ACADEMIC POLICIES AND LEARNING OUTCOMES

General Academic Policies and Procedures

Course Designations
Each course will have a unique three-digit alphanumeric code followed by a four-digit number, a 1-character activity component (if applicable), course title, and number of units of credits associated with it. The three-digit alphanumeric code refers to either the school or a program within a school/division (discipline).

Department Codes
School of Business and Management
BUS Business

School of Education and Psychology
CPY Clinical Psychology
EDU Education
EIS English for International Students
GER Gerontology
TSL Teaching English to Speakers of Other Languages

Course Numbering System
The four-digit numeric code following designates what type of credit is associated with each course. Numeric codes for courses receiving credit (academic and nonacademic) are assigned according to the following classification:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-1999</td>
<td>Undergraduate lower-division courses</td>
</tr>
<tr>
<td>2000-2999</td>
<td>Undergraduate upper-division courses</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Upper-division undergraduate courses given graduate credit when taken by a graduate student with the prior approval of a graduate program director</td>
</tr>
<tr>
<td>4000-5999</td>
<td>Graduate courses leading to a master’s degree or credential</td>
</tr>
<tr>
<td>6000-6999</td>
<td>Academic certificates courses for academic credit (Postbaccalaureate professional growth courses)</td>
</tr>
<tr>
<td>7000-7999</td>
<td>Non-Degree</td>
</tr>
<tr>
<td>8000-8999</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>9000-9999</td>
<td>Continuing Education Unit (CEU) professional growth courses nontransferable to academic degree or credential programs</td>
</tr>
</tbody>
</table>

Activity Component
If applicable, the one-character code following designates what type of activity is associated with the course.
- C Community Engagement
- L Lab
- W Writing-Intensive

Academic Units
Each semester unit (credit) represents 15 hours of instructional contact hours and additional study hours appropriate to the course level, as defined below.

Quantification of a Unit of Credit
NDNU courses meet for the designated number of hours and offer an opportunity to prepare, to study, and to cogitate for enough hours to engage appropriately with the course material and meet the expected student learning outcomes. A "study hour" (Carnegie hour) is defined as 50 minutes (allowing 10 minutes break/travel time per 60-minute hour).

Unit of Credit—Graduate and CEU
- A unit of credit at the credential and master’s level represents approximately 45 study hours, e.g., 15 study hours of in-class contact and 30 study hours of out-of-class preparation.
- Continuing Education credit is awarded on the basis of 1 continuing education unit (CEU) for each 10 study hours of instruction. (CEUs earned may not be applied to, nor substituted for, degree requirements under any circumstances.)
Laboratory, Studio, and Independent Study Courses

Forty-five study hours of laboratory (e.g., physics, chemistry, music) or its equivalent (e.g., workshop, studio, fieldwork, practica or independent study) shall be considered equivalent to one credit hour.

Exceptions and Variations

For some courses, the number of credit hours assigned may differ from those that would be indicated above for reasons such as disciplinary, regulatory, accrediting, certification and/or licensure standards or equivalency of learning outcomes.

R. N. Continuing Education Credit

Notre Dame de Namur University offers continuing education courses for registered nurses under provider number 13634. Each semester unit of regular academic courses counts for 15 hours of nursing continuing education credit. Each semester unit of NDNU continuing education courses counts for 10 hours of nursing continuing education credit. A list of courses eligible for credit is available from the Office of the Registrar.

Noncredit Study

Noncredit study is not transcripted by the Office of the Registrar.

Retention of Final Examinations

Final exams are retained by the instructor for a period of one semester after the date of the exam. Students who desire to review a final exam evaluation should contact the instructor within that period. Exams of part-time instructors or those who are no longer at the University are stored in the department or school deans' offices.

Veterans' Affairs

The California Bureau for Private Postsecondary and Vocational Education approves Notre Dame de Namur University degree programs. Some certificate programs, excluding continuing education, are also approved for VA benefits. Veterans who expect to receive VA educational benefits must complete application forms with the Veterans’ Coordinator at the time of registration. Eligible veterans may visit the NDNU Military and Veteran Students Web page at http://www.ndnu.edu/admissions/military-veteran-students/ for current information or e-mail the Veterans' Coordinator, Emiko Yamada, in the Finance Office at eyamada@ndnu.edu to begin using their education benefits at NDNU.

Monthly benefits are based on the number of units taken each semester, the scheduled meeting dates of each course taken and the number of veteran’s dependents. Information on monthly benefits may be obtained by calling (888) 442-4551. Disabled veterans are advised to contact the Vocational Rehabilitation Office in Oakland, California at (510) 637-1128. Children and spouses of veterans qualify for Survivor/Dependent benefits only if the veteran’s death or disability is 100 percent service-related.

All applicants and recipients of Veterans’ Benefits must maintain a cumulative grade point average of 2.0 (C) in a degree program if an undergraduate or 3.0 (B) if a graduate student. Students in articulated programs must maintain a cumulative GPA of 2.0 (C) in all undergraduate courses and a cumulative GPA of 3.0 (B) in all graduate courses during the period of articulation.

Students who fail to meet the minimum satisfactory GPA requirements will be placed on Academic Probation and notified. If a student remains on academic probation beyond two semesters, the University will report a termination of benefits to the Department of Veterans’ Affairs.

The University may not continue to certify the enrollment of a veteran or eligible person whose academic progress remains below graduation requirements. In the certificate program, if a VA student fails one course, the student is placed on Academic Probation. If a VA student fails the second course, he or she will not be certified for VA benefits. Continuous enrollment is subject to University policy. The University must report the assignment of nonpunitive grades (e.g., Incompletes) to the Department of Veterans' Affairs within 30 days from the date the grades are assigned. The student is required to submit corroborative evidence to substantiate his/her claim of extraordinary circumstances. This is necessary to ensure compliance with statutory restrictions on benefit programs. If, at the end of one year from the date the Incomplete was assigned, the student's records still reflect a nonpunitive grade for the course, the Department of Veterans' Affairs will inform the student that the benefit payments for the course must be retroactively terminated.

Please note that while NDNU does certify students eligible for Post-9/11 GI Bill education benefits, we are not a Yellow Ribbon school at this time.
Official Transcripts

Students may obtain official transcripts of academic work at Notre Dame de Namur University. Transcript requests are fulfilled online through the National Student Clearinghouse’s website, studentclearinghouse.org. Hard-copy and electronic formats are available, and pricing and delivery options can be viewed on the order site. Transcripts of work taken at other institutions cannot be copied or re-released by NDNU. The University reserves the right to withhold the records of any student not in good disciplinary standing as defined by the University.

Diplomas

Diplomas are ordered only after all grades are posted and the University has verified the completion of all academic requirements and the clearing of all financial obligations. Please allow approximately two months after verification for receipt of diploma.

Diplomas show the degree earned and the date conferred. The month posted on the diploma corresponds to the last month of the semester of the completion of all requirements:

- Fall: December
- Spring: May
- Summer: August

Academic Honors

Academic honors are not awarded at the graduate level.

Learning Outcomes

NDNU has developed learning outcomes at the program level. Each program’s learning outcomes are included with the description of the program in the Catalog.