

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Gregory B. White, Vice President for Academic Affairs

Academic Affairs

The Office of the Vice President for Academic Affairs is responsible for all of the academic programs of the University. NDNU's academic programs are organized into two schools, each headed by an academic dean:

- School of Business and Management
- School of Education and Psychology

The Office of the VPAA oversees and promotes many of the resources of the University that support students throughout their career here. Many such services are described below.

University Services

Academic Advising

Students work closely with their program director, faculty members in their department, and a staff advisor to achieve their optimal academic experience. The staff advisor assists with issues related to program planning, registration, and connection to campus services. The program director and faculty help students to clarify academic and career goals and take appropriate steps to meet those goals.

International Student Office

The International Student Office (ISO) assists NDNU's diverse population of international students with their academic, cultural, and social transition to life in the United States and at the University. The ISO provides advising and support pertaining to student visas and federal regulations and maintains student records/I-20s through the Student Exchange and Visitor Information Service (SEVIS). The ISO provides new students with pre-arrival information, hosts the International Orientation and sponsors programming, events and information forums for international students.

Library Services

The Gellert Library upholds the core values of Notre Dame de Namur University and serves its students and community by:

- Providing reliable and guided access to diverse information resources and technologies that reflect the campus' current and future academic programs;
- Encouraging the community to use information creatively, critically, and ethically by integrating our services into the instructional and planning activities of the University.

Disabilities Services

The Disabilities Resource Center (DRC) is dedicated to improving the educational development of students with documented disabilities and to enhancing understanding and support within the campus community. To ensure that our students receive equal access to all NDNU programs and services, as required under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the DRC makes every reasonable effort to provide appropriate accommodations and assistance to students with disabilities.

Office of the Registrar

The Office of the Registrar is the official recorder and keeper of student academic records. Records are maintained in compliance with federal privacy regulations (FERPA). The office is charged to help maintain NDNU's academic integrity through effective communication of, adherence to, and administration of university policies. Services overseen by the office include registration, degree audit, enrollment verification, and transcripts.

Writing Center

Offered as a drop-in resource, the Writing Center helps students to develop as writers, focusing on the writing process: brainstorming, clustering, outlining, freewriting, editing and revising. The Center offers individual tutoring in grammar, research, and essay organization. The Writing Center also addresses the specific needs of international students, emphasizing revision of essays and individualized instruction in idiom, mechanics, and grammar.

Career Services

Career Services works with departments to sponsor career-related events throughout the year, such as internship fairs, job fairs, and networking events.

Counseling Services

The mission of Counseling Services is to promote and enhance the overall wellbeing of students so that they may reach their potential for personal growth and academic success. The Counseling Services Office provides students an opportunity to discuss concerns and generate options with trained professionals in a confidential setting. In counseling services students can explore ways to become more effective in personal relationships, to increase self-understanding and acceptance, to gain support during emotional crises, and to clarify short- and long-range goals.

Public Safety

The Office of Public Safety strives to provide a safe and secure campus environment to ensure an appropriate living, learning, and work place for everyone at NDN. Officers are on duty daily to patrol campus and provide assistance where they are needed. Public Safety also oversees the parking management program on campus.

Organizations, Activities, and Events

The University offers numerous opportunities to make connections, honor excellence, and develop deeper understandings of our community, our world, and ourselves through participation in activities, organizations, and events.

NDNU Alumni Community

The Office of Development and Alumni Relations serves all NDN alumni and family members of current students, helping them to stay connected with each other and with the University. The goal of the Office is to encourage alumni to support their alma mater through service, leadership, advocacy, and philanthropy.

Alumni Events

The Office of Development and Alumni Relations sponsors many events including class reunions, alumni social mixers, and alumni athletic reunions that provide networking opportunities to meet fellow alumni in the area and develop personal and professional connections. In the spring the Office hosts the annual *Alumni Reunion Week* which is an opportunity to welcome alumni back on campus. In the fall the Office hosts the annual *Homecoming*, an opportunity to reconnect, remember, and reengage with fellow alumni, students, parents, faculty, and staff on campus.

Commencement

At the end of each spring semester, the University honors its graduates with a commencement ceremony held on the NDN campus. (See the Academic Calendar for dates.) The ceremony features a procession of the University's graduates, faculty, administration, Board of Trustees, and honorees. The program is highlighted by speeches from a graduating undergraduate and graduate student along with a distinguished invited speaker. The ceremony concludes with the conferring of degrees.

Convocation

The University celebrates the beginning of each academic year with this formal gathering that includes an academic procession, a featured speaker, and a welcome to the new students from the President, Provost, and campus community.

Honor Societies

Notre Dame de Namur University offers membership in the following honor society:

Delta Mu Delta

Delta Mu Delta is an international honor society that recognizes academic excellence in Baccalaureate, Master's, and Doctorate degree business administration programs at Association of Collegiate Business Schools and Programs (ACBSP)-accredited schools. The purpose of the society is to promote higher education in business administration by recognizing and rewarding scholastic accomplishment. Undergraduate and graduate business administration students who fulfill minimum units completed in the program and rank in the top 20 percent of the School of Business and Management are invited to become lifelong members.

Student Academic Rights and Responsibilities

Student Conduct

Notre Dame de Namur University expects high standards of honesty and integrity from all members of the community. The University has a duty to protect its educational purpose through the setting of standards of scholarship and conduct. To this end, each student is responsible for reading and complying with the "Student Conduct Code," which can be found in the Student Handbook.

Privacy Rights of Students

In accordance with the Family Educational Rights and Privacy Act (FERPA), the following information may be released without student consent:

- Student's name
- Address (campus, local, and/or permanent)
- NDNU student email address
- Telephone numbers
- Date and place of birth
- Photograph
- Major field of study and classification
- Dates of attendance, degrees, and honors received
- Most recent previous educational institution attended
- Weight and height of members of intercollegiate athletic teams

No additional information may be released without written consent of the student. Third parties, including parents and legal guardians, do not have access to a student's transcripts, grades, class schedules, or other records without a Third Party Authorization consent from the student. A student may prohibit the release of all information by submitting a written request to the Office of the Registrar. Exceptions to release of information without consent are the following:

- University officials who have a legitimate educational interest in a student's records
- Officials of other universities who have a legitimate educational interest in a student's records; Universities in which a student seeks to enroll
- Certain government officials acting in their legitimate functions
- Those persons and agencies seeking records in connection with a student's application for or receipt of financial aid
- Authorities acting in compliance with a judicial order or pursuant to any lawfully issued subpoena
- Accrediting agencies
- Certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs

- In an emergency, appropriate persons if knowledge of such information is necessary to protect the health or safety of the student or other persons (According to 34 C.F.R. 99.36, the wording of this section "shall be strictly construed.")

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records, including your Social Security Number, grades, or other private information, may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education" such as early childhood education and job training as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research.

Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Under FERPA, students have the right to:

- Inspect and review information contained in their education records
- Challenge the contents of their education records
- Request a hearing if the outcome of the challenge is unsatisfactory

- Submit an explanatory statement for inclusion in the education record, if the outcome of the hearing is unsatisfactory
- Secure a copy of the institutional policy regarding privacy rights
- File complaints with the Department of Education concerning alleged failure to comply with FERPA

The bureau may be contacted at:
1747 North Market St, Suite 225,
Sacramento, CA 95834
<http://www.bppe.ca.gov>
Tel: (916) 574-8900
Fax: (916) 263-1897

Students have the right to consent to the review of their accessible records by others. A **Third Party Authorization** request for such review must be submitted in writing with the written signature of the student to the Office of the Registrar.

It is the responsibility of each school official to understand their legal responsibilities under FERPA. The same principles of confidentiality that apply to paper records also apply to electronic data.

For further information, contact the Office of the Registrar.

Student Academic Responsibilities

It is the responsibility of each student to:

- Know and comply with the policies and procedures, deadlines, and graduation requirements found within this Catalog
- Monitor his/her own progress in individual courses and toward completion of the graduation requirements
- Obtain correct information regarding academic programs and requirements
- Know and comply with the policies and procedures that are found in the Student Handbook, which is incorporated by reference into this Catalog

Plagiarism

Plagiarism is intellectual dishonesty and as such, a serious academic offense. For clarification and elaboration on this and other forms of academic misconduct, see the Student Conduct Code in the Student Handbook.

Student Grievances

Students seeking to redress an action by a member of the faculty, administration, or staff of the University should consult the Student Handbook for detailed policies and procedures.

An individual may contact the Bureau for Private Postsecondary Education for a review of a complaint.