

# NOTRE DAME DE NAMUR UNIVERSITY



2024-2025  
UNDERGRADUATE  
GENERAL CATALOG



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## 2024-2025 CATALOG

### Nature of Catalog

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

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

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

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

The 2024-2025 catalog is effective August 26, 2024 through August 23, 2025.

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

## ACADEMIC CALENDAR

### Fall 2024 Full Semester Classes

CLASSES BEGIN	August 26
Holiday - Labor Day	September 2
Last Day to Add/Drop	September 6
Advance Registration Begins for Spring 2025	October 21
Last Day to Request Grade of "W"	November 27
Holiday – Thanksgiving	November 28-29
CLASSES END	December 7
SEMESTER ENDS	December 14
Fall 2024 Final Grades Due	December 18

### Spring 2025 Full Semester Classes

CLASSES BEGIN	January 13
Holiday – Martin Luther King Day	January 20
Last Day to Add/Drop	January 24
Holiday - President's Day	February 17
Holiday - Spring Break	March 10-14
Advance Registration Begins Summer / Fall 2025	March 17
Holiday - Good Friday	April 18
Last Day to Request Grade of "W"	April 25
CLASSES END	May 3
SEMESTER ENDS	May 3
Commencement	May 3
Spring 2025 Final Grades Due	May 7

### Fall Semester 2024 Module Classes

MODULE 1 CLASSES BEGIN	August 26
Holiday - Labor Day	September 2
Last Day to Add/Drop M1 Classes	September 6
Last Day to Request M1 Grade of "W"	October 11
MODULE 1 CLASSES END	October 19
MODULE 2 CLASSES BEGIN	October 21
Module 1 Final Grades Due	October 23
Advance Registration Begins Spring 2025	October 21
Last Day to Add/Drop M2 Classes	November 1
Holiday – Thanksgiving	November 28-29
Last Day to Request Grade of "W"	December 6
MODULE 2 CLASSES END	December 14
SEMESTER ENDS	December 14
Module 2 Final Grades Due	December 18

### Spring Semester 2025 Module Classes

MODULE 1 CLASSES BEGIN	January 13
Holiday – Martin Luther King Day	January 20
Last Day to Add/Drop M1 classes	January 24
Holiday - President's Day	February 17
Last Day to request M1 Grade of 'W'	February 28
MODULE 1 CLASSES END	March 8
MODULE 2 CLASSES BEGIN	March 10
Module 1 Final Grades Due	March 12
Advance Registration Begins Summer / Fall 2025	March 17
Last Day to Add/Drop M2 classes	March 21
Holiday - Good Friday	April 18
Last Day to Request M2 Grade of "W"	April 25
MODULE 2 CLASSES END	May 3
Commencement	May 3
Module 2 Grades Due	May 7

**Summer 2025 Semester Classes**

CLASSES BEGIN	May 5
Last Day to Add/Drop	May 16
Holiday – Memorial Day	May 26
Holiday – Juneteenth	June 19
Holiday – Fourth of July	July 4
Last Day to Request Grade of “W”	August 8
CLASSES END	August 16
SEMESTER ENDS	August 23
Summer 2025 Final Grades Due	August 27

**Summer Semester 2025 Module Classes**

MODULE 1 CLASSES BEGIN	May 5
Last Day to Add/Drop M1 Classes	May 16
Holiday – Memorial Day	May 26
Holiday – Juneteenth	June 19
Last Day to Request M1 Grade of “W”	June 20
MODULE 1 CLASSES END	June 28
MODULE 2 CLASSES BEGIN	June 30
Module 1 Final Grades Due	July 2
Holiday – Fourth of July	July 4
Last Day to Add/Drop M2 classes	July 11
Last Day to Request M2 Grade of “W”	August 15
MODULE 2 CLASSES END	August 23
SEMESTER ENDS	August 23
Module 2 Final Grades Due	August 27

## INTRODUCTION TO NOTRE DAME DE NAMUR UNIVERSITY

### President's Welcome

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

Our University has a long history. The Sisters of Notre Dame originated in Namur, Belgium, educating young women during the French Revolution. The Sisters of Notre Dame de Namur founded NDNU in 1851 making it the third oldest institution of higher education in California.

Accredited by the WASC Senior College and University Commission (WSCUC), NDNU offers a rich array of academic programs designed to meet the evolving needs of its students and the demands of the global job market. The university provides master's degrees in business, education, and psychology. Additionally, its undergraduate degree completion programs in business and psychology, along with teacher credentials, are tailored for those looking to advance their careers.

NDNU's commitment to academic excellence is matched by its dedication to social justice and community engagement. The University not only equips students with the skills needed for professional success but also instills a deep sense of social responsibility. This dual focus ensures that graduates are capable professionals and conscientious citizens who are prepared to contribute positively to society through their service and leadership.

### Mission Statement

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

### Vision Statement

Notre Dame de Namur University will be recognized in the San Francisco Bay Area as a leader in integrating community engagement into high-quality academic programs. NDNU's programs will be widely known for their innovative synthesis of liberal arts learning, professionally oriented learning, and core values.

### History

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

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

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



Today, Notre Dame de Namur University is celebrating over 170 years of service to the community. The university has grown into an institution that offers credential programs in education, master's degrees in business, public administration, teacher education, and clinical psychology, and undergraduate degree completion programs in business and psychology.

As NDNU looks to the future, it remains committed to expanding its educational curriculum and outreach programs by offering 100% online degrees in addition to on campus programs, continually adapting to meet the needs of its students and the wider community. With a history steeped in innovation and empowerment, Notre Dame de Namur University is poised to continue its role as a leader in providing exceptional education grounded in core values and social justice for generations to come.

### **Academic Freedom Statement**

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

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

### **Statement of Nondiscrimination**

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

students related to student educational services or their employment opportunities should be directed to the Office of the Provost, Notre Dame de Namur University, (650) 508-3494.

## **Accreditation**

### **Institutional Accreditation**

Notre Dame de Namur University is accredited by the:

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

### **Accredited and Approved Programs at NDNU**

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

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

The Notre Dame de Namur University's MA Educational Therapy Program is approved by the Association of Educational Therapists (AET). It is designed to meet the academic requirements for Associate ET membership, as well as to provide advanced training for practicing educational therapists. The courses have been developed with the approval of AET and are offered for individuals who have an advanced degree and/or credential in education, special education, learning disabilities, speech/language, psychology, or related fields. Admission to the training program is based upon one's background in education or learning disabilities. For those without a special education background, the certificate courses must be combined with specific electives to fulfill the academic requirements for Associate-level membership in AET.

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

NDNU is authorized under federal law to enroll nonimmigrant students.

**Higher Education Act Disclosures**

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

## OFFICE OF THE PROVOST

Gregory B. White, PhD, Provost and Senior Vice President

### Academic Affairs

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

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

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

### Academic Advising

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

### International Student Office

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

### Library Services

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

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

### Disabilities Services

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

### Office of the Registrar

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

### Academic Success Center

The ASC, located within the Gellert Library, is your one-stop learning hub. The ASC provides online and in-person services and resources to help you achieve academic and professional success. All ASC services are included in your tuition, and you can even access them after graduation. Services include: writing support, research support, subject tutoring, career services, Academic Advising and Success Coaching, and Faculty Support. Access the ASC site in Canvas to see all the resources available, to contact us, or to schedule an appointment. Have a question? Just ASC!

## University Websites and Virtual Platforms

### NDNU Campus Portal

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

### Notre Dame de Namur University Homepage

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

### Canvas Learning Management System (LMS)

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

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

## Public Safety

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

## Organizations, Activities, and Events

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

### NDNU Alumni Community

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

### Commencement

At the end of each spring semester, the University honors its graduates with a Commencement ceremony held on the NDNU campus. (See the Academic Calendar for dates.) The ceremony features a procession of the University's graduates, faculty, administration, Board of Trustees, and honorees. The program is highlighted by an address from a graduating student and the presentation of teaching awards, and concludes with the ceremonial conferring of degrees and credentials.

### Honor Societies

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

#### Delta Mu Delta

Delta Mu Delta is an international honor society that recognizes academic excellence in Baccalaureate, Master's, and Doctorate degree business administration programs at Accreditation Council for Business Schools and Programs (ACBSP)-accredited schools. The purpose of

the society is to promote higher education in business administration by recognizing and rewarding scholastic accomplishment. Undergraduate and graduate business administration students who fulfill minimum units completed in the program and rank in the top 20 percent of the School of Business and Management are invited to become lifelong members.

## Student Academic Rights and Responsibilities

### Student Conduct

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

### Privacy Rights of Students

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

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

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

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

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

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

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

Under FERPA, students have the right to:

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

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

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

For further information, contact the Office of the Registrar.

### **Student Academic Responsibilities**

It is the responsibility of each student to:

- Know and comply with the policies and procedures, deadlines, and graduation requirements found within this Catalog

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

### **Plagiarism**

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

### **Student Grievances**

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

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

The bureau may be contacted at:

1747 North Market St, Suite 225,

Sacramento, CA 95834

<http://www.bppe.ca.gov>

Tel: (916) 574-8900

Fax: (916) 263-1897

## FINANCIAL INFORMATION

### Tuition and Fees

Rates Effective Summer 2024

#### Application Fees and Deposits

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

#### Tuition (per unit)

Undergraduate Tuition – Online (per unit)	\$400.00
Undergraduate Tuition – In Person (per unit)	\$658.00
Undergraduate Tuition – In Person (per semester – 12 or more units)	\$7986.00
Education Master’s & Credential Programs	\$850.00
MA DEI Leadership, MA TESOL Programs	\$500.00
Graduate Psychology Programs	\$998.00
Master of Business Administration Program	\$500.00
Master of Public Administration Program	\$600.00
MS Technology Management Program	\$850.00
MBA Management Science Program	\$850.00
Graduate Certificate Programs	\$499.00
Continuing Education Unit (CEU) Tuition	Variable
Senior Citizen (65+) Rate	50%

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

#### Housing

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

#### Other Student Fees

Parking Violations	Variable
Parking Permit Replacement	\$35.00
Parking Fee (per year – commuter students) (waived 2024-2025)	\$150.00
Education Supervision Fee	\$220.00
Student/Intern Teaching Seminar (EDU 4230, EDU 4231, EDU 4236, EDU 4270, EDU 4271, EDU 4342, EDU 4345, EDU 4346, EDU 4350, EDU 4351, EDU 4442, EDU 4445, EDU 4446, EDU 4450, EDU 4451) fee per course	
Teacher Performance Assessment Fee	\$250.00
Cal TPA courses (EDU 4260, EDU 4261, EDU 4360, EDU 4361, EDU 4460, EDU 4461, EDU 4560, EDU 4561) fee per course	
Late Registration Fee (after applicable add/drop deadline)	\$250.00
Course Challenge Fee (per unit)	\$120.00
Document Fee (e.g., Transcripts)	\$10.00
Bad Check Charge	\$25/\$35
Printing Fee (first 250 pages/student/term are free)	\$0.06/page
Lost ID Cards	\$25.00
Lost Library Book/Other Equipment Fee (plus replacement cost)	\$25.00
Disability Services Lost/Damaged Equipment Fee	Variable

## Payment of Tuition and Fees

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

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

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

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

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

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

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

## Tuition Refund Policy

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

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

### Tuition Refund – Semester and Module Courses

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

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

### Tuition Refund – Courses of Other Duration

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

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

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





## ADMISSION INFORMATION

### Undergraduate Admission

#### Admission Requirements

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

**Note:** At the undergraduate level, NDNU currently offers only bachelor's degree completion programs designed for students with 45 or more transferable semester units of credit. NDNU does not admit students at the freshman level.

#### Applying for a Bachelor's Degree Completion Program:

Notre Dame de Namur University's degree completion programs are designed for students who have earned 45 or more transferable semester units of credit from an accredited college or university. We also support the promise of the California Community College's Associate Degree for Transfer (ADT) program. Students who have completed an AA-T or AS-T aligned with their NDNU program can complete their 120-unit bachelor's degree in no more than 60 units and will not have to repeat courses.

Citizens of other countries have additional requirements beyond the application process – see *International Students* on the following page.

#### Applicants to bachelor's degree completion programs must submit the following:

- **NDNU Application for Admission** – NDNU's admission application can be found and submitted online by navigating to the [application site](#), or by contacting the Office of Admissions for assistance.
- **Official transcripts** – Bachelor's degree completion applicants must submit official transcripts from all colleges and universities attended showing at least 45 semester units earned that are CSU transferable or college level from an accredited institution.
- The minimum cumulative college grade point

average for consideration is 2.0.

- Transcripts from colleges outside of the United States must be professionally evaluated by a credential evaluation service on the NACES member list: (<http://www.naces.org/members.htm>).
- Individual programs may have additional admission requirements, including prerequisite courses.

#### For students who completed an Associate Degree for Transfer at a California Community College:

- If your official transcript from a California Community College shows that you have completed an AA-T or AS-T degree:
  - a. Your completed AA-T or AS-T degree is regarded as fulfillment of the NDNU institutional admission requirements for a 2.0 GPA at the time of admission, completion of all general education requirements, and satisfaction of 60 units of transferable credit.
  - b. Students with an AS-T in Business Administration who are admitted to NDNU's BS Business Administration degree completion program, or students with an AA-T in Psychology who are admitted to NDNU's BA Psychology degree completion program receive the ADT guarantee that they can finish their programs with no more than 60 additional units and that they will not have to repeat courses.

#### Further Information about Admissions

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

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

NDNU and cannot be released to any individual or organization.

See *Revocation of Admission* below for additional conditions.

### Provisional Admission

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

### Enrollment Deposit

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

## Other Admission and Enrollment Scenarios

### International Students

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

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

If an international applicant successfully completed at least 30 semester units (with GPA of 2.0 or higher) at an accredited college or university with instruction only in English, then they are exempt from the English proficiency requirement. If an international applicant's high school course work was taught in English, then they may submit SAT or ACT scores in lieu of one of the approved English proficiency assessments.

Non-exempt international students whose first language is not English are required to submit one of the following as proof of English language proficiency:

- **TOEFL (Test of English as a Foreign Language):** Minimum score of 498 (paper-based total), 171 (computer-based total), 60 (Internet-based total)
- **IELTS (International English Language Testing System):** Minimum score of 6.0 on the Academic test.
- **iTEP (International Test of English Proficiency):** Minimum score of 3.6
- **PTE (Pearson Test of English):** Minimum score of 46
- **Duolingo:** Minimum score of 100
- **GTEC:** Minimum score of 1051

An international student who attends an NDNU-approved English as a Second Language School is eligible to opt out of the English proficiency requirement if they meet the minimum requirement for the TOEFL waiver agreement. Please consult with the Office of Admissions for agreements with specific partner language schools.

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

### Second Bachelor's Degree

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

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

### Nonmatriculated Enrollment

Undergraduate students may enroll in classes at Notre Dame de Namur University as a nonmatriculated student.

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

### Term of Admission

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

### Revocation of Admission

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

### Awarding of Transfer Credit at Admission

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

All students applying as to Bachelor's degree completion programs must submit official transcripts from the school(s) where they completed the course credit they wish to transfer. NDNU accepts most non-remedial college-level credit from accredited institutions if it is completed with a grade of "C" (2.0) or higher.

Transfer unit limitations exist in computer applications, physical education, co-op education, ROTC, and English as a Second Language. Maximum allowable transfer unit

totals apply as follows:

Computer Applications	8 units
Co-op Education/Career Development	12 units
Physical Education	8 units
ROTC	15 units
ESL (eligible for use as elective credit only)	9 units

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

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

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

NDNU accepts completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the CSU Breadth pathway at a California Community College as satisfying NDNU's General Education Requirements. Note that students satisfying the GE Requirements at entry must still satisfy NDNU's Institutional Requirements.

Students who have completed an Associate Degree for Transfer (AD-T) program at a California Community College have satisfied NDNU's General Education Requirements through IGETC or CSU Breadth as part of their ADT program. 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.

Other transfer students who have completed the IGETC or CSU Breadth (as declared on their official community college transcript) will also be considered to have met NDNU General Education requirements. (See *General Education Requirements* later in this Catalog.)

### Other Types of Academic Credit

#### Credit by Examination

NDNU awards credit for external examinations such as AP, CLEP, and International Baccalaureate as indicated below, subject to the Credit by Examination Limitation. Credit by examination is not available to AD-T transfer applicants but is available to students who transfer to NDNU without the AD-T.

- **Advanced Placement Exam Scores:** Scores of 3, 4, or 5 provide elective credit in most subjects. A full listing of exams, scores, and corresponding NDNU credit can be found on the NDNU website.
- **International Baccalaureate Exam Scores:** Scores of 4, 5, 6, or 7 on most higher-level exams and some standard level exams will provide a minimum of 3 units of elective credit in the subject area and will satisfy General Education requirements, as appropriate to the subject area. Advanced placement in major courses will be awarded. A full listing of exams, scores, and corresponding NDNU credit is available on the NDNU website.
- **College Level Examination Program (CLEP):** NDNU grants CLEP credit only for examinations passed at the 50th percentile or higher. Credit is granted for total scores only; successful sub-scores within an exam are not granted partial credit. Credit is not granted for scores from foreign language exams taken by native speakers of the language being tested. Credit for CLEP exams may not duplicate credit granted for classes previously or subsequently completed at NDNU or elsewhere. CLEP credit is recorded on the Notre Dame de Namur University transcript as units passed without an evaluative grade. A full listing of exams, scores, and corresponding NDNU credit is available on the NDNU website.

### Credit for Prior Learning

Prior learning, sometimes called experiential learning, is knowledge that is obtained outside the university setting prior to entering or returning to college. Adults entering or returning to college bring with them a wealth of learning experiences that NDNU recognizes as important to the total university experience. In recognition of the value of these experiences, NDNU provides students with

the option to receive undergraduate credit. All undergraduate students are eligible to receive academic credit by completed standardized tests or, with approval, by challenging courses. Prior/Experiential learning credit is not available to AD-T transfer applicants but is available to students who transfer to NDNU without an AD-T.

### Military Credit

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

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

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

### Transfer Work After Matriculation

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

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

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

## OFFICE OF FINANCIAL AID

### Mission Statement

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

### Endowed Scholarships

Some NDNU scholarships, funded by endowments, are available to 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 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 ample time to review the application and create a financial aid package.

### Applying for Financial Aid

To apply for federal financial aid, students are required to submit the Free Application for Federal Student Aid (FAFSA). For state financial aid eligibility, California residents may need to complete the California Dream Act Application (CADAA) instead of the FAFSA, depending on their immigration status. Supporting documents such as tax information may be requested

by the Office of Financial Aid after the processed application is received. Financial assistance is packaged 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.

In addition to federal funds, NDNU will calculate the amount earned for institutional grants and scholarships.

### 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 must 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 after studies at another institution.

### **Quantitative Measures**

#### *Course Completion Standard*

Students must complete the courses they enroll in within a satisfactory quantity/percentage as defined below.

#### Undergraduate

Full-time: 12 – credit hours enrolled

Successful completion of a minimum of at least 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 regarding 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 the Satisfactory Academic Progress (SAP) Appeal Form to the Office of Financial Aid. Appeal form can be found online at <https://www.ndnu.edu/plan-your-finances/forms/>.

#### Student needs to include with their appeal form:

- a. A statement explaining the circumstances which led to the failure to meet SAP and how the student's academic performance will improve in the future.
  - b. Student submits to the Committee any supporting documentation as to why SAP standards were not met.
  - c. Student education plan that lists the classes needed to complete the student's declared major.
2. The Committee reviews the student's appeal and renders one of the following decisions:
    - a. Approve unconditional – the student is reinstated on probation without a specific remediation plan.
    - b. 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.

### **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

### General Academic Policies and Procedures

#### Course Designations

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

#### Department Codes

##### School of Business and Management

BUS Business

##### School of Education

EDU Education

ETH Educational Therapy

TSL Teaching English to Speakers of Other Languages

##### School of Psychology

CPY Clinical Psychology

PSY Psychology

##### Interdisciplinary

DEI Diversity, Equity, Inclusion & Leadership

##### Institutional Requirements and Electives

ACC Accounting

ART Art

BIO Biology

EIS English for International Students

ENG English

REL Religious Studies

SOC Sociology

#### Course Numbering System

The four-digit numeric code following designates what type of credit is associated with each course. Numeric codes for courses receiving credit (academic and

nonacademic) are assigned according to the following classification:

1000-1999	Undergraduate lower-division courses
2000-2999	Undergraduate upper-division courses
3000-3999	Upper-division undergraduate courses given graduate credit when taken by a graduate student with the prior approval of a graduate program director
4000-5999	Graduate courses leading to a master's degree or credential
6000-6999	Academic certificates courses for academic credit (Postbaccalaureate professional growth courses)
7000-7999	Non-Degree
8000-8999	PhD
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

- Consistent with NDNU's Credit Hour Policy, 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.

### Laboratory, Studio, and Independent Study Courses

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

### Exceptions and Variations

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

### Noncredit Study

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

### Retention of Final Examinations

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

### Veterans' Affairs

Veterans who expect to receive VA educational benefits must complete application forms with the Veterans' Coordinator at the time of registration. Eligible veterans may visit the NDNU Military and Veteran Students Web page at <http://www.ndnu.edu/admissions/military-veteran-students/> for current information or e-mail the Veterans' Coordinator, Evelia Chacon, in the Registrar's Office at [registrar@ndnu.edu](mailto:registrar@ndnu.edu) to begin using their education benefits at NDNU.

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

the veteran's death or disability is 100 percent service-related.

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

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

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

NDNU is able to certify graduate students as part of the Yellow Ribbon program. Participation is on a first come, first served basis. Undergraduate students are not eligible for the Yellow Ribbon program.

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

### Official Transcripts

Students may obtain official transcripts of academic work at Notre Dame de Namur University. Transcript requests are fulfilled online through the National Student

Clearinghouse's website, [studentclearinghouse.org](http://studentclearinghouse.org). Hard-copy and electronic formats are available, and pricing and delivery options can be viewed on the order site.

Transcripts of work taken at other institutions cannot be copied or re-released by NDNU.

## **Diplomas**

Diplomas are printed only after all grades are posted and the University has verified the completion of all academic requirements and the clearing of all financial obligations. Please allow approximately six weeks from verification for receipt of diploma.

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

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

## UNDERGRADUATE ACADEMIC INFORMATION

### Undergraduate Degrees

The University offers two baccalaureate degrees:

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

### Specific Degree Requirements

#### Bachelor of Arts

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

#### Bachelor of Science

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

### Degree Completion Program

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

### Undergraduate Degree Requirements

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

- Major Requirements
- Institutional Requirements
- General Education Requirements

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

and the opportunity for exposure to other areas of interest through elective courses.

### MAJOR (AND OPTIONAL MINOR) REQUIREMENTS

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

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

#### Major: Minimum Unit Requirement

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

#### Minor: Minimum Unit Requirement

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

#### Majors and Minors: Discrete Unit Requirement

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

#### Definition of Concentration

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

**Institutional Requirements**

**Total Unit Requirement**

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

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

**Academic Residency Requirement**

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

**Requirements for Second Bachelor's Degrees**

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

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

**Academic Standing Requirement**

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

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

This requirement is designed to assure that students demonstrate the ability to communicate clearly in writing at a level that meets the University's standard. All students must complete 3 upper-division units in writing. These units may be completed by taking writing-intensive courses.

BUS 2006	Professional Writing	3
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**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
PSY 2310 C	Community Engagement	3

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

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

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

**Description of General Education Requirements Foundations**

Foundations requirements address essential quantitative and communication skills that are critical both to citizenship and to career success.

**Quantitative Reasoning (3 units)**

In an era driven by data and analytics, the Quantitative Reasoning general education requirement equips undergraduate students with the essential skills to interpret, analyze, and apply quantitative information effectively. This requirement recognizes the importance of numerical literacy across disciplines and empowers students to make informed decisions based on data-driven insights.

By engaging in courses that fulfill this requirement, students improve their foundation in mathematical concepts, statistical methods, and critical thinking skills. Through hands-on activities, problem-solving exercises, and real-world applications, students develop the ability to assess quantitative information, recognize patterns, and draw meaningful conclusions.

The Quantitative Reasoning requirement fosters a well-rounded education, enabling students to approach challenges with a quantitative perspective and make evidence-based judgments. Whether in the sciences, social sciences, or humanities, students who fulfill this requirement enhance their analytical prowess, become more proficient in interpreting quantitative findings, and contribute meaningfully to addressing complex issues in today's data-driven world. This requirement empowers students to excel academically and professionally while cultivating a valuable skillset that transcends disciplinary boundaries.

**Upper-Division Writing (3 units)**

At the heart of effective communication lies the art of writing. The Upper-Division Writing general education requirement empowers students to master this essential

skill and harness the power of written expression across various academic and professional contexts.

By fulfilling this requirement, students develop the ability to craft compelling narratives, articulate complex ideas, and convey information with precision. Students are encouraged to adapt their writing styles to suit their audience, often within their specific discipline.

Through the study of writing, students not only refine their linguistic dexterity but also strengthen critical thinking, research, and analytical skills. This requirement equips students with a toolset that transcends boundaries, enabling them to excel in diverse fields and contribute effectively to the global exchange of ideas.

By fostering a culture of effective written communication, this requirement prepares students to communicate their insights, discoveries, and perspectives with confidence and impact. Whether crafting a research paper, presenting a persuasive argument, or sharing personal reflections, students emerge from this requirement as more adept and versatile writers, ready to engage meaningfully in academia, professional endeavors, and beyond.

**Social and Personal Responsibility**

Through meeting Social and Personal Responsibility requirements, students will explore the varied experiences that have shaped human culture and use that understanding to make informed, objective, and ethical decisions. Students will investigate their own and other value systems and apply them in practical ways to address world problems with creativity, intention, and compassion. They will deepen their understanding of their responsibility to advocate in their communities and profession in service of the common good.

**Religious Studies (3 units)**

Rooted in the values and traditions of the Sisters of Notre Dame, the Religious Studies general education requirement invites students to explore the profound spiritual and moral dimensions of human existence. Students engage in a broad study of religious beliefs, practices, and their impact on individuals and communities. By fulfilling this requirement, students delve into the teachings of the Catholic faith, as well as other major world religions, fostering an understanding of diverse spiritual perspectives. This requirement encourages students to reflect on questions of meaning,

morality, and social justice, promoting ethical awareness and compassionate action.

Through the study of religious studies, students not only deepen their knowledge of faith and spirituality but also develop skills in critical analysis, empathy, and cross-cultural understanding. This requirement nurtures a strong foundation for ethical decision-making and responsible citizenship, aligning with the mission of our Catholic institution to educate the whole person – mind, body, and spirit. As students explore the intersections of faith and society, they are equipped to contribute positively to their communities and engage in thoughtful dialogues that bridge diverse beliefs and values.

### **Ethics and Values (3 units)**

In an increasingly complex and interconnected world, the Ethics and Values general education requirement equips undergraduate students with the essential skills to navigate ethical challenges and make informed, morally sound decisions. This requirement encourages students to engage with fundamental ethical theories, explore real-world case studies, and critically analyze ethical dilemmas spanning various disciplines.

Students delve into the exploration of ethical principles, moral reasoning, and the cultural, social, and philosophical foundations that shape our understanding of right and wrong. By fulfilling this requirement, students develop the capacity to evaluate competing values, consider the implications of their actions, and contribute positively to society. This foundation in ethics empowers students to address the moral complexities they encounter in their personal, academic, and professional lives, fostering a sense of responsibility and ethical awareness that extends beyond the classroom.

### **The Individual, Society, and the Environment**

The goal of the Individual, Society, and the Environment requirements is to provide context regarding how students can contribute to a more equitable, ethical, and just society. Through meeting these requirements, students will deepen their understanding of the biological, psychological, social, and environmental forces that shape our lives as humans as members of the global community and as a species interconnected and interrelated with all other forms of life. By developing analytical skills and interdisciplinary perspectives from the behavioral, social, natural, and physical sciences, the student will better understand and appreciate the factors that have influenced our history and evolution, our place in the

world today, and ways we may manage our entry into the future.

### **Science and Society (3 units)**

Through the Science and Society requirement, students engage with the societal implications of scientific breakthroughs, technological innovations, and ethical dilemmas. This requirement encourages students to critically analyze the interactions between scientific knowledge, cultural values, and public policies, fostering an awareness of the profound impact of science on diverse aspects of society.

Through the study of science and society, students develop critical thinking skills, ethical reasoning, and a holistic perspective that spans scientific, cultural, and ethical realms. This requirement equips students with the ability to contribute meaningfully to discussions, policies, and decisions that affect various facets of our global community.

By embracing the dialogue between science and society, students emerge as informed, engaged citizens capable of navigating the complex interplay between scientific advancements and the broader human experience. This requirement reflects our commitment to fostering well-rounded individuals who understand and appreciate the transformative role that science plays in shaping the present and future of our interconnected world.

### **Social and Behavioral Sciences (3 units)**

The Social and Behavioral Sciences general education requirement invites students to explore the multifaceted dimensions of society and individuals. In meeting this requirement, students examine the intricate interplay between human psychology, culture, and societal and organizational dynamics. Students deepen their appreciation for the factors that shape human interactions, identities, and institutions. This requirement encourages students to critically analyze social structures, explore diverse perspectives, and recognize the impact of social forces on individual and collective behaviors.

Through the study of social and behavioral sciences, students not only gain insights into human motivations and societal patterns but may also hone skills in research, analysis, and empathy. This requirement empowers students to comprehend complex social issues, engage in meaningful dialogue, and contribute to informed discussions about pressing global challenges.

By cultivating a nuanced understanding of human nature and society, students are better equipped to navigate an increasingly interconnected world, make informed decisions, and actively participate in shaping inclusive and harmonious communities. This requirement reflects our commitment to fostering well-rounded individuals who possess the knowledge and skills to promote positive change in the social fabric of our society.

### **Creative Arts**

Through fulfilling Creative Arts requirements, students will deepen their understanding of the practice, interpretation, and analysis of the arts by experiencing the creative process in areas such as media, literature, history, aesthetics, and criticism. Through the arts, students develop skills for observation, personal expression, and response to culture, social justice, and the environment around them.

#### **Literature (3 units)**

Through the Literature general education requirement students delve into the written word's profound impact on culture, emotions, and intellect. By fulfilling this requirement, students develop an appreciation for storytelling, language, and the power of narrative. They engage with classic and/or contemporary literature, refining their ability to dissect themes, symbols, and contexts while honing skills in critical analysis and interpretation.

Through the study of literature, students enhance their ability to empathize with diverse characters and experiences, fostering cultural awareness and a deeper understanding of human nature. This requirement equips students with the tools to articulate their insights cogently, fostering effective communication and enriching their personal and academic pursuits. This requirement nurtures a well-rounded education, fostering creativity, empathy, and critical engagement that extends beyond the classroom and into every facet of their lives.

#### **Visual and Performing Arts (3 units)**

By fulfilling the Visual and Performing Arts general education this requirement, students may engage with diverse artistic forms such as visual arts, music, theater, and dance, honing their abilities to appreciate, analyze, and create visual and performing works. This requirement encourages students to explore their own creative potential, fostering a deeper understanding of the artistic process and its role in shaping our world.

Through the study of visual and performing arts, students cultivate critical thinking, aesthetic sensibilities, and the ability to communicate complex emotions and ideas. This requirement celebrates the fusion of tradition and innovation, equipping students with the skills to interpret and respond to art while embracing their roles as both audience members and creators.

By immersing themselves in the world of artistic expression, students deepen their appreciation for the arts and develop a heightened ability to engage with diverse cultures and perspectives. This requirement enriches students' personal growth, cultural literacy, and capacity for imaginative thinking, inspiring them to contribute to the global conversation through the transformative language of the arts.

### **Cultural Diversity and Community Engagement**

Cultural diversity and community engagement are central to the educational mission of the Sisters of Notre Dame de Namur and are essential to a Notre Dame education.

#### **Cultural Diversity (3 units)**

The Cultural Diversity general education requirement introduces students to the rich tapestry of human experiences, fostering an appreciation for different cultures, perspectives, and traditions. By fulfilling this requirement, students develop the skills to engage empathetically with diverse viewpoints, recognize the impact of culture on social interactions, and navigate cross-cultural communication. This requirement enhances students' ability to collaborate effectively in an increasingly interconnected world, promoting respect, understanding, and inclusivity.

Through the study of cultural diversity, students gain a broader perspective that enriches their personal growth and prepares them to thrive in diverse academic, professional, and social environments. This requirement emphasizes the importance of embracing and celebrating differences while contributing to a more harmonious global community.

#### **Community Engagement (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.

### Summary of General Education Requirements

Requirement	Units
<b>Foundations</b>	
Quantitative Reasoning	3
Upper-Division Writing	3
<b>Social and Personal Responsibility</b>	
Religious Studies (upper-division)	3
Ethics and Values	3
<b>The Individual, Society, and the Environment</b>	
Science and Society	3
Social and Behavioral Sciences	3
<b>Creative Arts</b>	
Literature	3
Visual and Performing Arts	3
<b>Cultural Diversity and Community Engagement</b>	
Cultural Diversity*	(3)
Community Engagement*	(3)
<b>Total</b>	<b>24-30</b>

\* Courses fulfilling the Cultural Diversity and/or Community Engagement requirements may also fulfill other GE requirements.

### Fulfilling the General Education Requirements

NDNU's General Education Requirements are fulfilled through successfully completing courses that meet each requirement. Each requirement below is followed by a list of courses that are approved to meet the requirement. These lists may be updated from time to time as approved by the faculty.

#### Fulfilling Multiple Requirements with a Single Course:

Courses used to fulfill GE Requirements may also fulfill other requirements such as institutional requirements, major requirements, or electives. Courses used to fulfill Cultural Diversity and Community Engagement requirements may also fulfill other GE Requirements. However, a single course may not be used to fulfill multiple requirements within the four areas of: Foundations; Social and Personal Responsibility; The

Individual, Society, and the Environment; and Creative Arts.

### Foundations

#### Quantitative Reasoning (3 units)

BUS 2305 C	Community-Based Research and Statistical Analysis	3
PSY 2110	Research Methods	3

#### Upper-Division Writing (3 units)

These courses also satisfy the Institutional Requirement in Upper-Division Writing.

BUS 2006	Professional Writing	3
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### Social and Personal Responsibility

#### Religious Studies (3 units)

These courses satisfy the Institutional Requirement in Upper-Division Religious Studies

REL 2250	Religions of the World	3
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#### Ethics and Values (3 units)

BUS 2010	Professional Ethics and Social Responsibility	3
PSY 2170	Professional Ethics and Career Development	3
CPY 4245	Professional Ethics and Law	3

### The Individual, Society, and the Environment

#### Science and Society (3 units)

BIO 2108	Contemporary Environmental Issues	3
PSY 2117	Psychobiology	3

#### Social and Behavioral Sciences (3 units)

BUS 2000	Management Principles and Organizational Behavior	3
PSY 2101	Personality Theory	3
PSY 2133	Social Psychology	3

### Creative Arts

#### Literature (3 units)

ENG 2642	History of World Cinema	3
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#### Visual and Performing Arts (3 units)

ART 2210	Art in Business and Industry	3
CPY 4130	Expressive Arts Therapy	3

**Cultural Diversity and Community Engagement**Cultural Diversity (3 units)

REL 2250 Religions of the World 3

Community Engagement (3 units)

These courses also satisfy the Institutional Requirement in Community Engagement.

BUS 2305 C	Community-Based Research and Statistical Analysis	3
PSY 2310 C	Community Engagement	3
CPY 4245	Professional Ethics and Law	3

**Undergraduate Policies and Procedures****Enrollment Status**

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

**6-11 units** – Half-time or More

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

**Registration**

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

Failure to comply with the procedures specified by the Office of the Registrar for registration, changes in course registrations (Drop/Add), or withdrawal from a course may result in denial of credit and a failing grade.

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

**Academic Standing****Determination of Academic Standing**

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

the student is placed on Academic Probation or becomes subject to Academic Disqualification.

**Academic Warning**

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

**Academic Probation**

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

**Academic Disqualification**

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

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

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

**Academic Warning**

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

**Academic Probation**

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

**Academic Disqualification**

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

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

## Appeals

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

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

## Reinstatement After Disqualification

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

## Academic Credit

### Academic Unit Load

Full-time students normally carry 12-18 units each semester. Students on F1 visas must carry a minimum of 12 units each semester.

### Academic Overload

Enrollment in more than 18 units per semester in a semester constitutes an academic overload. The following regulations apply to overload:

1. A student may enroll in a maximum of 18 units. To enroll in 19-21 units, a student must receive permission from their academic advisor. To enroll in more than 21 units, the student must petition the Registrar.
2. All units for which a student registers, including teaching assistantship, Independent Study, and units that are added during the Drop/Add period, are included in the total unit count.

3. A student whose academic advisor does not approve an overload may petition the Office of the Registrar.

## 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 rests with the Dean of each school. Students register for the Independent Study through the normal registration procedures. The contract must be presented at the time of registration and must be completed by the Add deadline of the semester or module in which the Independent Study is to be undertaken.

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

### Course Challenge Examinations

A Course Challenge is an attempt by a student to obtain credit for a course by demonstrating competence in its subject matter through testing or other appropriate means. An exam for a challenged course, for example, would be comparable to the final exam administered at the end of the regularly scheduled course.

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

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

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

### Credit by Examination Limitation

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

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

### Unclassified Graduate Credit

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

### Articulated Degree Programs

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

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

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

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

### Adding and Dropping Undergraduate Courses

Students may add and drop themselves from classes online through the NDNU Campus Portal through their designated add/drop deadline (second Friday of the

semester or module – see the NDNU Academic Calendar for specific deadlines).

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

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

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

**Course Withdrawal (Grade of “W”)**

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

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

**Grading System**

**Grade Scale**

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

**Grade Points Per Unit**

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

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

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

**Repeat Policy**

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

**Pass/Not Pass Grades**

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

### **Incomplete Grades (“I”)**

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

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

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

### **Grade Changes**

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

### **Grade Appeal**

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

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

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

### **Grade Reports**

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

### **Course Substitution Policy**

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

### 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; they are held accountable for all assignments in each course whether or not the assignments were announced during an absence. Faculty are responsible for clearly outlining their attendance policy on their syllabus.

### Drop or Withdrawal for Nonattendance

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

### Withdrawal from the University

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

### Leave of Absence (Temporary Withdrawal)

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

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

### Unofficial Withdrawal

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

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

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

### Military Withdrawal

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

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

### Graduation

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

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

### Application to Graduate

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

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

Deadlines for application submission are as follows:

**Spring candidates** – prior October 1st

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

**Fall candidates** – May 1st

### Degree Conferral

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

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

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

### Commencement

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

- A student submitted their application for a **Spring degree**, and their audit indicates they will complete all requirements by the end of that Spring semester.
- A student submitted their application for a **Summer or Fall degree** in the same year, and their audit indicates they have six or fewer credits outstanding after the end of Spring semester.
- A student earned their degree **the previous academic year**, but was not eligible to participate in the prior Commencement ceremony.

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

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

### Academic Honors

#### Latin Honors

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

**Cum Laude:** 3.50 - 3.55

**Magna Cum Laude:** 3.65 - 3.79

**Summa Cum Laude:** 3.80 - 4.00

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

#### Honors at Commencement

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

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



## SCHOOL OF BUSINESS AND MANAGEMENT

John Veitch, PhD, CFA  
Dean

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

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

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

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

## Bachelor of Science in Business Administration

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 degree completion program for domestic students who have at least 45 units in lower division undergraduate transfer credits and international students with a 3-year degree from an accredited international institution.

The core BS BA Degree Completion program consists of 45 units of business and general education units. Students can take up to an additional 15 units of business courses as electives, as needed. These electives can be structured as a specialization, if desired.

The Core BS BA Degree Completion curriculum can be completed as a part-time program in as few as 5 semesters (two years) or 3 semesters (1 year) as a full-time program.

### 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 BS BA program requires 120 semester units of undergraduate course credit:

- Core BS BA program — 45 units consisting of Business and General Education courses
- 75 units which may be a combination of transfer credit and elective courses taken at NDNU

### Core BS BA Degree Completion 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 2010	Professional Ethics/ Social Responsibility	3
BUS 2016	Change and Conflict Management	3
BUS 2032	Management Planning & Decision-making	
BUS 2224	Corporate Finance I	3
BUS 2300	Marketing Principles	3
BUS 2305 C	Community Research / Statistical Analysis	3
BUS 2335	International Business	3
BUS 2600	Operation/Information Technology Systems	3
BUS2980	Business Policy & Strategy	3

**Subtotal: 33 units**

### General Education Requirements

#### Included in BS BA Core (12 units)

Quantitative Reasoning (BUS 2305 C)

Upper-Division Writing (BUS 2006)

Ethics and Values (BUS 2010)

Social & Behavioral Sciences (BUS 2000)

#### To be completed (12 units)

Upper-division Religious Studies (REL 2250) 3

Science and Society 3

Literature 3

Visual and Performing Arts 3

**Total Units in Core BS BA program: 45**

**Electives taken at NDNU: 15**

Five (5) elective courses are chosen in consultation with an advisor. Transferred in lower-division courses may be substituted.

**Subtotal: 60**

**Other units transferred in or taken at NDNU 60**

**Total Units: 120**

## **Bachelor of Science in Business Administration**

### ***Part-time, Asynchronous Online***

This version of the program is designed as an online asynchronous degree completion program for students who have at least 45 units in lower division undergraduate transfer credits. International students can register for the program but are not eligible for a visa to attend the program in the United States.

This online program is designed as a part-time program that can be completed in as few as five (5) semesters for students who transfer in the maximum 75 units of undergraduate credit.

The Core BS BA Degree Completion program consists of 45 units of business and general education credits. Students can take an additional 15 units of business courses in electives that can be structured as a specialization.

### **Admission Information**

Fully admitted students will need to meet the following requirements:

- Official transcript from an accredited institution showing a minimum of 45 units, and a maximum of 75 units of transfer credit.
- Lower division courses in accounting, economics, statistics, and mathematics or an AS-T in Business Administration from a California Community College
- Letter of recommendation or resume

### **Degree Requirements**

The BS BA program requires 120 semester units of undergraduate course credit:

- Core BS BA Program— 45 units consisting of Business and General education courses
- 75 units which may be a combination of transfer credit and elective courses taken at NDNU

## **Bachelor of Science in Business Administration**

### ***Full-time, Live Instruction***

This version of the program is designed as full-time degree completion program with live instruction for international students with a three-year degree or 75 units from a four-year undergraduate program offered by an accredited international educational institution and strong English language skills. International students registering for the program are eligible for a F-1 Student visa to attend the program in the United States.

This full-time, live instruction program is designed as a cohort program to be completed in three (3) semesters for students.

The Core BS BA Degree Completion program consists of 45 units of business and general education credits. Students can take an additional 15 units of business courses in electives that can be structured as a specialization.

### **Admission Information**

Fully admitted students will need to meet the following requirements:

- Official 3-year degree from an accredited international educational institution or a WES transcript evaluation of 75 units of transfer credit.
- Lower division courses in accounting, economics, statistics, and mathematics.
- Letter of recommendation or resume
- Meet the NDNU International Applicant requirements, with English proficiency at least equivalent to a TOEFL IBT score of 79

### **Degree Requirements**

The BS BA program requires 120 semester units of undergraduate course credit:

- Core BS BA Program— 45 units consisting of Business and General education courses
- Transfer Credit — 75 units (awarded based on 3-year degree or WES evaluation, plus English proficiency).

## International Bachelor of Science in Business Administration

### *Full-time, Live Instruction, Lower English Proficiency Requirements*

Designed for international students whose English proficiency scores meet basic standards (equivalent to TOEFL IBT score of 60), but do not meet the NDNU standards for upper-division and graduate work (equivalent to TOEFL IBT score of 79). This version of the program requires a first semester focused on improving a student's English proficiency in written and oral communication abilities.

This full-time, live instruction program is designed as a cohort program completed in **four (4)** consecutive semesters.

This full-time degree completion program with live instruction for international students with a three-year degree or 75 units from a four-year undergraduate program offered by an accredited international educational institution. International students registering for the program are eligible for a F-1 Student visa to attend the program in the United States.

The Core BS BA Degree Completion program consists of 45 units of business and general education credits.

Students must take an additional 15 units of required ESL and preparatory courses as part of this program.

### Admission Information

Fully admitted students will need to meet the following requirements:

- Official 3-year degree from an accredited international educational institution accepted as 60 units of lower division credits or a WES transcript evaluation of 75 units of transfer credit. Or an official transcript from an international partner institution demonstrating satisfactory completion of the first two years of coursework of a 3-year degree, with certification that the degree will be granted pending completion of third year practicum requirements.
- Lower division courses in accounting, economics, statistics, and mathematics.
- Letter of recommendation or resume
- Meet the NDNU International Applicant requirements with the following English proficiency requirements:
  - TOEFL-iBT between 60 and 79
  - IELTS 6.0 or higher
  - Duolingo 100 or higher

## Degree Requirements

The BS BA program requires 120 semester units of undergraduate course credit:

- Core BS BA Program— 45 units consisting of Business and General education courses.
- English Proficiency and Business Foundations – 15 units consisting of ESL and foundation courses.
- Transfer Credit — 60 units of transfer credit awarded based on entrance requirements.

## SBM COURSES

### ACC – ACCOUNTING

#### ACC 1220- Intro to Financial Accounting (3)

This introduction to financial accounting addresses the recording, classification, and reporting of business transactions, emphasizing double entry accounting systems consistent with Generally Accepted Accounting Principles. Detailed discussion surrounds revenue recognition, cash, inventories, current liabilities, fixed assets and depreciation methods, bonds, and equity.

### BUS - BUSINESS ADMINISTRATION

#### BUS 1108 – Microeconomics (3)

Gives a detailed examination of a specific component of the national economic system (industry, firm, household) as each impacts the aggregate. Topics include implications of the pricing process and contemporary issues

#### 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. Fulfills General Education Social and Behavioral Sciences requirement.

#### 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. Satisfies Ethics and Values General Education Requirement

#### 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.

#### 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.

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

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

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

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

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

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

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

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

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

Gives an overview of the fundamental concepts and practices of financial management and planning for the individual. Specific topics include budgeting, goal-setting with controls, asset management, tax planning, and portfolios.

**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. Satisfies Quantitative Reasoning General Education requirement

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

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

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

Studies strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical, and economic constraints.

**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.

**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 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 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 Policies/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 course work.

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

A course to be utilized for special seminars and lectures on 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.

Prerequisite: Permission of Program Director

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

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

Prerequisite: Permission of Program Director

## **SCHOOL OF PSYCHOLOGY**

Helen Marlo, PhD  
Dean

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

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

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



## Bachelor of Arts in Psychology

Hannah Yanow  
Program Director

NDNU's online BA Psychology Degree Completion Program provides a relevant and applicable curriculum with courses spanning the major areas of psychology. The program develops students' research and communication skills while fostering respect for diverse viewpoints, collaboration, and community engagement - hallmarks of the NDNU experience. Each student compiles an e-Portfolio to support their professional and career development. The curriculum is designed in accordance with the American Psychological Association (APA) guidelines and generally meets pre-requisites for graduate programs in the field of psychology.

### Admission Information

Fully admitted students will need to meet the following requirements:

- Completed application for admission to NDNU
- Official transcripts from all colleges/universities attended, showing completion of at least 45 transferable units
- GPA of 2.0 or higher

### BA Psychology Learning Outcomes

Students completing a bachelor's degree in Psychology will:

1. Describe and apply major psychological concepts, theoretical perspectives, empirical findings, and historical trends of psychological science.
2. Apply basic psychology research methods in research design, review of professional literature, statistical data analysis, incorporation of sociocultural context and ethical standards of research.
3. Communicate effectively through relevant modes of writing, presentations, and proficient use of technology.
4. Practice interpersonal and intercultural awareness, respect for diverse perspectives, collaboration, and community engagement.
5. Demonstrate personal and professional development in preparation for post-graduate career goal(s).

## Bachelor of Arts in Psychology Degree Requirements

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

### BA Psychology Core Courses

PSY 2101	Personality Theory	3
PSY 2117	Psychobiology	3
PSY 2125	Cognitive Psychology	3
PSY 2133	Social Psychology	3
PSY 2157	Abnormal Psychology	3
PSY 2180	Senior Capstone: History & Systems of Psychology	3
PSY 2110	Research Methods	3
PSY 2170	Professional Ethics & Career Development	3
	<b>Subtotal</b>	<b>24</b>

### Community Engagement

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

### Clinical Psychology Course

CPY 4230	Lifespan Development	3
	<b>Subtotal:</b>	<b>3</b>

### Upper Division PSY, SOC, or CPY Electives

**6**

### Institutional Requirements

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

### Total NDNU Resident Units:

**42**

### General Education/Elective Units

**78**

### Total Units:

**120**

## SOP COURSES

### PSY – PSYCHOLOGY

#### **PSY 1001 – Introduction to Psychology (3)**

Surveys the content and method of psychology, the scientific study of behavior and mental processes. The course provides an overview of topics such as how the brain impacts behavior, how we develop, personality, psychopathology, and group and individual behavior.

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

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

#### **PSY 2110 Research Methods (3)**

Introduces empirical, quantitative, and qualitative research in the behavioral sciences. Fulfills General Education Quantitative Reasoning requirement.

#### **PSY 2117 – Psychobiology (3)**

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

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

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

#### **PSY 2133 – Social Psychology (3)**

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

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

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

#### **PSY 2170 – Professional Ethics & Career Development (3)**

This course will launch students into their professional post-graduate lives with an already-established connection with an organization of their choosing, a practiced and keen sense of ethical fortitude in the psychological field, and an established graduation plan and e-Portfolio, which includes a professional resume and cover letter template. Fulfills General Education Ethics and Values requirement.

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

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

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

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

## CPY - CLINICAL PSYCHOLOGY ELECTIVES

### CPY 4130 Expressive Arts Therapy (3)

This course examines theories and practice of the use of mediating properties found in the expressive arts in therapy and counseling as applied to clinical and school settings with children, adolescents, and adults.

This course emphasizes an integrative and holistic approach to creative expression, not only in specific techniques or media but also in how the arts can respond to various human experiences, ranging from life-altering situations to self-realization. Expressive arts professionals, such as therapists and consultants/educators, engage with symbols, text, movement, sound, and other mediums rooted in the body and imagination. Expressive arts practitioners are attentive to the needs of individuals during the creative process and strive to create a caring atmosphere for listening, speaking, and witnessing. This advanced counseling and therapeutic theories and techniques class fulfills BBS guidelines to “support students to develop personal qualities intimately related to effective practice including integrity, sensitivity, insight, compassion, and personal presence.” (BPC Section 49.80.36(c)(3)).

### CPY 4230 - Lifespan Development (3)

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

## INSTITUTIONAL REQUIREMENTS

### ART 2210 Art in Business and Industry (3)

Surveys the history of the useful and decorative arts and their economic and social implications. Topics include art in advertising, communications, and environmental and industrial design. Fulfills the General Education Visual and Performing Arts Requirement.

### BIO 2108 Contemporary Environmental Issues (3)

This course explores the interdependence of humans with the other plant and animal species on the planet. The impact of environmental degradation is explained through a biological and ecological systems approach. A variety of perspectives on environmental issues will be explored, including political, ethical, and social perspectives. The impact of environmental challenges on developing countries will also be analyzed. Fulfills General Education Science and Society requirement.

### ENG 2642 History of World Cinema (3)

A study of the history of film from a global perspective, including developments of film technology, concepts of film theory, methodology of interpreting films, and various uses of film as a vehicle of cultural representation, with emphasis on cross-cultural influences and collaboration. Classes include weekly film viewings and critical discussions. Fulfills General Education Literature requirement.

### REL 2250 Religions of the World (3)

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

## **ENGLISH FOR INTERNATIONAL STUDENTS**

### **EIS 1000 - Academic English: Intermediate Communication Skills (3)**

Focuses on developing English speaking, reading, and writing skills through readings in academic areas and writing across the curriculum.

### **EIS 1008 - Academic English: Advanced Communication Skills (3)**

Focuses on the development of advanced writing skills in a variety of academic subjects and includes a research paper in student's major field of study.

### **EIS 1016 - Spoken English: Pronunciation (1)**

Focuses on study of American English pronunciation, including sounds, intonation, and stress through classroom and language lab activities, using computers, tapes, and videos. May be repeated for credit.

### **EIS 1032 - Spoken English: Oral Presentation (1)**

Provides students the opportunity to develop speaking skills by participating in classroom debates and discussions and by giving a variety of oral presentations. May be repeated for credit.

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