

# NOTRE DAME DE NAMUR UNIVERSITY



2023-2024  
UNDERGRADUATE  
GENERAL CATALOG



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## 2023-2024 CATALOG

### Nature of Catalog

This Catalog is a complement to the Student Handbook and to information on the University website ("documents"). Together, these documents serve as a guide to many of the student programs, policies, procedures, requirements and resources of the University. These documents do not form a contract with the student: tuition, student fees, course and course contents, curricular requirements and other matters referenced or set forth in these documents or otherwise related to students are subject to change at the discretion of the University at any time, during or after registration or course enrollment, and with or without notice or written confirmation.

Please note that only the President of the University may provide authorized final interpretation of the contents of these documents and definite determination of their appropriate application to the particular circumstances of any individual matter.

Additionally, the University assumes no liability, and hereby expressly negates the same, for failure to provide or delay in providing educational or related services due to a cause(s) beyond the control of the University. These causes include, without limitation, financial issues, power failure, fire, strikes, and damage by the elements, other acts of God and acts of public authorities. While the University believes that the information contained in the Catalog and Handbook is accurate at the time of publication, the University does not guarantee absolute accuracy. Please direct questions to the appropriate administrator in case of doubt or confusion.

The catalog is a production of the Office of the Provost and the Office of the Registrar. Please direct any comments to the Office of the Registrar.

The 2023-2024 catalog is effective August 28, 2023 through August 24, 2024.

**Notre Dame de Namur University**  
1500 Ralston Avenue  
Belmont, CA 94002  
650-508-3600

## ACADEMIC CALENDAR

### Fall 2023 Full Semester Classes

CLASSES BEGIN	August 28
Holiday - Labor Day	September 4
Last Day to Add/Drop	September 8
Advance Registration Begins for Spring 2024	October 23
Holiday – Thanksgiving	November 23 – 24
Last Day to Request Grade of “W”	December 1
CLASSES END	December 9
SEMESTER ENDS	December 16
Fall 2023 Final Grades Due	December 20

### Spring 2024 Full Semester Classes

CLASSES BEGIN	January 8
Holiday – Martin Luther King Day	January 15
Last Day to Add/Drop	January 19
Holiday - President's Day	February 19
Holiday - Spring Break	March 4-8
Advance Registration Begins Summer / Fall 2024	March 11
Holiday - Good Friday	March 29
Last Day to Request Grade of “W”	April 19
CLASSES END	April 27
SEMESTER ENDS	April 27
Spring 2024 Final Grades Due	May 3
Commencement	May 4

### Fall Semester 2023 Module Classes

MODULE 1 CLASSES BEGIN	August 28
Holiday - Labor Day	September 4
Last Day to Add/Drop M1 Classes	September 8
Last Day to Withdraw	October 13
MODULE 1 CLASSES END	October 21
MODULE 2 CLASSES BEGIN	October 23
Module 1 Final Grades Due	October 25
Advance Registration Begins Spring 2024	October 23
Last Day to Add/Drop M2 Classes	November 3
Holiday – Thanksgiving	November 23-24
Last Day to Request Grade of “W”	December 8
MODULE 2 CLASSES END	December 16
SEMESTER ENDS	December 16
Module 2 Final Grades Due	December 20

### Spring Semester 2024 Module Classes

MODULE 1 CLASSES BEGIN	January 8
Holiday – Martin Luther King Day	January 15
Last Day to Add/Drop M1 classes	January 19
Holiday - President's Day	February 19
Last Day to request M1 Grade of ‘W’	February 23
MODULE 1 CLASSES END	March 2
MODULE 2 CLASSES BEGIN	March 4
Module 1 Final Grades Due	March 6
Adv Registration Begins Summer / Fall 2024	March 11
Last Day to Add/Drop M2 classes	March 15
Holiday - Good Friday	March 29
Last Day to Request M2 Grade of “W”	April 19
MODULE 2 CLASSES END	April 27
Module 2 Grades Due	May 3
Commencement	May 4

**Summer 2024 Semester Classes**

CLASSES BEGIN	May 6
Last Day to Add/Drop	May 17
Holiday – Memorial Day	May 27
Holiday – Juneteenth	June 19
Holiday – Fourth of July	July 4
Last Day to Request Grade of “W”	August 9
CLASSES END	August 17
SEMESTER ENDS	August 24
Summer 2024 Final Grades Due	August 28

**Summer Semester 2024 Module Classes**

MODULE 1 CLASSES BEGIN	May 6
Last Day to Add/Drop M1 Classes	May 17
Holiday – Memorial Day	May 27
Holiday – Juneteenth	June 19
Last Day to Request M1 Grade of “W”	June 1
MODULE 1 CLASSES END	June 29
MODULE 2 CLASSES BEGIN	July 1
Holiday – Fourth of July	July 4
Module 1 Final Grades Due	July 3
Last Day to Add/Drop M2 classes	July 12
Last Day to Request M2 Grade of “W”	August 16
MODULE 2 CLASSES END	August 24
SEMESTER ENDS	August 24
Module 2 Final Grades Due	August 28

## INTRODUCTION TO NOTRE DAME DE NAMUR UNIVERSITY

### President's Welcome

At NDNU, we are a community of teachers, scholars, and learners dedicated to excellence and the pursuit of truth in the Catholic intellectual tradition. With a strong commitment to providing high-quality professional education, we are acutely aware of the needs of the larger society that surrounds us. We are committed to giving our students the opportunity to learn from and contribute to the community in meaningful ways.

Our University has a long history. The Sisters of Notre Dame originated in Namur, Belgium, educating young women during the French Revolution. NDNU is the third oldest institution of higher education in California, founded in 1851 by Sisters of Notre Dame who moved from Oregon to establish schools here. Now in our 172<sup>nd</sup> year, NDNU has transitioned to a primarily graduate institution, focused on programs in education, clinical psychology, business administration, and public administration. We also offer degree programs in business and psychology and plan to expand those offerings. We are proud to continue the legacy of the Sisters of Notre Dame, as we adapt to the needs of the time and place where we serve. At NDNU, we strive to build a community in which our students and alumni can make a difference and become valued, contributing members of their society.

### Mission Statement

Founded upon the values of the Sisters of Notre Dame de Namur and rooted in the Catholic tradition, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are integral to the learning experience. NDNU is a diverse and inclusive learning community that challenges each member to consciously apply values and ethics in their personal, professional, and public life.

### Vision Statement

Notre Dame de Namur University will be recognized in the San Francisco Bay Area as a leader in integrating community engagement into high-quality academic programs. NDNU's programs will be widely known for

their innovative synthesis of liberal arts learning, professionally-oriented learning, and core values.

### History

Founded by the Sisters of Notre Dame de Namur in 1851, NDNU is a private, independent, Catholic, coeducational institution. In 1843, six Sisters of Notre Dame de Namur traveled from Belgium to Oregon to establish mission schools. From there the Sisters came to the San Francisco Bay Area where they established the College of Notre Dame, in the city of San Jose. The school was chartered in 1868 as the first college in the state of California authorized to grant the baccalaureate degree to women.

The Sisters outgrew their facility in the South Bay and moved the campus to Belmont in 1923. They purchased Ralston Hall, the country estate of William Chapman Ralston, San Francisco financier and founder of the Bank of California. Since then, the university has undergone a number of changes. In 1951, the College of Notre Dame began offering teacher preparation programs leading to credentials, followed by the introduction of evening classes in 1955. Initially a women's college, the institution became coeducational in 1969; three men graduated as part of the class of 1970. The college expanded its offerings to include master's degrees in 1972 and added evening undergraduate programs in 1987.

In 2001, the institution established a school structure and changed its name to Notre Dame de Namur University. In an effort to provide access to a greater number of students, the university began offering partnerships in specific degree programs with local community colleges in 2009, allowing students to complete an NDNU degree on the community college campus. NDNU first achieved its status as a Hispanic-Serving Institution, meaning its undergraduate population is at least 25% Hispanic, in 2009, and maintains that status to this day.

Today, Notre Dame de Namur University is celebrating over 171 years of service to the community. The university has grown into a WSCUC accredited institution that offers credential programs in education, master's degrees in business, public administration, teacher education, and clinical psychology, and undergraduate degree completion programs in business and psychology.



## Academic Freedom Statement

It is fundamental to the health of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the corporate person of the University and the persons of the faculty, staff, administration, and the student body bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect that foster an environment for the exercise of academic freedom.

Specific information regarding student academic freedoms, code of student conduct, student judicial system, policy on harassment and discrimination and student grievance procedures is contained in the Student Handbook available from the Student Affairs Division. See the section on Student Academic Rights and Responsibilities.

## Statement of Nondiscrimination

Notre Dame de Namur University's educational services and employment opportunities are provided without regard to race, religion, color, national origin, age, sex, sexual orientation, physical or mental disability, marital status and other criteria protected by law except where there is a bona fide occupational or religious qualification. Any otherwise qualified student or applicant with a disability may request reasonable accommodation regarding the application process and services as a prospective or enrolled student. Requests for accommodation of a disability or any complaints by students related to student educational services or their employment opportunities should be directed to the Office of the Provost, Notre Dame de Namur University, (650) 508-3494.

## Accreditation

### Institutional Accreditation

Notre Dame de Namur University is accredited by the:

WASC Senior College and University Commission (WSCUC)  
1001 Marina Village Parkway, Suite 402  
Alameda, CA 94501  
(510) 748-9001

### Accredited and Approved Programs at NDNU

Education credential programs are accredited by the California Commission on Teacher Credentialing.

The MS Clinical Psychology program with the Marriage and Family Therapy concentration (MSCP/MFT), or with the Marriage and Family Therapy and Licensed Professional Clinical Counseling concentration (MSCP/MFT/LPCC), is in compliance with the California Board of Behavioral Sciences requirements for programs leading to MFT licensure (MSCP/MFT), or to both MFT and LPCC licensure (MSCP/MFT/LPCC).

The following business programs at Notre Dame de Namur University are accredited by the Accreditation Council for Business Schools and Programs (ACBSP): Bachelor of Science, Business Administration (BS), Master of Business Administration (MBA), and Master of Public Administration (MPA).

NDNU is authorized under federal law to enroll nonimmigrant students.

### Higher Education Act Disclosures

Information that the University is required to disclose under the Higher Education Act and its amendments is available on the NDNU website at <http://www.ndnu.edu/disclosures/>.

## OFFICE OF THE PROVOST

Gregory B. White, Provost and Senior Vice President

### Academic Affairs

The Office of the Provost is responsible for all of the academic programs of the University. NDNU's academic programs are organized into three schools, each headed by an academic dean:

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

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

### 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 academic policies. Services overseen by the office include registration systems, degree audits and conferral, enrollment verification, and transcripts.

### Academic Success Center

The ASC is your one-stop learning hub for in-person and remote support services, including personalized writing tutoring for all NDNU writing assignments as well as job materials, interactive workshops to equip you with the tools to achieve academic and professional success, and 24/7 on-demand course-specific tutoring. Additionally, the ASC Canvas site offers resources to help you save time and avoid stress. Access the ASC site in Canvas to see all the resources available, to contact us, or to schedule an appointment. Have a question? Just ASC!

## University Websites and Virtual Platforms

### NDNU Campus Portal

The Campus Portal connects directly to the University's student information system and is NDNU's primary records hub for current students, advisors and faculty. Students perform all course registration transactions online via the portal, and may view their class schedule, personal information, and account balance there at all times. Students can access links to downloadable or online forms to carry out responsibilities such as applying to graduate, submitting requests for withdrawal or leave, or updating third-party access to a student record. Faculty members submit final grades via the Campus Portal during designated grade entry periods. Students are encouraged to periodically view their advising worksheet and transcript to monitor their academic process. Students may bookmark <https://campusportal.ndnu.edu> on any browser for quick access.

### Notre Dame de Namur University Homepage

Ndnu.edu is the University's primary presence for prospective and former students, and the larger community with whom NDNU interacts. The university homepage provides information about the history and vision of Notre Dame de Namur University and its foundresses, overviews of NDNU's degree and credential programs with information on how to apply, and descriptions of university departments and resources for students, faculty and staff. Students are expected to visit the NDNU website regularly to view the academic calendar and learn any deadlines or important dates pertaining to them. Current and former students may access PDF copies of current and previous catalogs, and learn how to request documentation pertaining to their academic record. Students may bookmark <http://www.ndnu.edu/> on any browser for quick access.

### Canvas Learning Management System (LMS)

Canvas is NDNU's main learning management system and is our platform for online programs. Canvas shells are created for all NDNU courses and all fully-online programs are taught through the Canvas platform. Faculty members may use Canvas to host course syllabi, assignments, readings, in-progress grading, or other materials. (Note: midterm or final grades viewed within Canvas are not considered official, and may not match final grades entered for official transcription by course faculty; students should always access their Campus Portal to view final grades) Students should confirm with their instructor the extent to which they will need to utilize Canvas to

access course materials for the duration of a given class. Students may bookmark <https://ndnu.instructure.com/login> on any browser for quick access.

## Public Safety

Public Safety strives to provide a safe and secure campus environment to ensure an appropriate living, learning, and work place for everyone at NDNU. Officers are on duty daily to patrol campus and provide assistance as 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 Advancement serves all NDNU 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.

### Commencement

At the end of each spring semester, the University honors its graduates with a Commencement ceremony held on the NDNU 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 an address from a graduating student and the presentation of teaching awards, and concludes with the ceremonial conferring of degrees and credentials.

### 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

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.")

The U.S. Department of Education's FERPA regulations identify certain 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:

- 1) 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.
- 2) 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

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 their 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.

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

## FINANCIAL INFORMATION

### Tuition and Fees

Rates Effective Summer 2023

#### Application Fees and Deposits

Application Fee	\$60.00
Enrollment Deposit ( <i>non-refundable</i> )	\$100.00
International Deposit (Refundable only if visa is refused)	\$100.00

#### Tuition (per unit)

Undergraduate Tuition – per unit	\$658.00
Education Master’s & Credential Programs	\$850.00
MA DEI Leadership Program	\$500.00
Graduate Psychology Programs	\$998.00
Master of Business Administration Program	\$850.00
Master of Public Administration Program	\$800.00
MS Technology Management Program	\$850.00
MBA Management Science Program	\$1,150.00
Graduate Certificate Programs	\$499.00
Continuing Education Unit (CEU) Tuition	Variable
Senior Citizen (65+) Rate	50%

**NOTE:** Discounted rates are only available for regularly scheduled NDNU courses; not applicable to fees, consortium (Acadeum) courses, workshops, events, etc. Only one institutional discount may be applied to a charge in a particular semester. Where two discounts are applicable, the higher percentage discount will be applied.

#### Housing

Single Apartment (per semester)	\$7500.00
Double Apartment (per semester)	\$3750.00

#### Other Student Fees

Parking Violations	Variable
Parking Fee (per year – commuter students) (waived 2023-2024)	\$150.00
Education Supervision Fee Student/Intern Teaching Seminar (EDU4230, EDU4231, EDU 4236, EDU4342, EDU4345, EDU 4346, EDU4442, EDU4445, EDU 4446) fee per course	\$220.00
Teacher Performance Assessment Fee Student/Intern Teaching Seminar (EDU 4230, EDU 4231, EDU 4342, EDU 4345, EDU 4442, EDU 4445) fee per course	\$250.00
Late Registration Fee (after applicable add/drop deadline)	\$250.00
Course Challenge Fee (per unit)	\$120.00
Document Fee (e.g., Transcripts)	\$10.00
Bad Check Charge	\$25/\$35
Printing Fee (first 250 pages/student/term are free)	\$0.06/page
Lost ID Cards	\$25.00
Lost Library Book/Other Equipment Fee (plus replacement cost)	\$25.00
Disability Services Lost/Damaged Equipment Fee	Variable

## Payment of Tuition and Fees

Students must make payment or payment arrangements with the NDNU Business Office by the published due date for all pre-registered students. Due dates are August 15 for Fall; January 5 for Spring; May 5 for Summer. Students who register after the pre-registration period must make their payment arrangements at the time of registration. Payment or payment arrangements\* can consist of (or a combination of):

- Payment in full with cash, check, or credit card
- Full financial aid showing **verified and Ready for Disbursement**
- An installment payment plan that has been set up, verified, and agreed to with the Business Office via the student email.

*\*International students are required to pay tuition and fees in full by the posted due date and are not eligible for installment payment plans. For further information, please contact the Business Office.*

Payment can be made via the Campus Portal with credit/debit cards. Payment may also be made in person at the Business Office during business hours. You may also mail a check to the attention of the Business Office. For more detailed information regarding making payments, please see the Business Office webpage at <https://www.ndnu.edu/resources/business-office/>.

Outstanding balances will result in a Business Office hold. Business Office holds must be cleared in order to register for the following semester.

Outstanding balances from prior semesters are considered collections balances and will result in a Permanent Hold. Permanent holds must be cleared in order to register or receive diplomas.

In addition to blocking registration, a large outstanding student account balance may lead to loss of pre-registration in a future semester or module.

## Tuition Refund Policy

The Academic Calendar defines the dates on which the semester begins and the last day to drop. The date upon which any refund is based is the date on which the course is dropped through Campus Portal or the Office of the Registrar receives written notice of the dropped course; it is not based on the student's last date of attendance.

Students are responsible for performing Add/Drop procedures via Campus Portal in accordance with the dates on the appropriate Academic Calendar for that course.

### Tuition Refund – Semester and Module Courses

NDNU administers refunds for academic courses lasting a full semester (15 weeks) or module (eight weeks) as follows:

- 100 percent refund by the Last Day to Add/Drop as defined by the appropriate Academic Calendar for that course.
- No refund after the Last Day to Add/Drop as defined by the appropriate Academic Calendar for that course.

### Tuition Refund – Courses of Other Duration

We classify academic courses of any length other than 8 or 15 weeks per their start date as Module 1 or Module 2 classes, and the appropriate Last Day to Add/Drop will apply. We administer refunds for these courses as follows:

- 100 percent refund by the appropriate Last Day to Add/Drop on the Module-based Academic Calendar.
- There is no refund after the appropriate Last Day to Add/Drop on the Module-based Academic Calendar.

For current Business Office information and policies, please visit the [Business Office page](#) on the NDNU website.

## ADMISSION INFORMATION

### Undergraduate Admission

#### Admission Requirements

Notre Dame de Namur University welcomes applications from all students regardless of religious preference, ethnicity, gender, sexual orientation, age or financial need. Each applicant is evaluated on the basis of academic and personal achievement. Appointments are strongly encouraged and all interested students are welcome to visit the campus; please call the Office of Admissions at (650) 508-3600 to arrange a visit or learn more about the admission process.

#### Applying as a Transfer Student

Notre Dame de Namur University considers anyone who has previously attended a regionally accredited college or university to be a transfer applicant. (A transfer applicant may not disregard a previous college record and apply for admission as a first-time freshman.) Transfer applicants are accepted at all class levels according to the following policies:

- The minimum cumulative college grade point average for consideration is 2.0.
- If you are a citizen of a country other than the US, see *International Students* on the following page.

#### Applying for a Bachelor's degree-completion program:

Notre Dame de Namur University's degree completion programs are designed for students who have attended a California community college and earned an Associate Degree for Transfer (ADT). Transfer students applying for degree-completion programs are admitted at the Junior class level after fulfilling the following requirements:

1. **Application for Admission** – NDNU's admission application can be found and submitted online by navigating to the [application site](#), or by contacting the Office of Admissions for assistance.
2. **Official ADT-bearing transcripts from a California community college** – transcripts must show a conferred AA-T or AS-T.
  - a. A completed AD-T is regarded as fulfillment of the NDNU institutional admission requirements for a 2.0 GPA at the time of admission,

completion of all general education requirements, and satisfaction of 60 units of transferable credit.

- b. Applicants in the process of completing their AD-T may be provisionally admitted by submitting transcripts of work in progress, along with a statement of verification from the community-college registrar or advisor indicating the expected degree completion date (see *Provisional Admission*).
  - c. Please refer to individual program pages (*p.36 & p.43*) for ADTs acceptable for admission into each respective bachelor's degree completion program.
3. **A letter of recommendation** - preferably from a teacher or counselor, attesting to the student's potential for success program.

Students who submit their application without a completed or in-process AD-T or cannot show a GPA of 2.0 or higher at the time of application are not eligible for consideration.

#### Applying as a traditional undergraduate transfer student:

Traditional transfer applicants must submit the following:

1. **NDNU Application for Admission** – NDNU's admission application can be found and submitted online by navigating to the [application site](#), or by contacting the Office of Admissions for assistance.
2. **Official transcripts** – traditional transfer applicants must submit official transcripts from all colleges and universities attended.
  - Transcripts from colleges outside of the United States must be professionally evaluated by a credential evaluation service on the NACES member list: (<http://www.naces.org/members.htm>).
  - Official high school transcript and SAT or ACT scores are required if the applicant has completed fewer than 30 transferable semester units
3. **A letter of recommendation** - preferably from a teacher or counselor, attesting to the student's potential for success program.



### Further Information about Admissions

Applicants on probation or disqualification from the last college attended are not eligible for consideration unless the probation or disqualification occurred at least seven years prior to the intended semester of matriculation at Notre Dame de Namur University or until they have completed 12 transferable semester units or more at a subsequent institution with a GPA of a 2.0 or higher.

Please note that meeting minimum requirements does not guarantee admission to an NDNU bachelor's degree program. The decision of the Admission Committee to admit or deny admission is final with no option for appeal available. NDNU policy prohibits the disclosure of specific reasons for admissions decisions. All documents submitted for the application file become property of NDNU and cannot be released to any individual or organization.

See *Revocation of Admission* below for additional conditions.

### Provisional Admission

Applicants who have met all admission requirements for the university and their chosen degree program, but who have one or more specific pieces of documentation outstanding (*e.g. letter of recommendation, official transcript, proof of Associate's Degree for Transfer*) may be offered provisional admission for one semester. If the outstanding documentation is not provided within six weeks of their start date, an admission department hold will be placed on the student's record that prevents registration for subsequent semesters. The hold will be removed by the office of Admissions only after all requirements have been fulfilled.

### Enrollment Deposit

A \$100 enrollment deposit (see Tuition & Fees) or approved waiver must be submitted at the time of acceptance into the bachelor's degree program.

## Other Admission and Enrollment Scenarios

### International Students

International student applicants must meet all the admission requirements for transfer students. Any foreign university level coursework must be evaluated by a professional credential evaluation service. In cases where a third-party evaluation is required, the NDNU Office of Admissions will accept evaluations from any

National Association of Credential Evaluation Services (NACES) member organization.

International students who have completed an associate degree for transfer at a California community college are considered to be proficient in English and are not required to submit proof of English language skills.

International students must complete the International Student Certification of Finances upon acceptance to the University. This form is available from the Office of Admissions, or it can be downloaded as a printable document in PDF format. International students are required to pay tuition and fees in full by the posted due date (or at the time of registration if after the posted due date) and are not eligible for installment payment plans. For international students and applicants, the International Student Advisor in the Office of Admissions processes immigration and intergovernmental documents related to enrollment at NDNU.

### Second Bachelor's Degree

Notre Dame de Namur University offers the opportunity for students to pursue a second bachelor's degree. Applicants who hold an undergraduate degree from a regionally accredited college or university with at least a 2.0 cumulative grade point average will be considered for admission to a second degree program. The SAT is not required, but students whose first language is not English must demonstrate a TOEFL score of at least 500. (See *Undergraduate Degree Requirements*)

Please note, second degree applicants are eligible for NDNU merit-based scholarships and Direct Loans only.

### Nonmatriculated Enrollment

Undergraduate students may enroll in classes at Notre Dame de Namur University as a nonmatriculated student. A nonmatriculated student is a part-time student who is not formally admitted to an NDNU degree program, but may enroll in up to 9 undergraduate units per semester until a maximum of 30 units is reached. After that time, a student must apply to a degree program. Once a student is admitted and matriculates into a degree program, any eligible credits completed under nonmatriculated status will be applied toward coursework requirements within the degree. Nonmatriculated coursework does not fulfill the NDNU residency requirement.

### Term of Admission

Admission is offered for a specific year and term. Admitted students are eligible to defer their enrollment by contacting the Office of Admissions. Enrollment can be deferred to a term within one year from the year and term of admission. If an applicant is accepted by NDNU but does not register for that year and term or request a deferral, his/her admission may be cancelled. If a student does not enroll and complete courses within that year, the admission file will be destroyed and the student must re-apply.

### Revocation of Admission

Notre Dame de Namur University reserves the right to revoke admission should final transcripts change admission eligibility, if at any time it is revealed that any application materials were falsified or misrepresented, or if a serious infraction regarding character or conduct occurs after the application was submitted. Students are responsible for notifying NDNU should a disciplinary or conduct infraction occur after the application is submitted. Failure to do so may result in revocation of the offer of admission

### Awarding of Transfer Credit at Admission

Students admitted into an NDNU bachelor's degree-completion program with a completed AD-T are awarded 60 lower-division units, resulting in a junior class standing at the time of admission.

Students applying as traditional undergraduate transfers must submit official transcripts from the school where they completed the course credit they wish to transfer. NDNU accepts most non-remedial college-level credit from regionally-accredited institutions as long as it is completed with a grade of "C" (2.0) or higher.

Up to 78 lower-division transferable units may be applicable to a Notre Dame de Namur University degree. All transfer undergraduates must take 30 units or more at NDNU to earn a degree from the University. Courses completed pass/credit may be used in fulfillment of General Education or Major requirements only if the pass/credit is validated as grade "C" (2.0) or higher.

All transferrable credit must be evaluated approved, and posted to the student's NDNU transcript by the Office of the Registrar. Transfer equivalencies may be recommended by admissions counselors, program directors and Deans; final acceptance of transfer credit by the University is at the discretion of the Registrar and Office of the Provost.

### Intersegmental General Education Transfer Curriculum (IGETC) and CSU Breadth

Students entering a degree completion program satisfy General Education Requirements through IGETC or CSU Breadth as part of their Associate Degree for Transfer program prior to enrolling at NDNU. On receipt of the official transcript bearing the conferred AD-T, the Office of the Registrar will award the student 60 lower-division undergraduate semester units toward the requirement of 120 units for graduation.

Traditional undergraduate transfer students who have completed the IGETC or CSU Breadth (as declared on their official community college transcript) will be considered to have met NDNU general education expectations in the following subject areas: College Writing

- English Literature
- College-level Mathematics
- Natural & Physical Science
- Social & Behavioral Science
- World History
- Philosophy
- Visual/Performing Arts
- Cultural Diversity
- Modern Languages

### Other Types of Academic Credit

#### Credit by Examination

NDNU awards credit for external examinations such as AP, CLEP, and International Baccalaureate as indicated below, subject to the Credit by Examination Limitation. Credit by examination is not available to AD-T transfer applicants.

- **Advanced Placement Exam Scores:** Scores of 3, 4, or 5 provide elective credit in most subjects. A full listing of exams, scores, and corresponding NDNU credit can be found on the NDNU website.
- **International Baccalaureate Exam Scores:** Scores of 4, 5, 6, or 7 on most higher-level exams and some standard level exams will provide a minimum of 3 units of elective credit in the subject area and will satisfy General Education requirements, as appropriate to the subject area. Advanced placement in major courses will be awarded. A full listing of exams, scores, and corresponding NDNU credit is available on the NDNU website.

- **College Level Examination Program (CLEP):** NDNU grants CLEP credit only for examinations passed at the 50th percentile or higher. Credit is granted for total scores only; successful sub-scores within an exam are not granted partial credit. Credit is not granted for scores from foreign language exams taken by native speakers of the language being tested. Credit for CLEP exams may not duplicate credit granted for classes previously or subsequently completed at NDNU or elsewhere. CLEP credit is recorded on the Notre Dame de Namur University transcript as units passed without an evaluative grade. A full listing of exams, scores, and corresponding NDNU credit is available on the NDNU website.

### Credit for Prior Learning

Prior learning, sometimes called experiential learning, is knowledge that is obtained outside the university setting prior to entering or returning to college. Adults entering or returning to college bring with them a wealth of learning experiences that NDNU recognizes as important to the total university experience. In recognition of the value of these experiences, NDNU provides students with the option to receive undergraduate credit. All undergraduate students are eligible to receive academic credit by completed standardized tests or, with approval, by challenging courses. Prior/Experiential learning credit is not available to AD-T transfer applicants.

### Military Credit

Credit granted for various levels of active service in the United States military is as follows:

- Basic military service of more than one year = maximum of 6 semester units lower-division
- Completion of Officers' Candidate School (one year) = maximum of 9 semester units lower-division plus 6 semester units upper-division

Students in either of the above categories may also be granted credit for courses taken in military schools according to the recommendations for institutions of higher education in the *American Council on Education's A Guide to the Evaluation of Educational Experiences in the Armed Services*. An original Form DD214 is required for all military credit.

### Transfer Work After Matriculation

Upon completion of non-NDNU coursework, students must provide the Registrar with an official sealed transcript from the credit-issuing school. The Registrar will evaluate the transcript to confirm transferability of the coursework, and award the appropriate course and curricular credit. Grades earned for transfer credit are not awarded or displayed, and transfer credit does not count toward the cumulative GPA. The unit value of transferred coursework will appear on the Notre Dame de Namur University transcript.

Transfer coursework may be used to fulfill requirements previously attempted and failed in residency; however, transfer credit may not be used to repeat and forgive grades earned for NDNU coursework.

Transfer courses found to replicate coursework already completed for credit at NDNU may not be submitted for additional units.

## OFFICE OF FINANCIAL AID

### Mission Statement

The Notre Dame de Namur University Office of Financial Aid is committed to the ideal, rooted in the institution's Catholic tradition, that financing a college education is a right rather than a privilege. To this end, we communicate with and counsel our students on college financing matters in a clear, ethical, and timely manner. Employing new technologies, well-defined processes, and attention to detail, the Office of Financial Aid staff promotes academic and career success through the financial well-being, both immediate and long-term, of all our students.

### Endowed Scholarships

Some NDNU scholarships, funded by endowments, are available to undergraduate students. To learn more and to apply see the Financial Aid pages on the NDNU website.

### NDNU Financial Aid Policies

Students and their families are expected to bear the primary responsibility for meeting educational costs. All students seeking admission to the University are encouraged to apply for aid.

Financial Aid packages combine scholarships, grants, loans, and part-time work, depending upon each student's eligibility. The total amount of financial aid offered by the University, together with all other financial aid sources, may not exceed the student's calculated financial need or, with non-need based aid such as Parent PLUS loans, the total cost of attendance.

To maintain eligibility for NDNU financial aid, a student must meet Satisfactory Academic Progress (SAP) requirements. Please see NDNU's SAP policy.

### Deadlines

All applicants are encouraged to file the FAFSA as early in the admission/enrollment cycle as possible. This allows the NDNU Office of Financial Aid the time to create a financial aid package for the student in a timely fashion.

### Applying for Financial Aid

To apply for federal and/or state financial aid, students are required to submit the Free Application for Federal Student Aid (FAFSA). Supporting documents such as tax information may be requested by the Office of Financial Aid after the processed FAFSA is received. Financial

assistance is awarded only after admission to the University.

### Return of Title IV Funds

In accordance with federal regulations, students who receive federal financial aid and withdraw from all of their classes before completing 60% of the semester/payment period are required to return any unearned federal funds. The amount of the return is calculated based on the percentage of the semester completed by the student.

NDNU is not required to take attendance. The withdrawal date for the return of Title IV calculation will be:

- The date the student provides official notification to the Office of the Registrar; or
- The student's last documented date of attendance at an academically related activity; or
- The date NDNU determines is related to the circumstance beyond the student's control; or
- The midpoint of the payment period for students who do not officially withdraw;

Funds to be returned are determined by the federally defined order for this purpose:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. FSEOG
7. TEACH Grant

These funds to be returned are divided between the school and the withdrawing student. The Office of Financial Aid informs the student of the portion of the student's financial aid to be returned. This Return of Funds process is to be completed within 30 days of the NDNU Office of Financial Aid becoming aware of the student's complete withdrawal from classes.

### Satisfactory Academic Progress SAP Policy

#### Overview

In order to maintain eligibility for federal, state, and institutional financial aid, a student must maintain

Satisfactory Academic Progress towards the completion of a degree or its equivalent. This satisfactory academic progress is measured both qualitatively and quantitatively.

### **Qualitative Measures**

#### Undergraduate

All undergraduate students are required to maintain a cumulative GPA of 2.0. This GPA is calculated only using those classes taken at NDNU – it does not include transfer GPA if the student enrolls at NDNU subsequent to studies at another institution.

### **Quantitative Measures**

#### *Course Completion Standard*

Students are expected to successfully complete the courses in which they enroll within a satisfactory quantity/percentage as defined below.

#### Undergraduate

Full-time: 12 – credit hours enrolled

Successful completion of a minimum of 21 credit hours for the fall/spring semesters combined. If the student attends only the fall or the spring semester, completion of at least 10.5 credit hours is required.

Part Time: less than 12 credit hours enrolled

Successful completion of a cumulative percentage of at least 67% of credits attempted.

#### *Maximum Time Frame Standard*

Students are expected to complete their academic program within a maximum time frame which encompasses all credits attempted within the duration of the students' studies at NDNU. The standard set for this maximum time frame is 150% of the credit hours required to complete the degree or its equivalent.

### **Definitions of Successful Course Completion**

Only graded units of A, B, C, and D, and P are considered as completed units.

1. F, NP, W, IP, AW, and I grades are not considered as units completed. Students who receive I or IP grades must notify the Office of Financial Aid with verification when courses have been completed.
2. A student may repeat a course for which a grade of C, D, or F is received but repeats are limited to the number of times specified in the University Catalog.

Students may repeat only courses designated as repeatable in the Catalog. Independent Study may not be used to repeat a course. These classes will be included in enrollment status and must be taken for a letter grade.

3. Incomplete courses will not be considered as being successfully completed. An incomplete grade will count as credit/s attempted and credit/s not earned until the grades have been changed to a passing grade.

### **Consequences of Failure to Maintain Satisfactory Academic Progress**

NDNU evaluates students following Spring Semester in regard to satisfactory academic progress.

Once this evaluation is completed, the process for students failing to maintain satisfactory academic progress is as follows:

1. The student is immediately disqualified from consideration for all forms of federal, state, and institutional student aid for any future semester(s) of enrollment at NDNU.
2. This disqualification status is communicated to the student in writing by the NDNU Office of Financial Aid.
3. The disqualified student considers whether to appeal the SAP disqualification if the student has not previously appealed.

If the student decides to appeal, the appeal process consists of these steps:

1. Student submits a letter of appeal to the Financial Aid SAP Appeal Committee explaining the circumstances which led to the failure to achieve SAP and how the student's academic performance will improve in the future.
2. Student submits to the Committee any supporting documentation as to why SAP standards were not met.
3. The Committee reviews the student's appeal and renders one of the following decisions:
  - Approve unconditional – the student is reinstated on probation without a specific remediation plan.
  - Approve conditional – the student is reinstated on probation with a specific remediation plan.
  - Deny – the student's disqualification status remains with no further opportunity for appeal.

NDNU students are allowed one appeal per degree level during their enrollment at NDNU.

### **Probation Status Review**

Students placed on probation status will be reviewed at the end of the student's next semester of enrollment at NDNU. It is expected that at the end of this next semester of enrollment the student will have met all standards required for SAP. At the end of this next semester of enrollment, the NDNU Office of Financial Aid will place the student in one of the following statuses:

- SAP Cleared – probation status is removed.
- SAP Final Disqualified – student is no longer eligible for federal aid and does not have the right to further appeal.

The results of this probationary evaluation will be communicated to the student in writing by the NDNU Office of Financial Aid.

## 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

DEI Diversity, Equity, Inclusion & Leadership

EDU Education

ETH Educational Therapy

TSL Teaching English to Speakers of Other Languages

##### School of Psychology

CPY Clinical Psychology

PSY Psychology

##### Institutional Requirements and Electives

REL Religious Studies

SOC Sociology

#### 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:

1000-1999	Undergraduate lower-division courses
2000-2999	Undergraduate upper-division courses
3000-3999	Upper-division undergraduate courses given graduate credit when taken by a graduate student with the prior approval of a graduate program director

4000-5999	Graduate courses leading to a master's degree or credential
6000-6999	Academic certificates courses for academic credit (Postbaccalaureate professional growth courses)
7000-7999	Non-Degree
8000-8999	Ph.D.
9000-9999	Continuing Education Unit (CEU) professional growth courses nontransferable to academic degree or credential programs

#### 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 undergraduate 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.

### **Noncredit Study**

Noncredit study is not transcribed 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**

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, Evelia Chacon, in the Registrar's Office at [registrar@ndnu.edu](mailto:registrar@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 their claim of extraordinary circumstances. This is necessary to ensure compliance with statutory restrictions on benefit programs. If, at the end of one semester 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](http://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.

### **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 six weeks from 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

## Undergraduate Learning Outcomes: Institutional and Program

NDNU has developed learning outcomes at two levels:

- Institutional level
- Program level

Undergraduate Institutional Learning Outcomes are described in this section while program level learning outcomes are given with the program descriptions later in the Catalog.

### Undergraduate Institutional Learning Outcomes

Across all undergraduate programs, NDNU strives to produce graduates with a common core of skills and abilities. These institutional learning outcomes are listed below:

#### *Written Communication (ILO-1)*

Upon graduation from NDNU, students will be able to:

- Plan and generate a cogent, clear, and compelling writing project whose organizational structure and fluency contribute throughout to its purpose
- Create an analytically complex, insightful, and creative writing project that fully explores the complexities of the issues involved
- Use full, credible, appropriate, and convincing evidence in support of a writing project's contentions and assertions
- Employ language that is clear and precise, that enhances the written project's purpose, and whose tone and style are appropriate to the intended audience
- Generate prose that is relatively free of mechanical errors and uses format and

documentation style appropriate to the discipline

#### *Oral Communication (ILO-2)*

Upon graduation from NDNU, students will be able to:

- Choose and narrow oral presentation topics appropriately for audience and occasion, keeping in mind the time and place allotted for the presentation
- Organize an oral presentation with an attention-catching opening, a clearly communicated thesis and purpose, main points that are well developed and supported, vivid and moving examples and details, a logical progression within and between ideas, and a conclusion that solidly reinforces the main points
- Use language that is accurate and appropriate to the audience, occasion, and purpose with clear articulation and correct grammar and pronunciation
- Use vocal variety in rate, pitch, and intensity to heighten and maintain interest with a minimum of vocalized pauses (-ums and -uhs)
- Maintain eye contact, use physical presence and gestures that support the verbal message, and communicate engagement with the audience through confidence, sincerity, and enthusiasm for the topic
- Use notes effectively, keeping reading to a minimum
- Use a range of visual and/or technological aids, when and if necessary, that are appropriate to the audience, occasion, and purpose

#### *Critical Thinking (ILO-3)*

Upon graduation from NDNU, students will be able to:

- Pose vital questions and identify problems, formulating them clearly and precisely
- Gather relevant information and interpret it effectively
- Consider alternative systems of thought impartially, recognizing and assessing assumptions, implications, and practical consequences
- Develop well-reasoned conclusions and solutions, checking them against relative criteria and

standards

- Communicate effectively with others in determining solutions to complex problems

#### *Quantitative Reasoning (ILO-4)*

Upon graduation from NDNU, students will be able to:

- Translate written phrases and real-life situations into fractions, decimals, percents, algebraic expressions, simple equations, inequalities, diagrams, graphs, charts, geometric representations or other mathematical models as appropriate (Representation)
- Accurately use arithmetical, algebraic, geometric, and statistical methods and appropriate technology to analyze and solve practical problems. (Calculation/Reasoning)
- Reason precisely and logically with mathematical ideas. Understand and use abstract concepts and reasoning (Calculation/Reasoning)
- Interpret mathematical models such as formulas, algorithms, graphs, tables, and schematics and draw inferences and construct deductive arguments from them (Interpretation/Communication)
- Organize and communicate mathematical information symbolically, visually, numerically, and verbally (Interpretation/Communication)
- Analyze and discuss the underlying assumptions and limitations of simple mathematical statements and models (Assumptions)
- Critique the assumptions of a completed study or appropriately state the assumptions of a proposed study based on estimation, data-analysis, and modeling (Assumptions)
- Make judgments about and draw appropriate conclusions from a study based on quantitative analysis of data, modeling, or estimation (Application/Analysis)

#### *Mission, Values, and Engagement (ILO-5)*

NDNU students:

- Understand the Mission of the University and recognize how it is embedded in the course work and throughout the institution
- Are afforded multiple opportunities, feel invited to engage in the Mission and Core Values of the University, and recognize how they encourage personal and social growth

- Examine, develop, and express their own values inside and outside of the classroom and recognize ethical implications of course content and personal choices
- Engage in and absorb diverse perspectives and appreciate and value human diversity
- Enjoy a full college experience and engage in and are edified by a variety of out-of-the-classroom experiences, including clubs, student government, sports, community-based learning, cultural events, and recreational activities
- Develop the tools, habits, and intellectual curiosity to become lifelong learners

#### *Information Literacy (ILO-6)*

- Students will be able to integrate and synthesize information effectively to accomplish a specific purpose
- Students will be able to access and use informational ethically and legally

## UNDERGRADUATE ACADEMIC INFORMATION

### Undergraduate Degrees

The University offers two baccalaureate degrees:

- The Bachelor of Science degree in Business Administration
- The Bachelor of Arts degree in Psychology

### Specific Degree Requirements

#### Bachelor of Arts

- A curriculum that may require a maximum of 60 units of coursework in or out of the major department beyond the General Education requirements. A minimum of 24 upper-division units is required in the major.

#### Bachelor of Science

- A curriculum that may require a maximum of 75 units of coursework in or out of the major department beyond the General Education requirements. A minimum of 33 units shall be required in the major or in directly-related fields; of these, at least 24 units shall be upper-division work in the major department.

### Degree Completion Program

Degree Completion Programs at Notre Dame de Namur University are upper-division programs designed to enable career-oriented working adults to complete a bachelor's degree in a convenient format. Courses are offered in six eight-week modules in the Fall, Spring, and Summer.

### Undergraduate Degree Requirements

To be eligible for graduation with a bachelor's degree from Notre Dame de Namur University, a student must meet the following requirements, as defined in this section:

- Major Requirements
- Institutional Requirements
- General Education Requirements

The goals of this tripartite structure for bachelor's degree programs are: the General Education segment develops essential skills, attitudes, and breadth for full participation in our diverse society; the Major segment requires students to achieve depth in a specific area; and the Institutional

Requirements segment provides connection to the Mission, further structure for the academic integrity of the degree, and the opportunity for exposure to other areas of interest through elective courses.

### MAJOR (AND OPTIONAL MINOR) REQUIREMENTS

Each student must complete the program for a defined academic major, as described later in this Catalog.

Students may optionally complete an academic minor or second major. As with majors, a minor must be a defined program, as described later in this Catalog, or an interdisciplinary minor, as defined in this section. General rules and restrictions for completion of majors and minors are cataloged in this section. (NDNU is not currently offering minors.)

#### Major: Minimum Unit Requirement

An academic major must include a minimum of 24 discrete units of upper-division course work in the major discipline.

#### Minor: Minimum Unit Requirement

An academic minor must include a minimum of 12 discrete units in the chosen area, of which 6 units must be upper-division and taken in residency.

#### Majors and Minors: Discrete Unit Requirement

Units of course work counted toward the minimum 24 units required for a major and the minimum 12 units required for a minor cannot be used to meet the minimum unit requirements for another major or minor (i.e., the units must be discrete). For example, a double major must consist of at least 48 discrete units, a major and minor of 36 discrete units, and a major and two minors of 48 discrete units.

#### Definition of Concentration

At the undergraduate level, a concentration is defined as a structured program of study within a major consisting of elective courses that are concentration-specific (i.e., courses specifically and by title related to the topic of the concentration) and sufficiently structured and formalized to merit placement on a student's transcript. In undergraduate majors where a concentration is offered, the concentration requires a minimum of 12 upper-division units.

## Institutional Requirements

### Total Unit Requirement

A total of 120 semester units are required for the bachelor's degree. These must include a minimum of 42 units in upper-division courses; at least 24 of the upper-division units must be in the major.

A single course may be used to fulfill both a General Education Requirement and a major/minor requirement. While a single course may be used to satisfy multiple requirements, no course may be counted more than once toward the 120 semester unit requirement.

### Academic Residency Requirement

A student must complete at least 30 units at Notre Dame de Namur University in at least two semesters. Transfer students must complete a minimum of 12 upper-division units in the major at NDNU. (These may be included in the 30 residency units.) Only units earned after matriculation may be applied to residency.

### Requirements for Second Bachelor's Degrees

Students admitted to a second bachelor's degree program must complete at least 30 units of course work toward the second bachelor's degree at Notre Dame de Namur University taken in at least two semesters after admission. See *Undergraduate Admission* for admissions requirements. This NDNU course work must include a minimum of 12 upper-division units in the second major. In addition, each student must follow NDNU's General Education Requirements in effect at the time of (re)admission. These same requirements apply to students whose prior bachelor's degree was earned at NDNU. Such students must be readmitted to the University after their prior NDNU degree was awarded.

The 30 units that they must complete in residence, as well as the minimum of 12 upper-division units in the second major, must be in terms subsequent to the term in which their prior NDNU degree was awarded.

### Academic Standing Requirement

To be eligible to graduate, a student must have been in clear academic standing during the last semester of study. The student also must have achieved at least a 2.0 cumulative GPA in course work toward the degree and at least a 2.0 GPA in Major Requirements in any major included on the degree at the time that all other graduation requirements are satisfied.

### Upper-Division Writing Requirement (3 Units)

This requirement is designed to assure that students demonstrate the ability to communicate clearly in writing at a level that meets the University's standard. All students must complete 3 upper-division units in writing. These units may be completed by taking writing-intensive courses. These courses are identified by a "W" suffix and include the courses below. Each of these courses satisfies 1 unit of the upper-division writing requirement.

BUS 2116 W	Economic Development of Less Developed Countries	3
BUS 2335 W	International Business	3
BUS 2980 W	Business Policies/Strategies	3
BUS 2006	Professional Writing	3

### Community Engagement (CE) Requirement (3 Units)

Community engagement is central to NDNU's mission. Courses designated as Community Engagement (CE) courses engage faculty, students, and community in mutually beneficial and respectful collaboration. These interactions address community-identified needs, deepen students' civic and academic learning, enhance community well-being/public good, and enrich the scholarship of the institution.

Undergraduate students are required to take a 3-unit upper-division course designated as a community engagement course. Courses granting units in this requirement include community-based learning, community-based research, and internships, all of which require a minimum of 15 hours of community service/research.

CE courses may be used to fulfill requirements within the major. Any course fulfilling this requirement has a "C" at the end of the course number. Check the course description in this Catalog and the listings of each semester's class schedule.

### Current courses that satisfy the CE Requirement

BUS 2305 C	Community-Based Research and Statistical Analysis	3
BUS 2990 C	Business Internship	3
PSY 2310 C	Community Engagement	3

**Upper-division Religious Studies Requirement (3 Units)**

Exploration of one's values and the values of others is essential working for social justice and global peace. All NDNU undergraduate students are required to take an upper-division Religious studies course, or related course to ensure that they engage with values exploration.

Students may take any 3-unit upper division Religious Studies course (REL prefix).

**General Education Requirements**

Students satisfy General Education Requirements through IGETC or CSU Breadth as part of their Associate Degree for Transfer program prior to enrolling at NDNU. By satisfying either of these programs, students will be considered to have fulfilled NDNU general education expectations in the following areas:

- College Writing
- English Literature
- College-level Mathematics
- Natural & Physical Science
- Social & Behavioral Science
- World History
- Philosophy
- Visual/Performing Arts
- Cultural Diversity
- Modern Languages

## Undergraduate Policies and Procedures

### Enrollment Status

An undergraduate student carrying a load of 12 or more units in a semester is considered to be full-time. Part-time undergraduate status (11 units or fewer) is broken down as follows for reporting purposes:

**6-11 units** – Half-time or More

**5.5 or fewer units** – Less than Half-time

### Registration

Information and instructions concerning registration are distributed by the Office of the Registrar. For continuing students, Advance Registration for courses takes place in the preceding semester. A student who advance registers must pay tuition or make payment arrangements with the Business Office by a specified date. After Advance Registration, students must meet with their advisors for an advising appointment.

Final Registration (for new students and continuing students who do not advance register) takes place immediately preceding the opening of classes each semester. Failure to comply with the procedures specified by the Office of the Registrar for registration, changes in course registrations (Drop/Add), or withdrawal from a course may result in denial of credit and a failing grade.

Class Schedules for Summer and Fall semesters are usually available in late March, and for Spring semester in late October.

### Academic Standing

#### Determination of Academic Standing

Academic standing is determined at the end of each semester based on the student's cumulative GPA. If a student does not meet the minimum 2.0 cumulative GPA requirement, academic standing at the end of the previous semester is considered to determine the next step. Every student begins in Good Academic Standing. Each student remains in Good Academic Standing unless the student is placed on Academic Probation or becomes subject to Academic Disqualification.

#### Academic Warning

An undergraduate student is placed on Academic Warning if the student's cumulative GPA is less than 2.0 at the end of a semester. The Academic Warning status is not noted on the transcript, and is still considered to be Good Academic Standing.

#### Academic Probation

A student on Academic Warning is placed on Academic Probation if their cumulative GPA is less than 2.0 for two consecutive semesters. Academic Probation is noted on the transcript. Students on Academic Probation are not considered to be in Good Academic Standing.

#### Academic Disqualification

A student on Academic Warning is subject to immediate academic Disqualification if their Cumulative GPA drops below 1.0 after one semester on Warning.

A student on Academic Probation is subject to Academic Disqualification if their cumulative GPA is less than 2.0 for three consecutive semesters.

A student who is academically disqualified may not register for courses.

#### Academic Warning

Student is not already on Academic Warning or Probation and the cumulative GPA is less than 2.0.

#### Academic Probation

Student is on Academic Warning and the cumulative GPA is between 1.0 and 2.0.

#### Academic Disqualification

Student is on Academic Probation and the cumulative GPA is less than 2.0. **OR** Student is on Academic Warning and the cumulative GPA is less than 1.0

*Note:* A student may also be subject to Academic Disqualification if special conditions of admittance as outlined in their acceptance letter are not met.

#### Appeals

A student may appeal his/her disqualification and petition for immediate reinstatement. Such an appeal must be made in writing within the time limit indicated on the disqualification letter and must have the support of the student's Academic Advisor. The appeal letter should be directed to the Registrar. A decision on the appeal will either:

1. Reinstatement the student on Continued Academic Probation; or
2. Deny the petition and allow the disqualification to stand

### Reinstatement After Disqualification

A disqualified student may be reinstated upon successful completion of 12 transferable credits at a minimum GPA of 2.0 or above. The student may apply to resume studies at NDNU by supplying an official transcript of this post-disqualification course work and a written request for reinstatement to the Office of the Registrar. The appropriate Dean will decide on reinstatement in consultation with an Academic Advisor for the student's major. A student who is reinstated under this policy returns on Academic Warning and follows the current Academic Standing Policy. A student who is disqualified a second time after reinstatement may not appeal disqualification a second time.

### Academic Credit

#### Academic Unit Load

Full-time students normally carry 12-18 units each semester. Students on F1 visas, intercollegiate athletes, and students receiving financial aid must carry a minimum of 12 units each semester. During Summer session, the maximum academic load is the equivalent of 1 unit per week of the session or a cumulative maximum of 14 units for the entire Summer session.

#### Academic Overload

Enrollment in more than 18 units per semester during the Fall and Spring semesters constitutes an academic overload. The following regulations apply to overload:

1. A student may enroll in a maximum of 18 units. To enroll in 19-21 units, a student must receive permission from their academic advisor. To enroll in more than 21 units, the student must petition the Registrar.
2. All units for which a student registers, including teaching assistantship, Independent Study and units that are added during the Drop/Add period, are included in the total unit count.
3. A student whose academic advisor does not approve an overload may petition the Office of the Registrar.
4. Academic Overload during the Summer session is defined as enrollment in excess of the equivalent of 1 unit for each week of the session or more than 16 units for the entire Summer, regardless of cumulative GPA.

### Independent Study

Independent Study is individual study or research under the direction of an instructor. Independent Study is open only to matriculated students and is generally available only for upper-division work. Independent Study may be taken under either optional or required circumstances. Independent Study may not be used to repeat a course.

#### Optional Independent Study

Optional Independent Study includes circumstances such as:

- The student wishes to pursue individual, creative research at the institution or in the field.
- The student wishes to investigate new career opportunities.
- The transfer student enters with 1 or 2 units remaining in a requirement and wishes to complete the requirement through Independent Study.

#### Required Independent Study

Required Independent Study includes circumstances such as:

- Independent Study is required as part of a program.
- A required course is not offered again in another format during the time remaining before the student would normally graduate.
- A program is discontinued, and the student still needs a required course.

In addition to a registration or add form, a separate Independent Study Contract, available from the Office of the Registrar, must be completed for each Independent Study course. Final approval of Independent Study credits rest with the Dean of each school. Students register for the Independent Study through the normal registration procedures. The contract must be presented at the time of registration and must be completed by the Add deadline of the semester or module in which the Independent Study is to be undertaken.

A maximum of 9 units of Independent Study may be included in a student's total degree program.

### Course Challenge Examinations

A Course Challenge is an attempt by a student to obtain credit for a course by demonstrating competence in its subject matter through testing or other appropriate means.

An exam for a challenged course, for example, would be comparable to the final exam administered at the end of the regularly scheduled course.

A course challenge may not be used to repeat a course with a non-passing grade. A course challenge may not be taken for a class that has already been taken and passed. Except for special topics courses, courses requiring laboratories or internships, and failed courses for which an "F" or "NP" (No Pass) was posted, any regularly offered course may be challenged with the approval of the student's major advisor and the department chair or program director in the discipline in which the course is to be challenged. To challenge a course, a student must be in continuing status (currently enrolled or on an official leave of absence) at NDNU. A challenge may be attempted only once for any given course.

The department chair is responsible for the academic quality of the challenge. To pass a course by challenge, a grade of "B" or higher is required; the grade is posted to the transcript along with the unit value of the course and an annotation that grade and credit were earned through the challenge process. A course that is not successfully challenged will be recorded as a grade of "NP" (Not Pass) on the transcript.

A student desiring to challenge a course should obtain a Course Challenge form from the Office of the Registrar, and pre-pay the Course Challenge fee of \$120 per unit with the Business Office. The challenge form should be given to the instructor proctoring the exam, who will then return it to the Registrar with the final grade. An unsuccessful challenge does not result in refund of the challenge fee.

### Credit by Examination Limitation

Up to 30 semester units of credit by examination may be applied to the Notre Dame de Namur University undergraduate degree. Credit by examination refers to both external examinations (e.g., AP, IB, CLEP) and NDNU Course Challenge Examinations. Other than Course Challenge Examinations, units earned by examination may not be used in satisfying the 30-unit Notre Dame de Namur University residency requirement. However, credits earned by examination are not considered as interrupting the residency requirement. During the

residency period, up to 6 units earned through Course Challenge Examinations may be applied to residency.

### Unclassified Graduate Credit

Seniors are eligible to take up to six graduate units of coursework. The graduate units are not counted toward the 120 units required for the baccalaureate degree but are included in the undergraduate cumulative totals and cumulative GPA. Permission of the Program Director is required prior to registration.

### Articulated Degree Programs

Notre Dame de Namur University offers articulation agreements between undergraduate and graduate degree programs in fields where graduate study is compatible with an undergraduate degree program. Students admitted into an articulated program may apply 6 NDNU graduate-level units toward requirements for both the bachelor's and master's programs, thereby reducing the time required to earn the master's degree and the fees associated with it. Articulated programs are available in the areas of study listed below:

Undergraduate Degree Programs	Graduate Degree Programs
Business	Business Administration (MBA)
Business	Public Administration (MPA)
Psychology	Master of Science in Clinical Psychology (MSCP)

Note: The BA Psychology program offers a more extensive (12-unit) articulation with the MSCP. See the BA Psychology program description in this Catalog.

For further information on eligibility and admission to an articulated program, contact both your advisor and relevant director of the master's program.



## Adding and Dropping Undergraduate Courses

Students may add and drop themselves from classes online through the NDNU campus portal through their designated add/drop deadline (second Friday of the semester or module – see the NDNU Academic Calendar for specific deadlines).

A student must contact their academic advisor to receive registration clearance each semester and must complete the online registration agreements before they can perform registration transactions. If a departmental hold is preventing course registration, it is the student's responsibility to resolve this hold in time to complete any necessary add/drop transaction before the deadline.

Course add/drop deadlines are determined by the appropriate academic calendar (Semester or Module-based) for the course. All courses will be available to add or drop online through their designated add/drop deadline.

Courses of any length other than 8 or 15 weeks are classified by their start date as Module 1 or Module 2 classes, and the appropriate Last Day to Add/Drop will apply.

### Course Withdrawal (Grade of "W")

After the drop deadline, a student may request a grade of "W" (course withdrawal) in a course up through the designated deadline on the academic calendar. A grade of "W" will appear on the student's transcript effective the date the request was made. A course withdrawal does not affect the student's GPA. No withdrawal forms will be accepted after the withdrawal deadline. Faculty or advisors may not administratively request a course withdrawal on a student's behalf.

- **Deadlines for course add/drop/grade of W**  
15-week (full semester) and 8-week courses have specific add, drop and course withdrawal deadlines. Please refer to the Academic Calendar for these dates within a given semester.
- **Courses of Other Duration**  
Courses of any length other than 8 or 15 weeks are classified by their start date as Module 1 or Module 2 classes, and the appropriate Academic Calendar deadlines will apply. Students may request a grade of "W" for a short-term course prior to the last meeting date. Withdrawal from a single-day course is not permitted.

## Grading System

### Grade Scale

Notre Dame de Namur University determines the undergraduate student's progress by assessing the academic and professional behavior of the student by means of letter grades. The grade point average is computed on a four-point system:

### Grade Points Per Unit

A+	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

### Grades Not Used in Computing the Grade Point Average:

AU	Audit	W	Course Withdrawal
IB, IC, ID, IF	Incomplete	IP	In Progress
NP	Not Pass	P	Pass (equivalent grade "C" or higher)

### Repeat Policy

Students may repeat courses in which "C", "D," or "F" grades were received. Grades for all attempts appear on the transcript, but only the highest grade is computed in the GPA, and credit is earned only for the highest grade. Independent Study may not be used to repeat a course. Courses other than those described above may not be repeated for credit. A Course Challenge may not be used to repeat a course.

### Pass/Not Pass Grades

With the permission of the major advisor, a student with a cumulative GPA of 2.1 or above may take one elective course each semester on a "Pass/Not Pass" option. This grading option may not be applied to courses that are taken to fulfill General Education or major or minor requirements, and no more than 24 units of "Pass/Not Pass" course work may be applied toward a degree. Students must indicate at the time of registration the course to be taken on a "Pass/Not Pass" basis, and the grading option may not be changed after the Add deadline.

### **Incomplete Grades (“I”)**

A Grade of Incomplete may be assigned to a student making satisfactory progress in a course for the majority of the semester or module, but is unable to complete remaining coursework by the end of the term or module due to extraordinary circumstances. To be eligible for an Incomplete grade in a course, a student must have engaged academically for at least half of the course duration and be considered by the instructor to be on track to pass the course.

A student must request a Grade of Incomplete from their instructor who, if in agreement, will prepare the Incomplete contract form. This form will be forwarded to the Dean after being signed by both the instructor and the student. During the online grade entry period, the instructor of record will enter the Incomplete, paired with the grade the student will receive if the agreed-upon coursework is not completed: “IB”, “IC”, “ID” or “IF”.

Unless a shorter deadline is set by the instructor, the student will have, at maximum, until the last day of the following semester (per the Academic Calendar) to complete all required work. The instructor must provide a change of grade to the Registrar by the grade entry deadline for that semester. If a final grade is not communicated to the Registrar by the end of that semester, the Incomplete will default to the base grade indicated: “B”, “C”, “D” or “F”

### **Grade Changes**

All grades except Incomplete (“I”) and In Progress (“IP”) are considered final when assigned by an instructor at the end of a semester. If a clerical error has been made that can be documented, an instructor may submit a petition for a grade change within one semester of the issuance of the grade to the Office of the Registrar. Full supporting documentation must accompany the petition, including instructor signature. A grade may not be changed as a result of re-evaluation of a student’s work or submission of additional work.

### **Grade Appeal**

Students may request a review and appeal of their grade to the instructor, including material marked by class assignments within 10 working days following posting of grades. Review is taken to include, but is not limited to, inspections of the final examination and any written materials that influence the grade. It should be understood that a reviewed grade may be raised or lowered. The instructor shall ordinarily issue their decision

regarding the student’s grade within 10 working days of the start of the next semester. If the student believes that the results of the review are not satisfactory, he/she may appeal in writing to the Department Chair/Program Director within 10 working days of receipt of the review. The Department Chair/Program Director will review the case, including a written statement from the instructor within 10 working days of receipt of the student’s appeal.

If the case is not resolved to the student’s satisfaction at this point in the process, he/she may request that the Department Chair/Program Director refer the matter to the Dean for final resolution. For this matter to be considered, the request must be received within 10 working days following the communication of findings by the Department Chair/Program Director to the student. The Dean may, in the case of graduate students, choose to form a committee of disinterested members to consider these statements together with such papers and examinations contributing to the questioned grade and provide a recommendation to the instructor. The decision of the Dean shall ordinarily be issued within 10 working days and is final. This procedure does not apply when a grade is being appealed because of alleged academic misconduct. If the review is not satisfactory, he/she may appeal in writing to the Department Chair/Program Director within 10 working days of receipt of the review. The Department Chair/Program Director will review the case, including a written statement from the instructor within 10 working days of receipt of the student’s appeal.

### **Grade Reports**

Students may access grades online after they are submitted by instructors. Grades are not released over the telephone because the caller cannot be properly identified as required by FERPA (Family Educational Rights and Privacy Act).

### **Course Substitution Policy**

A transferable course taken at another institution (or at NDNU in extenuating circumstances over which the student has no control) may be substituted for a required course in an NDNU undergraduate program, if the content and learning outcomes of the course proposed for substitution align with the content and learning outcomes of the program. Such substitutions must be appropriately documented.

### **Auditing a Course**

With permission of the instructor, anyone may audit undergraduate courses at Notre Dame de Namur University. Neither a grade nor a credit is awarded for a course taken on an audit basis, and the decision to take a course as an auditor or for credit cannot be changed after the Add deadline for the course. Audited courses are transcribed as such only for matriculated students. The extent of participation of an auditor is at the discretion of the instructor. Auditors receive a course syllabus but may not necessarily receive copies of all course materials. The audit fee per unit is 50 percent of the otherwise applicable tuition rate.

### **Clear Academic Standing**

A cumulative grade point average of 2.0 or above constitutes clear academic standing. Students who do not maintain clear academic standing are subject to the provisions of Academic Warning, Probation, and Disqualification, as specified below.

### **General Undergraduate Attendance Policy**

Students are required to attend all classes and laboratory sessions; they are held accountable for all assignments in each course whether or not the assignments were announced during an absence. Faculty are responsible for clearly outlining their attendance policy on their syllabus.

### **Drop or Withdrawal for Nonattendance**

Students who no longer wish to attend a course must complete appropriate steps to drop or withdraw themselves from the course per the appropriate deadlines. Ceasing to attend classes will not automatically prompt a drop or withdrawal and the student will still be liable for tuition and fees incurred.

### **Withdrawal from the University**

Students who wish to withdraw from the University either permanently or temporarily must complete the online request for withdrawal from the university form at the Office of the Registrar. Following receipt of submission, any refund due will be disbursed according to the applicable refund policy. The withdrawal from can be found on the Student Tab of the Campus Portal.

### **Leave of Absence (Temporary Withdrawal)**

A temporary withdrawal from NDNU is referred to as a "leave of absence". Students who return to NDNU within two calendar years of departure will be reactivated under their original catalog of record at the discretion of the Advisor. For enrollment purposes, however, the student is considered withdrawn until such time as they re-enroll.

Students who return to the University after two years, or who return with the intention of pursuing a different program than the one they were pursuing at the time of their departure, must reapply and be admitted under the current catalog of record by the Office of Admissions. The Leave of Absence form can be found on the Student tab of the Campus Portal.

### **Unofficial Withdrawal**

A student's enrollment status calculates as "withdrawn" when they have attended for some portion of a semester, then either dropped or taken grades of "W" in all courses for that semester. Students intending to do this must submit withdrawal documentation as described above – otherwise, they must reapply and be readmitted under the current catalog of record.

Withdrawals may have consequences for financial aid eligibility and degree progress. It is strongly encouraged that students communicate with an advisor or the Registrar before choosing to submit a request for withdrawal.

Any exception to the readmission stipulation is at the discretion of the Advisor in consultation with the Dean.

### **Military Withdrawal**

If a student is called to active military duty after the Drop/Add period, he/she is entitled to a military withdrawal and a full refund of tuition and fees.

Servicemembers should provide copies of their military orders to the Office of the Registrar.

### **Graduation**

Graduation is defined as completion of all requirements for an NDNU degree, and subsequent conferral of that degree at one of three institutional posting periods – **Spring** (May), **Summer** (August) or **Fall** (December)

*(For information regarding the annual graduation celebration, see **Commencement**)*

### Application to Graduate

Students who are two semesters or 20 units away from completing their bachelor's degree requirements must file an Application to Graduate. This is a student's official declaration of their intent to graduate, and request for a final degree audit to be performed by the Registrar.

Once an application to graduate is submitted, the Registrar will perform an audit of all completed coursework and determine which, if any, program requirements are not expected to be fulfilled by the intended completion date. The student will receive a copy of this audit, and should make plans to review this with their academic advisor so that any approved alterations to the degree completion plan may be submitted.

Deadlines for application submission are as follows:

**Spring candidates** – prior October 1st

**Summer candidates** – March 1<sup>st</sup>

**Fall candidates** – May 1st

### Degree Conferral

Graduation dates are documented as the end date of each semester per the Academic calendar. A degree will not be conferred until all coursework is graded and documented, and a final degree audit by the Registrar shows that all requirements are completed.

If a final degree requirement is being completed via transfer credit, the official transcript must be received by the last day of the month in which the graduation date falls. Otherwise, the student's anticipated graduation date will be rolled ahead to the next semester.

Participation in NDNU Commencement ceremonies ("Walking in Commencement" or "Walking at Graduation") does not signify an earned degree or completion of requirements.

### Commencement

Commencement is the University celebration held each May to honor that year's graduates. In order to be eligible to participate in Commencement, one or more of the following criteria must be met:

- A student submitted their application for a **Spring degree**, and their audit indicates they will complete all requirements by the end of that Spring semester.
- A student submitted their application for a **Summer or Fall degree** in the same year, and their audit

indicates they have six or fewer credits outstanding after the end of Spring semester.

- A student earned their degree **the previous academic year**, but was not eligible to participate in the prior Commencement ceremony.

Incomplete or In-Progress grades, and transcribed credit (e.g., transfer work, CLEP exam scores) that is expected to arrive before the end of May is not considered outstanding. All such instances of pending external credit must be documented by the Registrar prior to granting eligibility to participate.

Students who participate in May Commencement with credits outstanding do so with the acknowledgement that degrees will only be posted at the end of the semester in which all requirements are met.

### Academic Honors

#### Latin Honors

Academic honors are awarded to students receiving their first baccalaureate degrees, based on their truncated cumulative grade-point average at the point of degree conferral. Honors grade-point averages are as follows:

**Cum Laude:** 3.50 - 3.55

**Magna Cum Laude:** 3.65 - 3.79

**Summa Cum Laude:** 3.80 - 4.00

Latin honors are noted on the official NDNU academic transcript, and on the diploma.

#### Honors at Commencement

Students eligible to participate in Commencement and having an honors-eligible Cumulative GPA at the midpoint of Spring semester will be acknowledged by having their applicable honors announced at Commencement.

Because final grade entry for Spring is so close to the date of Commencement, a student's academic honors at the time of Commencement may differ from their final academic honors as awarded on their diploma and transcript.

## SCHOOL OF BUSINESS AND MANAGEMENT

John Veitch, PhD, CFA  
Dean

### **From Silicon Valley, For Silicon Valley. We Build Influential Leaders.**

Today's organizations need leadership that is agile, innovative, inclusive, and ready to adapt to changes within teams, the workplace, and culture. The School of Business and Management (SBM) educates values-centered leaders who can address and influence today's real-world challenges in business, government, and nonprofit sectors. Our graduates leave with the understanding, insights, and skills to make an impact and flourish in a constantly changing world.

The School of Business and Management degree programs mirror the fast pace and global reach of today's business environment. Our focus is on applied learning to support the needed expertise in high tech industries that set our graduates for professional success.

We prepare students with professional-level knowledge, skills, and abilities grounded in the essential characteristics, values, and activities of our NDNH Hallmarks as well as our rich heritage of innovation, achievement, and promotion of diversity. Our students graduate with the competencies and values necessary to thrive and provide leadership in our ever-changing global business environment. In growing personally and socially, as well as professionally, students gain the critical skills and knowledge to become significant contributors in both their profession and their communities.

## Bachelor of Science in Business Administration

Jay Sweis  
Program Director

The Bachelor of Science in Business Administration emphasizes every aspect of how businesses actually operate—and how they address important issues like social responsibility, ethics and diversity, and how every business function integrates with one another to drive value. This is a cohort degree completion program for students who have earned their Associate in Science for Transfer in Business Administration. All 60 AS-T Business Administration credits transfer to NDNU and NDNU commits to offer the remaining 60 units of coursework such that students can complete a Bachelor of Science in Business Administration (BSBA) within two years.

This program admits students in cohorts for full-time study to complete the bachelor's degree in two years.

### Admission Information

Fully admitted students will need to meet the following requirements:

- Official transcript bearing the degree of Associate of Science for Transfer (AS-T) in Business Administration from a California Community College showing completion of IGETC (UC) or CSU General Education Breadth requirements.

### BSBA Learning Outcomes

- Students will acquire and demonstrate analytical and problem-solving skills within various disciplines of business—accounting, economics, finance, management, and marketing.
- Students will learn to describe, discuss, and analyze current events in American business with attention to the global, social, and ethical dimensions of events.
- Students will acquire the communication, research, and technological skills needed to analyze a business situation (problem and/or opportunity) and prepare and present a management report.
- Students will develop critical thinking abilities and a foundation of principles that allows them to work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds.

- **Bachelor of Science in Business Administration Degree Requirements**

The BSBA program requires 120 semester units of undergraduate course credit:

- Core — 30 units
- Electives — 27 units
- Institutional Requirements — 3 units
- General Education — 60 units (fulfilled via AS-T)

### BSBA Core Courses

These courses are designed to prepare students in the functional areas traditionally comprising the field of Business Administration. Students must complete all of the Core Courses.

BUS 2000	Management Principles/ Organizational Behavior	3
BUS 2006	Contemporary Professional Writing	3
BUS 2008	Legal Environments of Business	3
BUS 2010	Professional Ethics/ Social Responsibility	3
BUS 2224	Corporate Finance I	3
BUS 2300	Marketing Principles	3
BUS 2305C	Community Research / Statistical Analysis	3
BUS 2335W	International Business	3
BUS 2600	Operation/Information Technology Systems	3
BUS2980W	Business Policy & Strategy	3
		<b>Subtotal: 30</b>

### Upper-division Business Electives

Nine (9) elective courses are chosen in consultation with an advisor.

**Subtotal: 27**

### Institutional Requirements

Upper-division Religious Studies Course **3**

**Total NDNU Units for the Degree: 60**

**General Education/AA-T Coursework: 60**

**Total Credit Hours: 120**

## SBM COURSES

### BUS - BUSINESS ADMINISTRATION

#### **BUS 2000 - Management Principles and Organizational Behavior (3)**

Studies contemporary organizations and management principles and practices and the application of behavioral and social sciences in the areas of socialization, motivation, group dynamics, leadership, concepts of organizational design, and management functions.

#### **BUS 2006 - Contemporary Professional Writing (3)**

Students develop analytical skills and practice writing and editing various documents common in contemporary organizations: letters, e-mails, reports, business plans, presentations, and websites. Social media applications and e-portfolios are explored. While attention is given to diction and syntax, students are expected to have mastered basic writing skills. Fulfills General Education Upper-Division Writing Requirement.

#### **BUS 2008 - Legal Environment of Business (3)**

Explores how the law is used to resolve potential and actual conflicts of interest in society, including those between and among business, government, individuals, and private institutions. The course evaluates the effectiveness of specific laws, including securities, consumer, employment, and environmental.

#### **BUS 2010 - Professional Ethics & Social Responsibility (3)**

Students learn the relationship between law and morality, develop individual core values, and study various business decision-making models. This course examines major ethical theories and explores the application of those theories to current organizational, economic, and social issues. Case studies and critical thinking are used to enable the student to apply concepts learned to moral issues raised by contemporary professional practices.

#### **BUS2012 - Business Leadership (3)**

Surveys the major concepts, examples, practices, and theories of organizational leadership with a special emphasis on analyzing and developing one's own personal leadership skills in a business context.

#### **BUS2016 - Change & Conflict Management: Theory Practice (3)**

Surveys the major theories, research, and resources on the origins, significance, and methods of managing and resolving change and conflict in the organization. Fulfills Cultural Diversity requirement.

#### **BUS 2024 - Comparative International Management (3)**

Examines the impact of cultural influences within the contexts of multinational and transnational organizations through the use of student presentations and project development. The course examines factors that influence perceptions, communication, behavior, and decision-making in various geographical spheres of international business. Fulfills Cultural Diversity requirement.

#### **BUS 2032 - Management Planning & Decision-Making (3)**

Studies planning and decision-making as rational processes. The course examines the nature and kinds of organizational decisions, behavioral and organizational barriers to effective decisions, and models, tools, and techniques to improve decision-making performance.

#### **BUS 2040 - Women in Management (3)**

Studies contemporary issues and problems facing women in roles as organizational leaders and managers. The course uses recent research and cases to explore personal and organizational barriers and success factors. Appropriate for both women and men. Fulfills Cultural Diversity Requirement.

#### **BUS 2048 - Human Resource Management (3)**

Focuses on staffing functions of job analysis, recruitment, selection, compensation, performance appraisal, training and development, bargaining, negotiation, and equity issues relevant to effective human resource planning.

**BUS 2056 - Management of Human Relations (3)**

The course is based in applied social psychology and is aimed at increasing knowledge of effective individual, group, and team practices in management. Through experiential exercises and discussions, participants in the course explore group dynamics as well as personality and relationship theory.

**BUS 2104 - Environmental Economics (3)**

This introductory course in environmental economics emphasizes the use of basic tools of economics to study and analyze the sources of environmental problems and the implications of environmental policies. Topics include implications of the resource pricing process, sustainable development, and contemporary issues.

**BUS 2108 - Comparative Capitalist Systems (3)**

Gives an overview of the development, major theorists, and principles underlying the various economic systems. Includes capitalism, mercantilism, socialism, and communism.

**BUS 2116 - Economic Development of Less-Developed Countries (3)**

Introduces the concept and measurement of development and some theories devised to explain it. The course examines the culture and institutions of various less developed countries, their policies, strategies, and values. Fulfills Cultural Diversity requirement.

**BUS 2116 W - Economic Development of Less Developed Countries (3)**

This course introduces the concept of measurement of development and some theories devised to explain it. The course examines the culture and institutions of various less developed countries, their policies, strategies, and values. Students write a country paper on any developing country emphasizing various aspects of its economic development process including agricultural, international, financial, population, health, labor, and environmental issues. Fulfills one unit of General Education Upper- Division writing requirement. Fulfills Cultural Diversity Requirement.

**BUS 2124 - International Economics (3)**

A study of international trade and capital flows. The impact of international economic policies on domestic and world welfare is examined. Topics include theory of Comparative Advantage, gains and losses from trade, trade policies, balance of payments, determination of exchange rates, and the international monetary system.

**BUS 2200 - Business Cycle Accounting Concepts (3)**

Utilizing accounting software, implementing internal control within a firm, creating an audit trail that conforms with Generally Accepted Accounting Principles (GAAP), raising money for a firm utilizing debt and equity, and financial planning and budgeting for the firm.

**BUS 2201 - Commercial Law (3)**

This course focuses on the legal theory and mechanisms designed to facilitate commercial transactions within our society. Areas covered in the course include those dealing with integral aspects of business transactions, business organizations, contract and sales law, commercial paper, and secured transactions.

**BUS 2208 - Accounting for Managers (3)**

This course teaches students, as users of financial information, both financial and management accounting topics. It concentrates on financial statements interpretation and analysis, planning and control, cost-volume profit relationships, and investment decisions. Assists the student in understanding accounting's role in organizational governance, marketing, budgeting, and operating decisions.

**BUS 2211 - Federal Income Taxation II (3)**

This is the second federal income tax course. This course enables students to acquire additional knowledge beyond the introductory course. Primary emphasis is on federal income tax treatment of business corporations and partnerships. Tax policy issues and planning implications for businesses and their owners are examined.



**BUS 2216 - Business Analysis Using Spreadsheets (3)**

Addresses critical business problems via quantitative routines and electronic spreadsheets. Students learn market survey techniques and the use of spreadsheets to analyze results.

**BUS 2224 - Corporate Finance I (3)**

Introduction to the field of finance, including principles, techniques, and uses of finance as a business function. Study of financial information and analysis, valuation of future cash flows, valuing stocks and bonds, and capital budgeting. Focuses on financial decision-making process and applications of NPV, IRR, and other investment rules. A financial calculator is required for this class.

**BUS 2228 - Financial Analysis and Modeling (3)**

A continuation of study in the field of finance, covering risk and return analysis, long term financing strategies, and short-term working capital management. Spreadsheet modeling techniques are utilized.

**BUS 2248 - International Finance (3)**

Examines international financial issues and operations, including balance of payments analysis, impact of tax policies, theories of trade, tariffs, quotas, bills of exchange, and short- and long-term international financing.

**BUS 2250 - Personal Financial Planning (3)**

Gives an overview of the fundamental concepts and practices of financial management and planning for the individual. Specific topics include budgeting, goal-setting with controls, asset management, tax planning, and portfolios. The amount of work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

**BUS 2300 - Marketing Principles (3)**

Surveys the activities involved in transferring goods and services from producers to consumers. Strategic decisions concerning product, pricing policies, promotion, and channels of distribution are studied.

**BUS 2304 - Market Analysis & Research (3)**

Surveys methods for obtaining, analyzing, and interpreting results of research designed to help organizations make critical marketing decisions. The course covers the use of both primary and secondary sources of marketing information as well as current methods in research design, measurement, data collection, and analysis.

**BUS 2305 C - Community-Based Research & Statistical Analysis (3)**

This course offers hands-on application of basic and intermediate statistical concepts to business models and community-based projects. Analysis techniques include descriptive statistics, probability theory and distributions, sampling, survey design, hypothesis testing, nonparametric tests, analysis of variance, and correlation/regression. Students conduct statistical analyses using software. *Fulfills Community Engagement requirement.*

**BUS 2316 - Consumer Behavior (3)**

Covers in depth the culture, psychology, motivation, and decision process of the consumer.

**BUS 2324 - Channel Marketing (3)**

Addresses issues in designing and managing marketing channels, including direct marketing. Explores channel conflict, slotting allowances, privacy of personal data, and new developments in retailing.

**BUS 2328 - Service Marketing (3)**

This course teaches students how to effectively build and manage a market-driven service brand. Topics covered include unique characteristics of service offerings, relationship building, and the pricing, branding, and communication of service offerings.

**BUS 2332 - International Marketing (3)**

Studies strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical, and economic constraints. *Fulfills Cultural Diversity requirement.*

**BUS 2335 - International Business (3)**

Offers an overview of International Business. In this course, international finance and management, international trade, and international investments are considered within the framework of international economics and institutions. Fulfills Cultural Diversity requirement.

**BUS 2335 W - International Business (3)**

Offers an overview of International Business. In this course, international finance and management, international trade, and international investments are considered within the framework of international economics and institutions. This course satisfies one unit of General Education upper-division writing requirement. Fulfills Cultural Diversity requirement.

**BUS 2336 - Market Mapping Management (3)**

Course focuses on planning and decision-making for potential markets, expansion of existing markets, products, and services using multiple sources of geographic, demographic, and economic data available through the use of the GIS (Geographic Information Systems).

**BUS 2340 - Entrepreneurial Management and Marketing (3)**

Focuses on policy formulation and implementation in smaller firms. Topics include theories of entrepreneurship, startup and acquisition analysis, and financial, personnel, and marketing issues relevant to effective small business management.

**BUS 2348 - Finance and Marketing for a New Business Venture (3)**

Utilizes a business plan perspective to understand how to analyze the profit potential, to identify sources of capital, and to determine the sales, marketing, and distribution channels needed for success of a new business venture.

**BUS 2356 - Sales and Sales Management (3)**

Addresses selling as a basic human behavior and studies techniques and methodologies to support this concept. Analyzes selling and customer buying cycles, relevant motivational factors, and management of the sales force.

**BUS 2364 - Advertising (3)**

Examines the role of advertising in strategic promotional mix. Topics include consumer, business-to-business, not-for-profit, and global advertising issues.

**BUS 2372 - Business to Business Advertising in a Technology Environment (3)**

Examines the role of the advertising of goods and services to business and institutions, using electronic tools to conduct research, identify objectives, and design strategy with a focus on the high technology environment in our community.

**BUS 2600 - Operations and Information Technology Systems (3)**

Provides an overview of business operations, information systems, and a survey of technical components within systems with a focus on the implications for business professionals.

**BUS 2608 - Telecommunications Management (3)**

Surveys contemporary communications technology and the impact on the organization, including advances in integrated systems, regulatory challenges, networks, and the role of the manager in a telecommunications environment.

**BUS 2616 - Project Management (3)**

Focuses on planning, organizing, and implementing complex projects: project initiation, planning, organizing, staffing, scheduling, monitoring and control, conflict management, cost effectiveness, quality, software tools for project management, team processes, and leadership styles.

**BUS 2980 - Business Policy/Strategies (3)**

BS Capstone This capstone course integrates skills and knowledge attained through previous business courses in a case-method seminar that requires students to evaluate a firm's condition, formulate policy, and determine strategy to be pursued.

Prerequisite: completion of all major core coursework.

**BUS 2980 W - Business Policies/Strategies (3)**

BS Capstone Writing-intensive version of BUS 2980 in which 1 of the 3 units may be applied to the upper-division writing requirement.

Prerequisite: Completion of all major core course work.

**BUS 2986 - Special Topics in Business (0.5-3)**

A course to be utilized for special seminars and lectures in topics which are not offered on a regular basis. The course addresses a specific need, current interest, and/or a trend in the field pertaining to the program's curriculum.

Consult syllabus as content varies from semester to semester depending on the research interests of the Faculty member teaching the course.

**BUS 2990 C - Business Internship (3)**

Provides students with the opportunity to work in an industry to gain career-related experience. The internship requires 120 to 150 hours during which students acquire further industry knowledge and develop skills necessary for professional advancement. May be repeated up to a maximum total of 6 units of credit. *Fulfills Community Engagement requirement.*

Prerequisite: Permission of Program Director

**BUS 2994 - Teaching Assistant (1-3)**

Provides an opportunity for advanced students to earn credit for assisting instructors.

Prerequisite: Permission of Program Director

## **SCHOOL OF PSYCHOLOGY**

Helen Marlo, Ph.D.

Dean

The School of Psychology at Notre Dame de Namur University offers both undergraduate and graduate degree programs: Bachelor of Arts in Psychology and Master of Science in Clinical Psychology.

The Bachelor of Arts in Psychology is a degree completion program that admits students who have earned their Associate in Arts for Transfer (AA-T) in Psychology from a California Community College to complete the remaining upper division coursework required for a Bachelor of Arts in Psychology. Community-based learning immerses students in diverse community organizations providing them with the multiple options to apply what they have learned to a wide range of career opportunities and graduate work. The program allows students to complete graduate level courses in the Clinical Psychology program. Working alongside graduate students, BA students can explore their interest in pursuing a MS in Clinical Psychology following earning their BA degree

For over 40 years, Notre Dame de Namur University has maintained a reputation for excellence in training mental health professionals including licensed marriage and family therapists and licensed professional clinical counselors.

## Bachelor of Arts in Psychology

Hannah Yanow  
Program Director

Psychology is the branch of science that studies human behavior and mental processes. The BA in Psychology offers students a strong general psychology curriculum as recommended by the American Psychological Association. Course work spans the different subfields of psychology from the clinical to the social and the experimental. Major electives (12-units) allow students to take 4 graduate courses in the Master of Science in Clinical Psychology providing additional depth to the program.

Special emphasis is placed on helping the psychology student develop analytic skills and interdisciplinary perspectives through lively classroom work, individual research, and study in the major areas of psychology. Community-based learning is a focus of the program, giving students an opportunity to immerse themselves in diverse communities and participate in multiple community organizations. Coursework also provides students with an introduction to the application of psychology in related fields including Sociology, Education, Political Science, Human Resources, and Business giving students an overview of the application of what they have learned to a wide range of career opportunities and graduate work.

This is a cohort degree completion program for students who have earned their Associate in Arts for Transfer in Psychology. All 60 AA-T Psychology credits transfer to NDNU and NDNU commits to offer the remaining 60 units of coursework such that students can complete a Bachelor of Arts in Psychology within two years. This program admits students in cohorts for full-time study to complete the bachelor's degree in two years.

## Admission Information

Fully admitted students will need to meet the following requirements:

- Completed application for admission to NDNU
- Official transcript showing an AA-T Psychology degree from a California Community College
- GPA of 2.0 or higher
- Written statement
- A letter of recommendation, preferably from a teacher or counselor

## BA Psychology Learning Outcomes

Students completing a bachelor's degree in Psychology will:

1. Demonstrate familiarity with and ability to apply major concepts, theoretical perspectives, empirical findings, and historical trends in the areas of psychology to real life situations.
2. Demonstrate understanding and ability to apply basic research methods in psychology, including research design, review of professional literature, data analysis, and interpretation.
3. Demonstrate and/or apply critical thinking and, when possible, the scientific approach to solve psychological problems while understanding the limitations of the scientific approach.
4. Demonstrate understanding of the contribution of psychological factors to thinking in other fields (sociology, education, human resources, politics, business, etc.), relations, and actions.
5. Demonstrate understanding of the role and value of community engagement and demonstrate the skills of assessing community need, working with diverse communities, and becoming a change agent.
6. Demonstrate empathy, tolerance of ambiguity, and ethical behavior, and apply effective strategies for psychological growth.

## Bachelor of Arts in Psychology

### Degree Requirements

The BA Psychology program requires 120 semester units of undergraduate course credit, consisting of the following:

#### BA Psychology Core Courses

PSY 2101	Personality Theory	3
PSY 2117	Psychobiology	3
PSY 2125	Cognitive Psychology	3
PSY 2133	Social Psychology	3
PSY 2157	Abnormal Psychology	3
PSY 2180	Senior Capstone: History & Systems of Psychology	3
	<b>Subtotal:</b>	<b>18</b>

#### Community Engagement

PSY 2310 C	Community Engagement	3
	<b>Subtotal:</b>	<b>3</b>

#### Clinical Psychology Courses

CPY 4221	Cross-Cultural Issues	3
CPY 4230	Lifespan Development	3
CPY 4245	Professional Law & Ethics	3
CPY 4650	Positive Psychology	3
	<b>Subtotal:</b>	<b>12</b>

#### Additional Social Science Electives

PSY 2110	Research Methods	3
PSY 2170	Professional Development	3
PSY 2201	Counseling and Psychotherapy	3
PSY 2209	Psychological Assessment	3
PSY 2217	Conflict Resolution	3
PSY 2701	Human Sexuality	3
SOC 2401	Race & Ethnicity	3
	<b>Subtotal:</b>	<b>21</b>

#### Institutional Requirements

One course each in the discipline of Religious Studies and Upper-division Writing	6
<b>Subtotal:</b>	<b>6</b>

**Total NDNU Resident Units: 60**

**AA-T/General Education Units: 60**

**Total Credit Hours: 120**

## SOP COURSES

### PSY – PSYCHOLOGY

#### PSY 2101 – Personality Theory (3)

Surveys classic and modern theories of personality development in their biographical and historical context, e.g. Sigmund and Anna Freud, Carl Jung, Alfred Adler, Karen Horney, Margaret Mahler, Melanie Klein, D.W. Winnicott, Heinz Kohut, Abraham Maslow, and Rollo May.

#### PSY2110 Research Methods (3)

Introduces empirical, quantitative, and qualitative research in the behavioral sciences.

#### PSY 2117 – Psychobiology (3)

Studies the brain and its functions as they relate to behavior. This course explores topics such as learning and memory, the rhythms of the brain, emotions, and the senses. Some disorders such as epilepsy, Alzheimer's, Huntington's Chorea, and memory defects are reviewed

#### PSY 2125 – Cognitive Psychology (3)

This course is designed to provide a general overview of the field of cognitive psychology. Topics include sensation and perception, learning, thinking, problem-solving, inductive and deductive reasoning, creativity, language and memory, and cognitive neuroscience. Both theory and research are discussed.

#### PSY 2133 – Social Psychology (3)

This course gives an overview of the classic research areas in social psychology, including conformity, group influence, persuasion, prejudice, aggression, altruism, and interpersonal attraction. In addition, the newer approaches of social cognition, gender and cross-cultural factors, and applied social psychology are discussed.

#### PSY 2157 - Abnormal Psychology (3)

This course focuses on introduction to mental disorders: classification, causes, diagnosis, and treatment. Emphasizes diagnosis using the current edition of the Diagnostic and Statistical Manual (DSM) of the American Psychiatric Association.

#### PSY 2170 - Professional Development (3)

The purpose of this course is to help psychology students

make a transition plan for when they graduate with their BA in Psychology from NDNU. This course aims to promote engagement in the psychology curricular; provide examples and help prepare students for career and further educational options for post-graduation; encourage students to make use of campus resources; build and develop their professional documents (resume, cover letter), networking practice and skills development, and assist students as they continue to clarify their professional purpose, meaning, and direction.

#### PSY 2180 – Senior Capstone: History and Systems of Psychology (3)

Capstone Course taken by graduating seniors, this course provides an overview of the field of psychology from a historical perspective. The course examines the major systems, theoretical models, and personalities that have shaped the field since its inception. This course will culminate in a final research paper and presentation, bringing together everything they have learned in this program.

#### PSY 2201 - Counseling and Psychotherapy (3)

Reviews the theoretical foundations and clinical techniques of a wide variety of psychotherapeutic approaches, including psychoanalytic, behavioral, cognitive, humanistic, existential, Gestalt, group, and family therapy. Basic counseling skills, useful in a vast range of context, are also explored and practiced.

#### PSY 2209 - Psychological Assessment (3)

Introduces the design, validation, and use of different kinds of psychological tests: ability, personality, psychopathology, interests, attitudes, and intelligence. Useful for those going on to graduate school, or interested in clinical, organizational, neuropsychological, occupational, and educational psychology.

#### PSY2217 Conflict Resolution (3)

This course gives students the basic skills needed to be a mediator, including an introduction to conflict theory and conflict styles, active-listening and collaborative-speaking techniques, skills for managing interaction in conflict settings, and knowledge about the stages of a mediation process. There is a strong emphasis on practice through role-play activities and sharing of real-life experience.

**PSY 2310 C Community Engagement (3)**

Studies a wide variety of forces and structures in the community which affect the positive growth, development, and functioning of its members. As a community- learning course, this class includes community work, theoretical discussions, and reflection activities. Fulfills the Community Engagement Requirement.

**PSY 2701 - Human Sexuality (3)**

Explores personal, interpersonal, and transpersonal dimensions of sexual experience: awareness, attitudes, meaning, expression, response, and different sexual orientations

**SOC 2401 - Race and Ethnicity (3)**

Throughout the world, race and ethnicity are powerful identities that affect how people live their day-to-day lives. While paying some attention to the complexities of race in the United States, this course focuses on how race is socially constructed and experienced in a range of countries and cultures. Issues discussed include white supremacy, race-mixing, indigenouness, varying forms of discrimination, and potential for political mobilization around race and ethnic identity. M

**CPY - CLINICAL PSYCHOLOGY ELECTIVES****CPY 4221 - Cross-Cultural Issues (3)**

This course educates students about the role of culture in human behavior; assist students in gaining knowledge about cross-cultural phenomena and reflect on their encounters in a cultural context that is different from their native culture. The course emphasizes the students' integration of theory and research about the relationships between culture, including California culture, and psychology. Cultural competency and sensitivity, particularly in California is emphasized. The practice of culturally competent and informed forms of counseling where students develop skills to apply knowledge about the impact of culture on psychology to themselves and others, and promotes continuous reflection on their multi-dimensional cross-cultural experiences. This class addresses the theories and techniques of multicultural counseling including but not limited to: cultural self-

awareness, identity development, promoting cultural, social justice strategies for diverse populations, and eliminating biases and prejudices, oppression, and discrimination.

This course provides an overview of culturally-informed principles of mental health recovery-oriented care and methods of service delivery in recovery-oriented practice models. Attention is given to the intersection of multiple cultural influences, as well as power differences that occur between groups.

**CPY 4230 - Lifespan Development (3)**

This course provides an analysis of major approaches to the study of human development from infancy to old age, reviewing specific family life events and the psychological implications of developmental milestones such as childbirth, childrearing, childhood, adolescence, adulthood, marriage, divorce, career, blended families, parenting, aging and long-term care, and geropsychology. Education on issues of aging and long-term care are examined comprehensively and fulfill BBS requirements. An overview of the individual differences and biological, cultural, socioeconomic, and environmental factors that influence growth and development across the lifespan are provided.

**CPY 4245 - Professional Ethics and Law (3)**

This course examines ethical and legal standards, codes, and issues within the mental health professions and their relevant professional, clinical, and personal dimensions and implications. While covering legal and ethical issues requisite for licensure, it also emphasizes personal and professional development, the practitioner's sense of self, development of professional qualities, and the impact of personal values as an integral part of cultivating an ethical attitude within the field of psychology. The course emphasizes the relationship between the development of personal qualities, sense of self, values, professional behavior, ethics, and clinical practice. Specific topics include child and elder abuse assessment and reporting; scope of practice; legal patterns and trends; privilege/confidentiality; dangerousness to self/others; treatment of minors with or without parental consent; professional writing; evidence-based practice; collaborative treatment; case management; community resources; licensing law and process, functions, and relationships with human service providers, collaboration, and advocacy to address institutional and social barriers that impede access, equity, and success



**CPY 4650 - Positive Psychology & Mindfulness (3)**

This course will serve as an overview to the field of positive psychology with a particular emphasis on the personal and professional application of mindfulness and acceptance-based approaches such as Mindfulness-Based Cognitive Therapy (MBCT) and Acceptance Commitment Therapy (ACT). The class will provide an opportunity to explore in greater depth several key topic areas within the positive psychology field that are increasingly impacting clinical psychology research and practice. These include such areas as mindfulness, self-acceptance, gratitude, and the capacity for greater meta-cognition and cognitive defusion. An emphasis will be placed on the professional development of students, providing them opportunities to experiment with various positive psychology approaches in their own lives and through that, developing tools to support greater wellness, resilience and an enhanced capacity to cope effectively with stress (including adversity and trauma) in themselves and their future clients.

**INSTITUTIONAL REQUIREMENTS****REL 2250 Religions of the World (3)**

This course focuses on a critical survey of world religions, exploring the beliefs, rituals, sacred texts, and ethical ideals of representative religious manifestations of the past and present. It covers characteristic traits and patterns in tribal, imperial, naturalistic, mystical, and national religions. It also examines the role assigned to women by world religions and the importance given to building a just and peaceful society. The amount of work required for upper-division credit differs in both quantity from that required for lower-division credit. Fulfills Institutional Religious Studies requirement. Fulfills Cultural Diversity requirement.

## UNIVERSITY ADMINISTRATORS AND OFFICIALS

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**Holtzman, Jordan**

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DBA, Golden Gate University

**Sweis Black, Jay**

BS, University of Redlands  
MBA, University of La Verne

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Ed.D., University of San Francisco

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Ed.D., University of San Francisco

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### SCHOOL OF PSYCHOLOGY

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Bachelor Degree, University of Rome;  
Master Degree, University of Rome – Palermo;  
Ph.D., University of Messina

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