



Dominican University of California

***General Information &
General Academic Policies and Procedures
Academic Catalog 2012-2014***

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President's Welcome

The University catalogue is tangible representation of the opportunity you can find at Dominican. In these pages you will discover courses and disciplines that arouse your curiosity, programs that will help chart your career, and intellectual ideas that invite you to explore new pathways. You will also find the policies we use not only to ensure your degree or credential is of the highest quality, but to create a strong social and intellectual community. Dominican is an institution that will support you to achieve your dreams. It is a community of which you are a crucial part. And it is a campus that will both challenge and support you.

Our undergraduate students at Dominican will have the opportunity to integrate their academic work with practical application, through service projects, internships, study abroad, research, or leadership programs. We will be one of the few institutions in the nation holding our students to the highest academic standards while asking them to apply that experience to the community and the world.

This catalogue holds our academic offerings and social contract for students and for the community; we invite you to review, reflect, and enjoy considering the possibilities this document embodies.

A handwritten signature in black ink that reads "Mary B. Marcy". The signature is written in a cursive, flowing style.

Mary B. Marcy
President

General Information

Academic Freedom

Dominican University of California is committed to the open analysis, discussion, and assessment of ideas and values. It supports the proposition that education involves both analysis and re-evaluation of accepted ideas, attitudes, and practices of the culture, with the aim of conserving the good, exploring new ways of thinking and acting, opening new vistas of knowledge, establishing a more profound art, and creating a more vital spirituality.

Dominican assumes that it is the responsibility of all faculty to uphold the purposes and aims of the University as stated in the *University Catalog*.

Mission

Dominican University of California educates and prepares students to be ethical leaders and socially responsible global citizens who incorporate the Dominican values of study, reflection, community, and service into their lives.

Guided by its Catholic heritage, the University is committed to diversity, sustainability, and the integration of the liberal arts, the sciences, and professional programs.

Engaged Learning: Dominican Values in Action

Dominican University of California brings together diverse students and faculty for an academic experience enriched by Engaged Learning. Through Engaged Learning, students connect the classroom to the world, applying knowledge to benefit the community and gaining a deeper understanding of their own personal vision and impact. Engaged Learning is Dominican values in action: study, reflection, community, and service.

The five primary categories of engaged learning at Dominican are:

Service Learning

Integrates meaningful community work with the academic curriculum, enriching learning through the application of theory to practice and practice to theory. Service-Learning embraces the principles of reciprocity among all parties — the community partners are co-educators, faculty and students are engaged citizens, and the academy becomes an active member of the local and global community.

Internships and Applied Experience

Carefully monitored work experience that relates to the student's academic curriculum and/or career goals and earns academic credit.

Study Abroad

Opportunities outside the United States for study, internships, service learning, and research, foster an appreciation of cultural diversity and global interdependence. Developing a rich understanding of different cultural perspectives and experiences by spending time living, learning, and working in a foreign country supports both personal growth and professional development.

Leadership Development

Leadership is a relational process that begins with reflection on one's organizational behaviors and focuses on building ethical relationships that inspire others to embrace a shared vision of collaborative achievement of outcomes benefiting the common good.

Faculty-Mentored Research

Academic research and creative endeavors include activities undertaken by students with significant faculty mentoring to engage them in investigative inquiry and creative activity and allow them to experience the processes of disciplinary and interdisciplinary scholarly exploration and discovery. At the undergraduate and graduate levels, quality research and creative activity result in a product that has potential for peer-reviewed dissemination in the form of presentations, publications, exhibitions, or performances.

Educational Aims

Dominican University of California produces skilled, knowledgeable persons of character.

Skills

Dominican graduates:

- Read and listen critically.
- Write and speak clearly and effectively.
- Think independently and work collaboratively.
- Use information technology proficiently and with the ability to evaluate critically the quality of the sources.
- Are skilled in the analysis, interpretation, and application of quantitative measures.
- Use quantitative and qualitative methods to analyze questions and solve problems logically and creatively.
- Manage the challenges of personal and professional decisions in a rapidly changing world.
- Develop multi-culturally informed leadership and citizenship skills.

Knowledge

Dominican graduates:

- Have an interdisciplinary understanding of the main branches of knowledge: the natural sciences, the social sciences, and the arts and humanities.
- Possess an informed awareness of the many cultural perspectives and languages that shape civilization.
- Are aware of the theological and spiritual dimensions of the human condition and of the role of religion in life and society.
- Become global citizens with an informed awareness and appreciation of social, political, economic, and ecological interdependence.
- Acquire a substantial and coherent body of knowledge in their major.

Character

Dominican graduates:

- Aspire to virtue, practice compassion, and respect the dignity, worth, and individuality of others.
- Are conscientious and ethical.
- Seek to contribute to the progress of a civil society.
- Are committed to the lifelong pursuit of truth.

Diversity Declaration

Dominican University of California declares that its commitment to diversity and the fulfillment of its educational mission is best achieved when every member of the University community upholds in thought, word, and deed:

"E Pluribus Unum; Ut Unum Sint Two profound visions – our American civic tradition and our Catholic religious heritage – inform Dominican University of California's commitment to the principle of pluralism and to the dream of a reconciled community. Faithful to these birthrights, Dominican seeks to nurture attitudes and behaviors that promote global awareness, inclusive sensibilities, and respect for the dignity of each individual regardless of race, religion, ethnicity, gender, sexual orientation, age, socio-economic status, culture, political conviction, or disability – all in the light of the Truth that breathes forth love and in the hope of a common life that transforms the world."*

* "Out of many, one; that all may be one"

Consistent with the above declaration and Dominican ideals, the University recommends that every member of the community support and express his or her active commitment to diversity utilizing the guiding principles stated below:

- All members of the University community are collectively responsible for enabling and institutionalizing diversity throughout the University.
- All members of the University community consider diversity constructively in all planning, policy, decision-making, procedural, academic and administrative operations throughout the University.
- All members of the University community refuse to accept any behavior or action that is diversity intolerant, insensitive, and/or discriminatory.
- All members of the University community promote an on-campus environment that values equity and access of opportunity for all of its participants irrespective of background, nationality, culture, religion, class, race, ethnicity, sex, gender, sexual orientation, and disability.

Programs Offered

Undergraduate Degrees (BA, BFA, BS and Related Minors)

Day Majors:

- Art: Studio Art
- Art: Graphic Art
- Art History
- Biological Sciences
- Business BA to MBA (4+1)
- Business Administration
- Chemistry
- Communications and Media Studies
- Dance
- English
- Gender Studies
- Health Science/Pre-Occupational Therapy
- History
- Humanities and Cultural Studies
- Interdisciplinary Studies
- International Studies
- Liberal Studies - Teacher Preparation Programs
- Music, Music with a Concentration in Performance
- Nursing
- Political Science
- Psychology
- Public Health
- Religion

Additional Minors

Day Programs:

- American Studies
- Comparative Literature
- Ecology & Environmental Sciences
- Latin American Studies
- Leadership Studies
- Mathematics
- Philosophy
- Pre-Law
- Pre-Ministerial
- Spanish Language
- Sports Management

Additional Disciplines Offering Coursework

Day Programs:

- Drama
- International Languages
- Physical Education
- Physical Sciences

Graduate Degrees (MA, MBA, MS)

Day and Evening Programs:

- Biological Science
- Business Administration in Global Management
- Clinical Laboratory Sciences
- Counseling Psychology
- Education
- Humanities
- Nursing - Clinical Nurse Leader
- Occupational Therapy

Weekend Programs:

- Business Administration in Strategic Leadership
- Business Administration in Sustainable Enterprise

Pathways Adult Degree Completion Program Evening/Weekend Majors

- Business Administration
- English, English with a Writing Emphasis
- Humanities and Cultural Studies
- Management
- Psychology

Pathways Adult Degree Completion Program Minors

- English, English with a Writing Emphasis
- Psychology

Post-Baccalaureate Non-Degree Programs

Teaching Credential Programs

Day and Evening in San Rafael; Evening/Weekend in Ukiah:

- Multiple Subject
- Single Subject
- Education Specialist: Mild/Moderate Preliminary Level I
- Education Specialist: Mild/Moderate Professional Level II
- Dual Credential: Mild/Moderate Level I and Multiple Subject
- Dual Credential: Mild/Moderate Level I and Single Subject

Certificate Programs

Offered for Extension credit through the School of Business and Leadership:

- Leadership
- Sustainable Practices

School Descriptions

School of Arts, Humanities and Social Sciences

The School of Arts, Humanities and Social Sciences comprises the following programs:

Arts

- Studio Art
- Graphic Art
- Art History
- Music
- Dance

Humanities

- Communication & Media Studies
- Creative Writing
- English
- Gender Studies
- History
- Humanities
- Graduate Humanities
- International Languages
- Philosophy
- Religion
- Social-Cultural Studies

Social Sciences

- International Studies
- Political Science
- Psychology

Our Mission

To educate students for a productive life in a diverse and changing world by fostering the resilience, creativity, and critical faculties essential to civic responsibility and professional success. More distinctively, we nurture ethical and aesthetic sensibilities, a spirit of inclusivity, and the quest for personal meaning and sound character so long associated with the fruits of a liberal education.

We Fulfill Our Mission By:

- Offering majors and minors grounded in a strong liberal arts core and cultivating the intellectual skills and knowledge required for success in the professional world.
- Embracing the Dominican ideals of study, reflection, community and service in an environment in which they can flourish.
- Providing opportunities for active, collaborative learning, and educational experiences that enrich the body, mind and soul within diverse communities of learners.
- Attracting increased levels of research support by encouraging faculty intellectual contributions that emphasize applied scholarship and creative work.
- Recognizing excellence in teaching, research and scholarship as inseparable.
- Nurturing talent and encouraging personal achievement in both faculty and students.
- Serving as an educational and community resource for the San Francisco Bay Area and beyond ,through music

concerts, dance performances, art exhibitions, national and international study and service trips, internships, community-based research projects and Service Learning partnerships with schools and other non-profits; as well as public events such as the long running Expressions lecture series and the annual Building Bridges conference, aimed at increasing interfaith knowledge and awareness.

School of Business and Leadership

The School of Business and Leadership is committed to educating students to be socially responsible leaders of sustainable organizations that make a positive difference in the world. The School cultivates learners with a global perspective to lead sustainable organizations, incorporating the Dominican ideals of reflection, study, community, and service in support of social justice. We believe that sustainable organizations result from ethical and socially responsible leadership, ecologically sustainable entrepreneurship or business practices, and a global mindset.

At the undergraduate level, our Bachelor of Arts in Business Administration degree program underscores this commitment to building sustainable organizations by infusing ethical leadership, sustainability, and globalization throughout our curriculum. Our concentrations allow our students to pursue a degree of specialization that is consistent with their career interests. At the graduate level, the School of Business and Leadership offers a Master of Business Administration (MBA) degree program with three tracks: an MBA in Global Management (GM) which allows students to concentrate in an international domain; the MBA in Strategic Leadership (SL) designed for experienced managers seeking to improve their leadership of organizations; and the MBA in Sustainable Enterprise (SE) or Green MBA which seeks to cultivate effective leadership capacities to advance economically successful, ecologically restorative, and socially just initiatives in organizations.

Small class size allows students to interact with their peers and faculty at an intensive level, providing many opportunities to interact with other students and faculty. Faculty emphasize academic rigor with real world relevance; placing a priority on strong teaching and providing opportunities for students to discuss their assignments and research.

Students are encouraged to take advantage of this opportunity to engage in conversation with their professors, guest speakers, and other members of the faculty. Students learn to think independently, work collaboratively, and develop leadership and citizenship skills that are grounded on an understanding and acceptance of the diverse world in which they live and work.

The School of Business and Leadership has highly respected programs. Graduates have excellent opportunities for pursuing careers or going on for additional graduate school studies.

Student Learning Outcomes

Students will demonstrate:

1. **Business Knowledge Competency**
Understand and apply significant facts, concepts, theories, and analytical methods in the core business areas of accounting, economics, finance, law, management, marketing, and quantitative analysis.
2. **Critical Thinking Competency**
Conduct research and apply appropriate, interdisciplinary and multidisciplinary analytical and decision-making skills, including statistical and mathematical techniques, to identify, structure, and solve business problems.
3. **Leadership Competency**
Develop and enhance personal and professional development skills including leadership, team building, and collaboration within a diverse business environment.
4. **Ethics and Corporate Social Responsibility**
Integrate ethics, corporate social responsibility, and environmental sustainability in all aspects of decision-making.
5. **Global Business Competency and Diversity**
Incorporate the impact of globalization and diversity on business policy and practices.
6. **Business Communications Competency**
Integrate mainstream information technology in effective oral and written communication.
7. **Entrepreneurial and Innovation Competency**
Explore and pursue creative and innovative ways to solve problems and create value in organizations.

Institute for Leadership Studies

Dominican University of California's Institute for Leadership Studies (ILS) is a leadership development center that incubates leadership learning ideas and actions. The Institute for Leadership Studies facilitates positive individual, organizational, and societal change. We believe engaged citizenship and socially responsible leadership are essential to effect such change. Our leadership development curriculum seeks to develop leaders, inspire constructive change, and organizational cultures through trusting relationships.

ILS serves as a partner to our campus and our community as we strive toward continuing to achieve our Dominican values of service and community based on knowledge and reflection. ILS partners with a variety of academic departments that offer leadership degrees, minors and certificates. ILS is housed in the School of Business and Leadership, and serves the entire University, the Bay Area community and beyond.

Vision

The Institute seeks to be nationally recognized as a premiere center for leadership development. It facilitates positive individual, organizational and societal change, engaged citizenship, and socially responsible leadership through research, education, and community services. It benefits business, government, non-profit organizations, and the Dominican community.

Mission

We help people become better leaders. ILS advances the study, teaching, and practice of effective, ethical leadership in our world.

Programming and Services

As a consortium of faculty and students, with business and community leaders committed to providing leadership development opportunities, the Institute serves as an incubator for leadership learning ideas and actions. It serves as one of the University's portals to and from the community and business world to contribute expanding options for leadership practice, to facilitate constructive change in our society and its organizations. The programs and services offered are in four main areas: 1) leadership education and training, 2) leadership practice and community service, 3) research and consulting services and 4) public forums.

Research and Consulting Services

- Think Tank to advance leadership theory and practice
- Faculty and student research
- Research projects for business, government, and non-profit organizations
- Leadership impact assessment and organizational analysis and intervention
- Consulting services related to team building, executive coaching, meeting facilitation, and strategic planning

Leadership Education and Training

For Students:

- MBA in Strategic Leadership
- Minor in Leadership Studies: An 18-unit interdisciplinary minor is offered to undergraduate students
- B.A. in Business Administration with a Management Concentration
- Undergraduate and graduate programs that include leadership courses in the curriculum
- Graduate students in MA in Education and in MA in Humanities may focus their studies by taking an array of leadership courses.
- Leon and Sylvia Panetta Institute Leadership Training & Congressional Institute: Dominican has participated in the Panetta Institute student leadership programs.
 - Panetta Institute Leadership Seminar: The incoming President of Associated Students of Dominican University (ASDU) attends a one week seminar at Panetta Institute housed at California State University Monterey Bay. Invitees are incoming student body presidents of 23 California State University campuses, Dominican University of California, and Santa Clara University.
 - Panetta Institute Congressional Internship Program: Each year, through a competitive selection process led by

the Department of Political Science and International Studies, one Dominican student leader is selected who is prepared and interested in serving our community, state and nation. The one-semester program begins with a two-week orientation at the Panetta Institute at CSU Monterey Bay. Following the training and orientation, the Dominican student intern is placed at a congressional office in Washington D.C. where the student will work for the Fall semester.

- **Global Ambassadors:** The program selects and trains international students as visiting ambassadors to elementary and secondary schools. The content of the presentations depends on the student's interests and the desires of the classroom s/he is visiting. Students share their cultures through personal stories, literature, art, music, history, geography, visual and other artifacts, and/or share their country's perspective on international issues, such as environmental or political questions.
- **LeaderShape Institute™** hosted at Dominican University of California: A 6-day Summer residential leadership educational program for undergraduate students aged 17 to 22. Named by the W.K. Kellogg Foundation as an "exemplary program," The LeaderShape Institute™ is an intensive, energizing, educational experience designed to equip young adults to become extraordinary leaders.
- **LeaderShape Fellows:** Graduates of the LeaderShape Institute™ who volunteer their time to work for positive change within the campus and larger community by challenging themselves and supporting each other to be pro-active leaders of change.
- **Leadership Host Ambassadors** are student leaders who volunteer to greet guests and assist in the coordination of Dominican's Institute for Leadership Studies Lectures, Forums and Seminars. The Leadership Host Ambassadors contribute their time primarily at the Leadership Lecture Series, featuring topics related to individual, organizational and/or social change inspired by effective leadership. Founded in 2003, the Series has gained a reputation as a premier series in Marin County and has opened Dominican's doors to thousands of guests since its founding.
- **Rotaract International** at Dominican University of California: Rotaract, a program of Rotary International, is comprised of a group of young professionals and students who are committed to making an impact in the community through service, non-profit collaboration and networking events. Rotaract fosters leadership and responsibility, encourages high ethical standards and promotes diversity, international understanding and peace. For information about our Dominican Rotaract student community go to: <http://dominicanrotaract.org/index.cfm?display=what&sub=b>
- **Student Leadership Academy:** Co-curricular training program offering Dominican students opportunities to learn and practice their leadership skills through formal training workshops, leadership practicum in businesses, government and community organizations.
- **Toastmasters:** Dominican Toastmasters is the on-campus site of a worldwide network of organizations, aiming to improve how we communicate with others. It is open to both Dominican students and the surrounding community. Dominican Toastmasters strive for better communication for better opportunities.
- **Business Bakers Association:** A student club that builds community by spending time together to bake delicious and beautifully presented baked delights. The club is primarily composed of students, faculty, staff and alumni of the School of Business and Leadership, however students from any major may join and participate. The club communes to enjoy the process of baking and sharing these baked goods with the SBL and communities.

For Professionals:

- **The Leadership Certificate 3.0: The Making of Leaders!** is designed for mid- to-senior level managers seeking to take charge, use new strategies to lead in tough economic times, and tangibly contribute to the achievement of the organization's goals. The Certificate experience is comprised of 9 one-day sessions and a closing half day session. The sessions are on some Fridays and some Saturdays. Choose between the Full Leadership Certificate or start with a Workshop Series and build toward your certificate.
- **Business Edge Briefings Series** offers breakfast and evening forums for business owners and organizational leaders that highlights cutting edge business strategies and techniques for businesses to be resilient and competitive in the domestic and global business environments. The briefings' goals are to ignite innovation, inspire creativity, and increase profits and productivity. The Business Edge is a partnership between the North Bay Leadership Council and Dominican University of California's Institute for Leadership Studies.
- **Entrepreneur Seminar Series:** Seminars to meet the needs of CEOs and C-level executives are offered in condensed seminar format bringing experts on various cutting edge business and finance topics focusing on privately held small to medium sized companies.
- **Assessing and Refining Your Leadership Style:** Two-day workshop for those who seek to become a more distinctive and effective leader. The program consists of modules structured around three segments: 1) Discovering your current leadership style, 2) identifying ways to develop your style into a personally distinctive leadership signature and 3) becoming a more distinctive and effective leader.
- **Meeting Methods: Facilitation Skills for Project Leaders:** Learn how to plan and achieve the intended results of a meeting, use a simple agenda format, provide a process that maintains the focus and ensures follow through.

Leadership Practice and Community Service

- Leadership Practicum and Community Leadership Projects: Partnering with business, government and community organizations conducting service learning projects to provide leadership and teamwork, practice opportunities and also advance socially responsible and effective leadership and team behaviors.
- Marin Chapter of the World Affairs Council (WAC) partners with the Institute for Leadership Studies, offering a series of monthly programs on the Dominican University of California campus, in the Creekside or Shield Room. Each month, from August through June, WAC presents a lecture on a specific world issue, such as War in Iraq, Energy Crisis, Palestine/Israeli conflict.
- Dominican Leadership Learning Laboratory: Provides our MBA in Strategic Leadership (MBA-SL) students with a living laboratory for the study of leadership development, plus serves as a community consulting service to organizations throughout the Bay Area. Our goal is to foster long-term relationships between Dominican University and Bay Area organizations through the assessment of a participant organizations' culture and leadership effectiveness, and the provision of consulting and mentoring services.

Public Forums

- Leadership Lecture Series: Each semester, the Institute hosts public forums that actively engage the community in socially relevant discussions and calls to action. Dominican's popular Leadership Lecture Series features lectures on topics related to individual, organizational and/or social change inspired by effective leadership. These events are primarily in the Fall and Spring on a variety of leadership topics across multiple discipline areas and organizational sectors. The events are an opportunity to welcome our neighbors and friends to join our faculty and students as we learn of ideas and actions of leadership by individuals seeking to promote constructive change in our world and its organizations.
- Marin Women's Commission Partnership with Dominican is guided by the mutual commitment that women's leadership effectively impacts systems' change so that women of all ages are empowered, educated and engaged in the community.

The Institute is led by a faculty member in the School of Business and Leadership and is supported by an advisory council of faculty representing a variety of academic disciplines, student development leadership and community leaders from private, independent and government organizations.

To access our website: www.dominican.edu/leadership, email ILS@dominican.edu, or call events line 415-485-3202.

School of Education and Counseling Psychology

Mission

The School of Education and Counseling Psychology develops professionals committed to equity and excellence. Graduates are reflective practitioners who demonstrate ethical purpose, apply best practices, and use intercultural knowledge to serve the needs of a diverse and global society.

Vision

The School of Education and Counseling Psychology is a dynamic place to work and learn. In an increasingly diverse society, the School of Education and Counseling Psychology utilizes 21st century technology to meet the needs of all students and clients. It is known for providing excellent undergraduate and graduate education, community engagement, and professional development. It is recognized for preparing highly qualified educators and counselors, and respected for its innovative curriculum.

Core Values

The core values of the School of Education and Counseling Psychology are an extension of the Dominican Core Values of study, reflection, community, and service.

- Study — The School creates a passion for inquiry and knowledge requiring intellectual rigor, academic excellence, and

openness to divergent perspectives.

- Reflection — The School participates in a process of self-knowledge through contemplation to achieve insight, to expand awareness, and to problem-solve.
- Community — The School is a collaborative learning community that develops partnerships locally and globally for the purpose of being inclusive and demonstrating respect for all in an interdependent world.
- Service — The School engages in local and international educational activities that support human rights and lead to social justice.

Department of Education

Dominican University of California has provided quality programs for teacher preparation since 1924. The Department of Education views teaching as a moral and ethical act. Its faculty is committed to the ideals of a democratic and inclusive society. Our mission is to educate teachers who base their practice in current educational theory, who work collaboratively, who exhibit sensitivity to culture and community, and who demonstrate continuous professional development.

Department of Education graduates are student-centered teachers who use a wide variety of instructional strategies to meet the needs of California's diverse school-age population. Beyond the acquisition of basic instructional skills and knowledge, we expect our graduates to play an active role in making a positive difference in their students' lives.

At the undergraduate level the Liberal Studies/Teacher Education Program is designed for students who want to complete a program of study that leads to both an undergraduate degree and a multiple subject teaching credential in four years. The Dual Degree/Dual Credential program is also offered at the undergraduate level. Completion of this program leads to both a BA in Liberal Studies and MS in Education degree as well as a Preliminary Multiple Subject and Preliminary Education Specialist Mild/Moderate credential.

At the graduate level, post baccalaureate candidates may earn a multiple subject, single subject, or education specialist mild/moderate credential. Candidates interested in combining coursework to earn both an education specialist and either multiple or single subject credentials may pursue a dual credential program. A Master of Science in Education in Curriculum and Instruction or Special Education is available to graduates of Dominican Credential programs. A Master of Science in Education is also available as a specially designed option using specific courses from a variety of academic departments.

Department of Counseling Psychology

The School of Education and Counseling Psychology develops professionals committed to equity and excellence. Graduates are reflective practitioners who demonstrate ethical purpose, apply best practices, and use intercultural knowledge to serve the needs of a diverse and global society.

The Department of Counseling Psychology at Dominican offers professional training leading to the degree of Master of Science (MS) in Counseling Psychology. Those wishing to apply for licensure as Marriage and Family Therapists are required to take the concentration in Marriage and Family Therapy (MFT).

School of Health & Natural Sciences

Mission

The School of Health and Natural Sciences prepares students for careers in diverse fields, for personal growth, and for life in an ever changing, technologically advanced world. The School is committed to the cultivation of intellectual curiosity, individual integrity, mutual respect, and civic responsibility.

The School fulfills its mission by:

- Offering high quality programs that prepare students for entrance into or enhancement of careers in the health and natural sciences;
- maintaining standards for teaching and learning that support personal and intellectual growth;
- engaging students in a culture of critical thinking and scholarly inquiry;
- emphasizing the connections between scientific knowledge and professional practice and knowledge of the liberal arts;

and

- providing experiences that enhance multicultural understanding, global awareness, and environmental responsibility.

Core Values

The core values intrinsic to the mission of the School of Health and Natural Sciences are:

- Intellectual Curiosity -- A passion for learning;
- Individual Integrity -- Adherence to a personal and professional code of ethics;
- Mutual Respect -- Consideration for the rights and ideas of others; and
- Civic Responsibility -- A sense of community membership and a desire for the well-being of the global society.

Vision

Students in the School of Health and Natural Sciences are engaged in distinctive and innovative programs of study that integrate both traditional and emerging fields of knowledge within a global context. Guided by expert faculty mentors, graduates excel at scholarship, professional practice, and community participation. All academic programs are recognized as meeting or exceeding national standards; enrollment is selective, and graduation rates are high. The School is well supported by tuition revenue, a growing endowment, and external funding.

Summer Sessions

Dominican University welcomes enrollment in Summer programs by:

- All current and prospective Dominican University students;
- students attending other colleges or universities who wish to catch up on course requirements and electives;
- persons of all ages seeking enrichment or exploring the option of returning to college; and
- senior citizens, alumni, and college-bound high school students.

Summer Sessions offer accelerated day, evening, and weekend courses varying in the number of meetings and weeks. Undergraduate and Graduate courses are offered for semester academic credit. Summer Sessions can also be an ideal time for students to engage in independent study or to enroll for an internship, field placement, tutorial, or similar opportunity.

Non-degree-seeking students enrolling in Summer Session courses need not be formally admitted to the University. Summer classes are offered in an intensive and abbreviated format that is shorter than the usual 16-week semester. Generally, there are three distinct Summer Sessions:

1. Session A1 (ten weeks)
2. Session A2 (early Summer - five weeks)
3. Session A3 (mid-Summer - five weeks)

Please consult the Academic Calendar for specific session dates and deadlines.

Academic Calendar

- Academic dates may change due to scheduling needs and special events.
- To locate up-to-date academic dates, please consult the online Academic Calendars at www.dominican.edu/academics/resources/registrar/calendars.

Fall 2012

August 13	Monday	Academic Year Begins
August 15	Saturday	General Orientation Session for New Students
August 20	Monday	First Day of Classes
September 1 - 3	Sat - Mon	Labor Day — Campus Holiday
October 1	Monday	Deadline to confirm degree candidacy for May or August 2013
October 12	Friday	Fall Break Day - Academic Holiday
October 19-21	Fri - Sun	Family Weekend
October 15 - November 9	Mon - Fri	Academic Advising for Spring 2013
November 12 - 15	Mon - Thur	Online Priority Registration
November 16	Friday	Open Registration for Spring 2013 Begins (All Students)
November 21	Wednesday	Thanksgiving — Academic Holiday
November 22 - 25	Thur - Sun	Thanksgiving — Campus Holiday
November 30	Friday	Last Day of Classes
December 3 - 7	Mon - Fri	Final Examinations — Exam Schedule TBA
December 14	Friday	Final Grades Due in the Registrar's Office
December 24 - 31	Mon - Mon	Christmas Break — Campus Holiday
January 1	Tuesday	New Year's Day - Campus Holiday

Spring—Summer 2013

January 21	Monday	Martin Luther King Day – Campus Holiday
January 22	Tuesday	First Day of Classes (Session A)
February 16 - 18	Sat - Mon	President's Day - Campus Holiday
March 1	Friday	Deadline to confirm candidacy for December 2012 Graduation
March 11 - 15	Mon - Fri	Spring Break - Academic Holiday

March 15	Friday	Spring Break Day - Campus Holiday
March 18 - April 12	Mon - Fri	Academic Advising for Summer and Fall 2013
March 29	Friday	Good Friday – Campus Holiday
April 1	Monday	Cesar Chavez Day – Campus Holiday
April 15 - 18	Mon - Thurs	Online Priority Registration for Summer and Fall 2013
April 19	Friday	Open Registration for Summer and Fall Begins (All Students)
May 7	Tuesday	Last Day of Classes
May 8	Wednesday	Study Day
May 9 - 15	Thurs - Wed	Final Examinations — Exam Schedule TBA
May 16	Thursday	Commencement Rehearsal
May 17	Friday	Baccalaureate Mass
May 18	Saturday	Commencement
May 27	Monday	Memorial Day — Campus Holiday
May 28	Tuesday	Summer Session I and II Classes Begin
June 28	Friday	Summer Session II classes end
July 1	Monday	Summer Session III Classes Begin
July 4 - 5	Thur - Fri	Fourth of July — Campus Holiday
August 2	Friday	Summer Session I and III Classes End
August 9	Friday	Final Grades Due in the Registrar's Office

Fall 2013

August 19	Monday	Academic Year Begins
August 24	Saturday	General Orientation Session for New Students
August 26	Monday	First Day of Classes
September 2	Monday	Labor Day — Campus Holiday
October 1	Tuesday	Deadline to confirm candidacy for May or August 2014 Graduation
October 7 - November 8	Mon - Fri	Academic Advising for Spring 2014
TBD (October)	Mon - Fri	Family Weekend
TBD (October)	Friday	Fall Break Day - Academic Holiday
November 11 - 14	Mon - Thur	Online Priority Registration

November 15	Friday	Open Registration for Spring 2014 Begins (All Students)
November 27	Wednesday	Thanksgiving — Academic Holiday
Nov 28 - December 1	Thur -Sun	Thanksgiving — Campus Holiday
December 6	Friday	Last Day of Classes
December 9 - 13	Mon - Fri	Final Examinations — Exam Schedule TBA
December 20	Friday	Final Grades Due in the Registrar's Office
Dec 23 - Jan 3 (<i>tentative</i>)		Christmas Break — Campus Holiday

Academic Catalog 2012-2014 Disclaimer

Dominican University of California reserves the right to update and revise academic and administrative policies and procedures, tuition and fees, admissions and graduation requirements, or any other information described in this Catalog without prior notification.

Every attempt has been made to ensure that this Catalog is correct; however, the University does not guarantee absolute accuracy.

General Academic Policies and Procedures

Advising

Students plan their educational programs, with the help of academic advisors, to clarify and meet their personal and educational goals. It is the student's responsibility to be familiar with all University policies and requirements, and to monitor her/his progress through the degree via the online Academic Plan provided to all students and advisors on the Dominican Self-Service website.

Staff advisors in the Academic Advising and Achievement Center provide academic advisement to first semester freshmen and students who have not chosen a major. When a student chooses a major, the Chair of his/her major program or another faculty or staff member in the program becomes his/her advisor.

Registration

Periods of time are set aside each semester prior to the beginning of classes during which each student officially registers for that semester. The dates of these periods are noted in the Academic Calendar.

- **Online Priority Registration** is open to all continuing students who are in clear academic, financial, and disciplinary standing. This week-long period occurs near mid-term of the prior semester. Complete instructions for registering online are posted on the Registrar's Office website at www.dominican.edu/academics/resources/registrar/registration.
- **Open Registration** is a longer period of time during which continuing and new students may register. New students are assigned special dates for placement testing, advising, and registration to be determined by the University annually. New students who are entering Dominican for the first time, and students who are entering a new program at Dominican, register via a paper process, rather than online.
- **Late Registration** is offered after the close of Open Registration as a final opportunity to those continuing students who did not meet the deadlines of the earlier registration periods. Late registrants are subject to a late registration fee. Late enrollment is subject to space available, and beginning on the first day of the term, requires the written permission of each instructor. Dates may differ for undergraduates and graduates.

Before registering, all students are expected to pay all University bills due or to arrange a suitable payment plan with Business Services, to confer with their academic advisors, and to file the required forms with the Registrar's Office.

Changes in Registration

Students are registered for all available courses that have been requested during the registration process. Additions or deletions to a course schedule are made online via the Self-Service module (in the case of continuing students), or by submitting an Add/Drop form to the Registrar's Office within the prescribed time limits as outlined in the Academic Calendar. Changes made without the advisor's approval may result in delaying a student's program completion and graduation from Dominican. It should be noted that not all courses are offered on a yearly basis. Changes in the number of units in which a student is enrolled may have an impact on financial aid, tuition, graduation date, student visa status, athletic eligibility, and veterans' benefits.

A student who adds a course after the term has begun must obtain the instructor's signature and is responsible for completing all coursework for that semester regardless of the date the course was added. A student who fails to attend or complete a course for which he/she is registered without fulfilling the official procedure for dropping or withdrawing from the course will receive a permanent grade of 'F' or 'UF' in that course.

Financial obligation for tuition and fees related to registration is not waived or canceled by a student's failure to attend courses. All official procedures must be observed, and reference should be made to the **Tuition Refund Policy**. Students should note that making changes to their class schedules after the official add/drop deadline, with the exception of a full withdrawal from all classes in that semester, will not result in any changes to their financial aid awards for that semester.

Course Load

Course loads vary from program to program. Students enrolled in Day programs typically carry 15-17 units per semester, while Pathways students are usually enrolled in 6-9 units per semester. Graduate students' course loads may vary widely depending on the pace of the program they select, but full-time graduate students typically take 9-12 units per semester.

It should be noted that the time it takes to earn a degree is directly impacted by the rate at which a student earns academic credit. For example, a first-time, full-time undergraduate student taking the minimum 12 units per semester will not complete the degree in four years. An average course load of 15.5 units per semester (or additional Summer course work) is required to complete a 124-unit undergraduate degree in four years. Further detail about ensuring a four year path to degree completion may be found in this catalog at the section entitled **Four-Year Guarantee**.

It is strongly recommended that students who have not yet met the writing requirement limit their loads to 12-15 units per semester. A student may enroll for 18 units with the advisor's approval if she/he has carried 15 or more units the previous semester and received at least a 3.0 grade point average during that semester.. Any student wishing to take 19 units or more must also have the approval of the Academic Petition Committee. *It should be noted that students are charged additional tuition for units in excess of 17* (please consult the online *Financial Aid* information at www.dominican.edu).

Special Policy for Majors with a Significant Skills-Based Component

Students are permitted to take up to 19 units a semester without additional tuition if they meet all the following conditions:

- They are enrolled in a major which includes at least 14 skill-based units which have little or no out of class academic expectations. Such majors are determined by the Dean of the School and approved, for purposes of this policy, by the Provost.
- They are enrolled in a second major or a minor which requires an additional 15 or more units (these cannot overlap with the first major requirements).
- They are not concurrently registering for the additional units allowed in the Honors program (the two options cannot be combined in the same semester).
- They have completed 15 or more units the previous semester and earned a minimum 3.0 GPA (first semester freshmen would not be eligible).
- They have the approval of their academic advisor.

Concurrent Enrollment at Another Institution

Concurrent registration at Dominican and another college must be approved prior to enrollment at the other institution. Students must submit to the Registrar's Office a completed Authorization to Take Courses Off Campus Form signed by the advisor. Approval usually takes 5-10 business days. Courses taken without prior approval may not be counted toward the degree (see *Off-Campus Coursework* under the **Transfer Credit Policies** section in this catalog).

Course Attendance

The instructor establishes the attendance policy for a course. It is the student's responsibility to know the policy in each course. Attendance at the first class session of each course is very important. If circumstances demand that a student miss the first session of a class, the student must contact the instructor. It is the student's responsibility to officially drop and add all classes in consultation with the advisor. This can be done online (up to the start of the term) or by submitting an Add/Drop form to the Registrar's Office. Each student is responsible for all the material covered in a course. The individual instructor determines the degree to which class participation and class attendance count in the grade for the course. A student who knows in advance that it will be necessary to miss a class session should inform the instructor. A student who is ill for a period of time (exceeding one week), or who has a family emergency, should contact the Office of the Dean of Students, or the Academic Advising and Achievement Center, who will notify the Registrar and/or the instructors. Students who require special accommodation for University-sponsored co-curricular activities such as college athletics, must arrange for such accommodation with each instructor in advance, and within the terms of the faculty-approved accommodation policy.

Academic work begins and ends on the days and at the times specified in the University Academic Calendar. It is particularly important that students attend classes immediately preceding and following vacation periods. Special permission to make up work missed at these times is not usually given by the instructor.

All students are required to take the regularly scheduled final examination except in cases of sudden illness or an emergency such as a death in the family. Final examinations may not be taken in advance of the scheduled time, nor may examinations be deferred for personal reasons (travel, going home for the holidays, etc.)

Permission to take an examination outside of the officially scheduled time must be obtained from the instructor. The instructor makes appropriate arrangements for administration of the examination. The date set should not be during a vacation period when faculty members are not expected to be on campus. Normally, a student is not permitted to retake a final examination.

Explanation of Course Numbers

Course numbers indicate the level of the course.

1000-2999	Introductory courses, primarily for freshmen and sophomores (Lower Division)
3000-4999	Advanced courses, primarily for juniors and seniors (Upper Division)
5000-5999	Graduate courses and Post-Baccalaureate teaching credential courses
7000-7499	Undergraduate level courses in specialized fields that may or may not meet the requirements of regular academic programs
7500-7999	Graduate level courses in specialized fields that may or may not meet the requirements of regular academic programs
8000-8999	Continuing education units that may or may not meet the requirements of regular academic programs
9000-9999	Professional development courses

Double-numbered courses marked with slash (/) are Lower Division courses that, with additional coursework, can be taken for Upper Division credit (e.g. ARTH 1086/3186).

Grading System

Grades represent the professional judgment about student performance in relation to the goals and requirements of a particular course. Dominican University of California records the student's progress or achievement in a particular course by letter grades. Grades are given at the end of the semester. The grade submitted to the Registrar's Office at the end of the semester is the final recorded grade for the course.

Grade notations are as follows:

A	outstanding work
B	very good work: significantly better than average
C	average work: assignments completed in a satisfactory manner
D	work below the standards of the course: credit given for the work done although of inferior quality
F	no credit given for the course: the amount or quality of work done for the course does not deserve credit
I	incomplete: indicates that a small portion (less than 25%) of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. An incomplete grade indicates that the student is otherwise earning a passing grade, attendance has been satisfactory, and required work may reasonably be completed in less than one additional semester. Students should not re-register for a course in which a grade of 'I' was received. Grades of 'I' are automatically changed to 'F' if no grade is submitted by the appropriate deadline.
P	pass: units given for course but no grade points assigned; units for documented demonstration of college level learning. Sources include: Experiential Learning Portfolio, CLEP, Excelsior College, Advanced Placement tests, ACE/PONSI, military basic training, DSST, and Dominican course challenge. Pass grades are limited to elective courses only, as letter grades are required for all General Education and Major/Minor coursework. A pass grade is equivalent to a C (2.0) or better in undergraduate courses, and equivalent to a B (3.0) or better in post-baccalaureate or graduate courses.
PR	in progress: given only for senior thesis or courses requiring that work extends into the following semester. This grade does not penalize a student academically in computing the grade point average for the current semester and does not prevent an otherwise qualified student from being on the Dean's List. Students should not re-register for a course in which a grade of 'PR' was received. Grades of 'PR' are automatically changed to 'F' if no grade is submitted by the appropriate deadline.
S	satisfactory progress: given only for developmental courses (i.e., ENGL 1001, 1002, and 1003) where the student has not made sufficient progress to exit from the course. Units are awarded.
UF	unofficial failure: Assigned when an ungraded or incomplete course remains unresolved past the deadline. This grade calculates as an 'F' in computing the GPA.
W	withdrawn: student withdrew from course after the official drop period in the semester
AU	course audited: no credit appears on transcript
NG	not graded: applies to some labs, colloquium and cluster titles, and thesis continuation only

Calculation of Grade Point Average (GPA)

Grade points for each semester unit of work are assigned to the grades as follows:

A	4 points*	C-	1.7 points
A-	3.7 points	D+	1.3 points
B+	3.3 points	D	1 point
B	3 points	D-	0.7 points
B-	2.7 points	F	0 points**
C+	2.3 points	UF	0 points
C	2 points		

*A+ grades are recorded as 'A' with 4 grade points. **F+ grades are recorded as 'F' with zero grade points. Not computed in the grade point average are: I, P, S, W, PR, AU, NG.

The grade point average, which determines the student's academic standing, is calculated by dividing the total number of grade points earned by the total number of computable, letter-graded, semester units carried.

Pass/Fail Courses - Undergraduate Programs

A student in good academic standing (at least a 2.0 cumulative GPA) may enroll in any elective course on a pass/fail basis if he/she has the consent of the instructor teaching the course. Courses taken pass/fail may not be used to fulfill the General Education requirements for graduation or the units required for a major or minor (with the exception of the senior seminar, internship, and fieldwork). Requests for pass/fail grading must be completed and submitted to the Registrar's Office no later than the deadline to add courses each semester/session. After the deadline for adding courses each semester, the student who has registered to take a course for a letter grade or on a pass/fail basis may not change the grading option. A student registered for a course on a pass/fail basis is expected to do all of the work for the course.

The Experiential Learning Portfolio is a process that evaluates college level learning through proficiency assessment. While letter grades are not assigned to units awarded through Experiential Learning Portfolio, students must demonstrate proficiency at the level of 'C' (2.0) or better. Selected Experiential Learning units may meet General Education requirements or elective units in some majors. See **Credit for Prior Learning** for experiential learning areas that may be petitioned for credit.

Students may apply credit earned through selected examinations, such as CLEP, Excelsior College (formerly Regents or PEP), DSST, and through approved course challenges toward requirements in the major or for certain General Education areas since proficiency must be demonstrated at or above the 'C' (2.0) level. See **Credit for Prior Learning**.

Students are advised that the GPA for Graduation Honors is based on the student's computable letter-graded units completed at Dominican (a minimum of 30 units taken at Dominican is required for the undergraduate degree). Pass/Fail units are not included in the computation for honors at graduation.

Pass/Fail Courses - Post-Baccalaureate and Graduate Programs

Graduate level courses are not generally offered for pass/fail credit, except for internship or field placement courses, or by special permission of the department. By contrast, post-baccalaureate teaching credential courses are graded exclusively on a Pass-Fail basis. A grade of "Pass" in a post-baccalaureate or graduate level course is equivalent to at least a 3.0, which is a grade of 'B' or better.

Incomplete Grades

Incomplete grades are given only in extraordinary circumstances (e.g., illness or very serious personal reasons) beyond the student's control, and only under the following circumstances:

1. When a limited amount, normally less than 25%, of the student's work is incomplete,
2. when the student is otherwise earning a passing grade;
3. when attendance has been satisfactory through the term;
4. when required work may reasonably be completed in an agreed-upon time frame of less than one additional semester.

The **Incomplete Grade Request Form** must include a list of which assignments or exams are to be submitted to the instructor by a deadline that is acceptable to both parties, as well as information about possible grading penalties.

Students must file an **Incomplete Grade Request Form** with the Registrar's Office before the last day of classes for the semester, and prior to final examinations. Requests for an Incomplete grade must have the signatures of the student, the instructor, and the chair of the academic department offering the course, or in the case of internships, the Director of Career & Internship Services. Unless an earlier date is specified on the request form/contract, all coursework for an incomplete class or internship incurred during the Spring semester or Summer sessions must be submitted to the instructor by the following December 1 and those incurred during the Fall semester must be submitted by the following May 1. Students must have the instructor's approval to extend the deadline for completing the work. Requests for extensions beyond the one-semester limit require the approval of the Academic Petition Committee in addition to the instructor. Failure to meet these deadlines will result in the assignment of the grade of 'F.' Incomplete grades that have reverted to 'F' are final. A student with an 'Incomplete' grade in a prior term is not eligible for honors such as the Dean's List and may jeopardize his/her Financial Aid eligibility in the current term of attendance.

In-Progress Grades

In-progress grades are given only for senior thesis, directed research, or other specialized courses requiring that work extends into the following semester. The In-Progress form must be signed and submitted by the instructor during the grading period for the semester, at the same time that grade rosters are submitted. In-progress grades are not allowed for internships.

Unless an earlier date is specified on the request form/contract, all coursework for an incomplete or in progress class incurred during the Spring semester or Summer sessions must be submitted to the instructor by the following December 1 and for those incurred during the Fall semester, all coursework must be submitted by the following May 1. An 'In-Progress' grade does not penalize a student academically in computing the grade point average for the current semester and does not prevent an otherwise qualified student from being on the Dean's List. Students who receive financial aid must seek the advice of their financial aid counselor to ensure that the 'In Progress' does not jeopardize their Financial Aid eligibility. Students should not re-register for the same course in which a grade of 'PR' was received, although certain academic departments do require registration in a separate, second-semester course if it is part of a two-semester sequence. Grades of 'PR' are automatically changed to 'F' if no grade is submitted by the appropriate deadline.

Repeated Courses

Undergraduate students may repeat courses in which a grade of 'D' or 'F' has been earned. Nursing and Occupational Therapy majors are subject to different standards and should consult the most recent department handbook, or consult the academic advisor or department chair, for details on repeating courses. Graduate students may repeat courses with a 'C' (2.0) or below with the Program Director's approval. In certain courses such as ENGL 1004*, math courses that are prerequisite to the terminal math course in the Mathematical Thinking & Quantitative Reasoning area of General Education.

*See **Satisfactory Progress in Written English** for more information about the Expository Writing requirement.

Both grades for repeated Dominican courses remain on the academic record, but upon successful completion of the repeated course, only the higher grade is calculated into the grade point average, and the student receives credit for the course only once. If a course taken at another college is repeated at Dominican, the higher grade will be applied toward the degree; both grades will appear on the record and credit will be given only once.

Students should notify the Registrar's Office in writing after the completion of a repeated course to ensure that their grade point average has been adjusted appropriately, especially in cases of transfer courses and/or courses with different Dominican course numbers. See the section on **Academic Renewal Policy** for unsuccessful work taken at least five years earlier.

Grade Appeal Process

Grades represent the professional judgment about student performance in relation to the goals and requirements of a particular course. Although it is the sole responsibility of the instructor to assign grades, students should not be subjected to calculation errors or misapplication of course criteria for grading, nor to improper grading, such as the application of non-academic criteria, including race, politics, religion, or gender. All grades except 'I' (incomplete)*, 'NR' (not reported), and 'PR' (in progress)* are considered final. An instructor may change a grade when he/she has made a computational, procedural, or judgmental error.

*Incomplete or In Progress grades that have reverted to 'F' are final.

If a student believes there has been a computational, procedural, or judgmental error in the calculation of a grade, the student must raise the question with the instructor, either in conversation or in writing, no later than February 15 in the case of Fall semester grades and September 15 regarding Spring semester and Summer sessions grades. If an instructor determines that there has been an error in grading, he/she obtains the official form for requesting the change from the Registrar's Office website. The instructor must submit the grade change form directly to the Registrar. Students may not submit the grade change form.

If a student believes he/she has been assigned a grade unfairly, based upon criteria other than those named above, he/she must first discuss the grade with the instructor. The student should begin by requesting the instructor to review with him/her:

1. The factors that were weighed in assigning the grade; and
2. The instructor's perceptions of where and how the student's performance fell short.

If the student still thinks that the issue has not been resolved, the student must submit to the instructor, with a copy to the Department Chair, a full written statement of the case along with all graded course assignments. This statement must be made no later than March 15 for a Fall semester grade and by November 1 for a Spring semester or Summer session grade. The instructor must make his/her written response to the student, with a copy to the Chair, and set a meeting date with the student within 10 working days of receipt of the student's written statement.

If, after the exchange of written statements and conversation, the student still thinks that the grade is unfair, he/she must formally appeal in writing to the Chair within 10 working days of the receipt of the instructor's response. The Chair will consider any additional material presented by either the faculty member or the student and then prepare a written response, with copies to the instructor, student, and Dean of the School, regarding his/her assessment. If, in the judgment of the Chair, the grade is unfair, the Chair will ask the instructor to re-evaluate the student's work. In every case the burden of proof remains with the student.

If the student wishes to appeal the decision of the Chair, he/she must file a formal complaint in writing to the Dean of the School within 10 working days of the Chair's decision. The written formal complaint should contain reasons why the Chair's decision should be reconsidered. The Dean will provide a formal response within 10 working days of receiving the formal complaint. The decision of the Dean is final.

Students who have incurred 'UF' grades, assigned by the Registrar's Office when the course instructor has not assigned a grade, and the student has not properly withdrawn from that course, may, with good reasons, petition for retroactive withdrawal from the course within one academic year.

Independent Study

The privilege of independent study is possible for students who are admitted to the University and who are prepared to undertake it with the approval of the Chair of the department, the instructor concerned, and the Dean of the School. The course may be in any field, provided the department considers the student's preparation adequate. The study must not duplicate the content covered by a regularly scheduled, available course offered in the same semester. A contract is drawn by the student and the instructor containing a description of the study, method of evaluation, unit value, and time limit. The student, the instructor, the Department Chair, and the Dean of the School sign the contract. The original is filed in the Registrar's Office; one copy is retained by the instructor, and one by the student. The maximum number of units that can be earned in one semester by independent study is three; a total of six units of independent study may be applied toward the degree. Exceptions may be made for students in the Honors Program. Students pay the same tuition for independent study as for lecture/lab courses.

Thesis Continuation - Undergraduate

Each department has a specified number of senior thesis/senior project courses. These vary in number and unit value by department, depending on the nature of the discipline and the methodology the department has determined best for the completion of the thesis or project. Certain departments do not permit thesis continuation and students are responsible for knowing the policy on continuation in their own department.

Some academic departments permit students who do not complete the thesis/project within the department's normal course sequence to register for one semester of thesis continuation. There is a fee charged for thesis continuation, which is in addition to tuition for any other courses in which the student may be enrolled. Students who do not complete the thesis or project during the department's regular course or course sequence receive a PR, in progress, grade. When the student finishes the senior thesis or culminating project, the PR grades are replaced by the thesis grade. Thesis continuation may not be repeated.

If the student does not finish at the end of the thesis continuation semester, an 'F' (or 'UF') replaces the 'PR' grades in the department's senior thesis or culminating project course sequence. If the student receives an 'F' (or 'UF') and later wants to complete the thesis/project, he/she must have the approval of the Department Chair to re-enroll in the department's appropriate senior thesis/project course(s) for the appropriate units and pay at the tuition rate then applicable.

As always, students may, for good reasons, petition for an exception to policy.

Family Education Rights & Privacy Act of 1974 (Buckley Amendment)

The Family Educational Rights & Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

The University is authorized under the act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone and fax numbers, e-mail address, photo, enrollment status, class level, course-load, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, date(s) of degree(s), and previous educational institutions attended by the student. The above-designated information is subject to release by the University at any time unless the University has received prior written objection from the student specifying information which he/she does not agree to be released. The FERPA request form for Non-Disclosure of Directory Information is the best vehicle for filing a written objection. This form is available on the Registrar's Office webpage, and should be filed annually with the Registrar's Office within the first two weeks of the Fall semester. Mid-year changes or mid-year submissions are also accepted, and will go into effect upon receipt and processing of the form.

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

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

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

Further information on FERPA is available at the US Department of Education FERPA website:

<http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Academic Honesty Honor Code

Dominican University of California is rooted in the Dominican ideals of love of truth, beauty, and the life of the mind, combined with a deep respect for the dignity and worth of the individual. In the spirit of this philosophy, all members of the University community have the responsibility to protect and maintain an academic climate in which the fundamental freedom to learn and grow can be enjoyed by all its members.

Faculty, administration, staff, and students are expected to demonstrate standards of conduct, personal honor, regard for the rights of others, and respect for order, which are essential for good citizenship and appropriate to the pursuit of academic goals. In becoming a member of this academic community, one accepts the right and responsibility to abide by standards of intellectual integrity and standards for conduct. The Honor Code depends upon the willingness of members of the campus community, individually and collectively, to maintain and perpetuate standards of the Honor Code. When one becomes aware of a violation of this principle, she/he is bound by honor to take some action. He/she may report the violation, speak personally to the individual involved, or do whatever is appropriate under the circumstances. If one stands by and does nothing, both the spirit and the operation of the principle of honor are threatened.

Academic Honor

Dominican University of California is an academic community. All of our community members are expected to abide by ethical standards both in their conduct and in their exercise of responsibilities toward other members of the community. Students, faculty members, administrators, and staff are expected to adopt standards of behavior that place a high value on respecting the ideas of others. All intellectual accomplishments—examinations, papers, lectures, experiments, and other projects—should adhere to the highest standards of academic integrity and ethics.

The faculty, administration, and staff recognize their obligation to provide continuing guidance as to what constitutes academic honesty and to promote procedures and circumstances that will reinforce the principle of academic honor. Fundamental to the principle of independent learning is the requirement of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students should avoid academic dishonesty in all of its forms, including plagiarism, cheating, and other forms of academic misconduct.

The University reserves the right to determine in any given instance what action constitutes a violation of academic honesty and integrity.

Plagiarism

Plagiarism is an act of academic dishonesty and is a serious ethical and scholarly violation unless the words, phrases, or sentences are in quotation marks and the sources are given in full. Broadly defined plagiarism is presenting the work of another person as one's own. It is unacceptable to copy text or ideas, either verbatim or in using wording or sentences from a source, without citing the author and source. These sources might be written, such as textbooks, library books, journal articles, encyclopedia articles, or they may be electronic, such as computer files, the World Wide Web or Internet, or they may be audio disks, musical scores, or film and video materials. The format of the information you use is irrelevant; any material written by another that you incorporate into your papers must be properly acknowledged using the style manual appropriate to the discipline or required by the instructor. Similar care must be taken in the preparation of oral presentation.

There are two main forms of plagiarism:

1. Direct copying of any source without proper acknowledgment.
2. Integrating ideas or concepts from one or various sources without citations.

The presentation of material without acknowledging its sources misleads the reader about the source of the ideas, language, or data. Required practices include written citations acknowledging the ideas or work of others that contribute directly to your work. When using the exact language of another, the text must be put in quotation marks and the source acknowledged. When using combined sources for a paper that closely express the views of other authors, even though the wording may be changed, each of the works must be cited. Students should consult with their instructor if there is any question regarding good practices of citation.

Plagiarism is a very serious matter. Plagiarism, like cheating on an assignment or exam, is a violation of the University Honor Code.

Cheating

While plagiarism is, perhaps, the most common form of academic cheating, other violations of scholarly integrity also undermine the learning process and compromise personal honor. Any effort to flout the general standards of academic conduct or to circumvent the stated course expectations of individual instructors constitutes “cheating” and violates the University Honor Code. Such dishonorable behavior includes:

- Using information from another student’s research or paper.
- Copying information from another student’s test or using unauthorized materials during an examination, whether an in-class or take-home exam.
- Buying, selling, or stealing test questions, answers, or term papers.
- Doing work or taking tests on behalf of another student or submitting work done by another person.
- Falsifying data or laboratory results.
- Submitting the same work for more than one course.

Penalty for Student Acts of Plagiarism or Cheating

Should an incident of plagiarism or cheating occur, the faculty member is expected to take swift action. If, after investigating the incident and consulting with the chair of the department within which the course is offered, the faculty member determines a violation did occur, the faculty member will fill out an Academic Misconduct report form and submit a copy to the Dean of the appropriate school with originals going to the Associate Vice-President of Academic Affairs (AVPAA). The report should include copies of the evidence of the plagiarism or cheating. The penalties for acts of plagiarism or cheating may include failing an assignment/exam, failing a course, and/or dismissal from the University. Determination of the appropriate penalty will be made by the AVPAA in consultation with the faculty member and department chair.

In all cases the University reserves the right to determine the final administrative, disciplinary, or legal action including dismissal from the University for any offense. The AVPAA will communicate with the student by letter with copies to the chair of the department within which the course is being offered, the chair of the department in which the student is majoring, the instructor of the course, and the Dean. The original documents will remain in a confidential file in the Office of the AVPAA. The confidential file will be destroyed upon graduation of the student.

Procedures for Students Who Witness an Act of Plagiarism or Cheating

The University expects anyone who witnesses or has knowledge of plagiarism or cheating to report it using the following procedure: 1) report the incident to the faculty member whose course is involved; 2) if not satisfied with the results, discuss the incident with the Department Chair; 3) if still not satisfied, see the Dean of the appropriate school. University employees are responsible to maintain confidentiality. Cases should not be discussed beyond official channels; breaking of confidentiality by a faculty member is considered to be unprofessional conduct and is a violation of the Family Educational Rights & Privacy Act of 1974.

Student Rights

A student who believes s/he has been falsely accused of plagiarism or cheating, or that the instructor’s resolution of the alleged incident is unjust, may appeal, in writing, directly to the Department Chair and the Dean of the appropriate School. The appeal should follow the process outlined in the section entitled “Grievance Procedures.”

Academic Standing

Clear Academic Standing for Undergraduates

Clear Academic Standing is defined as the condition of maintaining a minimum cumulative Dominican GPA of 2.0 and a minimum 2.0 in the major. Students who do not maintain Clear Academic Standing are subject to the provisions as specified below.

Students must be in Clear Academic Standing the semester in which they graduate. A student jeopardizes his/her graduation if a cumulative 2.0 GPA or 2.0 GPA in the major is not maintained in the semester of graduation.

Students will be evaluated for academic standing at the conclusion of the Fall and Spring semesters. Although all students will be evaluated for, and notified of, any deficiency in their academic standing every Fall and Spring semester, no posting of academic warning or probationary status to students' records will be made until the completion of the Fall or Spring semester in which they have attempted at least 12 cumulative graded units. Students may be referred for academic support services at any time at the discretion of the Registrar and the Director of the Academic Advising and Achievement Center.

Rate of Progress and Progress Probation

Students are expected to successfully complete the courses in which they enroll each academic year. Students who complete less than three-quarters of the units in which they have enrolled in a given academic year will be subject to Progress Probation. Students on Progress Probation may be subject to dismissal from the University if they again fall below completing three-quarters of the units in which they are enrolled in any subsequent academic year. Students on progress probation may also be referred by the Registrar to the Academic Advising and Achievement Center for assistance with any specific skills development, tutoring, or assessment that may be useful. Exceptions due to extenuating circumstances such as unforeseen medical emergencies or severe illness may be appealed to the Academic Petition Committee.

Academic Warning

An undergraduate student is placed on Academic Warning if the student's semester GPA is more than 1.0 but less than 2.0, even if the cumulative GPA remains above 2.0. Students on Academic Warning must meet with their advisors to reflect on the causes of their deficient performance and to take whatever actions are necessary to improve their performance in subsequent semesters. Students on academic warning are also referred by the Registrar to the Academic Advising and Achievement Center for assistance with any specific skills development, tutoring, or assessment that may be useful. The Academic Warning status is not noted on the transcript.

If the semester GPA is above 1.0 but below 2.0 in the subsequent semester, the student is placed on Academic Probation, which is reflected on the transcript.

Academic Probation

If the cumulative GPA is below 2.0, or if the semester GPA is below 1.0, the student is placed on Academic Probation (PR). Students on PR have until the conclusion of the succeeding Fall or Spring term to raise their cumulative GPA to 2.0 or above. Failure to do so results in automatic dismissal from Dominican. Students who earn a semester GPA of less than 1.0 for more than one semester may also be subject to academic dismissal, even if the cumulative GPA remains above 2.0.

Academic Dismissal

Students are subject to Academic Dismissal (AD) under the following two scenarios:

- If, as stated above, they are on PR and fail to raise their cumulative GPA to good standing (2.0), or
- If their cumulative GPA falls below 1.0. In this case PR is bypassed, and the student is immediately disqualified.

The table below illustrates the various levels of academic difficulty and the resulting actions that may be taken in each case.

Academic Warning	Academic Probation	Academic Dismissal	Continued Probation	Reinstatement
Term GPA >1.0 but < 2.0 Even if Cum GPA \geq 2.0	Term GPA >1.0 but < 2.0 for a 2nd consecutive term	Term GPA < 2.0 for a 3rd consecutive term Even if cum GPA is \geq 2.0	By committee decision or by appeal only	By appeal only
	Cum GPA < 2.0	Cum GPA < 2.0 for a 2nd term	By committee decision or by appeal only	By appeal only
	Term GPA < 1.0	Term GPA < 1.0 for more than 1 term Even if Cum GPA \geq 2.0	By committee decision or by appeal only	By appeal only
		Cum CPA < 1.0	By committee decision or by appeal only	By appeal only
	Rate of Progress Probation — Less than 75% of enrolled courses completed in one academic year	Rate of Progress Dismissal — Less than 75% of enrolled courses completed in two consecutive academic years	By committee decision or by appeal only	By appeal only

Appeals

A student may appeal his/her dismissal and petition for reinstatement. Such an appeal must be made in writing and must have the support of the student's advisor. The appeal letter should be directed to the Appeals Committee, in care of the Registrar. The student may request to make a personal appearance before the committee. It would then be at the committee's discretion to either:

1. Reinstate the student on Academic Probation or Continued Academic Probation, or
2. Deny the petition and allow the dismissal to stand.

Reinstatement after Dismissal

A student is generally granted reinstatement if she or he has raised his/her cumulative GPA to a 2.0 or better through subsequent transferable work. She/he will need to present compelling evidence that the conditions that led to his/her earlier unsatisfactory performance will no longer affect her/his studies. The subsequent work must be taken at another regionally accredited institution. If this is done within the first two semesters of absence from the University, the student may resume studies at the University by submitting a Readmission Form and by providing official transcripts of the work completed to the Registrar's Office. If this is not done within one year, the student will have to reapply through the Admissions Office and will be subject to all *Catalog* requirements in effect at the time of readmission. A student who is reinstated under this policy will be on Academic Probation and will have to clear a 2.0 overall cumulative GPA and a cumulative Dominican GPA, or again be dismissed.

Note: Dismissal from an academic program, such as Nursing or Health Sciences/Pre-Occupational Therapy, does not necessarily constitute Academic Dismissal from the University. A student who is otherwise in clear academic standing may be eligible to re-enroll in a different major. Dismissal from an academic program is not subject to the same appeal process as Academic

Dismissal from the University and must be addressed with the Program Chair and the Dean of the School, rather than with the Registrar, the Academic Petition Committee or the Appeals Committee.

Clear Academic Standing for Graduate Students

Clear Academic Standing for graduate students is defined as the condition of maintaining a minimum overall cumulative grade point average (GPA) of 3.0 in the graduate program. The first time that a student's GPA falls below 3.0, the Program Director is notified and the student may be placed on Academic Probation. If, at the end of the semester on Academic Probation, the cumulative GPA is not 3.0 or better, the student is eligible for dismissal. At the discretion of the Program Director, a graduate student may continue for an additional semester on Academic Probation if he/she has improved his/her cumulative grade point average during the semester on probation.

A student may not receive a Master's Degree from Dominican University of California with a cumulative graduate GPA below 3.0.

Academic Renewal Policy

The Academic Renewal Policy at Dominican allows for students whose previous college work, either at Dominican or at other post-secondary institutions, has been affected by difficult circumstances. This policy recognizes that, for various reasons, some students have not met the scholastic requirements of their previous educational programs, and it appreciates that students mature, often rediscovering their potential, while gaining new perspectives on the benefits of education.

Academic Renewal of coursework means that all courses in the selected semester/quarter will not be applied toward fulfilling Dominican University of California degree requirements; units will not be applied toward graduation; grades for these courses will not be counted in the student's cumulative grade point average; and course content will not be accepted towards the completion of Dominican degree requirements.

Even though academic renewal excludes units and corresponding grades from degree requirements and for the purposes of grade point calculations, these courses are not removed from the student's academic record. Academic renewal is subject to the following conditions:

- After completion of 15 units of coursework at Dominican with a minimum grade point average of 2.5, a student may apply to the Petition Committee, care of the Registrar's Office, for renewal of academic coursework in its entirety by semester or quarter.
- The semester or quarter must have been completed at least five years prior to the time of the student's petition to receive academic renewal.
- A Petition for Academic Renewal form must be filed with the Registrar's Office at least two full semesters prior to graduation to allow time for making-up credit for completion of degree requirements and to allow for the processing of the petition.
- Academic Renewal will be applied to all courses in the chosen semester(s)/quarter(s).
- The decision of the Academic Petition Committee will be based on the overall quality of the academic work completed and the student's demonstrated success in the degree program. In addition to the Petition for Academic Renewal form, applicants should include a personal statement/essay describing the circumstances that led to the poor grades earned in the chosen semester(s) or quarter(s).

Important Note: Students should be aware that the Academic Renewal Policy is not the same as Admissions Forgiveness Policy. The Forgiveness Policy is applied for admission purposes only. Grades of 'D' and 'F' which are older than seven years from the time of admission are not included in determining whether an applicant meets the 2.0 minimum GPA required for admission. However, these courses and their grades remain on the student's record and are included into the grade point average for academic standing and for graduation unless the student applies and receives approval for Academic Renewal. See the **Admissions Forgiveness Policy** section for more details.

Implications of Academic Renewal Policy

Academic renewal candidates who gain approval for renewal are advised of the following:

- Dean's List: Students will be eligible for inclusion on the Dean's List.
- Gamma Sigma: Students may be considered for membership in Gamma Sigma, the University Honor Society.
- Graduation Honors: Students are eligible based upon all coursework transferred to and completed at Dominican
- Official Dominican University of California Transcript: Any student's official transcript will always reflect that student's complete academic history at Dominican.

The Academic Renewal Policy is reviewed periodically and is subject to revision at any time.

Academic Support – Tutoring Policy

The Academic Advising and Achievement Center offers one-on-one or small group tutoring, free of charge, to all Dominican students. In general, students are allotted one hour of tutoring per week per subject. Students may request a tutor online at this web page <https://secure.dominican.edu/tutor/request.php>. Tutoring in writing and math is available throughout the Fall and Spring semesters, and in the Summer sessions. Tutoring in other subjects is usually available as it is requested, but there is no guarantee that a qualified tutor will be available in every subject.

The consequences for missed appointments are spelled out in the tutoring contract between student and tutor. Students who are unable to keep a tutoring appointment should cancel as early as possible so that other students may use that time.

Policies and Procedures for Students with Disabilities

University Policy

Dominican University of California is committed to providing effective, reasonable accommodations to qualified students with disabilities in accordance with the federal Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and state laws. Reasonable accommodations are provided to remove barriers that unfairly deny students with disabilities the opportunity to access the University's programs and services.

It is the University's policy that no student be excluded from participating in any University program or be subjected to discrimination with regard to any University program. Once a student with a disability is admitted to the University, the student is responsible for notifying the Disability Services Office (DSO) of his/her disability, requesting academic accommodations, and providing any necessary documentation of a disability-related need for the requested accommodations.

Some students with disabilities, despite the provision of reasonable accommodations, may be unable to satisfactorily complete certain courses of study. On a case-by-case basis, the University will review the circumstances affecting a student's condition and course of study. In limited instances, the University may permit a course substitution. However, in no event will the University waive required courses, attendance policies, or test formats that are essential to the degree program in which the student is enrolled.

Definition

The Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 define a person with a disability as one who:

- Has a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working;
- has a record of such a disability; or
- is regarded as having such a disability.

Students with temporary illness, injuries, or conditions are not considered disabled under these laws. However, the DSO will work with such students on a case-by-case basis to make appropriate adjustments to assist them within available resources of the Academic Advising and Achievement Center.

In order to establish whether or not a student meets the definition of "a person with a disability," the University relies upon a set of procedures. Students requesting accommodations on the basis of disability are expected to actively participate in the process of determining their eligibility for Disability Services.

University Procedures

1. To be eligible for accommodation, students must provide the DSO with documentation of their disability from a licensed professional, e.g., physician, psychiatrist, psychologist, or learning disability specialist, with the competencies to determine whether the student has a disability which substantially limits one or more major life activities. Documentation should be on the professional letterhead of the licensed evaluator or on the Dominican DSO forms. Under no circumstances should the evaluating professional be related to the student seeking academic accommodations.
2. If a student does not notify the DSO of his/her disability or fails to provide the DSO with adequate documentation in a timely fashion, the University cannot be responsible for providing reasonable accommodation. The University does not grant accommodations retroactively. Therefore, if a student is unsuccessful because of a failure to seek accommodations in a timely manner, it is unlikely that the student's record will be altered.
3. Students cannot rely on the University to identify their disabilities nor to identify a particular accommodation when a student presents a disability. If a student believes he/she has a learning disability and has not been tested, the student is encouraged to contact the DSO. Dominican provides neither testing nor assessment. However, the DSO can refer students to an appropriate outside agency and provide assessment guidelines. Students must arrange and take financial responsibility for any professional testing and assessment.

4. In general, documentation of a student's disability must be current. Learning disabilities traditionally require reevaluation every four years and a new assessment is recommended before starting college, using both age-appropriate norms and a standardized battery of appropriate tests. In other instances, such as chronic health or psychiatric conditions, more recent and/or recurring evaluative information may be necessary. For conditions that do not change over time, older assessments may be acceptable. The documentation must include the testing procedures followed, the instruments used to assess the disability, the test results, and interpretation of the results. Students with certain disabilities may be required to provide additional testing or appropriate documentation. In all questions of appropriate documentation of disability, contact the DSO. The DSO will make final determination of the appropriateness of documentation submitted.
5. Documentation must define the nature of the disability, provide a detailed description of how the student is limited by the disability, and clearly state the specific accommodations recommended to help the student achieve academic success. Accommodations need not be based on a student's preference. Final determination of accommodations rests with the DSO.
6. All information and records about the student's disability and accommodations, if any, are treated as confidential information under applicable federal and state laws, as well as under University policies. Student disability records are maintained in the DSO and are separate from academic records.
7. Students requesting accommodation must schedule an appointment with the DSO no later than two weeks after the semester begins, each semester for which they request accommodation. If a student fails to seek accommodations in a timely manner, it may result in a delay in the receipt of accommodations. Students requesting print material in alternate format, CART services or sign language interpreters, should contact the DSO at least one month prior to the start of the semester.
8. Working closely with students, the DSO will help arrange the appropriate accommodation for each class. The DSO also will consult with faculty to discuss the logistics of each student's accommodation and how it will be managed. Accommodations are provided on a case-by-case basis. Please note that each student's situation is unique and accommodations for a particular student may vary from class to class and semester to semester, depending on the content and requirements of his/her courses.
9. In concert with the DSO, the student will provide a Student Academic Accommodation Request (SAAR) to each relevant faculty member each semester regarding recommendations for accommodations. The letter is signed by both the student and the DSO. Customarily the student delivers the SAAR form to each of the semester instructors for signature.
10. With guidance from the DSO, students are responsible for requesting recommendations from their academic departments for note takers. Students also are responsible for selecting the appropriate person(s), pending approval from the DSO.
11. Students requesting proctored exams must notify the DSO at least one week prior to the exam. The DSO will supervise arrangements with the faculty to deliver the exam to the DSO. Faculty members are asked to provide specific instructions in terms of test administration (e.g., open book, use of scantron, non-standard test materials, etc.).
12. Entering students who would like to be accommodated for the English, math, or chemistry placement tests must provide the DSO with the appropriate disability documentation (see items 1, 4, and 5 above) which must specify academic accommodations. The documentation must be provided at least 10 days before a scheduled exam.

Disability Grievance Policy

Students who believe they have been discriminated against based upon a disability may choose to file a grievance by following procedures outlined in the current *Student Handbook*.

Transfer Credit Policies

The comprehensive transfer policy is administered and updated by the Registrar under the direction of the Office of Academic Affairs and the Dominican University of California faculty.

Dominican will grant transfer credit only for college level courses completed at degree-granting, regionally accredited, post-secondary two-year or four-year colleges and universities, and from post-secondary institutions which are candidates for accreditation (as defined in the Handbook of Accreditation, Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges). Credit will also be accepted for courses taken at accredited universities outside the United States. Courses from non-accredited institutions are not transferable to Dominican. The University accepts units from other institutions under the guidelines outlined by the American Association of Collegiate Registrars and Admission Officers (AACRAO) and the Western Association of Schools and Colleges (WASC). Generally, Dominican accepts courses that are transferable to the CSU or UC systems.

Students who completed coursework at a college/university operating on the quarter system will receive the equivalent semester units. For example, a 4-quarter unit course is equivalent to 2.7 semester units. When courses of this type are used to fulfill General Education requirements at Dominican, such courses will fulfill 3 semester-unit General Education requirements.

A maximum of 12 units total will be granted for coursework in the areas of physical activity, work experience, computer science applications, and vocational training, combined. There are limitations on the maximum credit that may be granted for each area: for physical activity (up to 8 units, including units for basic military rating), for work experience (up to 8 units), computer science applications (up to 3 units). Vocational courses must have been taken **prior to matriculation** and the credit granted is based on course content rather than unit totals.

A maximum of 70 Lower Division transfer units may be applied toward a Dominican University of California degree. Units earned through Prior Learning Assessment (see **Credit for Prior Learning**) are in addition to transfer units accepted from another college or university and are not subject to the 70-unit maximum.

Off-Campus Coursework Toward a Dominican Degree

Admitted students who matriculate at Dominican must submit an Authorization to Take Course(s) Off Campus form if they seek to take courses from another university and want those courses to apply towards the Dominican degree. The articulation officer, in consultation with the student's advisor, will determine whether each course is transferable and whether it fulfills a specific graduation requirement category. Transfer unit limits will apply as outlined above. Matriculated students may not take vocational courses to meet degree requirements and may not take more than 9 GE units off-campus. Information regarding General Education courses that must be taken at Dominican can be found at the end of the General Education: Day Program section in the **Taking General Education Courses Off Campus** section.

The Authorization to Take Courses Off Campus form must be submitted to the Registrar's Office at least 2 weeks prior to the beginning of the off-campus course. Approval must be obtained prior to the student's enrollment in the off-campus course. Students should allow 5-7 working days for approval from the Registrar's Office.

Important Note: 30 of the final 36 units of the Dominican Baccalaureate degree must be taken at Dominican University of California. See Residency Requirement Policy for more details.

College Coursework Taken During High School

College coursework taken during high school that is used to meet high school graduation requirements will not be applied toward a Dominican degree. (Exceptions may be made on a case-by-case basis.)

International Baccalaureate Examinations (IB)

Dominican University of California recognizes the academic challenge and motivation inherent in the International Baccalaureate program. The University will grant transfer credit of 10 Lower Division semester units for each Higher Level Subject examination passed with a score or grade of 4, 5, 6, or 7. One grade of 3 will be acceptable if it is compensated by a grade of 5 or above in another subject offered at the higher level. No credit will be awarded for Standard Level passes. No more than a total of 30

semester units of International Baccalaureate (IB) or Advanced Placement (AP) credit may apply towards the bachelor's degree at Dominican.

Advanced Level Subject Examinations

Dominican University of California awards advanced standing credit for Advanced (A) level subject examinations passed with a grade of A, B, C, D, or E. No advanced standing is granted for the Ordinary (O) level examination.

Advanced Placement Tests (AP)

Dominican will grant credit toward an undergraduate degree for successful completion of advanced placement tests taken prior to entry. Students must earn a score of 3, 4, or 5 to receive credit. Please refer to the chart below to determine the policy for each department regarding which scores will be accepted and how credit will be awarded. Credit will be granted for exams passed, at the appropriate level, but no letter grade will be assigned. The units granted correspond with the units assigned to each equivalent Dominican course. **Advanced placement credit is Lower Division (LD) and may be applied towards electives, specified General Education areas, and prerequisites in some majors as noted.** No more than a total of 30 semester units of AP or IB credit may apply towards the bachelor's degree at Dominican.

AP Exam	Score	DUC Units	DUC Course Equivalent[^]	Day GE^{***}	Pathways GE^{***}
Art History	3, 4, 5	3	LD Art History elective	None	None
Biology	4, 5	8	BIO 1000 and 1100	NSB	NS
Calculus AB	4, 5	4	MATH 1600	MT	MT
Calculus BC	4, 5	8	MATH 1600 and 1700	MT	MT
Chemistry	4, 5	8	CHEM 2000 and 2100	NSP	NS
Chinese Language and Culture	4, 5	3	None	None	None
Computer Science A	4, 5	3	None	None	None
Economics: Macro	3, 4, 5	3	BUS 1000	SS	SS
Economics: Micro	3, 4, 5	3	BUS 1001	None	None
English Lang & Comp	4, 5	3	ENGL 1004	W1	W1
English Lit & Comp	4, 5	3	ENGL 1004	W1	W1
Environmental Science	4, 5	3	ENSC 2000	NSB	NS
French Language and Culture	4, 5	8	None	IL	None
German Language and Culture	4, 5	8	None	IL	None
Govt. & Politics/Compar.	4, 5	3	POL 1600	SS	SS
Govt. & Politics/US	4, 5	3	POL 1100	SS	SS
History/European	4, 5	3	LD Elective	None	None
History/U.S.	4, 5	3	HIST 1117 or 1776	SS	SS
Human Geography	4, 5	3	None	None	None

Italian Language and Culture	4,5	3	None	None	None
Japanese Language and Culture	4, 5	3	None	None	None
Latin/Vergil	4, 5	8	None	IL	None
Music Theory	4, 5	6	MUS 1001 and 1002	None	None
Physics B	4, 5	8	PHYS 2000 and 2100	NSP	NS
Physics C/Mechanics	4, 5	4	PHYS 2000	NSP	NS
Physics C/Electricity and Magnetism	4, 5	4	PHYS 2100	NSP	NS
Psychology	4, 5	3	PSY 1100	SS	SS
Spanish Language	4, 5	8	SPAN 2101 and 2201	IL	None
Spanish Literature	4, 5	3	None	None	None
Statistics	4, 5	3	MATH 2400	MT	MT
Studio Art: Drawing	4,5	3	None	CA	CA
Studio Art: 2D Design	4,5	3	None	CA	CA
Studio Art: 3D Design	4,5	3	None	CA	CA
World History	4,5	3	HIST 1005 or 1006	None	None

^ Consult with Department Chair about application of equivalent courses toward Lower Division (LD) requirements in the major.

*** Key to Abbreviations for General Education Areas:

CA = Creative Arts	NSB = Natural Science Biological
IL = International Language	NSP = Natural Science Physical
MT = Mathematical Thinking and Quantitative Reasoning	SS = Social Science
NS = Natural Science	W1 = Expository Writing

College Level Examination Program (CLEP)

The University accepts selected CLEP Examinations for college credit. Credit is limited as outlined in the *Credit for Prior Learning* section of the *Catalog*. Students must earn the minimum ACE recommended score ('C' 2.0 level) or higher on CLEP Examinations to receive credit. Examination reports include the ACE Score. No more than a total of 45 semester units of CLEP credit may apply towards the bachelor's degree at Dominican. **Credit is Lower Division (LD) and may be applied toward electives, specified general education areas, and prerequisites in some majors as noted:**

CLEP Examinations

Business Examinations	Units	DUC Course Equivalent[^]	Pathways GE ***	Day GE ***
Accounting, Financial	3	BUS 2000, BUS 4120*	None	None
Business Law, Introductory	3	None	None	None

Information Sys and Computer Apps	3	None	None	None
Management, Principles of	3	None	None	None
Marketing, Principles of	3	None	None	None
Composition and Literature Examinations	Units	DUC Course Equivalent^	Pathways GE ***	Day GE ***
American Literature	6	None	None	None
Analyzing and Interpreting Literature	6	None	None	None
College Composition	6**	ENGL 1004**	W1 (3)	W1 (3)
College Composition Modular	3**	ENGL 1004**	W1	W1
English Literature	6	None	None	None
Humanities	6	None	None	None
Foreign Languages Examinations	Units	DUC Course Equivalent^	Pathways GE ***	Day GE ***
French Language, Level I	6	None	None	IL
French Language, Level II	6	None	None	IL
German Language, Level I	6	None	None	IL
German Language, Level II	6	None	None	IL
Spanish Language, Level I	6	SPAN 1101, SPAN 1201	None	IL
Spanish Language, Level II	6	SPAN 2101, SPAN 2201	None	IL
History and Social Sciences Examinations	Units	DUC Course Equivalent^	Pathways GE ***	Day GE ***
American Government	3	POL 1100	SS (3)	SS (3)
Educational Psychology, Intro to	3	None	None	None
History of U.S. I	3	None	None	None
History of U.S. II	3	None	None	None
Human Growth and Development	3	PSY 3120	SS (3)	SS (3)
Macroeconomics, Principles of	3	BUS 1000	SS (3)	SS (3)
Microeconomics, Principles of	3	BUS 1001	None	None
Psychology, Introductory	3	PSY 1100	SS (3)	SS (3)

Social Sciences and History	6	None	SS (3)	SS (3)
Sociology, Introductory	3	SCS 1001	SS (3)	SS (3)
Western Civilization I	3	HIST 1010	None	None
Western Civilization II	3	HIST 1011	None	None
Science and Mathematics Examinations	Units	DUC Course Equivalent[^]	Pathways GE ***	Day GE ***
Biology	6	None	None	None
Calculus#	6	MATH 1600 and 1700	MT (6)	MT (3)
Chemistry	6	None	None	None
College Algebra#	3	MATH 1400	MT (3)	MT (3)
College Mathematics#	6	MATH 1450 or MATH 2000	MT (6)	MT (4)
Natural Sciences	6	None	None	None
Precalculus#	3	MATH 1500	MT (3)	MT (3)

[^] Consult with Department Chair about application of equivalent courses toward Lower Division requirements in the major.

*A passing score on the Financial Accounting CLEP exam meets the Financial Accounting requirement for the Pathways Management major. One additional Upper Division business course must be selected by the student and approved by the Chair to meet the major requirements.

** Must be taken prior to matriculation unless a student scores into ENGL 1004+ on the English Placement Exam (Pathways students only). College Composition not given at Dominican University.

CLEP units from the various math exams are accepted only after consultation with the Chair of Natural Sciences and Mathematics.

For 6 unit examinations, which fulfill three or four units of GE, the remaining units are applied as elective units.

***Key to Abbreviations for General Education Areas:

IL = International Language	SS = Social Science
MT = Mathematical Thinking and Quantitative Reasoning	W1 = Expository Writing

Regional Centers for CLEP Testing

Dominican University of California Test Center

Telephone: (415) 257-1317 (for registration information and testing dates)

Further information about other testing centers is available at: <http://clep.collegeboard.org/search/test-centers>

Students petitioning for credit must submit an official CLEP transcript to the Registrar. The **CLEP** code number for Dominican University of California is **4284**. To receive information about CLEP examinations or to order a CLEP transcript, contact

Excelsior College Examination Program (formerly ACT PEP or Regents)

The University accepts selected examinations in arts and science, business, and nursing with the required score 'C' (2.0) level or above. A student should contact a Dominican advisor prior to taking an Excelsior College test to determine the usefulness of the examination within the student's degree plan. A student must provide an official transcript to have credit transcribed toward a degree. Students must earn the minimum American Council on Education (ACE) recommended score or higher in order to earn credit. Examination reports include the ACE score. No more than a total of 30 semester units of Excelsior credit may apply towards the bachelor's degree at Dominican. Credit is Lower or Upper Division and may be applied toward electives, specified general education areas, and some majors as noted:

Excelsior College Examinations

Examination	Units	Level	DUC Course Equivalent[^]	Pathways GE^{***}	Day GE^{***}	Major
Arts and Sciences						
Abnormal Psychology	3	U	PSY 3141	SS (3)	SS (3)	PSY Elec
Anatomy and Physiology	6	L	None#	None#	None#	None#
Bioethics: Philosophical Issues	3	U	PHIL 3108	PH (3)	PH (3)	None
Cultural Diversity	3	U	None	None	None	None
Earth Science	3	L	None	None	None	None
English Composition	6**	L	ENGL 1004**	W1 (3)	W1 (3)	None
Ethics: Theory and Practice	3	U	PHIL 3108	PH (3)	PH (3)	None
Foundations of Gerontology	3	U	None	SS (3)	SS (3)	None
Interpersonal Communication	3	L	None	None	None	None
Introduction to Music	3	L	None	None	None	None
Introduction to Philosophy	3	L	None	None	None	None
Juvenile Delinquency	3	U	None	None	None	None
Life Span Developmental Psychology	3	L	None	SS (3)	SS (3)	None
Microbiology	3	L	None#	None#	None#	None
Organizational Behavior	3	U	None	None	None	None
Pathophysiology	3	U	None#	None#	None#	None#
Psych: Adulthood and Aging	3	U	PSY 3121	None	None	PSY Elec
Research Methods in Psychology	3	U	None	None	None	None
Social Psychology	3	U	None	None	None	None
Statistics	3	L	MATH 2400	MT	MT	BUS Core
World Conflicts Since 1900	3	U	None	None	None	None

World Population	3	U	None	SS (3)	SS (3)	None
Business						
Human Resource Mgmt	3	U	None	None	None	None
Introduction to Macroeconomics	3	L	None	None	None	None
Introduction to Microeconomics	3	L	None	None	None	None
Labor Relations	3	U	None	None	None	None
Organizational Behavior	3	U	None	None	None	None
Education						
Literacy Instruction in the Elementary School	6	U	None	None	None	None
Nursing						
Essentials of Nursing Care: Health Safety	3	L	None	None	None	None
Essentials of Nursing Care: Health Differences	3	L	None	None	None	None
Essentials of Nursing Care: Chronicity	3	L	None	None	None	None
Essentials of Nursing Care: Reproductive Health	3	L	None	None	None	None
Health Differences Across the Life Span 1	3	L	None	None	None	None
Health Differences Across the Life Span 2	3	L	None	None	None	None
Transition/Regis. Prof'l Nurse Role	3	L	None	None	None	None
Fundamentals of Nursing	8	L	None	None	None	None
Maternal & Child Nursing (associate)	6	L	None	None	None	None
Maternity Nursing	3	L	None	None	None	None
Community-Focused Nursing	4	U	None	None	None	None
Management in Nursing	4	U	None	None	None	None
Research in Nursing	3	U	None	None	None	None
Adult Nursing	8	U	None	None	None	None
Maternal and Child Nursing (baccalaureate)	8	U	None	None	None	None
Psychiatric/Mental Health Nursing	8	U	None	None	None	None

^ Consult with Department Chair about application of equivalent courses toward Lower Division (LD) requirements in the major.

May be used as a challenge exam to meet recency requirements for Nursing and Health Science.

** Must be taken prior to matriculation unless: a student scores 11 or 12 on the English Placement Exam (Day students), or a 10, 11, or 12 on the English Placement Exam (Pathways students). A student can receive partial credit for the CLEP Exam with a maximum total of six units for ENGL 1004 coursework and the exam.

***Key to Abbreviations for General Education Areas:

MT = Mathematical Thinking and Quantitative Reasoning	SS = Social Science
PH = Moral Philosophy/Ethics	W1 = Expository Writing

Excelsior College Examinations Information and Transcripts

Excelsior College

7 Columbia Circle

Albany, NY 12203-5159

Telephone: (888) 647-2388

www.excelsior.edu

The Excelsior Examinations code for Dominican University of California is **0256A**.

Individual computerized testing is available at selected local Prometric Testing Centers.

Defense Activity for Non-Traditional Education Support (DANTES) Examinations

The University accepts selected DSSTs for college credit. No more than a total of 30 semester units of DSST credit may apply towards the bachelor's degree at Dominican. Students must earn the minimum ACE recommended score ('C' level, 2.0) or higher to receive credit. Credit may be applied to electives.

American Council on Education (ACE)/National Program on Non-Collegiate Sponsored Instruction (PONSI)

Some courses offered by corporate, industry, and military institutions may be awarded transfer credit. The eligible courses are those which have ACE or PONSI recommendations for Upper or Lower Division college credit. Course transferability is outlined in the *National Guide to Educational Credit for Training Programs* (ACE) and in *College Credit Recommendations: The Directory of the National Program on Non-Collegiate Sponsored Instruction* (PONSI). Military schools and courses are evaluated according to the ACE recommendations in *A Guide to Evaluation of Educational Experiences in the Armed Forces*. No more than a total of 30 semester units may apply towards the bachelor's degree at Dominican.

For ACE Credit: Students must submit an official transcript from the American Council on Education (ACE). To obtain an ACE transcript, contact:

Registry of College Recommendations

American Council on Education

One Dupont Circle, NW, Washington, DC 20036-1193

Telephone: (202) 939-9300

www.acenet.edu

For PONSI Credit: Students must submit official verification from the sponsoring organization.

Military Credit

Confirmation of at least one year of active duty service must be made by either a DD214 (for retired military personnel) or a DD295 (for active duty personnel). Students must submit a DD214 or a DD295 to receive activity units for their basic military duty. (A maximum of 8 activity units, which include physical education activity courses, will be applied toward graduation). For a copy of the DD214 contact:

The National Personnel Records Center

1 Archives Drive
St. Louis, Missouri 63138
Telephone: (314) 801-0800
Email: MPR.center@nara.gov
Status Check: mpr.status@nara.gov
Fax: (314) 801-9195
<http://www.archives.gov/>

Beyond credit for basic training, students may be able to receive additional credit for military coursework or training, if the American Council on Education (ACE) recommends it for credit. To have training evaluated, students must submit more extensive documentation as follows:

Army: For students who joined the Army after October 1, 1981, a transcript is required for documenting military training. The AARTS Operations Center NO LONGER accepts mail-in paper transcript requests. The office is staffed Monday thru Friday from 0730-1600 Eastern Standard Time (EST). Please use the following website to make requests for transcripts, records corrections, or other correspondence.

<http://aarts.army.mil/index.htm>

Air Force: All Air Force personnel should submit a Community College of the Air Force transcript in order to have training evaluated. Current and former students of the Community College of the Air Force (CCAF) have several options to order CCAF transcripts. Please use the following link to CCAF and read through all of the options to find the best solution to fit your need.

CCAF Mailing Address

100 South Turner Blvd.
Gunter Annex, AL 36114-3011
<http://www.au.af.mil/au/ccaf/transcripts.asp>

Marines, Navy, Coast Guard: Personnel who left service after June 1, 1999 may obtain a Request for Sailor/Marine Council on Education Registry Transcript by calling (877) 253-7122.

Credit/No Credit: Proficiency Units

Dominican University of California honors units that are completed through assessment of prior learning. These sources receive proficiency units and are graded as 'P' for 'pass'. Semester units are applied toward degree completion but do not earn quality points and are not factored into the cumulative grade point average. Some proficiency units may be used to fulfill requirements for the major or General Education and others will satisfy elective requirements only. Proficiency unit sources are listed below. Degree requirements to which proficiency units may be applied and unit limits vary by academic major. See *Credit for Prior Learning* sections for details regarding these unit limits:

- Experiential Learning Portfolio
- College Level Examination Program (CLEP)
- Excelsior College Examination Program (Excelsior College, formerly ACT PEP or Regents)
- DANTES Subject Standardized Tests (DSST)
- National League of Nursing Examinations (NLN)
- Basic military service more than one year
- Units recommended by ACE/PONSI
- Advanced Placement credit (AP)
- International Baccalaureate Examinations (IB)
- Dominican University of California course challenge

Students must submit official required documentation to the Registrar's Office to receive credit for proficiency units. Students are advised that in order to be considered for Graduation Honors, undergraduate students must have earned a minimum cumulative, combined grade point average in all undergraduate coursework including transferable coursework and must have completed at least 30 letter-graded units offered for the degree in resident study at Dominican University. Pass/fail and credit/no credit proficiency units are not included in the computation for honors at graduation.

Credit for Prior Learning

Dominican University of California acknowledges that college-level learning may be gained from sources other than the traditional college classroom, i.e., prior learning. Students may apply a maximum of 45 units toward completion of the undergraduate degree through the options from prior college-level learning. Units are applied toward a bachelor's degree based on required documentation of the college-level learning. Units awarded through Prior Learning Assessment (PLA) cannot duplicate units earned through transfer courses or through courses completed at Dominican.

Such learning must:

1. Be related to the educational goals of the student;
2. Be consistent with the educational goals and programs of the University. The student applying for credit must be admitted and matriculated at the University. For most PLA, the process for obtaining credit for prior learning may be initiated as soon as the student has registered for his/her first semester of coursework; and
3. Documented by submission of official results of PLA to the Registrar's office no later than May 1 in order to participate in commencement.

Units earned through prior learning assessment are recorded as proficiency units and receive the grade of 'P' (pass) and may be Lower or Upper division units. These units are not units for which a student is "registered" since no tuition is paid for them and they are not counted toward financial-aid eligibility requirements. Pass/fail and credit-proficiency units are not included in the computation for graduation honors. Lower division units earned through prior-learning options are added to any other Lower division units transferred from a regionally accredited college or university and are not subject to the rule of a maximum of 70 Lower division transfer units. Units earned through prior learning options are not subject to the policy that 30 out of the last 36 units must be taken at the University.

College Level Examination Program (CLEP), Excelsior College Examinations, and DANTES Subject Standard Test (DSST)

A student may earn college credit by earning the ACE-recommended score or higher (minimum 'C' [2.0] level of proficiency) on any examination offered through the College Level Examination Program (CLEP) of the Educational Testing Service, The Excelsior College Examination Program (formerly Regents PEP), or the DANTES Subject Standard Test (DSST). A student may earn 3 to 12 units (depending upon the specific test) for each examination passed with a satisfactory score. A maximum of 45 units may be earned from a combination of CLEP (Lower division units), Excelsior College examinations, and DSST examinations (Lower or Upper division units). Students must submit an official CLEP, Excelsior College, or DSST transcript to the Registrar's Office to receive credit. Prior Learning Assessment exams do not apply to the 30-unit residency requirement, but do count as residency units after the first 30 units of residency have been met. See section under *Transfer Credit Policies* for further information.

National League of Nursing (NLN) Validation Examinations

Registered nurses and other advanced placement nursing students may validate their educational preparation and experience in nursing by taking National League of Nursing (NLN) examinations for the sophomore and/or junior level courses in the Dominican BSN program. A maximum of 38 units (Lower and Upper division) may be applied toward the BSN.

Challenging Courses

A student may earn up to 12 units of credit by challenging courses offered by the University provided the student has not previously taken or audited the course. Not all courses can be challenged. Students should check with the Registrar's office to determine if a particular class can be challenged. A petition including the course title, the date on which the challenge examination (or other required activity) will be completed, and the signatures of the student, the Chair of the Department, and the Dean of the School must be filed in the Registrar's Office by the end of the third week of the semester in which the examination will be taken. A challenged course must be completed before the student's final semester. A fee of \$100 per unit challenged is charged. Appropriate units will be granted upon successful completion of the challenge and will be considered a part of the 30-unit residency requirement. Students may not petition or receive partial course credit for challenged courses. Up to a 12-unit maximum of challenged coursework may apply toward residency. Exceptions to the 12 units maximum may be made in the case of students with majors with unusually large numbers of skills-based units.

American Council on Education (ACE)/National Program on Non-Collegiate Sponsored Instruction (PONSI)

The American Council on Education (ACE) and the National Program on Non-Collegiate Sponsored Instruction (PONSI) review courses offered through corporate, industry, government, and military organizations. These courses may receive Lower or Upper division transferable credit according to ACE/PONSI recommendations. These units may fulfill elective requirements with a limit of 30 units of transfer credit. See section under *Transfer Credit Policies* for additional information.

Experiential Learning Portfolio

Students may earn up to 30 units of University credit for college-level learning which is documented through the satisfactory preparation of Experiential Learning Portfolios. Such learning must:

1. Have occurred after the student's completion of secondary school; and
2. Have occurred at least one year prior to the creation of the portfolio.

A student is required to enroll in ENGL 3442: Critical Inquiry and Reflective Writing to prepare the Portfolio. In the Experiential Learning Portfolio a student documents the learning situation, describes and analyzes the learning experience, and demonstrates the knowledge and practical skill competencies as required by the awarding academic department(s).

University credit is granted only for college-level learning (minimum 'C' level of proficiency) which links the prior learning experience with the theoretical constructs of the appropriate academic discipline. Credit for experiential learning cannot be awarded for duplicate courses completed through other learning sources. Prior to enrolling in ENGL 3442, a student must meet with an academic advisor to determine the applicability of Portfolio units within the student's degree plan. A student may complete two submissions of the Experiential Learning Portfolio. The first is prepared in ENGL 3442. The instructor reviews the Portfolio, awards a grade for the course, and forwards the Portfolio for evaluation by the appropriate Dominican University faculty. Up to 30 units of academic credit (usually 1-3 units per course) is awarded by course number, title and academic department and may be Upper or Lower division. The proficiency units earned through Portfolio may be applicable as electives, as electives in selected majors, and for some General Education areas.

The second Portfolio submission may be prepared in conjunction with an optional course, ENGL 3443 Portfolio Redevelopment Workshop. The second submission may include new experiential learning essays or revisions of essays as recommended by the evaluator(s) of the original essays.

It is recommended that a student planning to use the Portfolio process enroll in ENGL 3442 at least three semesters prior to expected graduation. This gives sufficient time for the preparation and evaluation of two portfolio submissions. Experiential Learning Credit is posted to the student's transcript as proficiency units after the student has completed the 30-unit residency requirement.

Eligibility for the courses ENGL 3442/3443 and for the Experiential Learning and Assessment program require that students have a minimum of six years of life experience since completing high school and completion of ENGL 1004 Expository Writing or an equivalent.

Approved Areas for Experiential Learning Essays

For discussion of how life experience can be incorporated into a specific topic area, please contact the Director of Prior Learning Assessment.

Anthropology	Languages
Anthropology	Language Translations
Art/Art History	Music and Performing Arts
Art Portfolios	Composition

Art History	Dance Performance Past or Present
Art Historical Subjects	Drama Performance Past or Present
Employment Experience at Art Historical Settings	Music Performance
	Ensemble Work
Biology	
Biology	Philosophy
Cancer	Ethics
Female-Male Physiology, Sexuality and Sociology	Logical/Critical Thinking
Infectious and Non-Infectious Diseases	Philosophy
Business	Psychology
Business	Counseling and Communication
Employee and Labor Relations	Death and Dying
Employee Development and Training	Parenthood
Inventory Control	Psychoactive Drugs: Use, Misuse, and Abuse
Merchandising	Psychology of Personal Trauma and Crisis
Negotiation and Mediation	Psycho-Social Aspects of Abuse
Office Management	Psycho-Social Dimensions of Aging
Organization Development and Change	Small Group Interaction
Personal and Family Finance	
Personnel Administration	Religion
Production/Operations Management	Christian or Catholic Theology
Property Management	Cross-Cultural Study of Religion
Small Business Management	Religion
Supervision	Selected Topics in Biblical Studies
Theory and Practice of Sales	
	Social and Cultural Studies
Education and Teaching	Cultural Anthropology
Education and Teaching	Interpersonal and Sociological Aspects of Family and Marriage
	Social and Cultural Studies
Health Sciences	Sociology of American Multiculturalism

Health and Wellness	Sociology of American Subculture
Stress Management and Effective Coping	Sociology of Sport
	Sociology of Volunteer Organizations
History	Women and Work
Job-Related Project in History	
Participation in an Historical Event	Sustainability and Sustainable Practices

Awards and Honors

Honors at Entrance

Honors at Entrance are awarded at the discretion of the Admissions Committee to incoming students who show evidence of outstanding academic ability.

Dean's List

The Dean's List honors students who have a minimum semester GPA of 3.6 or above based on a minimum of 12 computable (graded) units taken at Dominican. Students with grades of 'I' (incomplete) or 'UF' (unofficial failure) are not eligible for the Dean's List. Pass/fail units are not computable and are not included. Students will not be retroactively placed on the Dean's List as the result of a grade change.

The Dean's List is posted online February 15 for the Fall semester and July 15 for the Spring semester. Qualifying students are also notified directly by the Dean of their school after all grades and GPA's have been posted each semester. Additionally, students who attain the Dean's List for two consecutive semesters in the previous calendar year (Spring and Fall semesters in the same calendar year) are invited to the annual Honors Ceremony held in late April or early May. Recognition certificates are awarded to recipients at the ceremony.

Dean's Honors

The Dean's Honors recognizes part-time students who have a minimum semester GPA of 3.6 or above based on a minimum of six (6) computable (graded) units taken at Dominican in a given semester. Eligibility begins after the semester in which a student achieves a GPA of 3.6 or above based on a minimum of 12 total computable (graded) units taken at Dominican.

National Honors Societies at Dominican University

Alpha Chi

Alpha Chi is a coeducational national honor society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Alpha Chi admits membership to students from all academic disciplines who are juniors, seniors, and graduate students, have a minimum 3.5 grade point average, and are in the top 10 percent of their class. As a phrase from its constitution suggests, Alpha Chi seeks to find ways to assist students in "making scholarship effective for good."

Alpha Sigma Lambda

Alpha Sigma Lambda is a national honor society for non-traditional adult students. Its purpose is to acknowledge adult students who achieve academic excellence while facing the competing interests of family, community, and work. To be eligible students must have a minimum of 24 graded semester hours taken at Dominican, half of which must be outside the chosen major. At least twelve units of the total credits should have been earned in liberal arts/sciences, not including applied arts/sciences courses. Students must have a minimum 3.5 grade point average and be in the top 10 percent of the class.

Alpha Lambda Delta

Alpha Lambda Delta honors excellent academic achievement by students in their first year of study in higher education. Its purpose is "...to encourage superior academic achievement...to promote intelligent living and a continued high standard of learning and to assist students in recognizing and developing meaningful goals for their roles in society." Eligible students must have a 3.5 grade point average for the first total year of college while carrying a full-time academic load, and must rank in the top 20 percent of their class.

Gamma Sigma

Gamma Sigma is Dominican University of California's official Honor Society. Its purpose is to honor undergraduate students who have achieved the highest academic excellence at the University. Its members are committed the Dominican values of service and community based upon knowledge and reflection. Gamma Sigma Honors Society requires the highest grade point average of all other honor societies at the University.

To be eligible for membership in Gamma Sigma, the student must have junior standing and a cumulative GPA of 3.6 (includes all transfer coursework). The student must also earn this minimum average at Dominican and must have taken at least 12 computable units at the University. To continue as a member, the student must maintain the minimum cumulative 3.6 GPA. To graduate as a Gamma Sigma Scholar, students must meet the GPA and annual membership requirements at graduation to be awarded the Gamma Sigma cords.

Each Fall, the Moderators will invite eligible candidates and continuing members to be honored at the Fall Honors Ceremony. Each candidate informs the Moderator whether or not he/she chooses to be a member. Membership is on an annual basis and continuing status is determined each Fall utilizing the GPA from the former year. Membership to the honor society includes GPA eligibility and payment of an annual fee for that academic year. Following the Fall honors ceremony, the Moderators confirm membership with the Office of the Registrar for that academic year. All members are also recognized at the Spring Honors Ceremony. Graduating Gamma Sigma members will be awarded the Honor Cord to wear with their academic regalia at the Graduation Commencement Ceremony.

Departmental Honors

Dominican University of California recognizes students who demonstrate superior performance in their major. Students will be granted Departmental Honors when the following criteria are fulfilled:

1. Minimum overall GPA of 3.6 (based on Dominican coursework only) in all Upper Division courses in the major. Does not include prerequisite or corequisite courses to prepare for major (e.g. only biology courses for biological science majors, nursing courses for nursing majors);
2. minimum of half of the Upper Division units in the major must be taken at Dominican;
3. minimum of 18 Upper Division units in the major must be graded; and
4. Senior project must be designated as superior quality by faculty in student's major.*

Departmental Honors are designated on the Dominican transcript and are included in the Commencement program each Spring (based on the prior Fall's GPA). Departmental Honors are a separate category from the Honors Program and from Graduation Honors.

*The above criteria number 4 does not apply to the School of Business and Leadership when the senior project is team-based. Departmental Honors will be awarded to the top 50% of the graduating students (Day and Pathways) with a minimum GPA of 3.6 in Upper Division courses in the major.

Graduation Honors

In order to be considered for Graduation Honors, undergraduate students must have earned a minimum cumulative Dominican grade point average in 30 letter-graded units offered for the degree in resident study at Dominican University. Graduation Honors are based on all Dominican coursework completed toward the degree, and are posted to the student's record when the degree is conferred. For the purposes of announcing Graduation Honors at Commencement in May, a preliminary calculation including all Dominican coursework completed through the prior Fall semester is made. Students must have completed 30 letter-graded units by the end of the Fall semester. Graduation honors will be recalculated at the time of degree conferral to include the student's final semester of coursework and will be posted on the student's final transcript.

Students are awarded the bachelor's degree:

- cum laude for a cumulative, combined GPA of 3.5
- magna cum laude for a cumulative, combined GPA of 3.75
- summa cum laude for a cumulative, combined GPA of 3.85 or above

Leave of Absence

Students may find it necessary to take one or more semesters of leave from the University for personal or professional reasons. This is acceptable to the University; however, students choosing this option must complete a Leave of Absence form. Enrolled students may apply for a Leave of Absence from the University for one or two semesters (Fall and/or Spring). Students on Leave of Absence are eligible to return as continuing students upon meeting with their academic advisor, submitting an Application for Re-Admission and a registration form to the Office of the Registrar, submitting official transcripts for any coursework completed elsewhere in the interim, and meeting all financial obligations for re-registration at the University. Students who file a Leave of Absence Form with the Registrar's Office and return within one academic year (Fall and Spring) retain the admission and graduation requirements from the *Catalog* in effect at the time of first matriculation (initial enrollment). Students who do not return within a year must meet the *Catalog* requirements for admission and graduation that are in effect at the time of re-enrollment and must reapply through the Admissions Office.

Students who are on Academic Probation or Academic Warning at the time of filing the Leave of Absence form will be readmitted on Academic Probation/Warning for one semester. Such students are subject to the same criteria for academic good standing outlined above. (See **Academic Probation** section.)

Students who wish to enroll in coursework at other institutions during their leave of absence from the University should file an Authorization to Take Courses Off Campus form with the Registrar, in order to obtain approval that such coursework is transferable to Dominican and applicable to their academic program. Transcripts for all coursework taken off-campus during a leave of absence from Dominican must be forwarded to the Registrar's Office at Dominican. Courses taken without prior approval may not be counted toward the degree.

Students who leave the University without filing an official Leave of Absence form may apply for readmission through the Registrar's Office if their absence has been one year or less (Fall and Spring semesters). Students who do not return within a year must meet the *Catalog* requirements in effect at the time of re-enrollment and must reapply through the Admissions Office.

Students intending to leave the University without planning to return must complete a Withdrawal Form (see **Withdrawal from the University**).

Registered students who file a Leave of Absence form at the Registrar's Office prior to the deadlines for a tuition refund, as described in the **Tuition Refund** policy, will be partially refunded. If the Leave of Absence form is filed after these dates, or if no form is filed, all tuition, fees, and other appropriate charges will be due. Under no circumstances is the campus comprehensive fee waived or refunded.

Leave of Absence and Withdrawal forms, Application for Readmission forms, and Authorization to Take Courses Off-Campus forms are obtained from the online Registrar's Office web page or from the Registrar's Office in Bertrand Hall.

Withdrawal from the University

Students planning to withdraw from the University are requested to make an appointment with their academic advisor prior to initiating withdrawal procedures.

A student who wishes to officially withdraw from the University must submit a completed Withdrawal form to the Registrar's Office prior to the semester withdrawal deadline published in the Academic Calendar. Students who stop attending class without filing the required Withdrawal form may have failing grades ('F' or 'UF') posted to their records.

Students may submit the Withdrawal form in person, by fax, by scan and e-mail, or by US mail. If a student chooses to mail his/her Withdrawal form, it is recommended it be sent by certified mail to the attention of the Registrar's Office with a return receipt requested.

Students who withdraw from the University may apply for readmission through the Registrar's Office if their absence has been one year or less (one Fall and one Spring semester). Students who do not return within a year must meet the *Catalog* requirements for admission and graduation in effect at the time of re-enrollment and must reapply through the Admissions Office.

Candidacy and Conferral of Degrees

In the Spring semester of each academic year, the Registrar evaluates degree progress and notifies students who are likely to be advancing to candidacy (*completing the final coursework required for the degree*) during the following academic year. This evaluation is based on the student's degree progress to date, as reflected in the online Academic Plan available via the Dominican Self-Service website. Students and their advisors are expected to monitor the online plan regularly throughout the student's enrollment at Dominican to ensure the accuracy and timely posting of all degree requirements, grades, and academic credit.

In order to advance to candidacy, students must have satisfied the international language matriculation requirement and must have completed the expository writing (ENGL 1004 and ENGL 3200) and math requirements. In order to be eligible for Commencement and degree conferral, students must confirm their readiness for graduation and declare their anticipated degree completion term (May, August or December), with the approval of their academic advisor. Confirmation is fulfilled by responding as directed to the Registrar's Notice of Advancement to Candidacy by the required date (refer to the **Academic Calendar**). Failure to confirm degree candidacy and graduation term in a timely manner may result in delayed graduation and financial penalty.

Degrees are conferred only when the Registrar's Office has verified the successful completion of all graduation requirements. This occurs within 60 days after the close of the student's final semester.

Degree conferrals are actions of Dominican University of California and are not altered in any way by the internal restructuring of schools, academic divisions, departments, or programs.

Verification of Enrollment and Degrees

Obtaining Proof of Current or Past Enrollment at Dominican

Upon written request to the Registrar's Office, a verification of enrollment will be provided, showing terms of enrollment and full-time or part-time status. Allow 5 to 10 working days for processing. Verification of Enrollment request forms are available at the Registrar's Office and - along with most other Registrar forms - in the forms display in Bertrand Hall lobby. Contact the Registrar's Office for further information.

Obtaining Verification of a Degree Conferred by Dominican

Dominican University of California has authorized the National Student Clearinghouse to provide degree verifications. This is not the same as an enrollment verification, referenced above. A degree verification includes only the degree conferred, the month and year of graduation, and the field(s) of study. The National Student Clearinghouse can be contacted at:

Mail: National Student Clearinghouse
2300 Dulles Station Blvd. Suite 300
Herndon, VA 20171
E-mail: degreeverify@studentclearinghouse.org
Web: www.degreeverify.org

Transcripts

Dominican University of California has authorized the National Student Clearinghouse (NCS) to provide transcript ordering via the Internet. Transcripts may be ordered by using any major credit card. The card will only be charged after the order has been completed. Transcripts are not issued nor printed by the Clearinghouse. Transcript orders will be transmitted electronically to Dominican University of California and will be processed within 5–10 business days by the Registrar's Office.

To order an official transcript, go to the Dominican website, select the "About Dominican" page, then the "For Students" page. Under "Request Transcripts," full details and the link to the Clearinghouse secure site are provided. The Clearinghouse site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. Order updates will be emailed to you. You can also check order status or history online.

If you encounter difficulty or have any questions, please contact NSC by telephone at 703-742-4200 M-Th: 9am-7pm, ET F: 9am-5pm, ET, or by e-mail at transcripts@studentclearinghouse.org.

Important Note: If there are pending grades or degrees to be awarded and the transcript should not be sent until the grades/degrees are posted to the transcript, please indicate on the order that the transcript should be held for grades and/or degrees to be posted.

Service Hours

The transcript ordering service operates 24 hours a day, 7 days a week. However, the requests are processed Monday through Friday during normal business hours, except holidays.

Fees

\$10.00 for one transcript, plus a \$2.25 processing charge per recipient.

If you are ordering additional copies at the same time, additional transcripts are \$1.00 each.

Method of payment: VISA, MasterCard, and Discover.

Next Day Processing

This option includes 24 hour processing of transcripts for an additional \$15.00, plus transcript fee. Transcripts will be sent via standard U.S. mail or will be available for pick-up in our office.

Overnight Delivery

This option will send your transcript via UPS overnight to a domestic US destination for an additional \$20.00, plus the transcript fee. Overnight orders must be delivered to a street address, and cannot be delivered to a post office box. Additional shipping fees will apply for international mailing.

A minimum of 5 to 10 working days should be allowed for processing transcript requests.

Please Note: *Test scores and transcripts from other colleges/universities are not a part of the Dominican University of California transcript and must be requested from the appropriate testing agency or institution—copies may not be obtained from Dominican.*

The University will not issue official transcripts until all past due balances have been paid. Unofficial transcripts for currently enrolled students may not be available two weeks prior to the mailing of grade reports each semester.

Unofficial Transcripts

Unofficial transcripts may be requested at no cost through the web at the Clearinghouse secure site. Unofficial transcripts are processed daily, and are available for pick-up in the Registrar's Office within one business day.