or family violence laws.

(19) Dating Violence. The term "dating violence" means any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the harmed individual. The existence of such a relationship shall be determined based on a consideration of the following: (i) The length of relationship (ii) The type of relationship (iii) The frequency of interaction between the persons involved in the relationship

(20) Tampering with the election of any Student, Recognized Student Organization or group.

(21) Hazing. Hazing is conduct which subjects a person to bodily danger, or physical, mental, or emotional harm, or to the likelihood of bodily danger or physical, mental, or emotional harm, or requiring, authorizing or permitting that the person be subjected to such conduct or act, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group or organization. The real or alleged participation in, consent to, or acquiescence in such conduct by a person subjected to hazing does not relieve an individual or group from responsibility for violating the Code.

(22) Violation of the University Alcohol and Other Drugs Policy or possession or consumption of alcohol beverages by persons under 21 years of age, or furnishing of alcoholic beverages to persons under 21 years, on University Premises or at any University Sponsored Activity.

(23) Smoking or use of tobacco in university buildings and other unauthorized areas. This includes but is not limited to e-cigarettes, cloves, bidis, vaping pens and other related equipment.

(24) Public indecency, includes but is not limited to behavior such as exposing the intimate parts while in a public place or a place visible from a public place not otherwise in accordance with the law.

(25) Failure to comply with a University Official's requests. Students and Recognized Student Organizations and groups are expected to comply with and respond appropriately to requests of University Officials made in the performance of their duties.

(26) Engaging in conduct that is contrary to any federal or state law or city or local ordinance when such violation interferes with, or is detrimental to, the mission of the University or interferes with other students' legitimate educational activities and interests. Use of University property or University Premises to facilitate conduct that is contrary to any federal or state law or city or local ordinance shall automatically be deemed to be detrimental to the mission of the University. University disciplinary proceedings may be instituted against a Respondent charged with conduct that potentially violates both the law and this Code without regard to the pendency of civil or criminal litigation or criminal arrest and prosecution. Determinations made or sanctions imposed under this Code are not subject to change merely because criminal charges arising out of the same facts are dismissed, reduced, or resolved in favor of or against an individual.

(27) Violation of any University rule or policy, including but not limited to: Standards of Residence, PSU Housing Handbook, University Housing Office contracts, University Key Policy, and the University Computer and Acceptable Use Policy, and the Prohibited Discrimination and Harassment Policy.

(28) Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the University would constitute a danger to health, personal safety, or property.

(29) Recording (Audio or Visual) Without Authorization or Consent. Using electronic or other means to photograph or record the likeness of another without expressed consent or University authorization.

(30) A violation of any sanctions imposed as a result of previous disciplinary proceedings under the Code.

(31) Retaliation or Abuse of the University conduct program as outlined in this Code, including but not limited to: (a) Threat of or actual menacing, intimidation, or other adverse actions toward another individual(s) for making a report or otherwise attempting to deter participation in the conduct process (b) falsification, distortion or misrepresentation of information before any conduct body; (b) knowingly initiating any conduct proceedings without cause; (c) attempting to discourage an individual's participation in, or use of, any conduct system.

Source: <https://www.pdx.edu/dos/psu-student-code-conduct>, February 9, 2018, © Portland State University 2018.

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1.12: Getting Involved

GETTING INVOLVED

A key element of academic success is being engaged in the campus community. A large component of the American college experience is the opportunity to participate in activities and events outside of the classroom that promote academic and individual growth. Students will benefit immensely by being active in the numerous student groups or events sponsored by students or by academic departments.

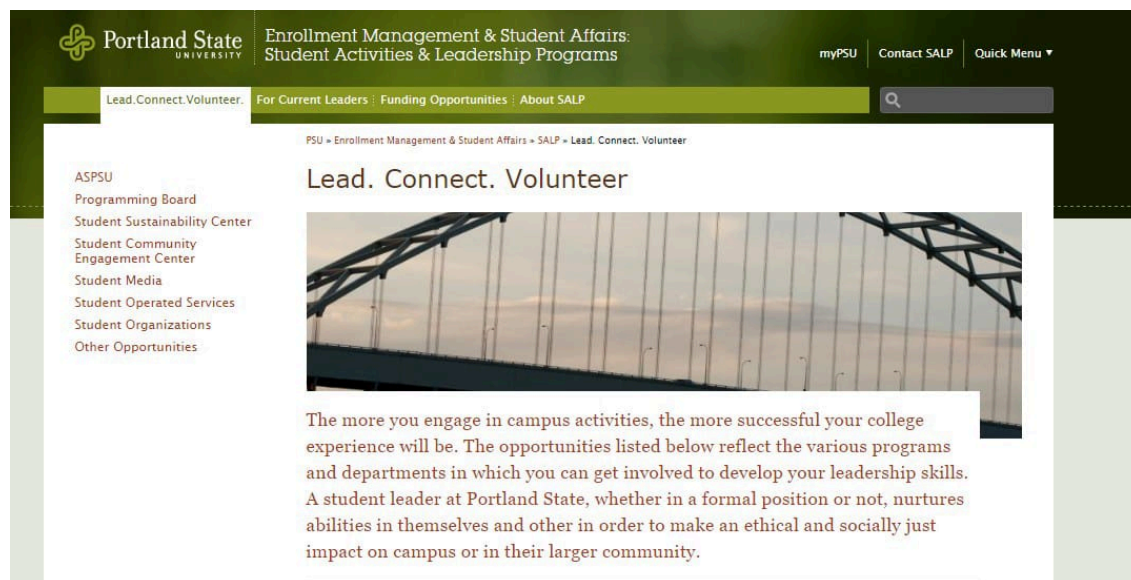
Student groups generally have a focus or theme that drives the group's activities. There are student groups that focus on academic majors, careers, culture, religious beliefs, politics, hobbies, and many other common factors.

Here are a few examples from among nearly 200 groups at PSU:

Association of African Students, American Society of Civil Engineers, Chemistry Society, French Club, Jewish Student Union, Philosophy Club, Anime Club, American Institute of Architecture Students, American Marketing Association

You can find more information about the groups and activities at PSU through the Student Activities and Leadership Program (SALP) website.

While in the Pathways Program, you will explore some of the ways to get involved in the campus and Portland communities.



Source: www.pdx.edu/student-leadership/join-or-start-student-organization, February 9, 2018, © Portland State University 2018.

COLLEGE, SCHOOL AND DEPARTMENT ACTIVITIES

In addition to the various student groups on campus, most colleges, schools and academic departments sponsor events and workshops that enhance students' learning. Some student organizations are linked directly with a college, school or department, whereas others are independent of a direct academic connection. Each college, school and/or department chooses how to publicize its groups and activities.

Online:

These are samples only and not a complete listing of all schools/colleges.

[SBA student organizations](#)
[MCECS student organizations](#)
[COTA events calendar](#)

CUPA student clubs
ACS workshops and campus events calendar

Many schools, colleges, departments and majors also have student email lists for students to subscribe to and receive updates about workshops, events and other items of interest.

Around campus:

In addition to information found online, it is also common on college campuses to find flyers and posters announcing activities and events. Postings may be found in areas where students commonly congregate, such as the student union, at the physical location of academic departments, or around other areas of campus.

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1.13: Preparing For Your Next Term of Study

- Pathways Advisor sends IELP Pre-Registration form to PSU email address
- Students research and plan class schedule
- Students enter class information and other details into form
- Students submit form by deadline (late forms will not be accepted; class schedules for students who do not meet the deadline will default to all IELP classes in the next term)
- Pathways Advisor reviews academic plan/schedule and notes changes or approval
- Pathways Advisor notifies students of approval or changes by email
- Students register for PSU classes through Banweb, according to priority registration schedule
- PSU classes will show in Banweb schedule immediately
- IELP class schedule will be sent by email to students approximately 5 days before classes begin
- IELP classes will show in Banweb by the end of week 2 of the term

1.14: Managing Your Time with Google Calendar

Class schedule
Assignment deadlines
Tasks
Meetings, appointments and reminders
Other important Dates

- Login to your PSU email account
- Click on the Google apps icon in the right corner
- Click Calendar

This page titled [1.14: Managing Your Time with Google Calendar](#) is shared under a [CC BY-NC 4.0](#) license and was authored, remixed, and/or curated by [Michele Miller and Anne Greenhoe](#) (PDXOpen publishing initiative).

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2.1: Preparation of Goals

2.2: Getting Involved in the University

2.3: Collaborative Learning Support Activities

2.4: Writing Your ePortfolio

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