

Undergraduate Catalog

2021–22



NOTRE DAME DE NAMUR UNIVERSITY



2021-2022
UNDERGRADUATE
GENERAL CATALOG

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2021-2022 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 Vice President for Academic Affairs and the Office of the Registrar. Please direct any comments to the Office of the Registrar.

The 2021-2022 catalog is effective August 30, 2021 through August 27, 2022.

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

ACADEMIC CALENDAR**EIGHT WEEK TERMS****Fall Semester 2021**

TERM 1 CLASSES BEGIN	August 30
Holiday - Labor Day	September 6
Last Day to Add/Drop	September 10
Last Day to Withdraw	October 15
TERM 1 CLASSES END	October 23
TERM 2 CLASSES BEGIN	October 25
Term 1 Grades Due	October 27
Advance Registration for Spring 2022	October 25 – November 12
Last Day to Add/Drop	November 5
Incompletes Due	November 19
Holiday – Thanksgiving	November 25 – 26
Last Day to Withdraw	December 10
TERM 2 CLASSES END	December 18
SEMESTER ENDS	December 18
Term 2 Grades Due	December 22

Spring Semester 2022

TERM 1 CLASSES BEGIN	January 10
Holiday – Martin Luther King Day	January 17
Last Day to Add/Drop	January 21
Holiday - President's Day	February 21
Last Day to Withdraw	February 25
TERM 1 CLASSES END	March 5
TERM 2 CLASSES BEGIN	March 7
Term 1 Grades Due	March 9
Advance Registration Summer / Fall 2022	March 14 - April 1
Last Day to Add/Drop	March 18
Incompletes Due	April 1
Holiday - Good Friday	April 15
Last Day to Withdraw	April 22
TERM 2 CLASSES END	April 30
SEMESTER ENDS	April 30
Final Grades Due	May 6
Commencement	May 7

Summer Semester 2022

TERM 1 CLASSES BEGIN	May 9
Last Day to Add/Drop	May 20
Holiday – Memorial Day	May 30
Last Day to Withdraw	June 24
TERM 1 CLASSES END	July 2
Holiday – Fourth of July	July 4
TERM 2 CLASSES BEGIN	July 5
Term 1 Grades Due	July 6
Last Day to Add/Drop	July 15
Last Day to Withdraw	August 19
TERM 2 CLASSES END	August 27
SEMESTER ENDS	August 27
Final Grades Due	August 31

INTRODUCTION TO NOTRE DAME DE NAMUR UNIVERSITY

President's Welcome

If there is one single word that describes Notre Dame de Namur, that word is community. Like other universities, we are a community of teachers, scholars, and learners committed to excellence and dedicated to the pursuit of truth in the Catholic intellectual tradition. At NDNU, we have a strong commitment to providing high-quality professional education within the context of the Catholic social justice tradition and the Hallmarks of a Notre Dame Learning Community. This means that we are acutely aware of the needs of the larger society that surrounds our campus. Hence, NDNU also seeks to develop in its students a deep commitment to becoming valued, contributing members of their community. Our students and alumni can be found making a difference for community organizations across the Bay Area.

Our engagement with the community goes beyond community service projects; NDNU has always been committed to giving our students the opportunity to learn from, and give back to, the community in which they live. In 2007, we launched the Sr. Dorothy Stang Center for Social Justice and Community Engagement to be the focal point for the University's community engagement activities. Sr. Dorothy was a Sister of Notre Dame who was martyred in Brazil in February of 2005 for her work defending indigent farmers and the environment in the Amazon rain forest. She inspires us to continue the work of social justice. In recent years, we have built an academic plan that embeds community engagement throughout the curriculum. It is our goal to give every student the opportunity to learn from and contribute in a meaningful way to the community.

The Sisters of Notre Dame have their origin in Namur, Belgium, educating young women during the French Revolution. NDNU is the third oldest in California, founded in 1851 by Sisters of Notre Dame who moved from Oregon to establish schools in California at the outset of the Gold Rush. Now in our 170th year, NDNU is transitioning to a primarily graduate institution, focused on programs in education, clinical psychology, business administration, and public administration. 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.

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 his/her 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

For a brief history of NDNU, please visit <https://www.ndnu.edu/about/history/>.

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 Vice President for Academic Affairs, 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 VICE PRESIDENT FOR ACADEMIC AFFAIRS

Gregory B. White, Vice President for Academic Affairs

Academic Affairs

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

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

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

University Services

Academic Advising

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

International Student Office

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

Library Services

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

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

Disabilities Services

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

Office of the Registrar

The Office of the Registrar is the official custodian of students' academic records, and is tasked with accurate maintenance of these records in compliance with federal privacy regulations (FERPA). The office is charged with effective and equitable communication and enforcement of university academic policy. Services provided by the Office of the Registrar include registration oversight, class scheduling, evaluation of transfer credit, facilitation of official transcripts and verifications, graduation audits and degree conferral, and the university catalog.

Writing Center

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

Career Services

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

Public Safety

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

Organizations, Activities, and Events

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

NDNU Alumni Community

The Office of Development and Alumni Relations serves all 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.

Alumni Events

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

Commencement

At the end of each spring semester, the University honors its graduates with a Commencement ceremony held on the 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 speeches from a graduating undergraduate and graduate student along

with a distinguished invited speaker. The ceremony concludes with the conferring of degrees.

Convocation

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

Honor Societies

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

Delta Mu Delta

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

Student Academic Rights and Responsibilities

Student Conduct

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

Privacy Rights of Students

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

- Student's name
- Address (campus, local, and/or permanent)
- NDNU student email address

- Telephone numbers
- Date and place of birth
- Photograph
- Major field of study and classification
- Dates of attendance, degrees, and honors received
- Most recent previous educational institution attended
- Weight and height of members of intercollegiate athletic teams

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

- University officials who have a legitimate educational interest in a student's records
- Officials of other universities who have a legitimate educational interest in a student's records; Universities in which a student seeks to enroll
- Certain government officials acting in their legitimate functions
- Those persons and agencies seeking records in connection with a student's application for or receipt of financial aid
- Authorities acting in compliance with a judicial order or pursuant to any lawfully issued subpoena
- Accrediting agencies
- Certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs
- In an emergency, appropriate persons if knowledge of such information is necessary to protect the health or safety of the student or other persons (According to 34 C.F.R. 99.36, the wording of this section "shall be strictly construed.")

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records, including your

Social Security Number, grades, or other private information, may be accessed without your consent.

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

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

Under FERPA, students have the right to:

- Inspect and review information contained in their education records
- Challenge the contents of their education records
- Request a hearing if the outcome of the challenge is unsatisfactory
- Submit an explanatory statement for inclusion in the education record, if the outcome of the hearing is unsatisfactory
- Secure a copy of the institutional policy regarding privacy rights
- File complaints with the Department of Education concerning alleged failure to comply with FERPA

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

the written signature of the student to the Office of the Registrar.

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

For further information, contact the Office of the Registrar.

Student Academic Responsibilities

It is the responsibility of each student to:

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

Plagiarism

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

Student Grievances

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

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

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 2021

Application Fees and Deposits

Application Fee	\$60.00
Enrollment Deposit (nonrefundable)	\$100.00
International Deposit (refundable only if refused visa)	\$850.00

Tuition (per unit)

Master's and Credential Programs in Education	\$850.00
Graduate Psychology Programs	\$998.00
Master of Business Administration Program	\$850.00
Master of Public Administration Program	\$800.00
Graduate Certificate Programs	\$499.00
Undergraduate Tuition Rate (per unit)	\$658.00
Undergraduate Tuition for 12 or more units per semester	\$7896.00
Continuing Education Unit (CEU) Course Tuition	Variable
Senior Citizen (65+) Rate	50%

Note: Discounted rates are only available for regularly scheduled courses; not applicable to fees, consortium (Acadeum), workshops, events, etc.

Fees

Parking Violations	Variable
Education Supervision Fee (EDU4230, EDU4231, EDU4245, EDU 4342, EDU4345, EDU4442 - per course)	\$220.00
Teacher Performance Assessment Fee (EDU4342, EDU4345, EDU4442, EDU4445 – per course)	\$250.00
Late Registration Fee (after add/drop)	\$250.00
Challenge Fee (per unit)	\$120.00
International Fee -- (one time)	\$750.00
Employer Deferral and Document Fee (per fall, spring, summer)	\$100.00
Document Fee (e.g., Transcripts, Employer Invoices)	\$10.00
Bad Check Charge	\$25/\$35
Printing Fee (first 250 pages/student/term are free)	6 cents/page
Lost ID Cards	\$25.00
Lost Library Book/Other Equipment Fee (plus replacement cost)	\$25.00
Disability Services Lost/Damaged Equipment Fee	Variable

Tuition Refund Policy

The Academic Calendar defines the dates on which the semester begins as well as 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 & Term Courses

Refunds for academic courses lasting a full semester (15 weeks) or term (eight weeks) are administered 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

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

Refunds for these courses are administered as follows:

- 100 percent refund by the appropriate Last Day to Add/Drop on the Term-based Academic Calendar.
- No refund after the appropriate Last Day to Add/Drop on the Term-based Academic Calendar.

<https://www.ndnu.edu/business-office/>

<https://www.ndnu.edu/business-office/policies/>

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: Required Documents

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 an international transfer student, please refer to the International Student admission (p. 15) requirements.

Transfer applicants must submit the following:

1. Common Application – This is NDNU's primary admission application and may be submitted online or by printing and mailing the completed application with the required fee or an approved fee waiver.
2. Official transcripts from all colleges and universities attended.
 - a. All transcripts from universities outside of the United States must be evaluated by a professional credential evaluation service. We accept evaluations from members of NACES (<http://www.naces.org/members.htm>).
3. Official high school transcript and SAT or ACT scores if the applicant has completed fewer than 30 transferable semester units
4. A letter of recommendation, preferably from a teacher or counselor

- 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.

Note: Meeting minimum requirements does not guarantee admission. The decision of the Admission Committee 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 our Articulation Agreements for details on how courses taken at other colleges can meet Notre Dame de Namur University requirements.

See Revocation of Admission (p. 15) below for additional conditions.

Provisional Admission

Provisional Admission may be offered to students who show promise for undergraduate studies but have some deficiencies in their academic credentials. A student offered provisional admission is fully admitted to the University but is subject to the following restrictions and expectations in his/her first semester. A provisionally admitted student is:

- Restricted to enrollment in a maximum of 15 academic units, which must include the Learning Strategies course offered by the Student Success Center
- Expected to complete all units in the first semester with a minimum cumulative grade point average of 2.5

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 the Undergraduate Degree Requirements (p. 24) section.

Please note that second degree candidates are eligible to receive NDNU merit-based scholarships and Direct Loans only.

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.

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, we will dispose of his/her admission file.

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.

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.

An undergraduate student wishing to take classes in nonmatriculated status should contact the Office of the Admissions. Permission to enroll must be obtained from the program director overseeing the desired coursework. Admission as a nonmatriculated student does not guarantee subsequent admission to a degree program. Nonmatriculated students are not eligible for financial aid.

Applications and registration for nonmatriculated students will be facilitated through the add/drop period of the desired coursework per the Academic Calendar. Full payment of tuition or suitable arrangements must be made at the time of registration. Should a class become over-enrolled, priority will be given to matriculated students; nonmatriculated students removed from an over-enrolled course will have their tuition fully refunded. Nonmatriculated students are subject to all applicable institutional policies and academic calendar deadlines.

Awarding of Transfer Credit at Admission

With the exception of remedial and nonacademic vocational courses, NDNU accepts most credit for courses completed with grade "C" (2.0) or higher at any degree-granting regionally-accredited two-year college or four-year college or university, provided they are college-level courses and there is an equivalent NDNU course. NDNU will upon request, review credits earned at a non-regionally accredited institution to determine if the coursework is acceptable for transfer credit.

Courses from California community colleges are generally accepted according to the published recommendations for transfer of courses to the California State University No transfer credit approval is final until the credit is

evaluated, approved and posted to the NDNU transcript by the Office of the Registrar.

A total of 78 lower-division transferable units are 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.

Intersegmental General Education Transfer Curriculum (IGETC)

Students attending a California community college may complete the requirements in the Intersegmental General Education Transfer Curriculum (IGETC). The IGETC is not an admission requirement for Notre Dame de Namur University and does not guarantee admission. The following options apply:

- Students may complete the IGETC requirements for either the CSU or UC system, allowing them to transfer without the need to take additional lower-division, general education courses at Notre Dame de Namur University. All students should review their Final Transfer Evaluation closely and work with their advisor to determine which courses remain to be completed.

Students completing IGETC may be required to take additional upper-division courses at NDNU to satisfy Institutional course requirements (e.g., Religious Studies, Upper-Division Writing, among others), if coursework in their major does not fulfill these requirements.

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.

Advanced Placement Exam Scores

Scores of 3, 4, or 5 provide elective credit in most subject. 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 subscores 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.

Transfer Work After Matriculation

Upon completion of non-NDNU course work, 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.

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 regards 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

REL Religious Studies

School of Education and Psychology

CPY Clinical Psychology

EDU Education

EIS English for International Students

GER Gerontology

TSL Teaching English to Speakers of Other Languages

Course Numbering System

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

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 –Undergraduate 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.

Community Engagement Courses (Undergraduate)

For courses designated in the Catalog as “Community Engagement” (C) courses, work in the community is considered to be the equivalent of in-class contact hours. Within these courses, a unit of undergraduate credit may represent 15 study hours of community work and 30 study hours of out-of-class preparation.

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.

Undergraduate Class Standing

Undergraduate class standing is determined as follows:

- Freshman: 0-29 units completed
- Sophomore: 30-59 units completed
- Junior: 60-89 units completed
- Senior: 90 or more units completed

Retention of Final Examinations

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

Veterans' Affairs

The California Bureau for Private Postsecondary and Vocational Education approves Notre Dame de Namur University degree programs. Some certificate programs, excluding continuing education, are also approved for VA benefits. Veterans who expect to receive VA educational benefits must complete application forms with the Veterans' Coordinator at the time of registration. Eligible

veterans may visit the NDNU Military and Veteran Students Web page at <http://www.ndnu.edu/admissions/military-veteran-students/> for current information or e-mail the Veterans' Coordinator, Emiko Yamada, in the Finance Office at eyamada@ndnu.edu to begin using their education benefits at NDNU.

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

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

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

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

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

Official Transcripts

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

Diplomas

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

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

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

Undergraduate diplomas also display the major(s) and honors at graduation. Multiple majors in more than one degree do not yield two degrees; the degree is determined by the primary major.

Catalog of Record

The catalog for the academic year during which a student begins their program of study will be referred to as their "catalog of record". Students must fulfill requirements for their degree as stated in their catalog of record in order to graduate, regardless of their ultimate completion date, except in the case where substantive changes are made to a degree program or major during a student's matriculation period. In the event of such changes, efforts will be made to attribute as much of the student's existing coursework to the new requirements as possible.

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 one baccalaureate degree:

- The Bachelor of Science degree in Business Administration

Specific Degree Requirements

Bachelor of Science

A curriculum that may require a maximum of 75 units of course work 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, and 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 Bachelors 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 (p. 14) 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

(fulfills all 3 required UDW units)

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

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. 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.

By satisfying one of the above programs, students will be considered to have met 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 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 call 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	Academic Probation	Academic Disqualification
Student is not already on Academic Warning or Probation and the cumulative GPA is less than 2.0.	Student is on Academic Warning and the cumulative GPA is between 1.0 and 2.0.	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 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 and also incurs additional tuition charges. 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 14 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 term 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 124 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)

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

Course Registration

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 term – 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 Term-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 Term 1 or Term 2 classes, and the appropriate Last Day to Add/Drop will apply.

Course Withdrawal Period

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 (intensive) 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 Term 1 or Term 2 classes, and the appropriate Academic Calendar deadlines will apply. Students may withdraw from a short-term course prior to the last meeting date. Withdrawal from a single-day course is not permitted.

Tuition Refund Policy

See page 13

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.

Declaration or Change of Major or Minor

Any new declarations of majors, minors, or concentrations, or changes in majors, minors, or concentrations must be requested on a "Change of Major" form available from the Office of the Registrar.

Students normally indicate a major ("Major 1" or "primary" major) at the time of entry to Notre Dame de Namur University.

To declare a second major ("Major 2" or "secondary" major), a student should submit a completed "Declaration or Change of Major/Minor" form to the Office of the Registrar.

The student's primary major determines the type of degree that is awarded.

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

P	Pass (equivalent to Grade of "C" or higher)	I	Incomplete
		W	Withdrawal
NP	Not Pass	AU	Audit

Pass/Not Pass Grades

With the permission of the major advisor, a student with a 2.0 cumulative GPA 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

An "Incomplete" may be given to a student who has maintained satisfactory attendance and work throughout most of a course, including Independent Study, but due to extraordinary circumstances is unable to complete the required work by the end of the semester/session in which the course was taken. The Incomplete grade is to be replaced by a final grade within a period not to exceed one calendar year from the date on which the Incomplete was assigned unless the instructor specifies a lesser time period. There will be no extension granted for clearing the Incomplete beyond this specified time period. Once the Incomplete has been changed to a terminal letter grade, no grade changes are accepted. Either the instructor or the student may initiate a grade of Incomplete. The "Request for an Incomplete Grade" form is available from

the Office of the Registrar. On this form, the instructor specifies the work to be completed, the deadline for completion, and the default grade.

An Incomplete grade will be recorded only if the form is completely filled out, signed by the student and the instructor, and submitted to the Office of the Registrar no later than the due date for instructors' regular grade sheets. It is the student's responsibility to verify with the instructor whether he/she will be available to complete the evaluation of the course within the specified time period, to maintain contact with the instructor, to complete the course work, and to verify that the instructor submitted a final grade to the Office of the Registrar. If the course work specified on the Incomplete Grade form is not completed in accordance with the above policy, the grade will be converted to the default grade. Students will not be allowed to graduate with an "Incomplete" on the transcript.

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.

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 presented on the first day of class.

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. See the policies on Course Drops and Course Withdrawal in the section on Dropping/Adding Courses (p. **Error! Bookmark not defined.**).

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.

Leave of Absence

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.

Unauthorized 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 1st

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.

Undergraduate Commencement Speaker

A representative of each graduating class is selected to address the graduates at Commencement. Selection is made by a committee that comprises faculty, staff, and students. The criteria for eligibility are: a minimum GPA at NDNU of 3.7, a minimum of 46 units earned at Notre Dame de Namur University (at the time of completion), and outstanding writing and speaking skills.

Completion of Degree Requirements After Commencement

Students who participate in the May ceremony without completing all of their requirements do so with the understanding that degrees will only be posted at the end of the semester in which all requirements are met.

SCHOOL OF BUSINESS AND MANAGEMENT

James Fogal, PhD
Interim Dean

The School of Business and Management (SBM) prepares students with useful professional-level competency, grounded in the NDNU hallmarks and our rich heritage of innovation, achievement, and promotion of diversity, which allows them to thrive 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 vocation and their community.

SBM degree programs mirror the fast pace and global reach of today's business environment and provide applied learning incorporating relevant industry and foundational knowledge to prepare graduates for professional advancement.

Bachelor of Science in Business Administration

James Fogal, PhD
Interim Dean

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

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
		Subtotal: 30

BSBA Electives

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

Subtotal: 27

General Education and Institutional Requirements

General Education Coursework	60
Upper-division Religious Studies Course	3

Subtotal: 63

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.

BUS 2012 - 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.

BUS 2016 - 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. The work required for upper-division credit will differ in both quantity and quality from that required for lower-division credit.

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 2240 - Money, Markets, Financial Institutions (3)

Gives an introduction to the principles of money, banking, and financial markets. The course considers the processes and instruments by which transaction costs are minimized as financial institutions and markets create value by transferring funds from savers to users.

BUS 2244 - Corporate Governance (3)

Considers the issues encountered by the public corporation that result from the separation of ownership and control, which may lead to management's failure to perform for the benefit of stockholders, creditors, and society. Surveys the provisions of the federal Sarbanes-Oxley Act of 2002. Examines the role of the corporation, methods to monitor managers' performance, and incentives to align their interests with stakeholders.

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

INSTITUTIONAL REQUIREMENTS

The courses below are offered in fulfillment of NDNu institutional requirements for graduation, but are not included under the major prefix (BUS).

RELIGIOUS STUDIES

REL 2550 – Religions of the World (3)

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; covers characteristic traits and patterns in tribal, imperial, naturalistic, mystical, and national religions; also examines the role assigned to women by world religions and the importance given to building a just and peaceful society. Fulfills institutional religious studies requirement.

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Buccheri, Teresa

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Master Degree, University of Rome –
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MA, Notre Dame de Namur University;
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Marlo, Helen

BA, University of Missouri; Ph.D. University
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Vaughn, Tseh-Sien, Ed.D.

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