Dominican University of California

General Information & General Academic Policies and Procedures Academic Catalog 2016-2018

Table of Contents for General Information & Academic Policies and Procedures

President's Welcome

Welcome to Dominican University of California where you will discover a student experience that will arouse your curiosity, programs that will help you chart your career, and intellectual ideas that will invite you to explore new pathways.

At Dominican, you will have the opportunity to integrate your academic work with practical application, through service projects, internships, study abroad, research, and leadership programs. We are one of 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.

As you navigate through this catalog, you will find the policies we use to ensure your degree or credential is of the highest quality. These policies also reflect a strong social and intellectual community, of which you are a part. It is a campus that will both challenge and support you.

In addition to your academic pursuits, there are many ways to become involved in our community and make the most of your experience at Dominican. I encourage you to get to know your peers through student and resident life activities and join your fellow Penguins at our athletics and community events.

We welcome you to our community of scholars, and invite you to review our academic offerings listed in this catalog. Reflect and enjoy considering the variety of possibilities that await you during your time at Dominican!

Mary B. Marcy
President

General Information

Academic Catalog 2016-2018 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.

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.

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.

Sustainability Coursework

As stated in its mission, "Dominican University of California is committed to diversity, sustainability, and the integration of the liberal arts, the sciences, and professional programs." In 2011, Dominican adopted a definition of sustainability, as well as of sustainability-focused and sustainability-related courses, as follows:

Sustainability is broadly defined as the ability to meet the needs of the present and future generations while conserving the planet's life support systems.

Sustainability-focused courses concentrate on the concept of sustainability, including its social, economic, and environmental dimensions, or examine an issue or topic using sustainability as a lens.

Sustainability-related courses incorporate sustainability as a distinct course component or module, or concentrate on a single sustainability principle or issue.

Course Learning Outcomes

In 2012, Dominican adopted seven sustainability course learning outcomes (CLOs):
1. Understand the way in which sustainable thinking and decision-making contributes to the process of creating solutions for current and emerging social, environmental, and/ or economic crises.
2. Develop a perspective in which students view themselves as embedded in the fabric of an interconnected world.
3. Synthesize understanding of social, economic, and environmental systems and reason holistically.
4. Understand and be able to effectively communicate the concept of sustainability.
5. Contribute practical solutions to real-world sustainability challenges.
6. Develop technical skills or expertise necessary to implement sustainable solutions.
7. Become aware of and explore the connections between their chosen course of study and sustainability.

Any sustainability-focused or sustainability-related course on campus adopts at least one of these CLOs and includes it/them in the syllabus.

Courses with a Sustainability Component

Key to Abbreviations:

SF = Sustainability Focus	**SR** = Sustainability Related

As of January 2013:

Course Code	Course Name	SF	SR
ART 1041	Beginning Ceramics		X
ART 3119	Art Fundamentals		X
ARTH 3822	Art in Focus: Indigenous Art of Bay Area		X
BIO 1000/1005	Organismal Biology/Lab		X
BIO 1400/1405	Biological Foundations/Lab		X
BIO 1550	Nutrition		X
BIO 2900/2905	Ecology & Evolution/Lab		X
BIO 3150/3155	Invertebrate Biology/Lab		X
BIO 3500	Field Biology		X
BIO 3505	International Field Biology	X	
BIO 4220/4225	Medical Parasitology/Lab		X
BIO 4310/4315	Advanced Ecology/Lab		X
BIO 4610/4615	Bio Data Analysis/Lab		X
BIO 4990	Bio Research Methodology II		X
BIO 4991	Bio Research Methodology III		X
BIO 4993	Bio Research Methodology IV		X
BUS 2009	Exploring World of Business: Building Your Business Career Foundation II		X
BUS 3008	Exploring the World of Business: Developing Your Business Career Network I		X
BUS 3009	Exploring the World of Business: Developing Your Business Career Network II		X
BUS 3016	Sustainability Driven Business Innovation	X	
BUS 4009	Exploring World of Business: Becoming a Globally Responsive Business Professional II		X
BUS 4019	Green and Social Marketing		X
BUS 4041	International Accounting and Global Social Reporting		X
BUS 4080	Socially and Environmentally Responsible Management	X	
BUS 4165	Leadership & Change Management (ADCP program)		X
BUS 4406	Corporate & Social Responsibility, Law & Ethics (ADCP program)		X

Key to Abbreviations:

SF = Sustainability Focus	**SR** = Sustainability Related

As of January 2013 (continued):

Course Code	Course Name	SF	SR
BUS 4407	Supply Chain Management and IT (ADCP program)		X
BUS 4412	Sustainable Development: Driver for Innovation (ADCP program)	X	
BUS 4980	Strategic Management		X
CHEM 2990	Chemistry Research Methodology I		X
CHEM 4990/4991	Chemistry Research Methodology II, III		X
CHEM 4993	Chemistry Research Methodology IV		X
CLQ 3020	HO/CS: Sense of Place	X	
CLQ 3111	C1/PH: Interconnection in Information Age		X
CLQ 3120	C2/HI: California Golden dream	X	
CLQ 3121	C2/BI: Natural History of California	X	
CLQ 3190	C9/PH: Environmental Preservation to Eco-Justice	X	
CLQ 3191	C9/AR: Environment Community-based Art	X	
CLQ 3210	C11/PH: Hunger for Meaning: Philosophy	X	
CLQ 3211	C11/HS: Eating Equitably: Nutrition	X	
CLQ 3241	C14/BU: Indigenous People & Sustainable Economic Development		X
CLQ 3250	C15/PH: Individual & Global Health Philosophies		X
CLQ 3251	C15/CS: Cultural & Spiritual Health		X
CLQ 3270	C17/AH: History of Garden & Landscape Design		X
CLQ 3271	C17/EN: Literature of Nature		X
CLQ 3300	C20.CS: Classics of U.S. Environmental Movement		X
CLQ 3301	C20/EN: Writing Green Literature		X
CLQ 3310	C21/AR: Art for Awareness/Action/Outreach		X
CLQ 3311	C21/AH: Artist as Catalyst for Change	X	
CMS 1850	Documentary Production		X
CMS 3201	Environmental Communications	X	
CMS 3202	Environmental Advocacy	X	
CMS 3203	Effective Environmental Campaigns		X

Key to Abbreviations:

SF = Sustainability Focus	**SR** = Sustainability Related

As of January 2013 (continued):

Course Code	Course Name	SF	SR
CMS 3250	Environmental Documentary Production		X
CMS 3605	Communicating Across Cultures		X
CMS 3850	Documentary Production		X
CP 5219	Human Diversity		X
EDUC 5910	Leadership & Change in Education		X
EDUC 5920	Cultural Pluralism in Education		X
ENGL 1004	Expository Writing	X	
ENGL 3200	Advanced Writing and Research	X	
ENSC 2000/2005	Environmental Sciences/Lab	X	
ENSC 2100/2105	Birds & the Environment/Lab		X
ENSC 2999	Independent Study: Environmental Science		X
ENSC 3000/3005	Environmental Chemistry/Lab	X	
ENSC 3100	Environment Field Studies		X
ENSC 3300/3305	Advanced Environmental Science/Lab	X	
ENSC 4000/4005	Conservation Biology/Lab		X
ENSC 4100/4105	Birds & the Environment/Lab		X
ENSC 4200/4205	Marine Biology/Lab		X
ENSC 4300/4305	Toxicology/Lab		X
ENSC 4800	Special Topics: Environmental Sciences		X
ENSC 4994	Teaching Assistant: Environmental Sciences		X
ENSC 4996	Internship: Environmental Sciences		X
ENSC 4998	Directed Research: Environmental Sciences		X
ENSC 4999	Independent Study: Environmental Sciences		X
FYE 1000	Big History: Big Bang to the Present		X
FYE 1400	Business & Trade through the Lens of Big History		X
FYE 1510	Philosophy through the Lens of Big History		X
FYE 1800	Health & Healing through the Lens of Big History		X

Key to Abbreviations:

SF = Sustainability Focus	**SR** = Sustainability Related

As of January 2013 (continued):

Course Code	Course Name	SF	SR
HCS 1102	Cultural Anthropology		X
HCS 1103	Problems in Contemporary Society		X
HCS 3102	Cultural Anthropology		X
HCS 3103	Problems in Contemporary Society		X
HCS 3110	Place and Identity	X	
HCS 3140	Cultural Ecology	X	
HCS 3223	Bay Area Indigenous Histories		X
HCS 3323	Bay Area Indigenous Histories		X
HIST 1015/3015	African History and Culture		X
HIST 3020	20th Century: Global Perspective		X
HIST 3470	Imperialism & Colonization		X
HIST 3623	Mexico: Aztecs to Present		X
HIST 3631	Central America and the Caribbean		X
HIST 3711	U.S. Environmental History	X	
HIST 3790	California		X
HIST 3791	Southwest Borderlands		X
HONO 2003	The World: Nature's Fury		X
HONO 2052	World and Science Interaction		X
HONO 3200/3205	Aquatic Ecosystems: SF Bay Area/Lab		X
HONO 3500	Self, Community, and Service	X	
HUM 5510	Wilderness & Eco-justice	X	
NURS 4150	Community Health & Nursing		X
PH 2001	Foundations of Public Health		X
PH 3100	Principles of Global Health		X
PHIL 1108/3108	Ethics		X
PHIL 1110	Environmental Ethics	X	
PHIL 3103	Ethics, Leadership and Meaning		X

Key to Abbreviations:

SF = Sustainability Focus	SR = Sustainability Related

As of January 2013 (continued):

Course Code	Course Name	SF	SR
PHIL 3110	Environmental Ethics	X	
PHIL 3520	Self, Community & Service	X	
PHSC 2200/2205	Earth Science/Lab		X
PHSC 4200/4205	Advanced Earth Science/Lab		X
PHSC 4300/4305	Advanced Physical Geology/Lab		X
POL 3220	Gender: Ethics & Politics		X
POL 3300	State & Local Politics		X
POL 3430	Politics of Environmentals Law		X
POL 3440	International Law		X
POL 3523	Globalization		X
POL 3563	Politics of Developing Countries		X
PSY 3003	Human Response to Natural Disaster		X
PSY 3020	Environment and Behavior		X
PSY 3167	Cross-Cultural Communication		X
PSY 4003	Natural Disasters: Reaction to Risk		X
PSY 4038	Ecopsychology		X
RLGN 1055/3155	Liberation Theologies and Social Justice		X
RLGN 1058	Catholic Thought in Contemporary World		X
RLGN 1059	Prophets, Psalms, and Social Justice		X
RLGN 1070	The Spirituality of the Earth		X
RLGN 1086	Catholic Social Teaching		X
RLGN 3158	Catholic Thought in Contemporary World		X
RLGN 3159	Prophets, Psalms, and Social Justice		X
RLGN 3170	The Spirituality of the Earth		X
WGS 2222	Gender Relations		X
WGS 3222	Gender Relations		X
WGS 3800	Toxic Bodies		X

Programs Offered

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

Day Programs:
- **Art:** Studio Art, Graphic Design
- Art History
- Biological Sciences
- Business Administration
- Business BA to MBA (4+1)
- Chemistry and Biochemistry
- Communications and Media Studies
- Dance
- English, English with a Creative Writing Emphasis
- Gender Studies (*this major will be discontinued in 2017*)
- Global Public Health
- Health Science/General (*this major will be discontinued in 2018*)
- 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 (*this major will be discontinued in 2018*)
- Religion

Additional Minors

Day Programs:
- American Studies
- Arts Management
- Community Action & Social Change
- Comparative Literature
- Ecology & Environmental Science
- Gender Studies
- Global Innovation and Entrepreneurship
- Latin American Studies
- Leadership Studies
- Mathematics
- Philosophy
- Pre-Law
- Pre-Ministerial
- Spanish Language
- Sports Management

Undergraduate Certificate

- Spanish Language Certificate

Additional Disciplines Offering Coursework

Day Programs:
- Dominican Study Abroad (DSA)
- Drama
- Economics
- International Languages
- Physical Education
- Physical Sciences

Graduate Degrees (MA, MBA, MFA, MS)

Day and Evening Programs:
- Biological Science
- Business Administration
- Clinical Laboratory Sciences
- Counseling Psychology
- Creative Writing
- Education (MS) and Teaching Credential Programs
- Healthcare Leadership (MBA, MS)
- Humanities
- Occupational Therapy
- Physician's Assistant Studies

Weekend Programs:
- Business Administration

Adult Degree Completion Program Evening/Weekend Majors

- Business Administration (*not accepting admission applications in 2016-18*)
- Literary and Intercultural Studies
- Management
- Psychology

Adult Degree Completion Program Minors

- English, English with a Creative Writing Emphasis
- Humanities and Cultural Studies
- Leadership Studies
- Psychology

Post-Baccalaureate Non-Degree Programs

Offered for Extension credit through the Barowsky School of Business:
- Leadership

Offered for Extension credit as recognized by the California State Board of Registered Nursing through the Nursing department:
- Internationally Educated Nurses

School of Arts, Humanities and Social Sciences

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, public lectures and conferences, national and international study and service trips, internships, community-based research projects, and service learning partnerships with schools and other non-profits

Barowsky School of Business

The Barowsky School of Business 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 (BA) 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 Barowsky School of Business offers a Master of Business Administration (MBA) degree program.

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

Program 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, business law, management, marketing, and quantitative analysis
2. **Critical Thinking Competency:** Conduct research and apply appropriate, interdisciplinary, and multidisciplinary analytic and decision-making skills, including statistical and mathematical technique, to identify and solve business problems
3. **Leadership Competency:** Develop and enhance personal and professional development skills within a diverse business environment including leadership, team building, and collaboration
4. **Ethics and Corporate Social Responsibility:** Integrate ethics, corporate social responsibility, and environmental sustainability in decision-making
5. **Global Business Competency and Diversity:** Incorporate the impact of globalization and diversity on business policy and practices
6. **Business Communications Competency:** Develop effective oral and written communications skills
7. **Entrepreneurial and Innovation Competency:** Explore creative and innovative ways to solve problems and create value in organizations

Sigma Beta Delta International Honor Society

Sigma Beta Delta International Honor Society recognizes and promotes scholarship and achievement among students of business, management, and administration. Its purpose is to promote personal and professional development, as well as to encourage "honorable service to humankind." Sigma Beta Delta admits to membership students who are in the top 20% of their class. Juniors, Seniors, and MBA students who have completed at least 50% of their MBA program are eligible. In addition to these criteria, our chapter also requires a minimum 3.5 grade point average.

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 Barowsky School of Business, 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) Leadership Research Think Tank and consulting services and (4) public forums.

Research and Leadership Think Tank

- 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:
- Help in administering the undergraduate and graduate programs that include leadership courses in the curriculum and a minor in Leadership Studies: An 18-unit interdisciplinary minor is offered to undergraduate students.
- Leadership Practicum through Consulting projects and Service Learning, embedded in select undergraduate and graduate business courses, offering students practical experience by cooperating in teams on current business and community projects. Over the course of one semester, Leadership Practicum students collaborate in teams on actual business-related projects. Students experience the importance of vision, the relationships with one's partners and the ethical behaviors that promote leadership effectiveness across diverse contexts.
- 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* is an academic co-curricular program that supports international and domestic students interested in advancing knowledge and appreciation of world cultures and global affairs. The program's mission is to promote international understanding and goodwill, while facilitating student's leadership development.
  - ○ Global Ambassadors also holds events on campus that build cultural awareness and exchanges that builds community among Dominican University of California campus members.
  - ○ Global Ambassadors are trained as visiting Dominican ambassadors, to Marin County K-12 schools, sharing their cultures through presentations about their personal stories, and their country's culture through such touchpoints as cultural norms, language, literature, art, music, history, geography, and visual and other artifacts, as well as their country's perspectives on international issues.
  - ○ The program offers Independent Study opportunities (BUS 3923 Leadership in Action) from 1-4 units.
  - ○ Founded by the Institute for Leadership Studies, the program is a partnership with the Global Education Office.
- *LeaderShape Institute™* hosted each year 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.
- *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 and better opportunities.
- *Business Bakers Association*
  - ○ *American Association of University Women* is a worldwide community that empowers women by advocating for their rights, researching and reducing social barriers, and delivering programs that give them the confidence and skills to succeed. Men are welcomed to participate.
  - ○ *Business Bakers Association* is a community building club that convenes to talk about world events while baking delicious treats for the Barowsky School of Business and university campus community. The club is primarily comprised of Barowsky School of Business students, faculty, staff, and alumni; however students from any major are welcome to join and participate.
- *Team Sailing* teaches the skills of teamwork through practice of sailing on San Francisco Bay as two people alternate leading and following while sailing a small boat. Graduates may qualify to be an assistant instructor or camp counselor.

For Professionals:

- ***Executive Education and Consulting Services***, in the Institute for Leadership Studies at the Andrew P. Barowsky School of Business has developed an ROI-approach to leadership development. The executive education is practical and research-derived. Businesses and organizations are much like individuals—those that constantly add new skills, hone existing competencies and boldly adapt to new market realities, are the ones that succeed. Whether you are an independent professional seeking to enhance your skills, a business owner or executive with entire teams to train, or you need an honest, accurate assessment of your organization's strategy and practices, Dominican's Barowsky School of Business offers Executive Education and Consulting Services to be your go-to partner.

- ***The Making of Leaders™ Leadership Certificate*** helps promising team leaders become effective strategists, communicators, and leaders. Each of the Leadership Certificate's nine one-day sessions focuses on a different leadership skill and includes hands-on learning techniques and measurable outcomes. The Leadership Certificate includes a capstone project called "Project Leadership," in which participants design and implement a plan to address a strategic business need of their organizations. The program is designed for:
  - High-potential performers being groomed for advancement
  - Managers and directors seeking to expand their authority
  - Technical specialists seeking to increase their organizational impact
  - Entrepreneurs seeking to inspire their organizations to achieve goals

- ***Professional Selling Skills Program*** is a three-day highly interactive and practice intensive program for professionals with technical knowledge and skills who seek to achieve successful sales of complex services or products to deliver substantive value to the customer. The program focuses on communication techniques used by the top 10 percent of salespeople as well as empathetic listening and questioning skills necessary to build authentic and lasting relationships with your customers. The program features hands-on training in the five core sales interaction skills:
  - Empathetic listening
  - Needs-oriented questioning
  - Opportunity identification
  - Trust building
  - Solution framing

- ***Performance Coaching*** is a four day program focused on how to manage team and individuals, finding the intersections between employee and company success. Our Performance Coaching course involves skill building to truly know one's employees and demonstrate one's commitment to them in a way that builds trust and enhances performance. This new model of performance management focuses on coaching rather than evaluation. Maximizing the performance of the teams and individuals requires knowledge, trust and commitment to their development.

- ***Fundamentals of Successful Project Management*** is a three-day workshop focused on developing skills and processes needed to effectively define, plan and manage projects for project managers and senior team members. At the conclusion of the workshop participants will:
  - Understand concepts, skills and techniques needed to define, plan and manage projects
  - Have applied these skills and techniques to case study projects and situations in class
  - Possess improved project and task definition and estimation skills
  - Know tracking mechanisms to improve management and status reporting
  - Share a common project management language with their peers
  - Be better prepared to define, plan and manage projects in the real world

- ***Design Your Own—Custom Programs*** includes anything from tailor, on-site versions of our leadership, sales and coaching programs, to special courses and seminars developed exclusively for Barowsky School of Business client businesses.

- ***Consulting Services*** can help evaluate a business' market, people and corporate culture, and devise actionable plans for addressing the organization's most pressing business needs and seizing promising opportunities. Addressing rapidly changing markets requires purpose, clarity and discipline. Improve organizational performance in a three-step process: Right Focus. Right Talent. Right Motivation.
  - Right Focus: Make choices based on competitors' and customers' reactions to your product and service offerings.
  - Right Talent: Transform talent to be a competitive advantage to executing your mission.
  - Right Motivation: Create a culture of performance management that drives individuals' efforts. By ensuring your culture is a mix of self-motivation and guided risk taking, where individuals can find passion in their responsibilities, the organization will then be able to leverage the right focus and the right talent.

- ***Business Edge Briefings Series*** offers breakfast and evening forums for business owners and organizational leaders that highlight 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 and the Barowsky School of Business.

Leadership Practice and Community Service

- ***Leadership Practicum, consulting and Service Learning***: 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, and the Department of Political Science and International 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, or Palestine/Israeli conflict.
- ***Leadership Learning Lab (L^3)*** offers leadership effectiveness assessments, consulting and coaching services to leaders and their organizations. The L^3 provides MBA students with a living laboratory for the study and practice of leadership development, while serving as a community consulting service to leaders of Bay Area organizations. Leaders of Bay Area businesses and non-profit and government organizations volunteer to serve as clients of Dominican's students in the MBA, offering students with leadership development consulting practice using a 360-degree feedback model.

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 in partnership with Book Passage, 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 professor in the Barowsky School of Business and is supported by an advisory council of faculty and deans representing a variety of academic disciplines, student development leadership and community leaders from private, independent, and government organizations.

To access our website go to, www.dominican.edu/leadership, email (ILS@dominican.edu); or call events line at 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

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

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. All programs culminate in a Master of Science in Education degree with the completion of additional units.

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
- 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
- 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
- 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 enrich academic studies, lessen regular course loads, and reduce the overall time spent in completing the degree. Summer also includes opportunities to engage in independent study, or to enroll for an internship, field placement, tutorial, or similar learning activity. Courses are offered on campus, online, and abroad.

Non-degree-seeking students enrolling in Summer Session courses need not be formally admitted to the University. Summer courses are offered in an intensive and abbreviated format that is shorter than the usual 16-week semester. Courses on campus are offered in 5-, 8-, or 10-week sessions and cover a range of subjects taught by renowned faculty in small classroom settings.

Please consult the Academic Calendar at www.dominican.edu for specific session dates and deadlines.

Academic Calendar

Fall Term Dates Session A

Activity	Fall 2016	Fall 2017
Priority Registration for Fall	4/11 thru 4/14	4/10 thru 4/13
Classes Begin	8/22	8/21
Labor Day (**Holiday—Campus Closed**)	9/5	9/4
Last Day to Add Classes	9/6	9/5
Last Day to Drop *without* 'W' (100% Refund)	9/6	9/5
Fall Break Day (**Academic Holiday—Campus Open**)	10/21	10/21
Last Day to Drop *with* a 'W'	11/4	11/3
Thanksgiving Break (**Academic Holiday—Campus Open**)	11/23	11/22
Thanksgiving Break (**Holiday—Campus Closed**)	11/24 thru 11/25	11/23 thru 11/24
Last Day of Classes	12/2	12/1
Final Examinations	12/5 thru 12/6	12/5 thru 12/8
Grades Due	12/16	12/15

Spring Term Dates Session A

Activity	Spring 2017	Spring 2018
Priority Registration for Spring	11/14 thru 11/17	11/13 thru 11/16
Martin Luther King Jr. Day (**Holiday—Campus Closed**)	1/16	1/15
Classes Begin	1/17	1/16
Last Day to Add Classes	1/130	1/29
Last Day to Drop *without* 'W' (100% Refund)	1/30	1/29
President's Day (**Holiday—Campus Closed**)	2/20	2/19
Spring Break (**Academic Holiday—Campus Open**)	3/6 thru 3/10	3/5 thru 3/9
Spring Break Day (**Holiday—Campus Closed**)	3/10	3/9
Cesar Chavez Day (**Holiday—Campus Closed**)	3/31	TBD
Last Day to Drop *with* a 'W'	4/3	4/2
Good Friday (**Holiday—Campus Closed**)	4/14	3/30
Last Day of Classes	5/2	5/1

Spring Term Dates Session A (cont.)

Activity	Spring 2017	Spring 2018
Final Examinations	5/4 thru 5/10	5/3 thru 5/9
Commencement	5/13	5/12
Grades Due	5/17	5/16

Summer Term Dates Session A1 (10 weeks)*

Activity	Summer 2017	Summer 2018
Priority Registration for Summer	4/10 thru 4/13	4/16 thru 4/19
Classes Begin (Session A1)	5/22	5/21
Memorial Day (**Holiday—Campus Closed**)	5/29	5/28
Last Day to Add/Drop	5/30	5/29
Independence Day (**Holiday—Campus Closed**)	7/3 thru 7/4	TBD
Last Day of Classes	7/28	7/27
Grades Due	8/4	8/3

*See online calendar for additional Summer Term sessions within 10 week period.

Special Notes:
- Academic years begin with the Fall Semester
- Academic dates are subject to change
- Academic Holidays = no classes, campus offices are open
- Campus Holidays = no classes *and* campus offices are closed
- To locate up-to-date academic dates, please consult the online Academic Calendars at www.dominican.edu

Academic Policies and Procedures

Advising

Dominican students are individually supported as they strive to achieve their educational and career goals through consistent, meaningful, and diverse guidance, mentorship, and interaction throughout their college experience. With the help of academic advisors, students plan programs that clarify and meet such goals. It is the student's responsibility to be familiar with all University policies and requirements, and to monitor their progress to the degree via the online Academic Plan provided to all students and advisors on the Dominican Self-Service website. Students are required to meet with their advisor prior to registering for courses every semester.

Staff advisors in the Academic Advising and Achievement Center provide academic advisement to first semester Freshmen, to students who have not chosen a major, and to incoming Adult Degree Completion students. 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 during which each student registers for the upcoming semester. The dates of these periods are listed in the Academic Calendar.

Online Priority Registration is open to all continuing students who are in good standing. This week-long period occurs near mid-term in the semester prior to the one for which registration is being conducted.

Open Registration is a longer period of time during which continuing students, students returning after a leave, and new students may register. Continuing students registering during this period can register online; however, new and returning students must register via a paper form through the Registrar's Office. New students are assigned special dates for placement testing, advising, and registration to be determined by the University annually.

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 ineligible for online registration and are subject to a late registration fee. Late enrollment is subject to space availability. Beginning on the first day of the term, registration requires the written permission of each instructor.

Requirements for Registration

Registration for incoming Freshmen students is coordinated by the first-year advisors and the Academic Advising and Achievement Center. Course schedules for these students are submitted to the Registrar's Office by their advisors. The only requirement for Freshmen students prior to registration is that they have been accepted and have paid their deposit through the Office of Admissions.

Before registering, all students are expected to:
- Meet with their academic advisor(s)
- Pay all University bills due or to arrange a suitable payment plan with Business Services
- File the required forms with the Registrar's Office

Changes in Registration: Semester-Long Courses

Continuing students may add or drop courses online via Self-Service before the first day of the semester, or by submitting an Add/Drop form to the Registrar's Office before the deadlines published in the Academic Calendar. New or returning students may add or drop courses only by submitting an Add/Drop form; they cannot make changes to their schedules online.

To add or drop a course after the term has started, all students must submit an Add/Drop form to the Registrar's Office, prior to the deadline published in the Academic Calendar. To add a course after the start of the term, the student must also obtain the signature of the instructor on the Add form. The instructor's permission to drop or withdraw from a course is not required.

Changes in the number of units in which a student is enrolled may impact financial aid, tuition, student visa status, athletic eligibility, and/or veteran's benefits. It is the student's responsibility to consult with the appropriate office regarding such impacts when changing the number of enrolled units.

After the Add/Drop deadline has passed, students may withdraw from a course until the withdraw deadline, but they may not drop a course; please see the online Academic Calendar on the Dominican University website (www.dominican.edu) for these deadlines. Withdrawing from a course means that a student is still enrolled in the course, but will have been assigned a grade of 'W.' For further information regarding the 'W' grade, please see the **Grading System** section of this catalog. Please note that, while still enrolled in a course, the student will not receive credit for a course with a 'W;' it is the student's responsibility to consult with Financial Aid regarding the impact a 'W' grade may have on their Financial Aid package.

For students who wish to drop all of their courses, please see the **Withdrawal and Leave of Absence** sections of this catalog.

Changes in Registration: Short-Term Courses

If a course meets for less than the full semester, the last day to add the course is the Monday following the first meeting. Beginning on the first day of the term, students who wish to add a short-term course must submit an Add/Drop form to the Registrar's Office with the instructor's signature, even if the course itself has not started.

The deadline to drop a short-term course is the day of the first course meeting (or the Friday before the first course, if the course begins on a Saturday or a Sunday). Once the course has met for the first time, students may only withdraw from the course, they may not drop the course.

Special Conditions: Ukiah Campus Courses

For deadlines regarding changes in registration for courses offered at the Ukiah campus, please contact the director of the Ukiah Center for Graduate Study.

Financial Obligation

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 found on the Dominican University website (www.dominican.edu). Students should note that making changes to their course schedules after the official Add/Drop deadline, with the exception of a full withdrawal from all courses in that semester, may not result in any changes to their financial aid awards for that semester.

Enrollment Status and Course Load

Enrollment Status: Full-Time

Full-time enrollment status is different for undergraduate and graduate students, and also differs between Fall/Spring and Summer terms for graduate students, as shown below:

Full-Time Enrollment Status	Fall & Spring Terms	Summer Term
Undergraduate	12 or more units	12 or more units
Graduate	9 or more units	6 or more units

For information regarding how full-time status affects tuition and fees, please see the current Tuition and Fees information on the website for the Business Services Office.

Enrollment Status: Less than Full-Time

Students enrolled in less units than those listed above are not considered enrolled full-time. For information regarding how enrolling in units less than required for full-time status effects tuition and fees, please see the current Tuition and Fees information on the website for the Business Services Office.

Please note that, for the purposes of Financial Aid (including loan deferments) and enrollment reporting, enrollment status is defined differently than it is for the purposes of tuition and fees. The definition of a full-time student is the same in both cases; however, less than full-time status is broken down into more categories. These definitions are different for undergraduate and graduate students, and also differ between Fall/Spring and Summer terms for graduate students, as shown below:

Less than Full-Time Enrollment Status	Fall & Spring Terms	Summer Term
Undergraduate		
Full-Time	12 or more units	12 or more units
Three-Quarter Time	9-11.9 units	9-11.9 units
Half-Time	6-9.9 units	6-9.9 units
Less than Half-Time	0-5.9 units	0-5.9 units

Less than Full-Time Enrollment Status	Fall & Spring Terms	Summer Term
Graduate		
Full-Time	9 or more units	6 or more units
Three-Quarter Time	7-8.9 units	5-5.9 units
Half-Time	4.5-6.9 units	3-4.9 units
Less than Half-Time	0-4.49 units	0-2.9 units

For further information regarding how enrollment status affects Financial Aid, please see the current information found on the Financial Aid Office's website at www.dominican.edu.

Course Load: Undergraduate Programs

Please note that the time it takes to earn a degree is directly impacted by the rate at which a student earns academic credit (i.e., how many units a student enrolls in per term). In order for a full-time undergraduate student to earn a degree in four years, the student must take more than the minimum 12 units per Fall and Spring semester; an average course load of 15.5 units per Fall and Spring semester (or additional Summer course work) would be required to complete the undergraduate degree in four years. Further details regarding ensuring a four-year path to degree completion can be found in the **Four-Year Guarantee** section of this catalog.

It is strongly recommended that students who have not yet met the Expository Writing requirement limit their course loads to 12-15 units per semester until this requirement has been completed.

A student may enroll in 18 units with the advisor's approval if they have carried 15 or more units during the previous semester and received at least a 3.00 GPA during that semester. A student wishing to enroll in 19 units or more must also have the approval of the Academic Petition Committee. For information regarding the additional tuition for enrolling in more than 17 units in a semester, please see the current Tuition and Fees information on the Business Services Office website.

Special Policy for Majors with a Significant Skills-based Component (e.g., Dance)
Students are permitted to take up to 19 units per semester without incurring additional tuition or seeking additional approval if they meet all of the following conditions:
- They are enrolled in a major which includes at least 14 skill-based units, which have little or no outside of course academic expectations. Such majors are determined by the Dean of the school and approved by the Vice President for Academic Affairs.
- They are enrolled in a second major or a minor requiring an additional 15 or more units which cannot overlap with the first major requirements.
- They have completed 15 or more units during the previous semester with a minimum term GPA of 3.00.
- They have the approval of their academic advisor.
- They have signed and completed the "Overload Statement" contract.
- They are enrolled in a course that meets a second major or minor requirement each term for which they are enrolled in more than 17 units.

Special Policy for Students in the Honors Program
Students in the Honors Program may register for a total of 6 units of overload without an additional fee while they are enrolled at Dominican; this means that they may register for over 17 semester units in one semester, up to a maximum of 20 units. It is strongly recommended that first year students not enroll in overload units.

To be eligible for these units, Honors students must have a minimum cumulative GPA of 3.5. Juniors and Seniors in the Honors Program may take graduate-level courses, with instructor permission.

Course Load: Graduate Programs

The semester course load of a student working toward a graduate degree is determined in consultation with the Chair/Director of the student's program.

Concurrent Enrollment at Another Institution

Concurrent registration at Dominican and another institution must be approved prior to enrollment at the other institution. Students must submit the course description for the prospective course and an Authorization to Take Courses Off-Campus form to the Registrar's Office, signed by the student's advisor. Courses taken without prior approval from the Registrar's Office may not be counted toward the degree; for further information, please see the **Transfer Credit Policies** section of this catalog.

Please note that the enrolled units at the other institution do not count toward a student's enrollment status at Dominican.

Cross-Registration: UC Berkeley and the Graduate Theological Union (GTU)

The enrolled units at UC Berkeley are transfer units, and do not count toward a student's enrollment status at Dominican, while enrolled units at the GTU do count toward a student's enrollment status at Dominican.

For further information regarding guidelines for cross-registering at UC Berkeley (Undergraduate students only) or the GTU (Undergraduate and Graduate students), please see the **Cross-Registration Opportunities** section of this catalog.

AFROTC Courses at UC Berkeley

The enrolled units in AFROTC courses at UC Berkeley do not count toward a student's enrollment status at Dominican.

For further information regarding the AFROTC program at UC Berkeley, please see the **Cross-Registration Opportunities** section of this catalog.

Course Attendance and Participation

The instructor establishes the attendance policy for a course, and determines the degree to which course participation and course attendance count toward the final grade in a course. Academic work begins and ends on the dates specified in the Academic Calendar and the University's online course schedule. Permission to make up work missed during absences, including the first day of the course, is at the discretion of the instructor of a course.

Attendance and Reporting

Attendance at the first session of each course is important; if circumstances demand that a student miss the first session of a course, the student must contact the instructor immediately. As stated above, permission to make up work during an absence is at the discretion of the instructor.

Attendance information recorded by instructors for the first two weeks of course meetings will be shared with University administration in order to ensure compliance with federal financial aid regulations, which require that the University establish evidence of student participation or absence before disbursing aid funds. Unexcused absences for two or more consecutive weeks without the express permission of the instructor may result in administrative withdrawal.

Student Responsibilities

It is the student's responsibility to know the attendance policy in each course for which they are registered.

A student who knows in advance that it will be necessary to miss a course session should inform the instructor immediately. A student who is ill for a period of time exceeding one week or who has a family emergency should also contact the Office of the Dean of Students and the Academic Advising and Achievement Center, who will notify the Registrar's Office and/or the instructors.

Students who require special accommodation for University-sponsored activities, such as intercollegiate athletic competition, must arrange for such accommodation with each instructor in advance, as early as possible.

It is the student's responsibility to officially drop, add, or withdraw from courses, in consultation with the academic advisor. Information regarding deadlines and policies for enrollment changes can be found on the Registrar's Office website and in the Academic Calendar at www.dominican.edu.

Each student is responsible for all of the material covered in a course, as outlined in the course syllabus. Students who have been approved by an instructor to add a course after the first day of the course are responsible for working with the instructor to develop a timeline for making up all work and meeting all course requirements by the end of the semester; this includes Independent Study courses and tutorial sections.

Examinations

All students are required to take the regularly scheduled final examination except in cases of an emergency. Final examinations may not be taken in advance of the scheduled time, nor may examinations be deferred for non-emergency reasons (e.g., travel, going home for the holidays, etc.). In the rare case that an examination must be taken outside of the officially scheduled time, permission must be obtained from the instructor. The instructor makes appropriate arrangements for administering the examination at a time that is mutually acceptable. Normally, a student is not permitted to retake a final examination.

Explanation of Course Numbers & Coding

Course numbers indicate the level of the course:

1000-2999	Lower division: Introductory courses, primarily for Freshmen and Sophomores Lower division courses build foundational knowledge, concepts, and skills. Student learning outcomes and course assignments are designed to develop the cognitive skills of analysis and/or application of knowledge.
3000-4999	Upper division: Advanced courses, primarily for Juniors and Seniors Upper division courses teach advanced knowledge, concepts and skills. Student learning outcomes and course assignments are designed to develop the cognitive skills of analysis and/or application of knowledge. Additionally, upper division courses must develop the cognitive skills of synthesis, creativity, and/or evaluation.
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 which may be taken for upper division credit (e.g., ARTH 1086/3186), with additional coursework.

Course Types

Special codes attached to certain course titles indicate the course type. Course type codes may be used in the following situations:
- Courses only open to students in certain programs (e.g., the Honors Program or the Adult Degree Completion program)
- To indicate the campus or the delivery method of the course (e.g., courses taken abroad, courses taken on the Ukiah campus, and those offered in a fully online or a hybrid format)
- When a course section is being offered as a Service Learning course in a given semester
- When a course section is being offered as an Independent Study course in a given semester

Below are the codes for the course types in current usage:

HO	Honors Program courses	PWC	Adult Degree Completion Cohort program courses (formerly called Pathways Cohort)
HY	Hybrid courses (courses offered in a mixed online and in-person format)	SL	Service Learning courses
IS	Independent Study courses	STA	Study Abroad courses
OL	Online courses	UK	Courses offered at the Ukiah campus
PW	Adult Degree Completion program courses (formerly called Pathways)	VQ	Vision Quest program courses

Credit Hour Policy

Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of (a) two hours of out-of-class student work for undergraduate students, or (b) three hours of out-of-class work for graduate students, each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, community-based learning, and other academic work leading to the award of credit hours.

For the purposes of this policy, one hour of student work is assumed to be 50 minutes of classroom time or an equivalent amount through personal instruction or supervision. This work can be fulfilled in a variety of ways, but not limited to direct faculty instruction and systematic outside reading; experiments or research under the supervision of an instructor; studio, field, clinical, or laboratory work; and internships, service learning, or directed study.

Alternative and Compressed Time Frames: For courses offered in alternative or compressed time frames, in-class instructional time and outside-of-class student time in total will be equivalent to that required in a 15-week semester.

Technology-enhanced, Hybrid, or Online Courses: Courses offered through these modalities are to be delivered so that the sum of faculty instruction and student preparation time is equivalent to the relevant credit hour calculations above.

Periodic Review

Application of the Credit Hour Policy will be reviewed during the Academic Program Review process to ensure that credit hour assignments are accurate, reliable, and appropriate to degree level. Supporting evidence includes syllabi, learning outcomes, assignment schedules, and course schedules identifying the times that courses meet (if applicable).

New courses, or changes in the unit value of existing courses, should be reviewed and approved by the school dean for compliance with the credit hour policy.

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 did not earn academic 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 'UF' 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 capstone courses requiring that work extends into the following semester. This grade does not penalize a student academically in computing the GPA 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 'UF' if no grade is submitted by the appropriate deadline.
S	Satisfactory Progress: Previously given only for developmental courses (i.e., ENGL 1001, 1002, and 1003) where the student has performed satisfactorily, but 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 point
B-	2.7 points	F	0 point
C+	2.3 points	UF	0 point
C	2 points		

Not computed in the grade point average are: I, P, S, W, PR, AU, NG, and an F grade in a Pass/Fail course.

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 they have 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 semester deadline for adding courses, 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 option in the Adult Degree Completion program 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 some General Education requirements, elective units, or required electives in some majors. See the **Credit for Prior Learning** section of this catalog for experiential learning areas that may be petitioned for credit.

Students may apply credit earned through selected examinations and/or approved course challenges toward electives or requirements in the major or for certain General Education areas. Detail is provided in the **Transfer Credit Policies** section of this catalog.

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

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. 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.

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. In the case of General Education courses, the signature of the General Education Director is required. In the case of internships, the signature of the Director of Career & Internship Services is required. Unless an earlier date is specified on the request form/contract, all coursework for an incomplete course or internship incurred during the Spring semester or Summer session 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 capstone 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 course incurred during the Spring semester or Summer sessions must be submitted to the instructor by the following December 1. 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 'UF' 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. In certain courses such as ENGL 1004* or math courses that are prerequisite to the terminal math course in the Mathematical Thinking & Quantitative Reasoning area of General Education, a student must achieve a grade of "C" (2.0) or above to progress in the program, and therefore must repeat such courses in which less than a 2.0 is 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. *See the **Satisfactory Progress in Written English** section of this catalog for more information about the Expository Writing requirement.

In the case of repeated Dominican courses, both grades remain on the academic record, but upon successful completion of the repeated course, only the higher grade is calculated into the GPA, 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. GPA's affected by a successfully repeated course will appear on the transcript, beginning with the semester of the successful repeat.

Students should check their unofficial transcript on Self-Service 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 **Academic Renewal Policy** section of this catalog 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) and 'PR' (in progress) are considered final. Incomplete or In Progress grades that have reverted to 'F' are final. An instructor may change a grade when he/she has made a computational, procedural, or judgmental error.

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 October 15 regarding Spring semester and Summer session 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 Academic Affairs Intranet. The instructor must submit the grade change form directly to the Registrar. Students may not submit the grade change form.

If a student believes they have been assigned a grade unfairly, based upon criteria other than those named above, they must first discuss the grade with the instructor. The student should begin by requesting the instructor to review with them:
1. The factors that were weighed in assigning the grade
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 their 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, they 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 their 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.

Independent Learning Activities

The following categories represent a variety of independent learning options available to Dominican students:
- Independent Study courses with numbers ending in "99" (Note: The maximum number of units that can be earned in one semester is three; a total of six units of this kind of independent study may be applied toward the degree. Students pay the same tuition for independent study as for lecture/lab courses.)
- Internships
- Research Assistantships
- Teaching Assistantships

Each option requires a special contract, which specifies the conditions, duration, methodologies, and outcomes necessary for earning academic credit. The contract is signed by the student, the instructor/coordinator, the Chair of the academic department, 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.

Thesis Continuation: Undergraduate

Each department has a specified set 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' 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, a 'UF' replaces the 'PR' grade in the department's Senior thesis or culminating project course sequence. If the student receives a 'UF' and later wants to complete the thesis/project, they 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.

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
     Phone: 1-800-USA-LEARN (1-800-872-5327)
     familypolicy.ed.gov

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 familypolicy.ed.gov.

Academic Honesty

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 discs, 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 Vice President for Academic Affairs. 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 Vice President for Academic Affairs 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs. 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; and (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 (FERPA.)

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 by the university's Human Resources department.

Academic Standing

Undergraduate Programs

Good Academic Standing

Good Academic Standing is defined as the condition of maintaining a minimum cumulative grade point average (GPA) of 2.0 GPA and a minimum 2.0 in the major. Students who do not maintain Good Academic Standing are subject to the provisions as specified below.

Students must be in Good Academic Standing the semester in which they graduate. A student jeopardizes their 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 first 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.

Students who are on Academic Warning are considered to be in Good Academic Standing.

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 student's 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 semester 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.

Students on Academic Probation are not considered to be in Good Academic Standing.

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.

Summary of Academic Standing

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 ≥ 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 ≥ 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 ≥ 2.0	By committee decision or by appeal only	By appeal only
		Cum GPA < 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 immediate reinstatement. Such an appeal must be made in writing within the time limit indicated on the dismissal notification letter 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.

Graduate Programs

Good 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 they have improved their 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.

Reinstatement (Undergraduate and Graduate Programs)

Former students who were enrolled in a degree program at Dominican, but who left, or were dismissed from, the University not in good academic standing, and now seek to complete a degree, may apply for reinstatement.

Students who were dismissed from a specific program, rather than from the University, must meet that program's conditions for reinstatement and have approval of the Program Director/Chair. Dismissal from an academic program, such as a graduate program, or 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 or graduate program. 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.

Reinstatement in the university is generally granted if the former student has raised their cumulative GPA to the required minimum through subsequent transferable work at a regionally accredited college or university, presents compelling evidence that the conditions that led to their earlier unsatisfactory performance will no longer affect their studies, and has the approval of the academic advisor and the program director. Students reinstated under this policy will return with a standing of Academic Probation and must maintain good academic standing in the first semester.

Applicants for reinstatement must:
- Have the approval of their academic advisor and Program Director to return
- Be in good financial and disciplinary standing
- Have raised their overall cumulative GPA to the required minimum, through transferable coursework
- Complete and sign the Application for Re-enrollment or Reinstatement available on the Registrar's Office website at www.dominican.edu
- Submit an appeal letter citing evidence of having identified and overcome previous academic difficulties
- Send official transcripts to the Dominican Registrar's Office for all academic coursework taken at any college or university during their absence from Dominican
- Obtain an updated degree checklist from their academic advisor, including the advisor's allocation of any newly transferred credit in the major, minor, or concentration
- Submit a new Graduation Application, if a graduation application had been filed before leaving Dominican
- Receive clearance from the Registrar to re-enroll under current or previous catalog requirements
- Obtain prior authorization from the Registrar if any courses are to be taken at another institution

Once all required documents have been submitted to the Registrar, and all approvals have been granted, students will receive notification of their new enrollment status. Please allow 10 working days for processing, once all materials arrive.

Academic Renewal Policy

The Academic Renewal Policy at Dominican allows a one-time option for currently-enrolled 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. Academic renewal affects the Dominican University of California academic record only, and is not reflected on any records from previously-attended schools.

Even though academic renewal excludes units and corresponding grades and grade points from degree requirements and for the purpose 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 cumulative grade point average of 2.5, a currently-enrolled 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 the 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 of this catalog for more details.

Implications of Academic Renewal Policy

Academic renewal candidates who gain approval for renewal are advised of the following:
- Dean's List: Qualifying students will be considered eligible for inclusion on the Dean's List in subsequent terms.
- Graduation Honors: Students are eligible based upon all coursework 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, regardless of program. In general, students are allotted one hour of tutoring per week per subject for each course in which they are currently registered. Additional hours may be available to meet student needs by arrangement with the Coordinator of Learning Services. Students may request a tutor online at https://secure.dominican.edu/tutor/request.php. Tutoring is guaranteed for Math and Writing, and is available for most other subjects. Occasionally a qualified tutor is not available for a specific course.

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 Accessibility and Disability Services Office (ADSO) 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 ADSO 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 Accessibility and Disability Services.

University Procedures

1. To be eligible for accommodation, students must provide the ADSO 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 ADSO forms. Under no circumstances should the evaluating professional be related to the student seeking academic accommodations.
2. If a student does not notify the ADSO of his/her disability or fails to provide the ADSO 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 ADSO. Dominican provides neither testing nor assessment. However, the ADSO 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 ADSO. The ADSO 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 ADSO.

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 ADSO and are separate from academic records.

7. Students requesting accommodation should schedule an appointment with the ADSO 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 ADSO at least one month prior to the start of the semester.

8. Working closely with students, the ADSO will help arrange the appropriate accommodation for each course. The ADSO 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 course to course and semester to semester, depending on the content and requirements of his/her courses.

9. In concert with the ADSO, 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 ADSO. The student delivers the SAAR form to each of the semester instructors for signature. The ADSO recommends that the student and faculty member take this opportunity to discuss relevant details surrounding the student's accommodation(s).

10. With guidance from the ADSO, 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 ADSO.

11. Students requesting proctored exams must notify the ADSO at least one week prior to the exam. The ADSO will supervise arrangements with the faculty to deliver the exam to the ADSO. 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 ADSO 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 for college level courses and prior learning units completed at degree-granting, regionally accredited, post-secondary two-year or four-year colleges and universities, 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), and for academic credit earned through College Board-approved prior learning standardized examinations (CLEP, Excelsior, and DSST). 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, though not all such courses may be equivalent to Dominican degree requirements and may transfer as elective credit.

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. Adult Degree Completion program (ADC) applicants who completed coursework in appropriate subjects in 1995 or earlier, at a regionally accredited college/university operating on the quarter system, may meet General Education requirements with 3-quarter unit courses graded Pass, 'C' (2.0), or above.

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 76 lower division transfer units may be applied toward a Dominican University of California degree.
Units earned after matriculation at Dominican through Prior Learning Assessment (see the **Credit for Prior Learning** section of this catalog) are in addition to transfer units accepted from another college or university and are not subject to the 76 unit maximum.

College Coursework Taken During High School

College coursework taken during high school which meets the criteria above, may be applied toward a Dominican degree, without regard to whether it is used to meet high school graduation requirements.

Off-Campus Coursework Toward a Dominican Degree

Dominican students must obtain prior approval for any coursework they seek to take from another university and apply toward their Dominican degree. With permission from the academic advisor, the student completes an Authorization to Take Courses Off-Campus form and submits it to the Articulation Officer in the Registrar's Office for approval. The Articulation Officer, in consultation with the General Education Director and the faculty, determines whether each course is transferable and whether it fulfills a specific graduation requirement category. The following conditions apply:

- All earned credit will be converted to semester units, as outlined above
- The 76 unit limit on lower division coursework applies
- Dominican students may not take vocational courses to meet degree requirements
- Authorization forms are due at least two weeks prior to the start of the off-campus course
- Approval must be obtained prior to the student's off-campus enrollment
- Allow 5-7 working days for approval from the Dominican Articulation Officer

Special Conditions

1. There are limits to the total number of courses that may be transferred to Dominican after matriculation.
   - Day undergraduate students: No more than 18 semester units or 6 courses; only 9 of those units may apply to General Education requirements.
   - ADC students: No more than 18 semester units or 6 courses; only 12 of those units may apply to General Education requirements.
2. There are also certain Dominican courses that must be taken at the home campus and are not eligible to be taken elsewhere after matriculation. These are:
   - ENGL 1004 Expository Writing (3 units)
   - ENGL 3200 Advanced Writing and Research (3 units)
   - Colloquium: Two three-unit 3000-level courses taught in conjunction in the same semester; courses are from different disciplines and integrated around a shared theme addressing issues of human accomplishments, concerns, and challenges (6 units)
   - FYE: All First Year Experience courses
   - HCS 3160 Foundations: American Pluralism
   - Courses to meet the Interdisciplinary Studies GE area
3. 30 of the final 36 units earned toward the undergraduate degree must be taken at the home campus. Undergraduate students who are considering taking courses off-campus should do so before their senior year, as they must not exceed six units of transferable academic credit in their final 36 units preceding degree completion.

International Baccalaureate Examinations (IB)

Dominican University of California recognizes the academic challenge and motivation inherent in the International Baccalaureate (IB) program. The University will grant transfer credit of 3 lower division semester units for each Higher Level Subject examination passed with a score or grade of 4 or higher, as indicated in the table below. No credit will be awarded for Standard Level passes. There is no limit to the number of IB or Advanced Placement (AP) exam credits that may apply to General Education requirements; however, no more than a total of 30 semester units of combined IB and/or AP credit may apply towards the bachelor's degree at Dominican.

General Education requirements that may be met by IB examination credit:
- Mathematical Thinking & Quantitative Reasoning (MT)
- Social Science (SS)
- Natural Science (NS), Biological Science (NSB), & Physical Science (NSP)
- Creative & Performing Arts (CA)
- International Language matriculation requirement (IL)

Students wishing to demonstrate content knowledge equivalent to a specific course at Dominican should submit syllabi from their IB courses for assessment by faculty in the specific disciplines. Pre-Nursing and Pre-Occupational Therapy students must submit syllabi from their IB courses both to the discipline in which the course is offered (e.g., Biology of Chemistry) and also the Nursing department.

IB examinations that may meet General Education Requirements

IB Exam	DUC/CSU Score	DUC Elective and GE Units	DUC Units towards GE	DUC Day GE	DUC Adult Degree Completion Program GE
Biology HL	5	6	3	NSB*	NS*
Chemistry HL	5	6	3	NSP*	NS*
Economics HL	5	6	3	SS	SS
Geography HL	5	6	3	SS	SS
History (any region) HL	5	6	3	SS	SS

Language A: Literature (any language)	4	6	0	None	None
Language A: Language and LIterature (any language) HL	4	6	0	None	None
Mathematics HL	4	6	3	MT	MT
Physics HL	5	6	3	NSP*	NS*
Psychology HL	5	3	3	SS	SS
Theatre HL	4	6	3	CA	CA

* IB exam credit awarded for Dominican GE science lecture courses also fulfills the required lab components.

IB Higher Level Exams Approved to meet the Matriculation Requirement: International Language Competency

IB Exams	DUC/CSU Score	DUC Units
Language A: Literature (any language, except English) HL	4	6
Language A: Language and Literature (any language, except English) HL	4	6
Language A: Language and Literature (any language) HL	4	6
Language B: (any language) HL	4	6

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 Examinations (AP)

Dominican will grant credit toward an undergraduate degree for successful completion of advanced placement exams taken prior to entry. Students must earn a score of 3 or higher to receive credit. Please refer to the first chart below to determine the policy for required scores and modes of awarding credit toward General Education requirements, major requirements, prerequisites, or electives. The policy for the International Language Competency matriculation requirement is contained in the second chart below.

Advanced placement credit is lower division (LD) and may be applied towards specified areas. Credit will be granted for exams passed at the appropriate level, but no letter grade will be assigned. There is no limit to the number of AP or IB exam credits that may apply to General Education requirements; however, no more than a total of 30 semester units of combined IB and/or AP credit may apply towards the bachelor's degree at Dominican.

AP Exam	Score	DUC Units	Day GE	Adult Degree Completion Program GE	DUC Course Equivalent Major, Minor, Prerequisite, or Elective
Art History	3, 4, 5	3	None	None	Lower division Art History elective
Biology*	3	3	NSB	NS	
Biology*	4, 5	8	NSB	NS	BIO 1000 and BIO 1100

Calculus AB	3	4	MT	MT	
Calculus AB	4, 5	4	MT	MT	MATH 1600
Calculus BC	3	4	MT	MT	
Calculus BC	4, 5	8	MT	MT	MATH 1600 and MATH 1700
Chemistry*	3	4	NSP	NS	
Chemistry*	4, 5	8	NSP	NS	CHEM 2000 and CHEM 2100
Computer Science A	4, 5	3	None	None	
Economics: Macro	3, 4, 5	3	SS	SS	ECON 1010
Economics: Micro	3 ,4, 5	3	None	None	ECON 1011
English Lang & Comp	3	3	W1	W1	ENGL 1004
English Lit & Comp	3	3	W1	W1	ENGL 1004
Environmental Science*	3	3	NSB	NS	
Environmental Science*	4, 5	3	NSB	NS	ENSC 2000
Govt. & Politics/Compar.	3	3	SS	SS	
Govt. & Politics/Compar.	4, 5	3	SS	SS	POL 1600
Govt. & Politics/US	3	3	SS	SS	
Govt. & Politics/US	4, 5	3	SS	SS	POL 1100
History/European	4, 5	3	None	None	Lower division elective
History/U.S.	3	3	SS	SS	
History/U.S.	4, 5	3	SS	SS	HIST 1776
Human Geography	4, 5	3	None	None	Lower division elective
Music Theory	4, 5	6	None	None	MUS 1001 and MUS 1002
Physics B*	3	3	NSP	NS	
Physics B*	4, 5	8	NSP	NS	PHYS 2000 and PHYS 2100
Physics C/Mechanics*	3	3	NSP	NS	
Physics C/Mechanics*	4, 5	4	NSP	NS	PHYS 2000
Physics C/Electricity and Magnetism*	3	3	NSP	NS	
Physics C/Electricity and Magnetism*	4, 5	4	NSP	NS	PHYS 2100
Psychology	3, 4, 5	3	SS	SS	PSY 1100
Statistics	4, 5	3	MT	MT	MATH 2400
Studio Art: Drawing	3	3	CA	CA	

Studio Art: 2D Design	3	3	CA	CA	
Studio Art: 3D Design	3	3	CA	CA	
World History	4, 5	3	None	None	Lower division electives

* AP exam credit awarded for Dominican GE science lecture courses also fulfills the required lab components.

AP Exams Approved to meet the Matriculation Requirement: International Language Competency

AP Exams	Score	DUC Units	DUC Course Equivalent Major, Minor, Prerequisite, or Elective
Chinese Language and Culture	3, 4, 5	6	
French Language and Culture	3, 4, 5	6	
German Language and Culture	3, 4, 5	6	
Italian Language and Culture	3, 4, 5	6	
Japanese Language and Culture	3, 4, 5	6	
Latin	3, 4, 5	6	
Spanish Language and Culture	3, 4, 5	8	SPAN 2101 and SPAN 2201
Spanish Literature and Culture	3, 4, 5	6	

*** 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 below.

CLEP Examinations

Business Examinations	Units	DUC Course Equivalent^	Adult Degree Completion Program 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^	Adult Degree Completion Program GE ***	Day GE ***
American Literature	3	None	None	None
Analyzing and Interpreting Literature	3	None	None	None
College Composition	6**	ENGL 1004**	W1 (3)	W1 (3)
College Composition Modular	3**	ENGL 1004**	W1	W1
English Literature	3	None	None	None
Humanities	3	None	None	None

Foreign Languages Examinations	Units	DUC Course Equivalent^	Adult Degree Completion Program GE ***	Day GE ***
French Language, Level I	6	None	None	IL
French Language, Level II	9	None	None	IL
German Language, Level I	6	None	None	IL
German Language, Level II	9	None	None	IL
Spanish Language, Level I	6	SPAN 1101, SPAN 1201	None	IL
Spanish Language, Level II	9	SPAN 2101, SPAN 2201	None	IL

History and Social Sciences Examinations	Units	DUC Course Equivalent^	Adult Degree Completion Program 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	ECON 1010	SS (3)	SS (3)
Microeconomics, Principles of	3	ECON 1011	None	None
Psychology, Introductory	3	None	None	None

History and Social Sciences Examinations (cont.)	Units	DUC Course Equivalent^	Adult Degree Completion Program GE ***	Day GE ***
Social Sciences and History	6	None	SS (3)	SS (3)
Sociology, Introductory	3	HCS 1101	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^	Adult Degree Completion Program GE ***	Day GE ***
Biology	6	None	None	None
Calculus	4	MATH 1600 and 1700	MT (6)	MT (3)
Chemistry	6	None	None	None
College Algebra	3	MATH 1400	MT (3)	MT (3)
College Mathematics	3	MATH 1450 or MATH 2050	MT (3)	MT (3)
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 Adult Degree Completion Program 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 8 on the English Placement Exam (Day students) or a 7 or 8 on the English Placement Exam (Adult Degree Completion Program students only).

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

Information about CLEP testing centers is available at 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 www.collegeboard.com/clep.

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 transcripted 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 below.

Excelsior College Examinations

Examination	Units	Level	DUC Course Equivalent^	Adult Degree Completion Program 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#
Basic Genetics	3	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
Introduction to Psychology	3	L	None	None	None	None
Introduction to Sociology	3	L	HCS 1101	SS (3)	SS (3)	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#
Physics	6	L	None	Nat Sci Pre-Matric only	None	None

Excelsior College Examinations (cont.)

Examination	Units	Level	DUC Course Equivalent^	Adult Degree Completion Program GE***	Day GE***	Major
Arts and Sciences (cont.)						
Political Science	3	L	None	None	None	None
Precalculus Algebra	3	L	MATH 1500	MT (3)	MT (3)	Yes
Psych: Adulthood and Aging	3	U	PSY 3121	None	None	PSY Elec
Research Methods in Psychology	3	U	None	None	None	None
Science of Nutrition	3	L	None	None	None	None
Social Psychology	3	U	None	None	None	None
Spanish Language	6	L	SPAN 1101, SPAN 1201	None	IL	
Statistics	3	L	MATH 2400	MT	MT	BUS Core
Weather and Climate	3	L	None	None	None	None
World Conflicts Since 1900	3	U	None	None	None	None
World Population	3	U	None	SS (3)	SS (3)	None
Business						
Business Ethics	3	U	None	None	None	None
Business Law	3	L	None	None	None	None
Financial Accounting	3	L	BUS 4120 ADCP only, BUS 4408 BABA Cohort	None	None	Yes ADCP, No Day
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
Managerial Accounting	3	L	BUS 4130 ADCP Matric only, BUS 4408 BABA Cohort	None	None	Yes ADCP, No Day
Operations Management	3	U	None	None	None	None
Organizational Behavior	3	U	None	None	None	None

Excelsior College Examinations (cont.)

Examination	Units	Level	DUC Course Equivalent^	Adult Degree Completion Program GE***	Day GE***	Major
Business (cont.)						
Principles of Finance	3	U	None	None	None	None
Principles of Management	3	L	None	None	None	None
Principles of Marketing	3	L	None	None	None	None
Quantitative Analysis	3	U	MATH 1400	MT (3)	MT (3)	None
Workplace Communication with Computers	3	L	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
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
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 requirements in the major.

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

** Must be taken prior to matriculation unless a student scores 8 on the English Placement Exam (Day students), or a 7 or 8 on the English Placement Exam (Adult Degree Completion Program students).

***Key to Abbreviations for General Education Areas:

IL = International Language	RCC = Religion Cross Cultural
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.

DSST (DANTES Subject Standardized Tests) 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.

DSST Exam	DUC Units	Level	DUC Course Equivalent	GE Area	General Electives
A History of the Vietnam War	3	UD	None	None	Yes
Art of the Western World	3	LD	None	None	Yes
Business Ethics and Society	3	UD	None	None	Yes
Business Mathematics	3	LD	None	None	Yes
The Civil War and Reconstruction	3	UD	None	None	Yes
Criminal Justice	3	LD	None	None	Yes
Environment and Humanity: The Race to Save the Planet	3	LD	None	None	Yes
Ethics in America	3	UD	None	None	Yes
Foundations in Education	3	LD	None	None	Yes
Here's to Your Health	3	LD	None	None	Yes
Human/Cultural Geography	3	LD	None	None	Yes
Human Resource Management	3	LD	None	None	Yes#
Introduction to Business	3	LD	None	None	Yes
Introduction to World Religions	3	LD	RLGN 1178	RCC, RCC	Yes
Lifespan Developmental Psychology	3	LD	PSY 3122 (OT, NURS only)	None	Yes
Organizational Behavior	3	LD	None	None	Yes#
Principles of Finance	3	UD	BUS 4135, BUS 4411, BUS 3013		Yes

Principles of Supervision	3	LD	None	None	Yes
Substance Abuse	3	UD	None	None	Yes
Technical Writing	3	LD	None	None	Yes

Electives for non-business majors only

DSST Examinations Information and Transcripts

> http://getcollegecredit.com
> Toll Free: 1-877-471-9860
> Email: getcollegecredit@prometric.com
> Transcript Inquiries: 1-877-471-9860

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

Eight semester units of physical education will be awarded for at least one year in active duty in the United States Army, Navy, Air Force, Marines, or Coast Guard. A maximum of 8 activity units, which include physical education activity courses, will be applied toward graduation. Students must submit a DD214 (for retired military personnel) or a DD295 (for active duty personnel).

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 documentation as follows:
- DD214 Certificate of Release or Discharge from Active duty. For a copy visit www.archives.gov/
- Joint Services Transcript (JST): The JST replaces the Coast Guard Institute Transcript, the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). For a transcript visit https://jst.doded.mil/
- Community College of the Air Force (CCAF). For a transcript visit http://www.au.af.mil/

Credit/No Credit: Proficiency Units

Dominican University of California honors units that are completed through assessment of prior learning. These courses 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 section 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)
- 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.

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
3. Be documented by submitting official results of PLA Experiential Learning portfolios by May 1 in order to participate in commencement
4. Be documented by submitting proof of registration for Excelsior CLEP, and/or DSST exams by May 1, test(s) to be taken before the following December in order to participate in commencement. Participation in commencement with 6 outstanding units includes PLA units.

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 60 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 the **Transfer Credit Policies** section of this catalog.

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 course 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. An administrative fee is charged per unit challenged. 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 the **Transfer Credit Policies** section of this catalog.

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
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, confirm the availability of evaluators, and discuss the proposed topic areas. No guarantee regarding the availability of Portfolio evaluators is made. Evaluation is dependent on departmental resources.

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 portfolio) is awarded by course number, title and academic department and may be lower or upper division. The proficiency units earned through Portfolio may be applicable as electives and for some General Education areas.

The second Portfolio submission may be prepared independently or in conjunction with an optional course, ENGL 3443 Portfolio Redevelopment. 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	Philosophy
Biology	Ethics
Cancer	Logical/Critical Thinking
Female-Male Physiology, Sexuality and Sociology	Philosophy
Infectious and Non-Infectious Diseases	

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	
Communications	**Social and Cultural Studies**
Communications/Journalism	Cultural Anthropology
	Interpersonal and Sociological Aspects of Family and Marriage
Education and Teaching	Social and Cultural Studies
Education and Teaching	Sociology of American Multiculturalism
	Sociology of American Subculture
Health Sciences	Sociology of Sport
Health and Wellness	Sociology of Volunteer Organizations
Stress Management and Effective Coping	Women and Work
History	
Job-Related Project in History	
Participation in an Historical Event	

Cross-Registration Opportunities

In addition to off-campus transfer opportunities, Dominican offers two cross-registration programs with UC Berkeley and the Graduate Theological Union (GTU), as well as an opportunity to participate in AFROTC at UC Berkeley.

Cross-Registration: UC Berkeley

The University of California, Berkeley, has agreed to permit Dominican students to enroll in courses at the University of California, Berkeley, subject to space availability and the consent of the instructor. This program is limited to undergraduate students only, and is limited to one course per semester at UC Berkeley. Students cross-registering at UC Berkeley must observe all academic deadlines and regulations of UC Berkeley, for the course in which they are cross-registering.

In order to be eligible for cross-registration, students must:
- Be currently registered at Dominican
- Be in good academic standing
- Have already completed the Expository Writing, Advanced Writing and Research, and Mathematical Thinking and Quantitative Analysis General Education requirements
- Have a cumulative GPA of 2.5 or higher
- Not be in their final semester at Dominican

Complete details regarding the process for cross-registration and the required signatures are provided with the Cross-Registration Application, which is available in the Dominican Registrar's Office.

Please note that enrolled units at UC Berkeley are transfer units, and do not count toward a student's enrollment status at Dominican.

Cross-Registration: the Graduate Theological Union (GTU)

The Graduate Theological Union (GTU) in Berkeley has agreed to permit students to enroll in courses at the GTU, subject to space availability and the consent of the instructor. The program is open to both undergraduate (Seniors only) and graduate students, and is limited to one course (3 units) per semester. Dominican students may not cross-register for a course at the GTU which is also offered for credit at Dominican. Students cross-registering at the GTU must observe all academic deadlines and regulations of the GTU, for the course in which they are cross-registering.

Complete details regarding the process for cross-registration and the required signatures are provided with the Cross-Registration Application, which is available in the Dominican Registrar's Office.

Please note that enrolled units at the GTU count toward a student's enrollment status at Dominican.

AFROTC Courses at UC Berkeley

Dominican students are eligible to participate in the Air Force ROTC (AFROTC) program at UC Berkeley; these courses are offered through the Aerospace Studies department. For further information regarding the program, please see the AFROTC website at UC Berkeley, http://airforcerotc.berkeley.edu/. Dominican students may enroll in and attend one AFROTC course at UC Berkeley per semester at no cost.

Please note that the enrolled units in AFROTC courses at UC Berkeley do not count toward a student's enrollment status at Dominican.

Awards and Honors

Dean's List

The Dean's List honors students who have a minimum semester grade point average (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 the Dean's List has been posted each semester.

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 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 Honor 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 GPA, 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 exclusively for students in the evening Adult Degree Completion Program. 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 12 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 GPA and be in the top 10 percent of the class.

Alpha Lambda Delta

Alpha Lambda Delta is a national honor society that acknowledges first-year students' superior academic achievement during their first term in college. Only credit hours that count toward a bachelor's degree can be used to determine Alpha Lambda Delta eligibility. Advanced placement and other credits earned prior to high school graduation, however, are not counted in determining Alpha Lambda Delta eligibility. The purpose of this honor society 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 GPA for the first semester completed of college while carrying a full-time academic load, and must rank in the top 20 percent of their class.

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

4. Senior project must be designated as superior quality by faculty in student's major. This criteria 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 ADC) with a minimum GPA of 3.6 in upper division courses in the 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.

Graduation Honors

In order to be considered for Graduation Honors, undergraduate students must have earned a minimum cumulative Dominican GPA 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 GPA of 3.5
- Magna cum laude for a cumulative GPA of 3.75
- Summa cum laude for a cumulative 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. In order to take a Leave of Absence (LOA), a student must file the Application for a Leave of Absence form in the Registrar's Office. A student may apply for only one or two consecutive terms of LOA (Fall and Spring semesters only; Summer terms do not count toward a LOA). Graduate programs require the signature of the program director on the LOA form.

Students who have been academically dismissed from the University do not qualify for a voluntary Leave of Absence.

Students who do not intend to return to the University must complete an Application for Withdrawal from the University instead; please see the **Withdrawal from the University** section of this catalog for further information.

Deadlines

Registered students who file the LOA form in the Registrar's Office prior to the deadline for a tuition refund and the deadline to drop courses will be partially refunded, and they will be dropped from all registered courses for the semester. The policies and deadline for a refund are found in the **Tuition Refund** policy, found on the Business Services Office website.

If the Leave of Absence form is filed in the Registrar's Office after these dates, or if no form is filed, all tuition, fees, and other appropriate charges will be due. If the form is filed before the deadline to Withdraw from courses, all registered courses for the term will be assigned a 'W' (Withdrawn) grade. However, if the form is filed after the withdraw deadline, or if a student stops attending course without filing the LOA form, failing ('F' or 'UF') grades may be posted to the student's record.

Taking Off-Campus Courses while on LOA

Students who wish to enroll in coursework at other institutions during their LOA from the University should submit an Authorization to Take Courses Off-Campus from with the Registrar's Office. This form is used to obtain approval that this coursework is transferable to Dominican and applicable to the student's degree program. Courses taken without prior approval may not be counted toward the degree, or eligible for transfer to Dominican.

Official transcripts for all coursework taken off-campus must be submitted to the Registrar's Office.

Returning from a LOA

In order to re-enroll after a LOA, students must submit the Re-Enrollment Application, a paper registration form, and official transcripts for any coursework they have taken off-campus during the LOA. For further information regarding re-enrollment, please see the **Re-Enrollment** section of this catalog.

Returning students who were on Academic Probation or Academic Warning at the time of filing the LOA form will remain on Academic Probation/Warning for one semester. Such students are subject to the same criteria for academic good standing outlined above; see the **Academic Standing** section of this catalog for further information.

Students returning within two semesters may retain the graduation requirements in effect at the time of first matriculation; students who do not return within two semesters may be required to meet the graduation requirements in effect at the time of their re-enrollment.

Withdrawal from the University

Withdrawal from the University is for students who plan to leave the University and not return. A student who wishes to withdraw from the University must file an Application for Withdrawal from the University with the Registrar's Office. Students who have been academically dismissed from the University are automatically withdrawn and do not need to file the Withdrawal form.

Before initiating the withdrawal process, students planning to withdraw should consult with their academic advisor. Graduate programs require the signature of the program director on the withdrawal form.

Students planning to return to the University within two semesters of their last enrolled semester should file a Leave of Absence form instead (see the **Leave of Absence** section of this catalog).

Deadlines

Registered students who file the Withdrawal form in the Registrar's Office prior to the withdrawal term's deadline for a tuition refund and the deadline to drop courses will be partially refunded, and they will be dropped from all registered courses for the semester. The policies and deadlines for a refund are found in the **Tuition Refund** section of this catalog.

If the Withdrawal form is filed in the Registrar's Office after these dates, or if no form is filed, all tuition, fees, and other appropriate charges will be due. If the form is filed before the deadline to Withdraw from courses, all registered courses for the term will be assigned a 'W' (Withdrawn) grade. However, if the form is filed after the withdraw deadline, or if a student stops attending course without filing the Withdrawal form, failing ('F' or 'UF') grades may be posted to the student's record.

Returning to the University

In order to re-enroll after withdrawing, students must submit the Re-Enrollment Application, a paper registration form, and official transcripts for any coursework they have taken off-campus while withdrawn. For further information regarding re-enrollment, please see the **Re-Enrollment** section of this catalog.

Returning students who were on Academic Probation or Academic Warning at the time of filing the Withdrawal form will be remain on Academic Probation/Warning for one semester. Such students are subject to the same criteria for academic good standing outlined above; see the **Academic Standing** section of this catalog for further information.

Students returning within two semesters may retain the graduation requirements in effect at the time of first matriculation; students who do not return within two semesters may be required to meet the graduation requirements in effect at the time of their re-enrollment.

Candidacy, Degree Conferral & Commencement

Degree Candidacy

During the Spring semester of each academic year, the Registrar evaluates degree progress and notifies students who are likely to complete the final coursework required for the degree (advance to candidacy) during the following academic year. This evaluation is based on the student's degree progress to date, as reflected in the Academic Plan available via Self-Service.

In order to advance to candidacy, undergraduate students must have satisfied the international language matriculation requirement and must have completed the Expository Writing (ENGL 1004 and ENGL 3200) and Math GE requirements.

To declare their candidacy, and thus be eligible for degree conferral and participation in Commencement, students must file an Application for Degree form in the Registrar's Office, with the approval of their academic advisor(s). The deadline to file the graduation application normally falls at the end of Priority Registration week each semester: in April for December conferrals and November for May and August conferrals. Please see the **Academic Calendar** for the exact deadlines. Failure to apply for the degree prior to the deadline may result in delayed graduation and financial penalty.

Degree applications remain valid for one calendar year after filing. Any delay in the completion of degree requirements beyond one year after the initial intended term of graduation may require a new application, and fees may apply.

Degree Conferral

Degrees are conferred only after the Registrar's Office has verified successful completion of all graduation requirements, within 60 days after the end 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.

Commencement

Commencement is held in mid-May each year, following Spring semester final examinations. For the ceremony date, please see the **Academic Calendar**.

All students who are in good standing, have applied for graduation, and have completed the requirements for a degree are eligible to participate in the commencement ceremony. This includes students who completed degree requirements in August or December of the previous calendar year, and who did not participate previously in a May commencement ceremony.

Students who have applied to graduate but have not completed the requirements for a degree may be approved to participate in commencement on a case-by-case basis, if they are within 6 semester units or two courses of completing their degree requirements. Generally, approval for participation is given only under the following conditions:
- The student must indicate on the graduation application that they wish to participate in Commencement.
- The student must have no more than 6 units or two courses outstanding, as verified by the Registrar's Office.
- The student must be registered by May 1 in the remaining coursework or for Prior Learning examinations (e.g., CLEP, Excelsior, or DSST) required for the completion of their degree. Registered courses and exams must be in the subsequent Summer or Fall semester.
- The student must have submitted all Experiential Learning portfolios for review by May 1.

Students will be notified by the Registrar's Office of their eligibility to participate in Commencement during the Spring semester.

Verification of Enrollment and Degrees

The Registrar's Office provides verification of current or past enrollment and verification of degrees conferred.

Enrollment Verification

Upon written request, the Registrar's Office will provide verification of enrollment, at no charge to the student. The standard verification includes the units and enrollment status for all current and/or past terms of enrollment at Dominican; other information, such as the grade point average (GPA) and/or anticipated graduation date, can be included in the verification by request. Enrollment verifications can be picked up in person by the student; or mailed, faxed, or emailed (PDF only) to the designated recipient.

Enrollment verification request forms are available in the Registrar's Office. A signature on the form is required before an enrollment verification will be provided. Alternatively, a student may request a verification of enrollment in writing, but must include the following information in the request: name, student ID number or SSN, recipient information, and a signature. Requests may be submitted in person, by fax, or by email to the Registrar's Office.

Further information, including processing time, can be found on the Registrar's Office website at www.dominican.edu.

Degree Verification

A degree verification includes the degree(s) conferred; the month, date, and year of conferral; and field(s) of study. The verification may sometimes also include the dates of attendance, though without detailed information regarding units or enrollment status.

Degree verification is done online through the National Student Clearinghouse. The Clearinghouse provides a PDF copy of the verification, which is available for download and/or printing, once the request has been processed. If the Clearinghouse or the Registrar's Office are unable to verify the degree, the verification will instead show the dates of attendance for the student.

Please note that if a student has applied to graduate, and a degree verification request is placed before the degree has been conferred, the verification will indicate No Degree Awarded—Attendance Only. Please time any degree verification requests so that a pending degree will have been conferred at the time of the request.

The degree verification portal on the National Student Clearinghouse website can be accessed at nscverifications.org.

Further information regarding costs, processing time, and technical assistance can be found using the same link.

Transcripts

Official and unofficial copies of a student's transcript are available by request from the Registrar's Office. Current students can also access their unofficial transcript online by logging into Self-Service.

Transcript requests for students with holds on their account will not be processed; holds that will prevent a transcript from being printed or accessed through Self-Service are placed by Financial Aid or Business Services. When a transcript is requested for an account with a hold, the requester is notified via email regarding what type of hold is active. The office placing the hold must clear the hold before the transcript can be released; the Registrar's Office does not clear such holds.

For students who have matriculated into or graduated from more than one program, or have also taken Extension Education courses through the School of Education and Counseling Psychology or DominicanCA Online, the transcript of record will include all of their coursework. Transcripts cannot be requested for only part of a student's record.

Official Transcripts

Official transcripts include the name of the University, and are embossed with the school seal and the University Registrar's signature. They are individually sealed in official transcript envelopes, and printed on special security paper.

For current information regarding the fees for official transcripts, please see the Registrar's Office website at www.dominican.edu.

Unofficial Transcripts

Unofficial transcripts do not bear the University seal or the signature of the University Registrar. They are printed on plain paper, and are not mailed in official transcript envelopes. Unofficial transcripts are provided free of charge. Current students without an account hold can view their unofficial transcript through Self-Service; former students must request their unofficial transcript.

Requesting Transcripts

Official and unofficial transcripts are requested through the Dominican University ordering site at the National Student Clearinghouse, found at https://www.studentclearinghouse.org/secure_area/transccript/login.asp?FILEcode=00119600.

Transcripts requested through this service are printed by the Registrar's Office, during normal business hours. There is no limit to the quantity of transcripts that can be ordered at one time.

Standard processing time for official transcripts is 5-10 business days after receipt of the request; for unofficial transcripts, it is 1 business day. Transcripts are available for pickup in the Registrar's Office, or can be mailed to the designated recipient via first class US mail. For information regarding faster processing times or mailing options, including additional fees for these services, please see the Registrar's Office website.

Non-Degree Program Options

Students not enrolled in a degree program at Dominican may enroll in courses for credit, or may audit courses. Current degree-seeking students may also audit courses.

Non-Degree Students: Undergraduate Credit

Students desiring to take courses for undergraduate credit but who have not been admitted to the University as degree-seeking students may enroll in courses for undergraduate credit, subject to the approval of an Admissions representative. Such students must demonstrate evidence of sufficient preparation for the intended coursework. Enrollment for non-degree students is subject to space availability in the desired course section(s).

Non-degree students may take a maximum of 9 semester units of undergraduate credit as non-degree students, and are subject to the tuition rate current at the time of enrollment. Non-degree students are not eligible for financial aid.

Non-degree students who later wish to apply for admission to a degree program at Dominican must submit a complete application for admission for the desired program, and must meet all admission criteria in effect at the time of application. No more than 9 undergraduate units earned by a non-degree student at Dominican may be counted toward a student's subsequent degree program at Dominican, unless the student submits an approved Academic Petition that states otherwise.

For further information regarding admission as a non-degree student, please contact the Office of Admissions.

Non-Degree Students: Graduate Credit

Students desiring to take courses for graduate credit but who have not been admitted to the University in a degree program, post-baccalaureate certificate program, or credential program, may enroll in courses for graduate credit, subject to the approval of an Admissions representative and the graduate program director governing the desired coursework. Such students must demonstrate evidence of an earned baccalaureate degree and sufficient preparation for the intended coursework. Enrollment for non-degree students is subject to space availability in the desired course section(s).

Non-degree students may take a maximum of 6 semester units of graduate credit as non-degree students, and are subject to the tuition rate current at the time of enrollment. Non-degree students are not eligible for financial aid.

Non-degree students who later wish to apply for admission to a graduate program at Dominican must submit a complete application for admission for the desired program, and must meet all admission criteria in effect at the time of application. Graduate credit earned as a non-degree student at Dominican may be used to fulfill requirements for a subsequent graduate program at Dominican; the number of applicable units earned as a non-degree student may not exceed by themselves or in combination with external transfer credit, the maximum allowable units of transfer credit.

For further information regarding admission as a non-degree student, please contact the Office of Admissions.
language instruction, and creative writing). Art studio courses may only be audited with the express permission of the chair of the Art Department.

At the end of the semester, audited courses will appear on a transcript with a grade of 'AU.'

Auditing Courses

Registrar's website), and get the instructor's signature on the form. Enrolling as an auditor begins the first day of the semester in which the desired course is offered, to allow priority for degree-seeking students to enroll.

Auditors are not permitted in Nursing, Occupational Therapy, Clinical Laboratory Science, or Physician's Assistant courses or courses that require personal instruction and/or individual participation (e.g., performance, music studio, laboratory, foreign

language instruction, or creative writing). Art studio courses may only be audited with the express permission of the Art Department Chairperson.

Auditing a course mean that the student attends the courses, but is not required to do the coursework, may not take examinations, may not ask for their work to be evaluated, and does not receive credit for the course.

Anyone may enroll in a course as an auditor, subject to space availability, and with the permission of the instructor of the course. To enroll, auditors must complete the paper Registration Form (available from the Registrar's Office or online on the Office of the on, and creative writing). Art studio courses may only be audited with the express permission of the chair of the Art Department.

Degree Seeking Students as Auditors
Degree seeking students may audit courses; enrolling as an auditor is done via the paper registration form, it cannot be done online through Self-Service. Undergraduate students are charged for all audited courses in excess of 17 units of combined audit/credit.

Dominican Alumni
Graduates of Dominican may audit one course per term free of charge, with a valid Alumni Association card.

Senior Citizens
Persons over the age of 50 may audit two courses per term, free of charge. Proof of age may be required at the time of enrollment. Only two senior citizens are permitted to audit each eligible course.

Dominican Sisters
Dominican Sisters of San Rafael may audit courses free of charge. A letter of introduction from the Major Superior or First or Second Councillor should be provided to the Registrar's Office the first time that a Sister audits a course.

Community Members
Persons who do not fit into the above categories are eligible to audit courses, but are subject to the auditor's fee and the Campus Comprehensive Fee. For further information regarding these fees, please see the Business Services Office website.