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The *Portland State University Bulletin* is not a contract but rather a guide for the convenience of students. The University reserves the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body, at any time.

Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, or via email to equityandcompliance@pdx.edu; TTY: 503-725-6504.

P.O. Box 751
Portland, OR 97207-0751

PSU Admissions: 503-725-3511
PSU Main Line: 503-725-3000
Toll Free: 1-800-547-8887

www.pdx.edu

ACADEMIC CALENDAR

	FALL 2023	WINTER 2024	SPRING 2024	SUMMER 2024	FALL 2024
¹ Registration begins	May 8	Oct. 30, 2023	Feb. 12	April 29	May 6
² Classes begin	Tue. Sept. 26	Jan. 8	April 1	June 24	Sept. 30
Last day to enroll in classes, add a class, or make section changes	Oct. 6	Jan. 19	April 12	varies	Oct. 11
Last day to drop without course recorded as W	Oct. 8	Jan. 21	April 14	varies	Oct. 13
Last day of refund period	Oct. 22	Feb. 4	April 28	varies	Oct. 27
Last day to make changes in grading option	Nov. 12	Feb. 25	May 19	varies	Nov. 17
Last day to withdraw from a class	Nov. 12	Feb. 25	May 19	varies	Nov. 17
Final examinations	Dec. 4-9	March 18-23	June 10-15	varies	Dec. 9-14
Term ends	Dec. 9	March 23	June 15	varies	Dec. 14
³ Commencement			June (dates vary by college)		
Holidays	Nov. 10 Nov. 23-24	Jan. 15	May 27	July 4Sept. 2	Nov. 11 Nov. 28-29

¹ Refer to www.pdx.edu/registration for information on registration dates, deadlines and procedures.

² Fall term begins on Tue - September 26 in observance of Yom Kippur.

³ Refer to www.pdx.edu/commencement for schedule of ceremonies by school and college.

WELCOME TO PORTLAND STATE UNIVERSITY

Vision, Mission and Values

Our vision: Portland State University leads the way to an equitable and sustainable future through expanding opportunity, serving our city, and promoting academic and research excellence.

Our mission:

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

Our values:

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

Engaged with the community

With more than 22,000 students, Portland State University is a nationally recognized leader in community engagement, combining academic rigor in the classroom with community-based learning.

While students from across the country and around the world come to Portland State, close to 80% of students are from Oregon and most will stay in the state after graduation. They choose Portland State because its urban setting and ties to businesses and service organizations make it a living laboratory that prepares tomorrow's leaders with the experience they need to succeed.

Portland State has a national reputation for innovation, community engaged learning and social mobility and it is recognized as a valuable engine for Oregon's economy and its workforce.

Distinguished Programs and Faculty

Many of Portland State's disciplinary programs are nationally ranked in the top 20 in the United States, and the Princeton Review lists PSU among its Best Colleges.

The innovative University Studies program, a four-year general education program which promotes community-based, interdisciplinary learning, and engagement with real-world problems, has established Portland State as a national model for other colleges and universities.

The University Honors College is the only urban-focused honors college in the country. Here, a small, dedicated community of highly motivated students and engaged professors explore an academically intense curriculum through the lens of the culturally rich, ever-evolving city of Portland.

Portland State professors are prized for their knowledge, research and service. Faculty come to Portland State from colleges and universities around the world. Though diverse in culture, background, language, and ethnicity, they come to Portland unified in their commitment to the University's exceptional approach to learning and engagement.

PSU's motto, "Let knowledge serve the city," inspires faculty research. PSU professors research some of society's greatest challenges—providing students with firsthand knowledge and opportunities for involvement and collaboration in their communities. Faculty use their expertise to serve the region through their work with businesses, nonprofits, and governmental agencies and by holding key posts in professional, cultural, and civic groups.

Portland: The community is our campus.

Portland State University's vibrant location in the middle of a major city guarantees students are always steps from excitement and action. Parks, museums, cafes, theaters, shopping, acclaimed restaurants, and professional sports are all easily accessible.

Established in 1946 to meet the educational needs of GIs home from World War II battlefields, Portland State found its first home in Vanport, a former community along the Columbia River. Following the tragic Vanport Flood, the campus moved to Lincoln Hall in Portland's South Park Blocks in 1952 and now stretches across 44 downtown acres, retaining a park-like beauty within its urban setting.

Students and faculty often gather in the Park Blocks to talk or study. PSU's Urban Center is home to the busiest public transportation hub in the city. It's the only location in the city where TriMet's bus system, Portland Streetcar, and the MAX light rail line come together. Hundreds of students get to campus under their own power, commuting by foot or bicycle along Portland's pedestrian and bike-friendly

streets.

With urban sophistication, small-town accessibility, and many outdoor activities, Portland and Portland State offer a great living and learning experience.

Sustainability: It's what we do.

For the last decade, Portland State has maintained a Gold rating in the rigorous Sustainability Tracking, Assessment & Rating System (STARS), standing out for its environmental practices, progress on climate adaptation, and sustainability-focused education.

The Portland State campus itself is a model for sustainability; each new building or major renovation on campus since 2004 has received a Leadership in Energy and Environmental Design (LEED) certification.

Portland State students can take sustainability lessons beyond the classroom, engaging directly with the community and businesses to solve real-world problems and achieve further sustainability at the local and regional levels through internships, co-ops and other opportunities. Portland State strives to harness the strengths of the university to move closer to solving the environmental, social, and economic problems of our time.

Faculty and students perform valuable research and developing solutions to address issues related to homelessness, climate change, public health, and urbanization. Students in departments across campus consider issues that integrate economic, social, and environmental viewpoints. Armed with this knowledge and experience, and a strong sense of ethical leadership, they will lead the next generation in building a more equitable, livable, resilient world.

Research & Graduate Studies

PSU is the region's leading urban research university and offers wide-ranging research opportunities for undergraduate and graduate students who aspire to be explorers, innovators, problem-solvers, and change-makers.

Our faculty includes internationally recognized researchers in engineering and physical, natural and social sciences, as well as the arts and humanities. PSU researchers are making vital contributions in fields ranging from climate science to the development of new treatments for diseases and the search for life beyond Earth. Our research strengths in specialized fields such as early childhood learning and biochemistry attract world-class partners like the Howard Hughes Medical Institute. And programs like NIH-funded Build EXITO provide students with access to cutting-edge research as well as training and professional development opportunities. Opportunities to explore entrepreneurship

and commercialization of student and faculty intellectual property are provided through Propel PSU's Center for Entrepreneurship, Innovation and Intellectual Property, and the Portland State Business Accelerator.

Researchers at PSU work across disciplines and partner with industry, government agencies, nonprofit organizations, and other universities to address the critical challenges of the 21st century and improve life in Oregon, the nation, and the world. We collaborate with Oregon Health & Science University through the OHSU-PSU School of Public Health and interdisciplinary research where our expertise in data analysis, social science, biology, and chemistry add value to OHSU's clinical studies. Our University Research Centers work to improve urban life by evaluating "smart city" technologies, exploring solutions to complex issues such as homelessness, and improving transportation. At PSU, we bring the future into focus.

The Founding of Portland State University

Portland State University's roots trace back to the summer of 1946 when the Oregon State Board of Higher Education approved the opening of a temporary school in North Portland to offer lower-division coursework. Vanport Extension Center (VEC), named for its location between Portland and Vancouver, was situated in Vanport City, a wartime housing project that promised resident and classroom space for the students attending VEC. Spearheaded by founder and director, Stephen Epler, VEC soon became known as "Vanport College" and was immediately successful in meeting local demands for higher education by returning World War II servicemen and women. When fall term registration closed at VEC, more than 1,400 students enrolled, eclipsing the projection of 500 and signaling future success for the center.

Seemingly ending VEC's future, the 1948 Memorial Day flood of the Columbia River destroyed Vanport City, including the center. Epler and his colleagues kept the school alive, using federal funds to reinstate the campus at "Oregon Ship," a former Oregon Shipbuilding Corporation site. The school's commitment and fighting spirit earned it the national reputation as "the college that would not die." Students, faculty, community groups, and legislators were strong advocates for the school, spurring its permanence and move in 1952 to its present location in Portland's South Park Blocks, where it became the Portland State Extension Center in the former Lincoln High School (now Lincoln Hall).

In 1955, the legislature created Portland State College as a four-year degree-granting institution. Graduate work was added in 1961; doctoral programs began in 1968, and the institution became Portland State University in 1969. The University has grown from an initial enrollment of 1,410 students in 1946 to become one of Oregon's largest universities.

"Portland State formed a legacy of courage, leadership, dedication, and collaboration during its founding years, 1946-1955. These qualities enabled a small extension center to become a four-year, degree-granting college. Today this legacy inspires Portland State University to enhance the intellectual, social, cultural, and economic vitality of Portland, the Pacific Northwest, and beyond."¹

The Founder and presidents who have served the University are:

- Stephen E. Epler (Vanport Extension Center), 1946 to 1952;
- John F. Cramer, 1955 to 1958;
- Branford P. Millar, 1959 to 1968;
- Gregory B. Wolfe, 1968 to 1974;
- Joseph C. Blumel, 1974 to 1986;
- Natale A. Sicuro, 1986 to 1988;
- Roger N. Edgington (interim president), 1988 to 1990;
- Judith A. Ramaley, 1990 to 1997;
- Daniel O. Bernstine, 1997 to 2007;
- Michael F. Reardon (interim president), 2007 to 2008;
- Wim Wiewel, 2008 to 2017;
- Rahmat Shoureshi, 2017 to 2019
- Stephen Percy, (interim president 2019 to 2020) appointed president 2020 to 2023; and
- Ann E. Cudd, 2023 to present.

¹From Creating Portland State: 1946-1955.

Accreditation

Portland State University is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence

that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on College and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
www.nwccu.org

In the College of Liberal Arts & Sciences; the Department of Speech and Hearing Sciences is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language Hearing Association (ASHA). The Department of Chemistry is accredited by the American Chemical Society (ACS).

In the College of the Arts; the School of Music & Theater's bachelor's and master's programs are accredited by the National Association of Schools of Music (NASM). Theater programs are accredited by the National Association of Schools of Theater (NAST). The Master of Architecture degree in the School of Architecture is accredited by the National Architectural Accrediting Board (NAAB).

In the College of Urban and Public Affairs; the Master of Urban and Regional Planning degree is accredited by the Planning Accreditation Board (PAB). The Master of Public Administration and the Executive Master of Public Administration are accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA). The Master of Public Administration – Health Administration is accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA).

In the College of Education; the P-12 educator preparation programs underwent both state and national accreditation review in 2023 through Oregon's Teacher Standards and Practices Commission (TSPC) and Association for Advancing Quality in Educator Preparation (AAQEP), and are accredited for seven years with a follow-up visit scheduled for 2030. The counseling programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Helen Gordon Child Development Center is accredited by the

National Association for Education of Young Children (NAEYC).

Council on Family Relations (NCRF).

In the Maseeh College of Engineering and Computer Science, the undergraduate engineering and computer science degrees are accredited as follows: Bachelor of Science (Civil Engineering) - accredited by the Engineering Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Civil and Similarly Named Engineering Program Criteria. Bachelor of Science (Environmental Engineering) - accredited by the Engineering Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Environmental Engineering and Similarly Named Engineering Program Criteria. Bachelor of Science (Computer Science) - accredited by the Computing Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Computer Science and Similarly Named Computing Program Criteria. Bachelor of Science (Electrical Engineering) - accredited by the Engineering Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Electrical, Computer, Communications, Telecommunication(s) and Similarly Named Engineering Program Criteria. Bachelor of Science (Computer Engineering) - accredited by the Engineering Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Electrical, Computer, Communications, Telecommunication(s) and Similarly Named Engineering Program Criteria. Bachelor of Science (Mechanical Engineering) - accredited by the Engineering Accreditation Commission of ABET, <https://www.abet.org>, under the General Criteria and the Mechanical and Similarly Named Engineering Program Criteria.

In the School of Business; the undergraduate and graduate business programs as well as the accounting program are accredited by The Association to Advance Collegiate Schools of Business International (AACSB).

In the School of Public Health; the undergraduate programs in Applied Health and Fitness, and Public Health Studies, the Master of Public Health degrees, the Master of Science in Biostatistics, and the Ph.D. programs in Community Health, Epidemiology, Health Systems and Policy are all accredited by the Council on Education for Public Health (CEPH). The Health Management & Policy MPH is also accredited by the Commission on Accreditation of Healthcare Management Education (CAHME).

In the School of Social Work; both the bachelor's and the master's programs are accredited by the Council on Social Work Education (CSWE). The Child, Youth, & Family Studies certificate program is accredited by the National

ADMISSIONS REQUIREMENTS

U.S. Citizens and Immigrants (Domestic Undergraduate Applicants)

Application

Domestic students must submit the following information to the Office of Admissions.

1. Application submission and nonrefundable fee. Students should apply at www.pdx.edu/admissions/apply-psu via the PSU Application, Common Application, or Coalition Application. To ensure consideration for admission, students should submit their application by the established deadline for their intended start term and submit the nonrefundable \$60 application fee (fees subject to change without notice) when applicable. The application and nonrefundable \$60 fee are valid for three terms from the first admission term.

2. Admission validation. To validate admission, the student must register for classes and enroll during their intended term of admission as selected on their application. If the student does not register and enroll for their first term, the application may be updated to one of the next three consecutive terms without repaying the application fee; applicants will not be updated automatically. After this update period, applicants must submit a new application along with another \$60 application fee.

3. Official transcripts. Transcripts must be submitted directly by each high school or college attended. Transfer students who have earned fewer than 30 quarter credits of transferable college coursework are also required to submit official high school transcripts. In addition, all applicants who graduated from an Oregon high school in 1997 or after will be required to submit a high school transcript to validate their Second Language graduation requirement if it was met in high school.

To be considered “official,” transcripts must be received by PSU in the sealed (unopened) original envelope or through approved electronic means from the issuing school. Since all official transcripts submitted become the property of PSU and cannot be copied, returned to the student, or shared with other institutions, students are encouraged to obtain unofficial copies of their transcripts from prior institutions for advising or personal purposes.

4. SAT or ACT scores (Optional). Applicants who satisfy Portland State’s minimum curriculum and GPA requirements are not required to submit test scores. ACT and SAT scores submitted by students who are admissible

based on GPA and high school curriculum will only be considered as “value added” in the admission process.

NOTE: Applicants who attended homeschool, or a non-accredited, non-standard high school, are required to submit test scores. In order for scores to be considered “official,” reports must be sent directly from the respective testing agencies to Portland State University.

SAT School Code is 4610

ACT School Code is 3492

Important: Altered transcripts and falsified applications.

Students who knowingly submit altered transcripts or falsified applications jeopardize their admission status and may have their admission rescinded and/or their registration canceled; in some cases, future application opportunities may also be denied. These penalties may also apply in cases in which transcripts are knowingly unreported to or withheld from Portland State University.

Admissions Professional Conduct Policy

Meeting Portland State University’s minimum admissions requirements alone does not guarantee admission to the University. PSU may evaluate an applicant’s behavior and background throughout the application process to determine their ability to adhere to the University’s academic and professional conduct standards. This evaluation may take into consideration current behavior and performance as well as past experiences and actions in the context of an application for admission.

All records submitted, filed, and accumulated in the Office of Admissions become the property of the University. The number of students admitted for any term is subject to the availability of space. When space is limited, selection may be based on grade point average, date of application, intended major, test scores, etc.

Admission Requirements—Entering Freshmen (First Years)

To be admitted as freshmen, applicants need to fulfill each of the requirements (or alternatives) as specified in all of items 1-4 below.

1. High school graduation requirement. Applicants must have graduated from a standard or regionally accredited high school. Students who have not graduated from a standard or regionally accredited high school may meet entry requirements through alternative testing. Alternative testing includes successful completion of one of the following:

- Test of General Education Development (GED):

- Applicants with an overall average GED score of 151 or above on the latest form of the GED exam will be considered holistically for admission to PSU. Takers of prior forms of the exam will need to achieve scores listed below.

- If you took the GED between January 1, 2002 and December 31, 2013: earn a minimum overall average score of 580 and a minimum score of 410 on each subject test

- If you took the GED prior to January 1, 2002: earn an overall average score of 46 and a minimum score of 40 on each subject test

- HiSET®

- Minimum score of 15 on each subject test area and a 4/6 on the essay component of the Language Arts-Writing subject test

- TASC®

- Minimum score of 580 on Language Arts-Reading, 560 on Mathematics, 560 on Language Arts-Writing, and at least 6/8 on the Language Arts-Writing essay.

Non-accredited or non-standard high school graduates:

Students from non-accredited or non-standard high schools, or home-school students, may meet the high school graduation requirement with a minimum score of 1120 or higher on the combined Writing & Language and math portions of the SAT, or with a composite score of 22 on the ACT®.

2. High School Subject requirements. Resident applicants must satisfactorily (grade of C- or above) complete at least 15 units (one year equal to one unit) of college preparatory work in the following areas, while non-resident applicants must satisfactorily (grade of C- or above) complete at least 13 units (one year equal to one unit):

- **a. Language Arts (4 units).** Students must have the equivalent of 4 years of courses that focus on writing, rhetoric, literary analysis, and critical reading with emphasis on and frequent practice in writing a variety of genres during all four years. PSU accepts language arts courses for coursework taught in languages other than English. Such courses will count toward our language arts course requirement so long as they focus on the criteria above. Note that most coursework at PSU is taught in English. Applicants who earn the Oregon State Seal of Biliteracy certification will satisfy PSU's Language Arts course requirement.

- **b. Mathematics (3 units).** Must include first-year algebra and should include two additional years of college preparatory mathematics (with the final year equivalent to or greater than the level of Algebra II) selected from geometry (deductive or descriptive); advanced topics in algebra (through Algebra II), trigonometry, analytical

geometry, finite mathematics, advanced applications, calculus, and probability and statistics, or courses that integrate topics from two or more of these areas. One unit of math is strongly recommended in the senior year. (Algebra and geometry taken prior to ninth grade will be accepted if posted on HS transcript.)

- **c. Science (3 units).** Must include at least a year in fields of inquiry based college preparatory science such as biology, chemistry, physics, or earth and physical science. Science courses that are "inquiry based" provide students the opportunity to apply scientific reasoning and critical thinking to support conclusions or explanations with evidence from their investigations. It is strongly recommended that one year be taken as a laboratory science and that a total of three years of science be taken. Applicants with 2 years of science coursework will not be denied based on admission requirements, but may be admitted with a deficiency in coursework.

- **d. Social Studies (3 units).** Must include analysis of societal issues and events. It is strongly recommended that study includes knowledge and use of geographic information, patterns of United States history, patterns of human history, structures and systems of the US Government, and analysis of economic systems.

- **e. Second Language (2 units).** Must include demonstrated proficiency equivalent to two years of the same high school-level second language. This requirement applies to anyone who graduated from an Oregon high school in 1997 or any year after. Students may demonstrate proficiency by meeting one of the following options:

High School and College Options

- Pass with a C- or better, two years of the same high school-level second language
- Pass with a C- or better, the third year of a high school-level second language
- Pass with a D- or better two quarters or two semesters of college-level second language

Second Language Proficiency-based Assessment Options

- Score of 2 or higher on an Advanced Placement Foreign Language Test
- Score of 4 or higher on an International Baccalaureate Standard Level Foreign Language Exam
- Score of 40 or higher on a CLEP Foreign Language Exam
- Score of 500 or higher on an SAT Foreign Language Subject Test if taken in July 2021 or earlier

- Education satisfactorily completed through 7th grade in a school or country where English was not the language of instruction

- Satisfactory performance (P) on a Brigham Young Foreign Language Assessment (BYU FLATS)

- Score of novice-high or higher on the Standards-based Measurement of Proficiency (STAMP)

- Score of 226 or higher on a Proctored WebCAPE (only offered in Spanish for the Second Language Admission requirement)

- Score of novice-high or higher on the ACTFL scale in American Sign Language (ASL)

- Score of novice-high or higher on a ACTFL Oral Proficiency Interview

- Credit for Prior Learning

**American Sign Language qualifies as a second language.

Students failing to meet the Second Language Proficiency requirement at the time of admission may be admitted, but will not be able to earn an undergraduate degree at Portland State University until the second language requirement has been completed. Students must provide official high school or college transcripts to demonstrate the Second Language Proficiency Requirement has been met.

Alternatives to the subject requirements if no standard high school diploma is awarded. (Any one of the following.)

Score an average of 470 or above (1410 total) on the SAT II subject exams (English Composition, Math Level I or IIc, and a third test of the student's choice) if taken before July 2021.

Score 1120 on the combined SAT Math and Verbal reasoning sections.

Score 22 on the ACT Composite.

Take make-up coursework for specific subject requirements missed in high school and achieve a passing grade. Note: Satisfactory completion of Math 95 or its equivalent (Intermediate Algebra) fulfills in total the subject requirement in mathematics. Take make-up coursework for specific subject requirements missed in high school and achieve a passing grade. Note: Satisfactory completion of Math 95 or its equivalent (Intermediate Algebra) fulfills in total the subject requirement in mathematics.

3. Grade point average requirement. High school students with a cumulative unweighted grade point average of at least 3.00 in all graded subjects taken toward high

school graduation. Students who do not meet the 3.00 GPA requirement may be admitted based on holistic review.

NOTE: Beginning with the 2020-2021 academic year Portland State University changed its minimum admission high school GPA requirement for First Year applicants to a 2.5 GPA or higher for regular admission, with applicants who did not meet a 2.5 GPA eligible for holistic review. This requirement adjustment may be extended or may end at the discretion of the University Faculty Senate. The current status of this temporary adjustment will be found at www.pdx.edu/admissions/first-year.

Admission Requirements—Transfer Students

To be admitted as a transfer student, applicants must have a minimum GPA of 2.25 in 30 transferable quarter credit hours of college work. Applicants who present a transferable associate's degree or an Oregon Transfer Module (OTM) will be admitted with a minimum cumulative transferable GPA of 2.00. Students who have accumulated fewer than 30 transferable credits of college work must also meet the freshman admission requirements.

1. Writing proficiency requirement. To be admitted as a transfer student, applicants must satisfactorily complete a writing course satisfying one of the University's writing requirements (e.g. Wr 121Z) or its approved equivalent with a C- or better.

2. Second language proficiency requirement. All resident applicants must meet the second language proficiency requirement described in 2e of the Freshman Admission Requirements section (p. 4).

3. Academic probation/disqualification from other institutions. Academic probation/disqualification will not affect the admissibility of a student whose complete academic record meets the minimum admission requirements in effect at the time of application.

4. Disciplinary disqualification. A student who has been disqualified from another institution for disciplinary reasons must be eligible to re-enroll at that institution to be considered for admission to Portland State University. Students with extenuating circumstances may petition for a waiver of this policy. Other offices on campus may be consulted in evaluating requests for waivers.

After review of circumstances, Portland State University may, for example, ask that you attend a different institution and reapply; decline to accept your application now or in the future; apply other possible conditions or restrictions to your application review.

More information on transferring to PSU is available at www.pdx.edu/admissions/transfer.

International Students

Application

Undergraduate International Students

Application

Applicants who are not U.S. citizens who are currently overseas or reside in the U.S. on non-immigrant visas are considered for admission as international students. Applications will be considered for all terms subject to department and/or University restrictions and/or course availability.

International Undergraduate applicants should submit the following information to the Office of International Undergraduate Admissions. All documents submitted become the property of PSU and cannot be photocopied, returned, or forwarded to third parties.

1. Application submission and \$60 nonrefundable application fee. Students should apply at www.pdx.edu/admissions or via the Common Application online. To ensure consideration for admission, students should submit their application by the established deadline for their intended start term and submit the nonrefundable \$60 application fee (fees subject to change without notice) when applicable. The application and nonrefundable application fee are valid for one academic year only. The \$60 fee cannot be waived.

2. Official transcripts. To be considered official, transcripts must arrive in the Office of International Admissions in a sealed envelope from the issuing school. Applicants whose admission will be based on high school/secondary school graduation should submit official transcripts of their final four years of high school/secondary school study or documentation as requested by the office of Undergraduate International Admissions. Transfer students must submit official transcripts from each college or university attended, regardless of whether or not they feel their prior academic study may be relevant to their PSU study. Transfer students with fewer than 30 quarter credits of college/university coursework are also required to submit transcripts from their final four years of high school/secondary school. Credits from accredited schools outside the U.S. will be transferred to PSU according to established international transfer credit guidelines and policies. See Academic Credit section of this Bulletin for more information. Students who knowingly submit altered or falsified academic records or other application documents jeopardize their admission status and may have their admission rescinded and/or registration canceled.

3. Proof of English language proficiency if seeking direct admission to academic coursework.

4. Evidence of adequate financial resources for educational and living expenses. (International applicants residing in the United States on visas other than F-1 or J-1 student visas may not be required to submit proof of financial resources.)

5. Proof of current immigration status (if already residing in the United States).

6. Admission validation. To validate admission, the student must register for classes during the initial term of admission. If the student does not register for this term, the application start term can be changed to one of the next three consecutive terms without repaying the application fee. After this time period, the student must submit a new application along with another \$60 application fee.

Admission Requirements for International Students

Applicants must demonstrate an appropriate level of academic preparation.

First Year: Completion of U.S. academic (university preparatory) high school or secondary school equivalent as determined by the Office of Undergraduate International Admissions with a minimum equivalent 2.50 GPA.

Transfer: Completion of 30 transferable college quarter credits, excluding ESL courses, with a 2.25 GPA or higher at a U.S. regionally accredited college/university or foreign equivalent as determined by the Office of International Admissions. Transfer students who present a transferable associate's degree (AS or AA or an Oregon Transfer Module (OTM)) will be admitted with a minimum cumulative 2.00 GPA.

English language proficiency requirement. Admitted students who meet the English language proficiency requirement may enroll directly into academic classes. Those who do not meet this requirement will be placed in ESL classes until the requirement has been met. Applicants may demonstrate English language proficiency by submitting qualifying TOEFL, IELTS, or PTE scores. See minimum qualifying scores below.

English language proficiency requirements may be found at: www.pdx.edu/admissions/international/english-language-proficiency.

Information on the international TOEFL is available at www.ets.org/toefl.

Intensive English Language Program

Persons seeking English language training only, who do not wish to continue toward university-level academic study, may apply for admission to the Intensive English Language Program (IELP). However, persons who want to

study English before beginning academic study are eligible for conditional undergraduate or postbaccalaureate admission without minimum English language proficiency test scores.

The IELP provides both credit and non-credit classes. Students must have earned the equivalent to a U.S. high school diploma for admission consideration. Prospective students must be in legal U.S. immigration status at the time of application.

Contact the Intensive English Language Program, 503-725-4088 or www.pdx.edu/english-language-programs, for additional IELP requirements.

Admission to Professional Programs and Schools

Admission to Portland State University does not automatically admit students to its professional programs and schools. Standards for admission and evaluation of transfer credits often exceed general University requirements. Students should check this catalog under the appropriate academic unit to determine if a unit has special admission requirements.

Student Orientation Programs

503-725-5511

www.pdx.edu/admissions/orientation

Enrollment Management coordinates orientation programs for all undergraduate students new to PSU. All newly admitted undergraduate students are required to attend a new student orientation session before registering for courses.

After admission to PSU, each undergraduate student must complete orientation programming before their start term. In-person and online programming is available. To sign up for New Student Orientation, the student must have already submitted their enrollment confirmation or deposit of \$200.

Orientation provides students with the opportunity to meet with current PSU faculty, professional staff, and students in order to:

- Understand academic requirements of a baccalaureate degree
- Successfully develop an academic plan and register for courses
- Access programs and services available to PSU students
- Facilitate the academic and social transition to the University community

Viking Days takes place prior to the start of fall term. This is a week of activities, information sessions, open houses, and social events in which new students are invited to

attend and encouraged to participate. For further information, visit www.pdx.edu/viking-days.

ACADEMIC RECORDS, CREDIT, AND APPEALS

Student Records

The University Student Records Policy, in accordance with the federal Family Educational Rights and Privacy Act of 1974 as Amended, governs the collection, use, and disclosure of student records with the goal of ensuring their privacy. Generally it provides the right to non-release of confidential information except as directed by the student, or as provided by law; the right to inspect educational records maintained by the University; the right to correction of errors, a hearing if necessary, and the right to file a complaint with the U.S. Department of Education. Learn more about student records privacy online at www.pdx.edu/registration/student-records-privacy-policy.

Documents Submitted to the University

All documents, including transcripts, submitted to PSU become the property of the University and are not intended for duplication or return to the student.

Academic Record Sealed After Degree Earned

Portland State University academic records are sealed thirty days after the conferral of a degree. After this date, changes to majors and minors, addition of departmental honors, removal of incomplete grades, grade changes, changes to degree posting, or other changes to an academic record cannot be made except by decision of the Scholastic Standards Committee or the Graduate Council.

Academic Credit

Academic Credit Hour Policy

This credit hour definition is based on the traditional Carnegie unit and aligns with the Federal financial aid definition mandated by the United States Department of Education's (USDE) regulations [34 CFR 600.02 and 668.8, effective July 1, 2020] and the Northwest Commission on Colleges and Universities (NWCCU) standards and policies.

As the basic unit of measurement of educational accomplishment the credit hour is used to measure student progress toward a degree, which in turn enables PSU's programs to be eligible for Title IV Financial Aid programs under the Higher Education Act.

These definitions rely on the '50-minute' credit hour when considering in-class meeting times. The PSU standard

class scheduling time grid provides sufficient in-class time for both 3 and 4 credit classes.

PSU Definition:

The credit hour is conceptually framed as an amount of student work (i.e. a reasonable approximation of the total time commitment required of the typical student) associated with achieving intended learning outcomes. Under PSU's quarter system, one academic credit is given for a minimum of 30 hours of student work over the term (i.e. a 1:30 ratio over the term). If the course meets regularly for 10 weeks, then 1 credit would require a minimum of 3 hours of student time per week for the 10 week term (i.e. a 1:3 ratio per week for 10 weeks).

- For a standard lecture/seminar class section with synchronous meetings, a minimum of 1 hour of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class student work is required per week for a 10 week instructional term (1:3), or an equivalent amount of work distributed over a different time period (1:30).
- For other credit-bearing activities - such as labs, internships, practica, studio work, projects, mentor sessions - 1 credit requires at least an equivalent amount of student work spread out over the term (i.e. 1:30 ratio).

Important Note: The policy sets the minimum level of student work/time required per credit, not an upper limit. The standards for the amount of student work per credit can vary greatly by academic unit. Each academic unit determines the structure of such courses and the credit hour ratio, based on variations in commonly accepted disciplinary and accreditation standards/practice within postsecondary education.

Student work includes time spent in:

- Direct Instruction, where the core/primary course content is delivered, typically by faculty during synchronous class meetings, but also includes guided learning through core material via asynchronous online delivery,
- Outside of Class study time, reading assignments, homework, papers, group work, exam preparation, etc., and Other Academic Activities which include credit and non-credit bearing course sections designed to review, discuss, practice or apply the course (and program) concepts delivered via direct instruction. Other Academic Activities include the following course types: laboratory, internships, practica, studio, projects,

and other supplemental support sections like mentored inquiry.

Alternative Delivery Formats - Hybrid, Online - No Scheduled Meetings, Partial Term

Classes that do not use synchronous meeting/contact times (for example, hybrid or asynchronous online courses) - or only meet for a partial term (i.e. for fewer than the standard 10 weeks) - will meet the credit hour standard if the course content and outcomes cover the same material in the same depth as a standard 10-week synchronous version of the same course, and the amount of student work is the same. Regardless of the length of the course or the amount of time spent in synchronous learning, the course learning outcomes, subject matter/content covered, and amount of student work must be equivalent to the amount of work/learning associated with the standard 10-week course.

Transferring Credit Hours

PSU is on the quarter-system calendar and all credit hours listed in the PSU Bulletin and schedule of classes refer to quarter credits. Semester credits transferred to PSU from other accredited United States schools may be converted to PSU's credits by multiplying by 1.5 (e.g., 3 semester hours $\times 1.5 = 4.5$ quarter credits). The 1.5 multiplication rule applies only to semester credits transferred from regionally accredited U.S. schools. Credits transferred from accredited schools outside the United States will be converted according to established international transfer credit guidelines and policies. PSU credits transferred out to a semester system institution may be converted by multiplying the number of quarter credits by .67 to determine the semester hour equivalent (e.g., 4 quarter credits $\times .67 = 2.68$ semester credits).

NWCCU Considerations

In accordance with the NWCCU policy, PSU faculty will determine the amount of work associated with a credit hour, by considering learning outcomes and by accounting for a variety of delivery methods, measurements of student work, academic calendars, disciplines, degree levels, and commonly established standards/practices within postsecondary education.

PSU periodically reviews the application of its policy on credit hours across the institution to assure that credit hour assignments are accurate, fair, equitable and reliable across degree levels, academic disciplines, delivery modes, and types of academic activities.

Academic Credit Overload

Undergraduate Academic Credit Overload

Undergraduate students who enroll in more than 21 credits per term are considered to be in academic overload. PSU

audit credits and transfer credit taken at other institutions while concurrently enrolled at PSU are counted in determining overload status. **Transfer credits that result in an overload for a given term will not be accepted in transfer unless prior approval has been granted.**

Academic overload must be approved on a term-by-term basis as follows:

- 22-25 credits: Students must obtain prior approval from their academic program adviser using the Overload Approval Form, to be submitted to the Office of the Registrar in advance of the overload term.
- 26 or more credits: Students must obtain prior permission from the Academic Requirements Committee (ARC) by submitting an ARC petition in advance of the overload term. Students must provide justification for the overload and obtain written support from their academic program adviser. Petitions must be submitted using the Academic Requirements Committee petition prior to the first day of the overload term.

Graduate Academic Credit Overload

Graduate students must obtain approval for registration in excess of 16 credits (graduate and undergraduate credits combined) via the Overload Approval form. A student registering for 17 to 19 credits must obtain the approval from their department chair or faculty adviser. A student registering for 20 credits or more must obtain the approval of their department chair and the Graduate School. A graduate assistant registering for more than 16 credits must obtain approval from their department chair and the Graduate School.

Computer Science and Electrical & Computer Engineering graduate students have a lower maximum registration limit of 10 credits. These students must obtain approval to register for 11 or more credits via the Overload Approval form.

Class standing

Class standing is based on the number of credits a student has completed, according to the following schedule:

Class Standing	Credits Completed
Freshman	1-44
Sophomore	45-89
Upper-division standing	90 or more
Junior	90-134
Senior	135 or more

Postbaccalaureate	Hold an undergraduate degree from an accredited college or university
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Appeals and Grievances

Grievances and requests for exceptions to University policies and requirements may be filed with specific committees authorized to deal with specific student concerns.

Academic Appeals Board

This board hears appeals from students who claim to have received prejudiced or capricious academic evaluation and makes recommendations on cases to the Provost. In such cases the student should first consult with the instructor. If the grievance is not resolved, the student should then contact the department chair, then the dean of the college or school. If the grievance is still not resolved, the student may then appeal by writing a letter to the Academic Appeals Board. Appeals may be filed in the Office of Dean of Student Life, 433 Smith Memorial Student Union.

Academic Requirements Committee (ARC)

The ARC is a subcommittee of the PSU Faculty Senate and is responsible for developing policies and adjudicating petitions regarding academic regulations related to credit loads, transfer credit, degree and certificate requirements for all undergraduate programs. It also develops and recommends policies and adjudicates student petitions regarding initial undergraduate admissions, including entering freshmen. The ARC Petition process is managed by an online process accessed at www.pdx.edu/registration/academic-requirements-committee-petitions.

Deadline Appeals Committee (DAC)

A student may petition this committee to be exempted from published registration deadlines for the current term when mitigating circumstances prevent deadline compliance. Petitions must include documentation of the reason for missing the deadline.

The petition may be accessed at www.pdx.edu/registration/dac.

For further information students may call 503-725-3220.

Scholastic Standards Committee (SSC)

The SSC is a Faculty Senate committee charged with developing and recommending academic standards to maintain the integrity of the undergraduate program and academic transcripts of the University; developing, maintaining and implementing protocols regarding academic changes to the undergraduate transcript;

reviewing and ruling on petitions for any retroactive change to the academic record such as a grade option change, drop, add, and extension of an incomplete beyond the one year deadline; and adjudicating student petitions for academic reinstatement to the University. Conferral of an accredited transferable Associate's or Bachelor's degree constitutes automatic reinstatement to the University once an official copy of a transcript with degree posted is presented to the Office of the Registrar. Petition forms to make retroactive changes to undergraduate academic record, or to seek reinstatement to the University may be obtained at www.pdx.edu/registration/petitions. Forms may also be obtained at the Registrar's Office, FMH Lobby. For further information call 503-725-3220.

ENROLLMENT

Enrollment Process

Registration

Students who have been formally admitted or who have filed a Non-Degree Entry form may register for classes online at my.pdx.edu during the preregistration period for a given term. Registration dates are determined by student class level and admissions status and are listed in the academic calendar under priority registration at www.pdx.edu/registration/academic-calendar. A current, detailed listing of term course offerings can be found in the online Class Schedule at www.sa.pdx.edu/soc. Detailed instructions for registration, priority registration dates, drop and add deadlines and academic calendar can be found online at www.pdx.edu/registration. The class schedule is available approximately eight weeks before the beginning of classes for winter and spring, and available in May for the following fall term.

The academic calendar contains deadlines related to adding and dropping classes, making grade changes, withdrawing from classes, and refund percentages. These deadline dates are important as they determine the extent of financial obligation incurred by registration activity and they determine if and how a course registration will be recorded on a student's transcript. Students who withdraw or drop may be entitled to certain refunds of fees paid. See the Academic Calendar at www.pdx.edu/registration/academic-calendar.

Non-attendance

Students are responsible for dropping courses they do not wish to attend. Non-attendance does not cancel tuition charges, nor does it prevent the course and grade from appearing on the student's academic record. The University reserves the right to drop students who do not attend classes or do not have the proper prerequisites. Some academic departments administratively drop student who not not attend class on the first class meeting. If this happens, the student 1) remains responsible for any tuition charges associated with the registration, and 2) the course may be recorded permanently on the academic record, depending on when the department processes the drop. Students with mitigating circumstances who cannot attend class on the first day should notify the instructor or academic department as soon as possible to avoid being administratively dropped. Note: Students receiving state or federal aid who receive all X, M, NP, W, or F grades for a term whose attendance during that term cannot be verified, are subject to having all their funds returned.

Academic Advising Requirements

Advising at Orientation

All new undergraduates, both freshmen and transfer students, are required to participate in New Student Orientation where they will learn about Portland State University's academic curriculum and resources, connect with an academic advisor and be given permission to register for their first term at Portland State.

Orientation <http://www.pdx.edu/admissions/orientation>

First-year Advising Requirement

All newly admitted undergraduates are required to connect with their assigned advisor within the first two terms of enrollment in order to register for their third term. For example, students admitted in fall term must receive advising during fall or winter terms in order to enroll for spring term or a hold will prevent them from being able to register.

First-Year Advising Requirement:

www.pdx.edu/advising/first-year-mandatory-advising

Find Your Advisor: <http://www.pdx.edu/advising/advising-locations>

Residency Classification

At PSU tuition for Oregon residents is different from that of non-residents. The rules used in determining residency seek to ensure that only bona fide Oregon residents are assessed the resident fee. The Residency Standards used to assess residence classification may be found at www.pdx.edu/registration/residency-requirements.

Only the Office of Admissions and the Residency Officer have authority to apply and interpret these rules and procedures. No other indication or determination of residency by any other institutional office, department, program, or staff represents the official institutional determination of residency.

Residency Classification Appeals

A student may appeal their residency determination by submitting a Residence Information Affidavit with the Residency Officer in the Office of the Registrar. Information about the appeal process may be found at www.pdx.edu/registration/residency-review.

Undergraduate Students Returning to PSU After an Absence

Former Portland State University students who have been absent for two or more terms, and/or attended another college or university since leaving PSU should complete the online Re-enrollment Request Form at www.pdx.edu/registration/re-enrollment. Official transcripts must be submitted from each institution attended since leaving PSU.

Part-Time Students/Non-Degree Students

Part-time and non-degree students are subject to the same rules as full-time and admitted students with regard to Academic Standards (academic warning, probation, dismissal) and registration deadlines (drop, add, tuition refunds, grade option changes etc.). Tuition payment is required by published deadlines.

Part-time students

Part-time status is defined as enrollment in fewer than 12 credit hours for undergraduates, and fewer than 9 credits for graduate students. Credit work taken as a part-time student is acceptable for undergraduate degrees and credentials. A fully admitted student may earn most University degrees as a part-time student. Part-time students should meet regularly with an adviser for academic planning and information on up-to-date requirements and University policies.

Non-degree/non-admit students

A student may take a maximum of 8 credits in fall, winter and spring terms, and 21 in summer without applying for formal admission. A Non-Degree Entry form is used to create a student record and provide access to the registration system. There is a one time, nonrefundable fee. Non-degree students do not qualify for financial aid nor do they receive transfer credit evaluations. Non-degree students are allowed to preregister after admitted students. Students may apply online, or obtain a Non-Degree Entry form at www.pdx.edu/admissions/non-degree-applicant.

Students who wish to take 9 or more credits in fall, winter, or spring terms must be formally admitted to the University. Students who plan to earn a degree at PSU should be admitted as soon as possible. Regardless of how many credits are earned while in non-degree status, there is no guarantee of admission. Formal admission is required to earn a degree.

Postbaccalaureate Status

Students seeking admission who have earned an accredited baccalaureate degree, who have not been admitted to a graduate degree program may be admitted and enroll at the

postbaccalaureate level. These students are admitted to Portland State to earn a second bachelor's degree, certificate, complete pre-requisites for admission to graduate school, or take other academic credit. PSU students who have completed an undergraduate degree who wish to complete a second undergraduate degree or take 9 or more credits during fall, winter or spring terms or more than 21 in the summer, must be admitted to postbaccalaureate status. Postbaccalaureate students are subject to the same academic policies as undergraduates.

Senior Citizen Enrollment

PSU waives tuition for courses audited by an Oregon resident 65 years of age or older if:

1. space is available after degree-seeking students have registered
2. the instructor or department approve, and
3. the auditing student is a non-degree-seeking student and is registered for 8 or fewer credits per term.

One-time administrative fees (e.g., \$25 for program enrollment) and additional course-specific fees for materials and online access may apply. Registration, advising, and enrollment support are provided through the Senior Adult Learning Center (SALC).

The tuition waiver does not apply to courses with Restricted Differential Tuition. Seniors taking classes for credit pay tuition according to the established tuition schedule.

SALC receives no direct financial support from either the State of Oregon or PSU. The program relies on charitable contributions from Senior Auditors and other friends of SALC.

For further information, please email SALC (salc@pdx.edu) or visit the SALC website (www.pdx.edu/senior-adult-learning-center).

Veteran Educational Benefits Certification

503-725-8380

Most programs at Portland State University are approved for the training of veterans. The Veterans Administration requires that any veteran receiving GI Bill® benefits while attending PSU is required to obtain transcripts from all previously attended schools and submit them to the VA School Official for review for prior credit. Transcripts submitted from all previously attended schools to the Admission Office will be accessible to the VA School Official. It is not necessary to submit two copies. Each term, after registration, veteran students intending to use their education benefits must submit the Online Veterans Certification form. Course adds, drops, withdrawals, class

cancellations and changes of program made after submitting the veterans certification form must be reported as soon as possible to the Veterans Certification Office, FMH Lobby.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Academic Credit for Military Training

After admission, credit may be granted for some types of military service courses on the college level where equivalency to Portland State courses can be shown, as informed by the ACE recommendations. Veterans should provide transcripts from appropriate military schools and a copy of VA form DD214 to the Veterans Certification unit of the Office of the Registrar upon application to PSU.

Veteran Priority Registration

Portland State University offers early, priority registration to students using veterans' educational benefits and to veterans and military members who submit appropriate documentation. Priority registration supports timely program completion in compliance with Oregon House Bill 2565. Students being certified by the Registrar's Office for federal VA educational benefits will automatically be given veteran priority registration. Other veteran and military members can submit a copy of the DD-214 issued under honorable or general conditions to show proof of service in order to be enrolled in veteran priority registration. Submit DD214 to the Veteran Certification Office in the FMH Lobby or to vetcert@pdx.edu.

Satisfactory Progress Standards

In order to maintain satisfactory progress, the student veteran must complete the following credits:

Certified for:	Undergraduate:	Graduate:
Full time	12+ credits	9+ credits
Three-quarter time	9 - 11 credits	7 - 8 credits
One-half time	6 - 8 credits	5 - 6 credits

The cumulative GPA at Portland State University required to maintain satisfactory progress is 2.00. VA benefits cannot be certified unless satisfactory progress standards are maintained.

One hundred and eighty (180) credits are required to graduate with a baccalaureate degree (the total is greater in some programs). Grades of No Pass, withdrawals, Incomplete, X and audits do not count toward credits completed and may result in a VA over payment.

Last Date of Attendance Reporting

For reporting purposes, the last date of attendance is established using either 1) the actual date recorded in the registration system when a course is dropped or withdrawn from, or 2) by the 'last date attended' provided by instructors when X and NP grades are submitted.

Reporting Changes in Your Enrollment

Any changes to a student's schedule, including both adding and dropping courses, must be reported to the Veterans Certification Office immediately as these changes may have a direct effect on benefits paid by the VA. Immediate notification of these changes can prevent over payments and thus prevent future problems with the VA.

Deployment Policy

Any student with orders to report for active military duty may drop courses at any time during the term and receive a full refund. If sufficient course work has been accomplished and the instructor feels justified in granting credit for the course work completed, credit may be granted and no refund will be given.

The Office of the Registrar will work with students on a case-by-case basis to determine the best course of action. Students called to active military duty generally have the following options:

- Full drop from all courses at any point during the term without academic or financial penalty, with full tuition and fee refund.
- Drop from some (but not all) courses at any point during the term without academic or financial penalty. Students who have completed a significant portion of their course work may be eligible to receive the grades earned in courses up to that point in time and/or request incomplete grades according to existing guidelines. Tuition would be refunded for withdrawn courses.
- Maintain registration in all courses. Students who have completed a significant portion of their course work may be eligible to receive the grades earned in courses up to that point in time and/or request incomplete grades according to existing guidelines. No tuition would be refunded.

A determination on which option is best for the student will depend on the student's personal details, the time remaining in the term, the portion of coursework completed at the time of military activation, and the judgment of the instructors. Students called to active duty who want to drop courses or discuss other options, should bring a copy of their orders to the Veterans Certification Office, FMH Lobby and speak with a Veterans Certification Officer.

Veterans Access Choice and Accountability Act of 2014 (38 U.S.C. 3679(c))

In compliance with the Veterans Access, Choice & Accountability Act of 2014, the following individuals shall be charged the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill®), of title 38, United States Code, who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Missed Class Policy

Purpose: This policy is to provide students who miss class or examinations a process to make up examinations or other graded in-class work, unless it can be shown that such an accommodation would compromise essential learning outcomes or constitute an unreasonable burden on the instructor.

Rationale: Portland State University recognizes that students carry many responsibilities with them into the

classroom, which may both enrich their educational experience and make it more challenging. These include university-sanctioned activities in which the student serves as a representative to the university such as student congress, athletics, drama, and academic meetings.

Applicability:

- Students involved in university sanctioned or other legitimate activities, such as illness and family emergency.
- Activity program directors.
- Instructors of students who participate in university-sanctioned activities, including faculty, academic professionals, administrative staff, and teaching assistants.

Policy: It is the responsibility of each instructor to determine and publish the class attendance policy in the course syllabus and distribute to the enrolled students at the beginning of the quarter. The instructor may approve absences at their discretion, in accordance with this policy. It is the responsibility of the student to inform the instructor of absences due to university-sanctioned events or personal responsibilities in writing at the earliest possible opportunity. If a student must miss class due to an unforeseen event, the student must inform the instructor of the reason for the absence. Absences not cleared with an instructor before the specific class event (exam, presentation, assignment due) may require documentation/substantiation at the instructor's discretion. If the instructor decides that the absence is justifiable, then they should attempt to provide opportunities for equivalent work. When absences are approved beforehand by the student and instructor, the instructor will allow students to make up missed work and/or give an option to attain attendance points. When there is a dispute between students and instructors over the opportunity to make up work or attendances, the issue will be adjudicated by the chair of the department and then (only if needed) the dean of that school or their designee. The student may not place any undue burden on the instructor to provide opportunities to make up course work due to excused absences.

TUITION AND FEES

Student status

New and continuing students at Portland State University should plan their study programs and workloads with a knowledge of the fee and tuition schedules of the institution. The Portland State Board of Trustees reserves the right to change the schedule of tuition and fees without notice. Additionally, certain charges set by the University are also subject to change.

Most laboratory and class materials are included in the tuition and fees payment, but certain classes do require special deposit charges, surcharges, or costs to cover materials. These charges are listed in the class descriptions under the PSU Class Schedule registration page located at sa.pdx.edu/soc/.

An admitted student is defined as a resident or nonresident undergraduate, post baccalaureate, or graduate student enrolled for 1 or more credit and currently admitted to the University. Admitted students will be assessed tuition and fees based on enrollment status. Admitted students are entitled entry to PSU home athletic events (with the exception of playoff games and social events), and use of University resources, including the Library, Center for Student Health and Counseling (SHAC), and Student Recreation Center. Students taking 5 or more credits will be billed a health service fee as part of their tuition and fees. No reduction in the total charge is made to those students who do not intend to use specific resources or services. Student taking 5 or more credits are also entitled to Student Health Insurance at an additional cost. More information can be found at pdx.edu/health-counseling/insurance.

All non-admitted part-time students, taking 1 to 8 credits, pay tuition and fees according to the level of the course(s) in which they enroll. Courses numbered 499 or below are assessed at the undergraduate rate; courses numbered 500 and above are assessed at the graduate rate. Part-time students enrolled in 4 or less hours are not entitled to health services or insurance. Residency and admission requirements are waived for students in this category. Visit pdx.edu/registration/enrollment-status for more information.

Tuition and fee schedules/Regular tuition schedule

All students registered for coursework on or after the first day of the term have a financial obligation to the University. For more, information please see the Terms & Conditions of Payment at [pdx.edu/student-](http://pdx.edu/student-financial/sites/www.pdx.edu.student-financial/files/Terms%26ConditionsofPayment.pdf)

[financial/sites/www.pdx.edu.student-financial/files/Terms%26ConditionsofPayment.pdf](http://pdx.edu/student-financial/sites/www.pdx.edu.student-financial/files/Terms%26ConditionsofPayment.pdf).

Students should consult the tuition and fee listing at pdx.edu/student-financial/tuition-and-fees for up-to-date information and applicable tuition and fees. Students who enroll are financially responsible for all classes and credits in which they are registered on or after the first day of the term. All classes dropped are subject to the refund schedule as outlined at pdx.edu/student-financial/refunds.

Account statements are available monthly in electronic format to currently enrolled student with a balance due. Notices are emailed to pdx.edu email addresses on the 16th of every month. All tuition and fees may be paid online, by mail, or at Cashier's Office located in Student Financial Services. Specific deadlines are available at pdx.edu/student-financial/the-psu-payment-plan.

Tuition and fees must be paid in full each term. At the start of each term, students must pay the balance in full or opt-in to the PSU Payment Plan by the first payment due date. After the due date, students with a balance will be enrolled in the Payment Plan and incur a late fee. Additional information is available at pdx.edu/student-financial/the-psu-payment-plan. Students may access their individual financial account balances by logging onto my.pdx.edu.

Tuition and fee calculation (Admitted) – One credit or more

Admitted students taking one credit or more are assessed tuition and fees according to their undergraduate/graduate and residency status. The level of courses in which students enroll is immaterial.

Restricted Differential Tuition and noncredit

Enrollment in these courses may not be combined with regular PSU credit courses for fee calculations. Restricted Differential Tuition courses have fees that are assessed in addition to any other tuition paid to the University.

Senior citizen fee schedule

Senior citizens are defined as persons age 65 or older who do not wish to earn course credit. Senior citizens who are Oregon residents are authorized to attend classes on a space-available basis without payment of tuition. Charges for special materials, if any, must be paid.

Incidental and Health Service fee privileges are not provided and the University does not maintain any records of enrollment. The registration receipt may be used to obtain a PSU ID Card.

Late fees

Late payment fees will be charged on all missed payments.

Other special fees

Special fees and fines are subject to change. Up-to-date information on special fees and clarification of charges can be obtained from the Student Financial Services office, 503-725-3440 or by visiting pdx.edu/student-financial.

Terms and Conditions

Terms and Conditions can be viewed at pdx.edu/student-financial/sites/www.pdx.edu.student-financial/files/Terms%26ConditionsofPayment.pdf

In the event of withdrawal, any refunds due are applied to the outstanding balance, and any remaining balance due remains payable. Failure to pay in full may also result in denial of registration, graduation, and transcripts as well as additional assessment for collection charges and attorney's fees.

Health Insurance

The health insurance fee is non-refundable. For specific deadlines and questions, see www.pdx.edu/health-counseling/insurance.

Graduate Assistants

Graduate assistants (GAs) are fully admitted graduate students appointed to assistantships while working toward an advanced degree. Appointments must be for at least .15 FTE per quarter. GAs are exempt from the payment of the instruction fee on the first 9 credit hours per quarter. (Employing department will provide a tuition credit.) All GAs must register for a minimum of 9 graduate credits. Hours in excess of 9 per quarter are assessed at the normal rate and may be paid at the discretion of the department. GAs are responsible for paying the Building, Health, Incidental, Rec Center and any course specific fees.

Withdrawals and fee refunds

Complete withdrawal or dropping of courses can be done through my.pdx.edu or in person with the Office of the Registrar. For tuition and fee impact, see refund schedule at www.pdx.edu/student-finance/refunds. Refund consideration is automatic; no special request is necessary.

Refunds of special course fees must be approved by departments. Complete withdrawal or dropping coursework does not cancel a student's obligation to pay a student loan, balance of account, or any other financial obligation owed the University. Students with such outstanding obligations will have any refund due them applied against the obligation.

1. Official withdrawals

Students receiving financial aid who need to completely withdraw from classes during a term should officially withdraw (see the instructions in the Schedule of Classes). By using the official withdrawal procedures, students will have tuition refunds calculated by the Student Accounts Department. Regardless of "official withdraw" or Financial Aid, Student Financial Services will still calculate any possible refunds.

Students receiving financial aid who completely withdraw up to the 60 percent point of a term, will be identified. Financial aid staff will use the federal Return of Title IV Funds formula to calculate the percentage of financial aid earned versus the percentage of aid that must be returned to federal aid program accounts. In some cases, the Return of Title IV Funds calculation may take all of a student's tuition refund to repay federal aid accounts. In addition, students may be responsible for repayment of federal financial aid program funds. Funds are returned to the financial aid programs from which they were awarded, starting with the loan programs.

Students who are considering withdrawing from a term should contact staff in the Office of the Registrar.

2. Unofficial withdrawals

Students who stop attending without officially withdrawing from Portland State University are considered to have unofficially withdrawn. Students who unofficially withdraw may receive all X or M grades at the end of a term. A grade of X is defined as no basis for grade or non-attendance. A grade of M designates a missing grade.

Students who receive financial aid for a term and unofficially withdraw are identified at the end of each term. Each student receiving financial aid who has unofficially withdrawn must provide proof of attendance for the term(s). Students who provide proof of attendance may be subject to the Return of Title IV Funds policy. Students who fail to provide proof of attendance will have all financial aid received repaid to federal accounts (including PLUS loans) and a university accounts receivable will be established.

Refund calculations are based on total tuition and fees. Special fees are nonrefundable. Refunds are computed from the date of official withdrawal or drop; they are not based on when attendance in class ceased. Students who are delayed in withdrawal process for reasons beyond their control may petition for an earlier drop date via a Deadline Appeals petition obtained through the Office of the Registrar. Refund consideration is automatic; no special request is necessary. Action to process a refund cannot begin until after the end of the fourth week of the term.

FINANCIAL AID AND SCHOLARSHIPS

503-725-3461
askfa@pdx.edu

www.pdx.edu/student-finance

The staff in the Office of Student Financial Aid and Scholarships is ready to help students understand the financial aid application process and the details of the funds they have been awarded.

Eligibility

To determine students' eligibility for assistance, the following estimated direct and indirect expenses are used to create the students' Cost of Attendance: tuition and fees, books and supplies, housing and meals, transportation and personal/miscellaneous expenses. Because the Cost of Attendance uses average amounts, it may not reflect students' actual costs.

The Office of Student Financial Aid and Scholarships provides eligible students with financial aid in the form of grants and scholarships, employment and loans. Underlying the awarding of financial aid at PSU is the nationally accepted philosophy that parents are the primary source responsible for helping their dependent students meet their educational costs. The amount of the contribution expected from parents is based on a family's financial strength as indicated by taxed and untaxed income, household size, number in college, and assets. Both dependent and independent students have a responsibility to make a reasonable contribution toward their costs from earnings and savings. Financial aid resources serve to supplement these primary resources and are intended for educational expenses only. Financial aid eligibility is calculated using a formula determined by federal law.

Students should apply annually using the Free Application for Federal Student Aid (FAFSA). The FAFSA can be filed online at www.fafsa.gov. PSU's federal school code to be used on the FAFSA is 003216.

Applications for Aid

Applications for financial aid must be submitted annually for the academic year and/or summer aid. The academic year at Portland State University begins with fall term and ends after summer term. While the Office of Student Financial Aid and Scholarships accepts FAFSA data at any time during the year, priority is given to admitted applicants who submit their FAFSA as soon as possible

after October 1st, and who provide all requested information promptly. It is recommended that students apply no later than February 1st each year. It is not necessary to wait for formal admission to the University before submitting the financial aid application. Scholarship applications are only accepted within the scholarship application open and close dates.

In order to be eligible to receive federal, state or institutional financial aid, students must remain in good academic standing as defined in the University Scholastic Standards Policy and by the Satisfactory Academic Progress (SAP) Policy requirements described at the end of the Financial Aid section. The student must be officially admitted to an aid-eligible degree or certificate program, and must be a U.S. citizen or eligible non-citizen as defined by federal regulations. Students may not receive aid beyond established limits, which include a rate of course completion, a maximum time frame, as well as annual and aggregate dollar amounts. Information about each aid program is available at www.pdx.edu/student-finance/types-aid.

Undergraduate students

Eligible undergraduate students may receive consideration for financial assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal TEACH Grant, Federal Work-Study, and Federal Direct Loan programs. Oregon resident students may also be eligible for the Oregon Opportunity Grant. Eligible parents of dependent students may borrow a Federal Direct PLUS Loan through the Federal Direct Loan Program, described in the Educational Loans section.

Post-baccalaureate students

Eligible post-baccalaureate students may receive consideration for financial assistance through the Federal Direct Loan Program. Parents of dependent post-baccalaureate students may borrow a Federal Direct PLUS Loan through the Federal Direct Loan Program, described in the Educational Loans section.

Graduate students

Eligible graduate students may receive consideration for financial assistance through the Federal TEACH Grant, and Federal Direct Loan Program, which includes Federal Direct Unsubsidized Loans and Federal Direct Graduate PLUS Loans.

International students

International students are not eligible to participate in federal financial aid programs but are eligible for certain scholarships offered through PSU.

Award Notification

An Award Notification will indicate the types and amounts of financial aid from all sources for which the student is eligible, along with the terms and conditions of receiving and using the funds awarded. Award amounts will be displayed on the PSU student account at my.pdx.edu. Students must review and accept the terms and conditions for specific awards if necessary, then accept or decline aid in an offered status.

Delivery of Aid

After the financial aid award is accepted and all requirements have been completed, available financial aid will be credited to the student account to pay tuition and other billed charges for enrolled students each term. Financial aid that exceeds billed charges is then delivered to the student by the Portland State University Student Financial Services Office according to the preference that the student has established with the University. See www.pdx.edu/student-finance/financial-wellness-center for more information.

Federal Work-Study is earned on a monthly basis and paychecks are issued at the end of each month by the University's payroll office. Students may authorize direct deposit of their Federal Work-Study earnings to their bank account. More information can be found at www.pdx.edu/student-finance/financial-aid/apply.

Aid Disbursement Policy

Financial aid can begin being disbursed to a student's Portland State University revolving charge student account up to ten days prior to the start of each term. Aid will only disburse if a student's registered enrollment level matches their award enrollment level for the term, and there are no outstanding requirements. The ability to disburse aid prior to the beginning of a term means that the University must have a "census date" that is used to finalize a student's official aid eligibility for a term. Census dates for the 2022-2023 aid year and minimum enrollment requirements for the various financial aid programs can be found on the Office of Student Financial Aid and Scholarships website at www.pdx.edu/student-finance/eligibility. At the census date of each term each student's enrollment is "locked" and considered to be final. Financial aid for that term may then require adjustment based on their enrollment level at that time. When a reduction in aid is required due to a student's reduced enrollment level at the census date the reduction can create a balance due on the student's PSU account. If there is a tuition refund because of dropped credits, the tuition refund will be used to reduce the balance due on the student's account.

Students applying to borrow a federal student loan must be enrolled in a minimum of halftime credit hours, have

demonstrated need and/or eligible costs to receive a disbursement from the federal student loan programs.

Students who have received a disbursement of a federal student loan and then reduce enrollment below half-time at any point will be required to complete federal student loan exit counseling. The PSU Registrar's Office will report the less than half time enrollment status to the federal student loan servicer which will result in the loss of In School Deferment status. All prior federal student loans for a borrower who does not qualify for in school deferment will enter the grace period or repayment if a grace period was previously used. Students who regain eligibility to borrow from the federal student loan programs by increasing enrollment after the census date for any term must notify the Office of Student Financial Aid by submitting a Revision Request form to update their enrollment plan and request a reinstatement of their federal student loan.

Any current term aid disbursed after the census date will be based on the student's enrollment on the census date, or their actual number of credits enrolled at the time of disbursement, depending on type of aid. Credits added after the census date cannot be used to increase aid eligibility. Retroactive aid (aid for a term that has ended prior to disbursement) must be disbursed based on completed grades/credit hours, or census date registration, whichever is less. This includes retroactive grants and loans. Grades that are considered "complete" for disbursement purposes are: A, B, C, D, F (if earned through course participation), P, I or IP.

Withdrawals—Official/Unofficial

Please see the annual Registration Guide, or visit www.pdx.edu/registration, for the university policy regarding dropping classes and tuition refunds. Students who withdraw completely during the term and are receiving federal, state, or institutional financial aid may have a percentage of their aid reversed based on federal regulations and institutional policies. These students will have any unearned portion of their aid charged back to their PSU account, and may owe repayment directly to the U.S. Department of Education of any overpaid federal grants. Federal student aid recipients who begin attending classes and then stop attending prior to the end of the quarter are considered by the federal government to have unofficially withdrawn. For students who receive grades of X, M, NP, W or F in all of their classes, we must determine whether they unofficially withdrew. If University records indicate that a student unofficially withdrew from the quarter, the University will consider the withdrawal date to be the last date of attendance or participation in class by the student midpoint of the quarter as determined by the University. If University records show a federal student aid recipient never attended any class or performed any academically related activity for a quarter or term, then the recipient never established eligibility for any federal aid

funds that may have been disbursed for that quarter or term. The student must repay the entire amount of ineligible aid disbursed for that term. Any student aid recipient who drops all classes or voids their schedule with an effective date prior to the first day of class for a quarter or term did not establish eligibility for any funds that may have been disbursed for that quarter or term. More information can be found at www.pdx.edu/student-finance/eligibility.

Award Sources

Comprehensive details on the federal aid programs are available online at www.studentaid.gov. Students and families can also find Financial Aid consumer information and guides at www.pdx.edu/student-finance.

Educational Grants

Federal Pell Grant

This federally funded grant program is designed to provide assistance to eligible undergraduate students. The federal government determines the amount of the grant with the University acting as the disbursing agent. Eligibility is determined by the Expected Family Contribution (EFC) that results from the student's FAFSA data. Students have a lifetime limit that is the equivalent of 6 years of full-time enrollment for Federal Pell Grant eligibility. Students apply for this grant by completing the FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG)

This is a limited federally funded grant program available to Federal Pell Grant recipients who have the lowest EFCs. Students apply for this grant by completing the FAFSA.

Oregon Opportunity Grant

All Oregon resident undergraduate students applying for financial aid will be considered for the Oregon Opportunity Grant awarded by the State of Oregon's Office of Student Access and Completion (OSAC). Awards are based upon financial need. Details about eligibility can be found at www.oregonstudentaid.gov. Awards are renewable for up to 12 terms provided satisfactory academic progress and financial need continue each academic year. Oregon students apply for this grant by completing the FAFSA, or, if not eligible to complete the FAFSA, the Oregon Student Aid Application (ORSAA). The ORSAA can be found at www.oregonstudentaid.gov.

Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant

This grant provides up to \$4,000 per year to graduate and undergraduate students who intend to teach full-time as a highly qualified teacher in high-need subject areas for at least four years at schools that serve students from low-income families. Graduate students may receive up to

\$8,000 for graduate study. Undergraduate students may receive up to \$16,000 for undergraduate study. Part-time students are eligible, but the maximum grant will be reduced. Students apply for this grant by completing the FAFSA.

Important Notice: If TEACH Grant recipients fail to complete the four-year teaching obligation, they must repay the grant with interest under the Federal Direct Loan program.

Tuition Grants, Scholarships, and Remissions

There are a variety of school funded programs that provide tuition assistance to eligible students. Students apply for these institutional programs by completing the FAFSA. More information can be found at www.pdx.edu/student-finance/financial-aid/grants.

Athletic Grants-In-Aid and Scholarships

Athletic grants-in-aid and scholarships are administered by the institution's financial aid and athletic departments. Each head coach is responsible for selecting recipients based upon eligibility and athletic ability. The National Collegiate Athletic Association (NCAA) sets forth the eligibility and financial aid requirements for Portland State University athletic teams. Any prospective PSU student should contact the coach of the desired sport about the availability of scholarships and the recruiting process. Each coach will then consider the prospective student's athletic ability, eligibility, finances available, and the need of that particular sport. An athletic grant-in-aid request is then submitted to the director of Athletics for award to the prospective student.

Educational Loans

Federal Direct Loan Program

Portland State University participates in the Federal Direct Loan program. Under this program, funding for student loans comes from the U.S. Treasury and are disbursed by schools. When loan repayments are due, borrowers repay them directly to the federal government through a loan servicer assigned by the U.S. Department of Education. Any subsequent loans are then serviced by the assigned loan servicer. Undergraduate and post-baccalaureate students can borrow Federal Direct Subsidized and Unsubsidized Loans; graduate students can borrow Federal Direct Unsubsidized Loans and Federal Direct Graduate PLUS Loans; and parents of dependent students can borrow Federal Direct Parent PLUS Loans.

Federal Direct Loan applicants must submit a FAFSA to have their loan eligibility determined. After their loans have been awarded, they must accept them as part of their financial aid award acceptance process, and complete Master Promissory Note and satisfy entrance counseling requirements at www.studentaid.gov.

Federal Direct Subsidized Stafford Loan

Subsidized loan eligibility is based upon the demonstration of financial need and in conjunction with other sources of student assistance. The federal government pays the interest on this loan while the student is enrolled at least half-time and during the six-month grace period directly after a student separates from school. For students who are new borrowers after July 1, 2013, interest is paid by the federal government up to 150 percent of the published length of the academic program. The student is responsible for all interest on the loan once repayment begins or after 150 percent of the published length of the academic program is exceeded.

The federal government has set annual borrowing limits of \$3,500 for the first academic year of undergraduate study (up to 44 credits); \$4,500 for the second academic year (45–89 credits); and \$5,500 an academic year for the remaining years of undergraduate study. Not all students are eligible for the maximum loan amount.

Student borrowers must be enrolled in good standing at least half-time and have been accepted for admission to a program leading to a degree or eligible certificate. Once repayment begins, borrowers are charged the interest rates that were in effect for each year they borrowed. For current interest rates, visit the Department of Education's website at www.studentaid.gov/understand-aid/types/loans/interest-rates.

Students must complete a FAFSA each year to participate in this loan program.

Federal Direct Unsubsidized Stafford Loan

This program provides unsubsidized Federal Direct Loans to undergraduate and graduate students who do not demonstrate federally defined need. Unsubsidized loans are not eligible for the federal government payment of interest while the student is in school. The student may make interest-only payments while in school, or the interest will be added to the loan balance upon entering repayment. The interest rates for the Federal Direct Unsubsidized Loan are specific to each year that the student borrows. For current interest rates, visit the U. S. Department of Education's website at www.studentaid.gov/understand-aid/types/loans/interest-rates. Students are responsible for the interest that accrues while in school, during their six-month grace period, and during any authorized deferment periods. The federal government has set annual borrowing limits of \$2,000–\$5,500 for the first academic year of undergraduate study (up to 44 credits); \$2,000–\$6,500 for the second academic year (45–89 credits); and \$2,000–\$7,500 an academic year for the remaining years of undergraduate study.

Undergraduate borrowing limits vary based on the borrower's dependency status as indicated by the FAFSA. Graduate students may borrow up to \$20,500 per year.

Lifetime (aggregate) Federal Direct Loan Borrowing Limits by Academic Program

A student may borrow up to an aggregate limit of \$31,000 (only \$23,000 may be subsidized) as a dependent undergraduate or post baccalaureate student; \$57,500 as an independent undergraduate or post baccalaureate student (only \$23,000 of this amount may be subsidized); and \$138,500 as a graduate or professional student (only \$65,500 of this may be subsidized). The aggregate amount for graduate students includes all previous loans borrowed as an undergraduate or post baccalaureate student.

Additional Federal Direct Unsubsidized Stafford Loan

Dependent undergraduate students whose parents' Federal Direct Parent PLUS Loan applications are denied may be eligible for additional Federal Direct Unsubsidized Loan. Students who have earned fewer than 90 credits may borrow up to \$4,000 a year in additional funds above the maximum Federal Direct Loan annual limits (but may not exceed aggregate limits). Students who have earned 90 credits or more may borrow up to an additional \$5,000 per year (but may not exceed aggregate limits). Not all applicants will qualify for the maximums in additional funding. The Federal Direct Unsubsidized Loan may be used to replace the Expected Family Contribution, but total Federal Direct Loan (subsidized and unsubsidized) borrowing, plus other financial assistance received, cannot exceed the Cost of Attendance.

Students must complete a FAFSA each year to participate in this loan program.

Federal Direct Parent PLUS Loan (PLUS)

This program provides loans to parents of dependent undergraduate students. Parents may borrow up to an annual amount that is equal to the Cost of Attendance minus any financial assistance the student receives during the periods of enrollment. The parent borrower may use the amount of the Federal Direct PLUS to replace the Expected Family Contribution and cover unmet need for the loan period. The Federal Direct PLUS Loan is limited to parents who do not have adverse credit history or who have obtained an endorser who does not have adverse credit history. A servicer, contracted by the federal government, performs the required credit check. The interest on the Federal Direct PLUS Loan is fixed. For current interest rates, visit the U.S. Department of Education's website at www.studentaid.gov/understand-aid/types/loans/interest-rates.

Parents interested in participating in the Federal Direct PLUS Loan program can apply online at www.studentaid.gov.

Students must complete a FAFSA each year for their parent to participate in this loan program.

Federal PLUS Loan for Graduate and Professional Students (Graduate PLUS)

This program is available to credit-qualified graduate students with or without financial need. Repayment begins within sixty days after the Federal Direct Graduate PLUS Loan is fully disbursed. Students who meet deferment requirements may obtain an in-school deferment from the U.S. Department of Education. Interest is fixed for each loan, and begins to accrue at the time the first disbursement is made. For current interest rates, visit the Department of Education's website at www.studentaid.gov/understand-aid/types/loans/interest-rates.

Students must complete a FAFSA each year to be eligible for Federal Direct Graduate PLUS Loans.

Private Alternative Loans

Privately funded education loans are not based on need, and no federal formula is applied to determine eligibility. The amount borrowed cannot exceed the Cost of Attendance minus other financial aid, including other loans. Interest rates and repayment terms vary by lender, and should be carefully considered when making borrowing decisions. Privately funded education loans may be used to supplement the federal programs when the cost of attendance minus the maximum federal aid still leaves unmet need. For information on alternative loans, visit the PSU website at www.pdx.edu/student-finance/financial-aid/apply.

Loan Repayment

Repayment of Federal Direct Loans (subsidized and unsubsidized) begins after the grace period, which is six months after the student withdraws or graduates from school, or has been enrolled less than half-time. Repayment of Federal Direct PLUS Loans begins within sixty days of the last disbursement. There are no penalties for making payments while in school or during the grace period. Students or parents may make payments at any time directly to their loan servicer.

Entrance and Exit Counseling

First-time Federal Direct Subsidized and Unsubsidized Loan and Federal Direct Graduate PLUS Loan borrowers must complete entrance counseling, which focuses on a borrower's rights and responsibilities and provides information about responsible borrowing. Shortly before graduating or enrolling in less than half time credit hours at Portland State University, borrowers must also complete student loan exit counseling. Both entrance and exit counseling are completed online at www.studentaid.gov.

Debt Management and Default Reduction

Portland State University is committed to helping students with sound financial planning and debt management. Information about loans, repayment options, and debt management strategies is available in the Office of Student Financial Aid and Scholarships at www.pdx.edu/student-finance and through the Financial Wellness Center in the Student Financial Services office at www.pdx.edu/student-finance/financial-wellness-center.

Federal Work-Study

The Federal Work-Study Program is a limited, need-based program available to eligible undergraduate students. Employment opportunities are on-campus and off-campus. On-campus jobs are available with nearly every academic and administrative department. Off-campus jobs are available with government agencies and nonprofit groups; many are community service jobs that involve directly serving the community while providing a good work experience. The America Reads program, which tutors young children in public schools, is one of these programs. The Portland State University Career Center lists openings for on-campus and off-campus jobs at www.pdx.edu/careers. More information can be found at www.pdx.edu/student-finance.

Scholarships

Portland State University has a number of scholarships which are administered by individual academic departments, the PSU General Scholarship committee, or special committees developed for specific scholarships. Scholarships generally are awarded on the basis of academic achievement or promise, and financial need. More information can be found at www.pdx.edu/student-finance/scholarships.

Satisfactory Academic Progress and Financial Aid

To be eligible for federal, state or institutional aid students must make satisfactory academic progress (SAP), as defined by federal regulations, toward completion of their program of study. Portland State University monitors the following: 1) student's course completion rate which is a percentage calculated by taking the number of PSU + transfer credits passed divided by PSU + transfer credits attempted but not passed, according to student level; 2) grade point average (GPA) for PSU + transfer courses, according to student level; and 3) maximum time frame for PSU courses + accepted transfer credits. The maximum time frame for undergraduate students is 270 attempted credits. The maximum time frame for post-baccalaureate students is 90 attempted credits. The maximum time frame

for graduate students is established according to the student's degree or program.

Repeated coursework: students may only receive aid once for repeating a previously passed class; students may receive aid for multiple repeats of failed classes as long as they maintain compliance with satisfactory academic progress requirements.

Multiple withdrawals: financial aid recipients who withdraw from all of their classes, or who receive all non-passing grades in their classes TWICE within the school year, will have their financial aid eligibility suspended.

Graduate students must take courses at the appropriate level; at least 67% of all credits enrolled in during each academic year must be graduate level courses.

Students who do not meet all requirements of the satisfactory academic progress policy during a term will be placed on Financial Aid Warning; students who do not meet all requirements of the satisfactory academic progress policy during a second term will have their eligibility for financial aid suspended. Students whose eligibility is suspended may submit a written appeal. Students who appeal successfully will be placed on Financial Aid Probation and may need to submit and follow an academic plan.

For more information on Portland State University's SAP Policy, visit www.pdx.edu/student-finance/satisfactory-academic-progress.

UNDERGRADUATE STUDIES

Undergraduate Programs

Portland State University is committed to providing its students with maximum opportunities for intellectual and creative development within the context of its urban and international mission. Students earning a baccalaureate degree will complete a rigorous program of study leading to mastery of the chosen field of study at the undergraduate level. In addition, Portland State University is committed to providing the foundation for continued learning after completing the baccalaureate degree. This foundation includes the capacity to engage in inquiry and critical thinking, to use various forms of communication for learning and expression, to gain an awareness of the broader human experience and its environment (local, national, and international), along with an ability to appreciate the responsibilities of individuals to themselves, each other, and community.

Undergraduate students at Portland State University may work toward a Bachelor of Arts, a Bachelor of Science, a Bachelor of Fine Arts, or a Bachelor of Music degree with one or more majors. See Programs of Study (p. **Error! Bookmark not defined.**) for majors leading to a baccalaureate degree.

Students working toward a bachelor's degree must complete the (1) University requirements, (2) University Studies (general education) requirement, (3) University Writing Requirement, (4) Race & Ethnic Studies Requirement (RESR) (5) Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, or Bachelor of Science requirements, (6) requirements for a major, and (7) Foreign Language competency if admitted with a high school foreign language deficiency. Students majoring in Liberal Studies or completing the Urban Honors Program do not need to meet the University Studies general education requirement. Specific requirements for a baccalaureate degree are detailed in the undergraduate degree and credential requirements section (p. 32). Students pursuing supplementary programs must complete additional requirements as specified in the curricula of these programs.

Students working toward a bachelor's degree may wish to supplement their major coursework with:

A certificate program which is an approved academic award given in conjunction with the satisfactory completion of a program of instruction, signifying a standard of knowledge in a specific subject. Certificate types vary, with some available as part of a baccalaureate degree program, others available in non-degree status, and others available to post-baccalaureate students.

A minor is an optional, undergraduate credential, comprised of a formally defined set of courses in a declared secondary subject area/field of study, distinct from and outside of the degree major.

For a list of available certificates and minors, see Programs of Study (p. **Error! Bookmark not defined.**).

Intensive English Language Program

www.pdx.edu/english-language-programs

University Center Building, Suite 400
Phone: 503-725-4088 (Voice message only)
503-725-2437 (Voice/SMS text)

esl@pdx.edu

Director: Eowyn Ferey (Interim)

Mailing Address:
Intensive English Language Program
Portland State University
PO Box 751
Portland, OR 97207-0751

Street Address:
Intensive English Language Program
527 SW Hall Street
University Center Building, Suite 400
Portland, OR 97201

PROGRAM INFORMATION

The Intensive English Language Program (IELP) offers courses designed to develop students' competence in listening, speaking, reading, and writing. The IELP offers a wide variety of courses to help students meet their goals. The IELP Intensive Program is offered throughout the regular academic year and summer. There are two program options: (1) for students that desire academic preparation for undergraduate studies and (2) for students that desire academic preparation for graduate studies.

(1) Academic Preparation for Undergraduate Study –

In this program there are six levels from Level 0 (Pre-Entry) for low beginners to Level 5 for advanced students. New students must take the IELP placement exams given by the program the week prior to the new term. Students placed in Level 0 (Pre-Entry) must successfully pass that level before taking courses in Levels 1-5. Full-time students in the Level 0 register for 18 credits per term. Full-time students in Levels 1-5 register for 18 - 20 credits per term. For more information on the Intensive Program, see our IELP website: www.pdx.edu/center-for-international-and-english-learning/intensive-english-language-program.