

# Admission to the University

## How to Apply for Admission

You can obtain an application for admission and information concerning admission procedures from the Office of Admissions and Student Affairs, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968; telephone 415-442-7800; fax 415-442-7807; email info@ggu.edu. You may also use our online application at www.ggu.edu. Regardless of the GGU location you will attend, you should send your completed application forms and documents to the San Francisco Admissions Office.

## When To Apply

- For your convenience, applications are accepted throughout the year, and admission decisions are made soon after all necessary documents have been received. All documents submitted become the property of the university and cannot be returned. The application fee is non-refundable.
- An application file is easy to assemble, and you may apply for admission up to one calendar year prior to enrollment.
- You will be admitted under degree requirements in effect at the time of your admission.
- If you are an international applicant or an applicant applying to receive veterans' benefits, you should apply by the following dates to allow time for processing the government documents necessary for your attendance:

|                      |              |
|----------------------|--------------|
| For the fall term:   | May 15       |
| For the spring term: | September 15 |
| For the summer term: | January 15   |

- Admission to academic programs and eligibility to enroll is valid only when verified and confirmed in writing by the Admissions Office.

## The Admission Process

- Admission to Golden Gate University is based on an assessment of your educational and professional background, and a determination of your ability to benefit from the particular degree or program objective.
- Applications are reviewed individually and the admission decision may specify certain requirements as determined by the faculty; these may include satisfying additional admission requirements, satisfying admission conditions, or achieving certain academic progress standards.
- The Admissions Office, in consultation with the appropriate faculty, reviews all documents received, including official academic records from other institutions, scores on any required tests, personal statement, professional resumes, letters of recommendation, personal interviews, and any other relevant information.
- Applicants whose academic preparation does not meet the university admission criteria, but who show potential for academic achievement, may be offered conditional or exceptional admission with the approval of the appropriate academic department.

- Applicants who have been denied admission may not register for classes, and must wait a minimum of one year before applying again at the same academic level.
- All application materials become the property of the university and cannot be returned.

## Undergraduate Admission

This section pertains to admission to bachelor's degree and undergraduate certificate programs.

## Undergraduate Admission Criteria

To be considered for admission to undergraduate programs, you should have:

- A high school grade point average of 3.00 (B) or higher (3.2 for some programs); or,
- A community college, college, or university cumulative grade point average of 2.00 (C) or better if twenty-four (24) or more semester units of prior transferable credit have been earned; if twenty-three or fewer semester units have been earned, both high school and college records will be reviewed.

If you do not meet the admission guidelines mentioned above, you may be admitted conditionally with the approval of the appropriate academic department. Undergraduate students who are conditionally admitted must achieve the required cumulative grade point average of 2.00 in their first twelve (12) units at Golden Gate University.

## Admission Application Documents

You should provide the following documents:

- **Admission Application Form and Fee:** The completed application form with the nonrefundable application fee (\$55 for US applicants; \$25 for US certificate applicants; and \$90 for all international applicants) should be sent to the Admissions Office.
- **Official Academic Transcripts:** If you have 24 semester units (36 quarter units) or more of transferable credit, you need only provide college transcripts. If you do not have at least 24 semester units of transfer credit, you should provide transcripts of all high school (secondary school) and previous college work. Students who did not complete high school must provide results from the General Educational Development (GED) examination or the California High School Proficiency Examination (CHSPE). Non-native speakers of English should also submit high school transcripts. All transcripts should be sent to the Admissions Office in envelopes sealed by the other schools, colleges, or universities issuing the transcripts.
- **Test Scores:** All test score reports must be sent directly from the Educational Testing Service (ETS) to the Admissions Office. If your first (native) language is not English, you must meet the English language proficiency for admissions. Many applicants do this by taking the TOEFL exam and submitting the official test score from ETS. For a list of ways to meet this requirement, refer to the *Catalog* section "English Language Proficiency Admission Requirements" on p. 115.

- **Personal Statement (Optional):** In cases where the academic history of an applicant does not meet the minimum admission requirements, it is recommended that a written personal evaluation be submitted with the application materials. The statement should give a realistic appraisal of any academic work since graduation from high school. Note any inconsistencies in the academic record and the reasons for them. In addition, include a plan to affirm a commitment to academic success while attending Golden Gate University. Applicants are encouraged to be as forthright and open as possible, and should feel free to discuss unusual circumstances or situations of adversity that may have influenced their current values. Be aware that both the quality of the writing and the thoughtfulness of the statement will be evaluated.
- **Certification of Finances:** If you are an international student who will be attending on a student or scholar visa, you must also provide a Certification of Finances form. Refer to the Catalog section “Applying for Admission as an International Student” on p. 116.

### Undergraduate Advanced Placement Credit

High school graduates may earn up to thirty (30) units (one academic year) of credit for advanced placement college-level courses completed in high school when validated by grades of three (3), four (4), or five (5) on the Advanced Placement Examinations of the College Board. Advanced placement is also offered to students who have earned the International Baccalaureate Diploma when validated by scores of five (5), six (6), or seven (7) on the IB Higher-Level examination.

### Choice of Major

There are a number of undergraduate degree programs with a variety of majors from which to choose. Applicants will not be admitted as “undecided.” Applicants must select a degree program at the time of application. Golden Gate University does not offer double major degrees. Students who wish to earn a bachelor of business administration degree with multiple concentrations should refer to the policy below.

### Multiple Concentrations in the BBA Program

Two or more concentrations may be taken in the BBA program. In addition to the course requirements for the concentrations, you must also complete the course work for all the lower division courses, the liberal studies courses, and the business core courses, plus any additional requirements needed to complete all degree requirements. All of the course work for multiple concentrations must be completed prior to graduation; you may not request any additional concentrations after you have received your BBA.

Your diploma will list all of the concentrations that you have successfully completed by the date of your graduation.

## Graduate Admission

This section pertains to admission to master’s degree and graduate certificate programs.

### Graduate Admission Criteria

For admission to degree programs and certificate programs you should:

- Hold an earned bachelor’s degree from a regionally accredited US institution or hold a bachelor’s degree equivalent from a recognized foreign institution;
- Demonstrate academic and professional capability to study at the graduate level;
- Possess quantitative, writing and computing skills needed to succeed in a competitive and dynamic environment.

MBA degree program applicants for all concentration areas will also be evaluated through a review of cumulative undergraduate grade point averages in combination with GMAT score results. MBA applicants must fulfill the MBA Degree Proficiency Requirements, including writing, and should refer to the *Catalog* section “Degree Requirements, Graduate,” p. 146.

The GMAT is a basic aptitude test and does not require previous knowledge of business subjects. The GMAT is offered in a Computer-Adaptive format at various locations in the Bay Area and around the world. Test appointments can be made with the Educational Testing Service by calling 1-800-462-8669 or through the GMAT web page at [www.gmat.org](http://www.gmat.org).

**Note: Some applicants to the MBA program are not required to provide a GMAT score. The exceptions to the GMAT requirement are:**

- Applicants who already have an earned master’s or higher degree from a regionally accredited US institution;
- Applicants who have a cumulative 3.50 grade-point average in studies leading to a US bachelor’s degree from an accredited or approved institution;
- Applicants who have a CPA license;
- Applicants who have other professional licenses or designations earned by passing a nationally recognized US exam (e.g. CMA, CIA) and **who petition for and receive approval from the dean of the Edward S. Ageno School of Business;**
- Applicants who have more than five years of substantial professional and/or supervisory managerial work experience. (Professional experience refers to practicing CFAs, attorneys, physicians or other qualified professional careers; supervisory managerial work experience refers to experience directing others in the accomplishment of tasks.)
- Applicants to the executive master of business administration (EMBA) degree program. Refer to “Admission to the EMBA Program” on p. 28 for other required documents.

If you do not meet the admission guidelines mentioned above, you may be admitted conditionally with the approval of the appropriate academic department. Graduate students who are conditionally admitted must maintain a cumulative grade point average of 3.00 in their first nine (9) units at Golden Gate University

## Admission Application Documents

To be considered for admission to the graduate program, you should provide the following:

- **Admission Application Form and Fee:** The completed application form with the nonrefundable application fee (\$55 for US applicants; \$25 for US certificate applicants; and \$90 for all international applicants) should be sent to the Admissions Office.
- **Official Academic Transcripts:** You should provide official transcripts from each college or university you have attended. Applicants to the MS in taxation, EMPA or EMBA need only submit transcripts from the degree-granting undergraduate institution. If you are a non-native speaker of English, you should also submit high school transcripts, unless your undergraduate degree is from an accredited US institution. All transcripts should be sent to the Admissions Office in envelopes sealed by the other schools, colleges or universities issuing the transcripts.
- **Test Scores:**
  - (a) A GMAT score is required of MBA degree applicants. (See the few exceptions listed above.)
  - (b) The GMAT or GRE may be required of other master's degree applicants if academic transcripts do not indicate sufficient academic preparation.
  - (c) If your first (native) language is not English, you must meet the English language proficiency for admissions. Many applicants do this by taking the TOEFL exam and submitting the official test score from ETS. For a list of ways to meet this requirement, refer to the *Catalog* section "English Language Proficiency Admission Requirements" on p. 115.
  - (d) Test score reports must be sent directly from the Educational Testing Service (ETS) to the Admissions Office.
- **Personal Statement (Optional):** In cases where the academic history of an applicant does not meet the minimum admission requirements, it is recommended that a written personal evaluation be submitted with the application materials. The statement should give a realistic appraisal of any academic work since graduation from high school. Note any inconsistencies in the academic record and the reasons for them. In addition, include a plan to affirm a commitment to academic success while attending Golden Gate University. Applicants are encouraged to be as forthright and open as possible, and should feel free to discuss unusual circumstances or situations of adversity that may have influenced their current values. Be aware that both the quality of the writing and the thoughtfulness of the statement will be evaluated.
- **Certification of Finances:** If you are an international student who will be attending on an F-1 or J-1 visa, you must also provide a Certification of Finances form. Refer to the *Catalog* section "Applying for Admission as an International Student" on p. 116.

**Please note:** All application materials become the property of the university and cannot be returned.

## Admission to Executive MBA Program and Admission to Doctoral Degree Program

Admission policies for the EMBA and DBA programs appear in the sections of this *Catalog* describing those programs. (See p. 28 and 29.)

## Two Master's Degrees in Different Fields

Many students who hold a Golden Gate master's degree become candidates for a second master's degree. Requirements for the second degree, including academic residency, must be fulfilled. Students who hold a master's degree from a regionally accredited institution and become candidates for a second degree at GGU may transfer up to 12 units of credit from the first degree to the second, subject to approval by the department chair or program director.

## Multiple Concentrations in the MBA Program

Two or more concentrations may be taken in the MBA program. In addition to the course requirements for the concentrations, you must also complete the course work for all the foundation and the advanced programs. All of the course work for multiple concentrations must be completed prior to graduation; you may not request any additional concentrations after you have received your MBA.

Your diploma will list all of the concentrations that you have successfully completed by the date of your graduation.

## English Language Proficiency Admission Requirements

All undergraduate and graduate applicants whose first (native) language is not English must meet an English language proficiency requirement to qualify for admission. This requirement may be met in a number of ways:

- 1 Official TOEFL score for admission: Undergraduate 525 [197 computer] or higher, Graduate 550 [213 CBT] or higher.
2. Official TOEFL (Undergraduate 475 [153 computer], Graduate 500 [173 computer] scores qualify the candidate for provisional admission through the university's PLUS Program (Preparation in Language and University Skills). Successful completion of the PLUS Program is required in order to qualify for admission to a degree or certificate program. See p. 63 for detailed information about the PLUS Program.
- 3 GGU Institutional TOEFL (same requirements as listed above)
- 4 Seven years documented, increasingly responsible professional experience in the US or other English speaking country.
5. Completion of English 1A/1B (or equivalent) at regionally accredited US college/university with grades of B or better in both;
- 6 Bachelor's degree from regionally accredited US college/university (or equivalent from recognized college/ university in another English speaking country) with at least 60 units completed at the US college (or equivalent);
- 7 Master's degrees from regionally accredited US college/university (or equivalent from recognized college/ university in another English speaking country);
- 8 IELTS (Cambridge) (Undergraduate: Band 6 or higher, Graduate: Band 6.5 or higher);
- 9 APIEL (College Board) (Undergraduate: 3 or higher, Graduate: 4 or higher).
- 10 Completion of 3 years of high school in the US or another acceptable English-speaking country.\*
- 11 Completion of a British-standard "O-level" examination in English Language/Literature with a mark of C or higher;\*\*
- 12 Completion of a British-standard "A-level" examination in English Language/Literature with a mark of A/O or of D or higher.\*\*

\*Note 1: Not all English medium educational systems fulfill this requirement. Countries that qualify are: Australia, Anglophone Canada, Great Britain, Ireland and New Zealand

\*\* Note 2: Not all countries that offer O- and A-level examinations meet British examining board standards. Countries that meet this standard include: Bahamas, Belize, Brunei, Ghana, Great Britain, Guyana, Hong Kong, Ireland, Jamaica, Malaysia, Malta, Mauritius, Sierra Leone, Singapore, Zambia and Zimbabwe.

## Admission of Undergraduate and Graduate International Applicants (Student Visa Holders)

Golden Gate University welcomes applicants and students from all over the world. Following are a few notes of particular importance to our international applicants.

### The Application Calendar

- You should submit an original or certified transcript and certified English translation to the Admissions Office from each school previously attended. Examination scores and mark sheets may be submitted if the institutions attended do not maintain transcripts.
- International applicants must submit all supporting materials by the following dates to allow time for receiving credentials and processing the government documents necessary for their attendance:

|                      |              |
|----------------------|--------------|
| For the Fall Term:   | May 15       |
| For the Spring Term: | September 15 |
| For the Summer Term: | January 15   |

### Applying for Admission as an International Student

- If you are applying for undergraduate admission you must have completed a high school or approved secondary school program. If you have more than two semesters of full-time course work at the college or university level you will be considered as a transfer student.
- If you are a graduate of an American college or university and are applying for admission as a master's degree candidate, you must have earned a bachelor's or higher degree from a college or university accredited by the appropriate regional accreditation association. (International applicants who are not graduates of a regionally accredited American college or university must have earned a degree comparable to a US bachelor's degree.)
- The Test of English as a Foreign Language (TOEFL) or other proof of fulfillment of GGU's English Language Proficiency Admission Requirements (see p. 115) is required of all undergraduate and graduate applicants who are non-native speakers of English. TOEFL score reports must be sent directly from the Educational Testing Service (ETS) to the Admissions Office. Alternatively, an institutionally administered TOEFL exam may be scheduled through International Admissions and Advising Services.
- A Certification of Finances form must be submitted by all applicants intending to study while on a student or scholar visa. This form gives us information that is required by the US Bureau of Immigration and Customs Enforcement (ICE). It can be downloaded from the Golden Gate University website ([www.ggu.edu](http://www.ggu.edu)), or it can be obtained from the Admissions Office. It is included in the application packet that is sent upon request.
- The Graduate Management Admission Test (GMAT) is required of MBA applicants, all concentrations. GMAT score reports must be sent directly from the Educational Testing Service (ETS) to the Admissions Office.

## International Student Enrollment

- International applicants who are admitted as degree candidates may be required to complete more than the number of units specified as required for the degree, regardless of the extent of previous work, if it is determined by the Admissions Office and/or the faculty that additional academic preparation is necessary.
- The university is authorized under Federal law to enroll nonimmigrant alien students. The university will not issue the appropriate documentation until the student has been admitted as a full degree or certificate candidate, and has been financially certified by the university's Certification of Finances approval process.
- Students with a student or scholar visa may attend only the Monterey Bay, Sacramento, San Francisco, San Jose and Walnut Creek sites of GGU.
- Students with a student or scholar visa will not be admitted to the Executive MBA program.
- New students should be prepared to pay the first term's tuition and fees in full at the time of registration.
- The Bureau of Immigration and Customs Enforcement requires international students holding student visas to be enrolled for consecutive terms of sufficient duration and units, typically consisting of no fewer than twelve (12) units per term at the undergraduate level and nine (9) units per term at the graduate level.

### Admission to Certificate Programs and Registering for Open Enrollment Studies

Not all students at the university are interested in earning a degree. You may wish to attend for a shorter period of study to concentrate in a particular area of interest or to earn a certificate. Others come simply to take a single course or two and are classified as "Open Enrollment" students. Applicants who wish to earn a certificate should indicate so when applying for admission to the university. International students should refer to the *Catalog* section "Enrolling at the University," p. 126, for specific unit enrollment requirements for each program. International students holding a student or scholar visa are not eligible for Open Enrollment studies.

### Certificate Studies

To apply for Certificate Studies, you should submit an admission application form and a \$25 application fee for US applicants (\$90 application fee for international applicants) to the San Francisco Admissions Office.

- An official transcript documenting the equivalent of a high school diploma from an approved institution is required for undergraduate applicants. If you have twenty-four (24) transferable semester units or thirty-six (36) quarter units or more from a regionally accredited college or university, you should submit complete official transcripts detailing this course work. An official and complete transcript documenting the award of the undergraduate degree from a regionally accredited institution is required for graduate applicants. An official TOEFL test score report or other proof of fulfillment of GGU's English Language Proficiency Admission Requirements (see p. 115) is required for all applicants whose native language is not English. Once these documents have been received, the decision for admission to certificate studies is communicated in writing by the Admissions Office.
- Some certificate courses require prerequisite courses which must also be satisfied. It is not guaranteed that every course required for each certificate is offered every term.

- Admitted certificate program students are required to maintain normal academic progress standards, including grade point average.
- All course work for a certificate program must be earned at Golden Gate University. No transfer credit is granted. Courses earned at GGU in a certificate program may also be used toward a degree program at the university.
- The certificate is awarded upon successful completion of the course work and submission of an Application for Certificate and requisite fee to the Records Office.

## Open Enrollment Studies

- If you do not wish to work toward a degree or a certificate, you may enroll for courses through the university's Open Enrollment process. Permission to register for individual courses is based on prior academic performance and preparation in appropriate prerequisites.
- Registration requires approval by an academic adviser.
- Courses completed in Open Enrollment status are applicable to degree and certificate programs on a limited basis. A maximum of nine units of course work completed in Open Enrollment status may be used toward meeting requirements for a graduate degree or certificate program and a maximum of 12 units may be used toward meeting the requirements of an undergraduate degree or certificate program.
- To register for graduate courses in Open Enrollment status, you must have an earned bachelor's degree; to take undergraduate courses, you must have earned a high school diploma or GED. Open Enrollment does not require submission of GMAT scores.
- Students registered in Open Enrollment status are not eligible for financial aid.
- Non-native speakers of English must meet the English Language Proficiency Admission Requirements (see p. 115) prior to registration in Open Enrollment.
- To register for Open Enrollment, it is only necessary to file a registration form and an Open Enrollment Data form at the time of registration.
- Students registered in Open Enrollment status are not eligible to earn certificates or degrees.
- Open Enrollment is not available to international students with a student or scholar visa who have applied for, but have not received, admission to the university, unless they are in valid immigration status at another college-level institution, have written authorization from that institution to enroll in classes at Golden Gate University and have met GGU's academic and English language proficiency requirements.
- For more detailed information on undergraduate and graduate program admission requirements, refer to pp. 134-139

## Admission Policies Applicable to All Degree and Certificate Students

### Readmission of Former Students

Degree students who are absent from the university for three or more consecutive trimesters must formally apply for readmission. Applicants for readmission meet the admission requirements in effect at the time of readmission. Students seeking readmission should obtain an "Application for Admission" form and submit it to the Admissions

Office with the appropriate fee. Official transcripts from all other institutions attended in the interim must also be forwarded to the Admissions Office in sealed envelopes.

Students who were on academic probation at the time they left the university may be readmitted, but they remain subject to probation-retention guidelines in effect when they left the university.

Readmitted students will be subject to the degree requirements in effect at the time of readmission.

### Cancellation of Application/Admission

An application may remain in pending status for up to one calendar year from the date on which it was received in the Admissions Office. If the file is not completed within that year, the application is expired. Once an applicant is admitted, the admission is valid for the term for which the student was admitted, and the subsequent two terms. If the applicant has not enrolled during that time period, the offer of admission is cancelled. To be reconsidered, the applicant must reapply for admission, pay the application fee in effect at the time of reapplication, and resubmit all original transcripts as well as transcripts for any subsequent academic work undertaken.

### Pending Applications

Applicants to undergraduate and graduate studies may enroll as Open Enrollment students while the admission application is pending final decision. All rules applicable to Open Enrollment must be followed.

### Change of Program

Degree students wishing to change their degree objective or area of concentration must file a "Change of Degree Program/Major" form at the Office of Admissions and Student Affairs and pay the appropriate fee. Students will be reevaluated under the degree requirements in effect at the time the form is processed.

Students who are on academic probation may apply for a change of program. If the dean of the school in which the new program is housed determines that the student's qualifications meet the requirements of the new program, the application will be forwarded to the Committee for Admissions and Academic Probation (CAAP) for review.

Applicants who desire to change their degree program prior to an admission decision should submit the request to the Office of Admissions and Student Affairs. There is no charge for this process prior to admission.

### Changing from Certificate to Degree Status

Certificate students who wish to enter a degree program should submit the appropriate admission application and all required supporting documents and fees. If admitted to a degree program, students will be required to fulfill the degree requirements to that program in effect at the time of admission. In addition to prior school records and test scores, performance in certificate course work at Golden Gate is used as a criterion for admission to degree programs.

### Changing from Open Enrollment to Degree or Certificate Status

Open Enrollment is a registration program, but does not constitute admission to the university. Students who wish to change from Open Enrollment to a degree or certificate program should file an Application for Admission with the Admissions Office.

## Undergraduate Transfer Credit

Transferring to GGU is a convenient process, and many students receive the maximum number of transfer units possible. Advisers at Northern California community colleges and Admissions Office staff at Golden Gate University can be contacted for further transfer information.

Credits from regionally accredited four-year institutions are usually acceptable, as are college-level credits from accredited community colleges; credits, not grades, transfer. Credit may be granted only if the subject matter of courses is applicable to programs offered by Golden Gate University. General Education/Liberal Studies transfer credit varies by degree program. Credit for terminal, occupational, technical and vocational courses may be accepted on a limited basis.

Transfer credit from community colleges is given in accordance with the Intersegmental General Education Transfer Curriculum (IGETC), a process in which all California community and junior colleges participate. GGU honors IGETC guidelines for general education requirements. Information regarding IGETC can be obtained from all California community and junior colleges, and most of those institutions indicate IGETC-approved courses in their course catalogs. The responsibility for the selection of the proper courses for transfer credit, however, rests with the student. A maximum of 70 semester units may be transferred from community colleges. Specific articulation references are available at [www.ggu.edu](http://www.ggu.edu) for many Northern California community colleges. If you have questions about transferability of courses, please consult the Admissions Office.

### Following are some examples of other acceptable ways in which transfer credit may be earned:

- College Level Examination Program (CLEP) General and Subject Examinations (Individuals may not sit for the same CLEP test twice in a six-month period).
- DANTES Subject Standardized Tests (DSST).
- American College Testing (ACT) Proficiency Examination Program (PEP) tests.
- American Institute of Banking courses not completed at a community college.
- Professional Military Education (PME) evaluated by the American Council on Education (ACE).
- Training Programs evaluated by the American Council on Education (ACE) or the National Program on Non-Collegiate Sponsored Instruction (PONSI).
- One year's uninterrupted active duty military service.
- Undergraduate-level correspondence courses from a regionally accredited institution.

### The following guidelines on undergraduate transfer credit should also be noted:

- Courses completed at institutions accredited by one of the US regional accrediting agencies are acceptable (e.g. Western Association of Schools and Colleges).
- Up to seventy (70) semester units of community college credit can be accepted; a total of 93 units can be completed through transfer from community colleges, 4-year accredited institutions and the options listed in the above section.
- Courses completed with grades of C- or better are acceptable.

- Cooperative education units earned may be transferred with faculty approval.
- The maximum number of transfer credits from any one source or combined sources may be limited.
- Golden Gate University does not grant academic credit for prior learning gained through "work or life experience" portfolio evaluation.

## Graduate Transfer Credit

Candidates for master's degrees may transfer up to six (6) 300- 400-level units to the advanced program from graduate course work completed at other regionally accredited institutions. Students who have earned a master's degree at a regionally accredited institution may be eligible to transfer up to 12 graduate-level units to a GGU master's degree with the approval of the appropriate department chair or program director. All foundation program course requirements may be transferred if applicable courses were completed in prior academic course work. Students should note that certain 300- 400-level course requirements may not be fulfilled by courses taken at other institutions, as designated by the faculty. Exceptions to these requirements will be made only on petition to and approval by the Committee on Admissions and Academic Probation (CAAP).

**Students who have completed graduate work at another institution may be admitted with up to six (6) units of advanced program (300-400-level) credit when courses submitted for transfer credit meet all of the following criteria:**

- They are taken at the graduate level.
- They are applicable to the student's GGU degree objective.
- They are taken at a regionally accredited institution with admission requirements comparable to those of GGU.
- They are approved by the appropriate faculty member.

### The following guidelines on graduate transfer credit should also be noted:

- Courses completed with grades of B or better by students in graduate status are acceptable. (Courses with grades of B- are not acceptable for transfer).
- The transcript shows that graduate units were given. (The units must not have been used toward completion of a bachelor's degree.)
- Cooperative education units earned may be transferred with faculty approval.
- Professional Military Education (PME) or training courses evaluated by the American Council on Education (ACE) may qualify for transfer credit. In considering the ACE recommendation, the university determines what level and amount of credit to accept.
- Courses taken by correspondence are not acceptable for advanced program graduate transfer credit

# Tuition and Fees

## Tuition

Tuition is based on the total course cost for a 3-unit course (4-unit EMPA and Doctoral courses), including standard fees. Courses which have fewer than 3 units will be prorated accordingly. Tuition varies by program. The following rates for tuition and fees become effective for all terms beginning on or after June 21, 2004.

The rates published in this *Catalog* usually remain in effect for at least one academic year. The university reserves the right, however, to adjust the rates for tuition and fees prior to the beginning of each term.

| Undergraduate Programs*                                      |                          |
|--|--------------------------|
| All Courses  | \$1290/per 3-unit course |
| Graduate Programs*   |                          |
| Edward S. Ageno School of Business †<br>School of Technology | \$1782/per 3-unit course |
| School of Taxation   | \$1962/per 3-unit course |
| EMPA   | \$1440/per 4-unit course |
| Doctoral Program   |                          |
| Business Administration                                      | \$3180/per 4-unit course |

\*All programs may not be available at each location. Call location nearest you for details.

†All programs except EMBA and EMPA

## EMBA Program

The Edward S. Ageno School of Business offers an accelerated 12-month Executive Master of Business Administration degree that emphasizes strategy and the global nature of business today. The program, intended for those with eight or more years experience as managers, professionals and entrepreneurs, cost \$40,000 that includes all courses, faculty/advisers, books, handouts, supplies, orientation session, preparatory and web materials, an 8- 10-day international study tour, career-development advisers, snacks and personalized service. Flexible payment plans are available that can be tailored to the individual's or corporate reimbursement needs and requirements. Call the EMBA program at 415-442-6521 for details.

## Auditing Discount

Golden Gate University offers a discount of one third off the cost of a course for students who choose to audit a course. You must sign up to audit when you register. Should you register for a course in non-audit status, and later change to audit, no refund will be given.

## Alumni Scholarship

The university provides a scholarship of one third off the cost of a course to GGU alumni. Certain limitations apply. Call Alumni Relations for further details at 415-442-7823.

## Fees

Application fee, including transcript evaluation:

|  |   |
|--|---|
| Undergraduate (domestic applicant) .....   | \$55.00   |
| Graduate (domestic applicant) .....  | \$55.00   |
| Doctoral (domestic applicant) .....  | \$75.00   |
| All International Applicants .....   | \$90.00   |
| Certificate (domestic applicant) .....   | \$25.00   |
| Readmission (domestic applicant).....  | \$55.00   |
| Change of Major .....  | \$25.00   |
| Certificate of Completion fee (payable upon application) .....   | \$25.00   |
| Challenge Examination (per exam) .....   | \$125.00  |
| Deferred tuition processing fee (per term) for Installment Payment plan.....   | \$50.00   |
| Deferred tuition processing fee (per term) for Employee Reimbursement plan .....   | \$100.00  |
| Doctoral Qualifying Exam fee .....   | \$150.00  |
| Doctoral Business Core Exam fee .....  | \$150.00  |
| Doctoral dissertation binding fee<br>(four copies and copyright/microfilm service).....                                      | \$300.00  |
| Duplicate diploma fee .....  | \$25.00   |
| Employee Reimbursement plan .....  | see Deferred tuition processing fee   |
| Graduation fee (payable upon application) .....  | \$105.00  |
| Insurance:   |   |
| Accident and Health Insurance Plan<br>(contact the Office of Student Affairs for current fee)                                |   |
| student or scholar visa Student Health Insurance<br>(contact Office of International Student Services for current fee)       |   |
| International Student Services fee per term (applies to all students except<br>US Permanent Residents and US Citizens) ..... | \$90.00   |
| Late payment fee .....   | \$30 per occurrence<br>and 1.5 percent finance charge per month beginning 30 days after the final installment was due |
| Late registration fee .....  | \$85.00   |
| Materials fee* .....   | see class schedule  |
| Returned check service charge fee .....  | \$25.00   |
| Student ID Replacement fee .....   | \$10.00   |
| Transcripts (per copy)** .....   | \$5.00  |

\* Fee varies by course and usage; see Class Schedule for details.

\*\* Recipients of a degree from GGU are entitled to one transcript free of charge upon graduation. Same day and next business day service are available for an additional charge. Please contact the University Records Office at 415-442-7211 for specific information.

## Payment and Adjustment of Tuition and Fees

### Obligation for Payment

Your registration constitutes a financial contract between you and the university. Your right to university services and benefits is contingent upon you making all payments as agreed upon. If you do not make payments of amounts owed to the university when they become due, the university has the right to cancel your registration, withhold your grades, transcripts, diplomas, scholastic certificates and degrees and impound your final exams. If you fail to maintain good financial standing with the university, you will be denied participation in any deferred payment plans and/or some forms of financial aid. In addition, the university may administratively withdraw you from your current courses.

In order to register for a new term, you are required to pay any outstanding balances from preceding terms prior to registering for the new term. If you have not paid an outstanding balance or made payment arrangements satisfactory to the university, you will not be allowed to register.

### Time of Payment

In order to complete your registration, you must pay all tuition and fees at the time of registration or make other financial arrangements with Golden Gate University. The university gladly accepts payment in cash, personal check, travelers cheques, credit card (MasterCard/Visa/American Express) and wire transfers. Some payment plans will require verification of eligibility prior to registration. In addition, the university offers the following payment plans:

#### Installment Payment Plan

The university offers an installment payment plan through Tuition Management Systems (payment plan management provider) to students in good financial standing. Students have the option to elect automatic debit from their checking account or credit card payment. In order to participate in this plan, you must sign up with Tuition Management Systems (TMS) by calling 1-800-722-4867, ext.740, or going to [www.afford.com](http://www.afford.com) and pay a \$50 processing fee (non-refundable) each term. The balance is due in two to five equal installments over the course of the term depending upon when you register. All applicable university registration fees must be paid directly to the university. Installment payments are due to TMS on the first of each month. In all cases, final payment is due on December 1 for fall term, May 1 for spring term and August 1 for summer term. A statement will be sent to you by TMS, and all payments should be mailed to Tuition Management Systems, Payment Processing Center, PO BOX 0169, Cincinnati, OH 45274-0169.

Late payments will result in a \$30 fee per occurrence. Unpaid accounts will be assessed a 1.5 percent finance charge per month beginning 30 days after the final due date for the term. International students are not eligible for the installment payment plan in their first term at the university.

#### Corporate Reimbursement Plan

The university offers a corporate reimbursement plan through Tuition Management Systems (payment plan management provider) to students in good financial standing. To be eligible for this plan your employer must agree prior to registration to pay for your tuition and/or fees. An authorization form can be obtained from the Student Accounting Services office. This form must be completed each term and submitted along with the business card of the authorizing officer to the Student Accounting Services office. In addition, in order to participate in this plan, you must sign up with Tuition Management Systems (TMS) by calling 1-800-722-4867, ext.740, or going to [www.afford.com](http://www.afford.com) and pay a \$100 processing fee (non-refundable) each term. All applicable university registration fees must be paid directly to the university. Payment is due on February 5 for the fall term, July 5 for the spring term and October 5 for the summer term. A statement will be sent to you by TMS and all payments should be mailed to Tuition Management Systems, Payment Processing Center, PO BOX 0169, Cincinnati, OH 45274-0169.

The university is not responsible for billing your company. If for any reason your employer fails to pay the university, you will remain responsible for payment of the full tuition and fees. A late payment fee of \$30 will be assessed if not paid by the final due date indicated on the authorization form and a 1.5 percent finance charge per month after 30 days past due.

#### Corporate/Agency Direct Bill Plan

If your employer agrees to pay your tuition and/or fees up front, without grade or course completion limitations, the university will bill your employer directly for all authorized costs and the payment is due 30 days after billing. To be eligible for this plan, GGU and your employer must execute a contract agreeing to payment terms prior to completing registration. A standard contract agreement must be submitted and approved prior to registration and is available from the Student Accounting Services office. If the company authorizes less than 100 percent payment of registration charges, you will be required to utilize one of the university's other payment plans for that portion of the total charges not covered.

If for any reason your employer fails to pay the university, you remain responsible for payment of the full tuition and fees. Golden Gate will assess your account a late payment fee of \$30 if not paid within 30 days of billing and a 1.5 percent finance charge per month if an amount remains unpaid 30 days after the due date.

#### Withdrawal Policy-Adjustment of Tuition

Registration constitutes a financial contract between you and the university, and you will be responsible for paying all charges associated with your registration. You may wish to add/drop classes during the voluntary withdrawal period. Should you choose to drop a class(es), the following policy will apply.

Withdrawal from a class (commonly known as "dropping") is official once the university registrar has been notified. Notification must be in writing and may be delivered in-person, by standard mail, by fax or by electronic mail. The electronic mail must originate from the student's personal or business account. The date the written notice is received will be the official date of withdrawal. Verbal notification is insufficient.

Tuition will be credited as follows. Fees are not refundable except in the case of a class being canceled by the university. Tuition credits remain in the student account. Refunds are issued upon written request. Financial Aid recipients who withdraw from all courses are subject to the Return of Title IV calculations, which determine what financial aid ramifications will occur based on the official date of withdrawal. Financial Aid recipients may be required to return funds that they no longer are eligible to receive based on these calculations. Furthermore, these calculations may result in a balance due on their accounts.

One week of instruction is defined as the seven day period that commences midnight Sunday at the start of the week when the course begins to 11:59 pm Saturday of the week when the course begins.

Week one – week three of instruction .....100% Refund  
 Week four to end of term .....No Refund

Students are asked to complete a short questionnaire to identify reasons for withdrawal as part of the “drop” process. This questionnaire is available online at GGU4YOU or on the Add/Drop Form at all GGU locations. This data will be kept confidential and will be used to improve customer service and quality.

**Late Registration Fee**

The add period extends up to the day prior to the third class meeting for trimesters, and up to one day prior to the second class meeting for 10-week terms. The specific dates are published with the term’s schedule, and also can be found on p. 126. Adding classes requires the same approval as registration. Students who wish to add classes after the add period must acquire the approval of the instructor and a senior school or regional administrator and pay an \$85 fee.

**Financial Aid Recipients Who Withdraw Completely From All Courses**

Students who decide to withdraw from all of their courses during a financial aid term (fall, spring, summer) must notify the Financial Aid office by e-mail at [finaid@ggu.edu](mailto:finaid@ggu.edu) after submitting the proper withdrawal request to the registrar. The university will take the date on which you submit the withdrawal request as your official date of withdrawal.

A Return of Title IV Funds calculation will be completed to determine what financial aid ramifications will occur based on your official date of withdrawal. Students may be required to return funds that they no longer are eligible to receive based on this calculation.

If you withdraw after the 60 percent point of your term, the Return of Title IV calculation will not indicate any adjustment to your financial aid award.

**Refund Policy**

Refund of a credit balance resulting from tuition adjustment in accordance with the above-stated Withdrawal Policy will be made if requested in writing by the student. Refunds will be mailed to the student’s address as noted on the request for refund. If you are a financial aid recipient, credit balances resulting from tuition adjustments under the Withdrawal Policy typically are refunded to the appropriate financial aid program or lender.

Because of the administrative workload during the registration period, refunds cannot be processed during the first 30 working days following the opening of any trimester.

No refunds will be made by virtue of curtailment of services brought about as a result of strikes, acts of God, civil insurrection, riots or the threats thereof, or other causes beyond the control of the university.

**Financial Petition**

If you are confronted with an unexpected and serious circumstance that requires you to withdraw from your classes, you may petition the Financial Petition Committee to reverse a portion of your tuition charges. Your petition should explain, in detail, the circumstances, the correlation between these circumstances and the need for you to withdraw from the course(s), and what actions you have taken to resolve or prevent such an event from occurring in subsequent terms. In addition, you must provide any relevant third-party documentation. The university will not consider petitions that are undocumented or that are based upon pre-existing conditions. All petitions must be submitted to the office of Student Accounting Services no later than 90 days after the last day of the term in which the course(s) was dropped.

The university will respond to all petitions in writing. You should allow a minimum of 30 working days to hear from us as we are required to verify all facts from university sources prior to review by the Financial Petition Committee. If your petition is approved and any adjustments to your tuition result in a credit balance on your account, the university will apply this credit balance toward future tuition charges within the next twelve-month period. If you are a financial aid recipient and you have a financial petition approved, credit balances typically are refunded to the appropriate financial aid program or lender.

**Disputes Concerning Student Accounts**

All disputes concerning student accounts should be submitted in writing to: Student Accounting Services, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968. The university will respond within 30 working days of receipt of the student’s letter.



# Financial Aid

The Financial Aid Office wants to help make a Golden Gate University education affordable for all eligible students. The office therefore provides application information, evaluation of your eligibility for the available student financial aid programs, and budget and debt management counseling.

One of the fundamental principles of financial aid is that you and your family have the primary responsibility to pay for the cost of your education, to the extent of your ability. As the primary beneficiary of this education, you are asked to contribute a significant portion of your resources to pay the costs of tuition, fees, books and supplies, and living expenses. The amount that you are expected to pay toward these costs varies depending upon your specific financial circumstances. GGU uses the federal need analysis system, as required by law, to determine how much you must pay. Once your contribution is determined, the Financial Aid Office will develop a package of financial aid awards that will help make your attendance at GGU affordable.

## How to Apply

In general, Golden Gate University requires that you complete only the Free Application for Federal Student Aid (FAFSA). This is the standard federal application that is required by all schools for any federal, state and most institutional funding. We suggest that you complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must make sure to include Golden Gate's Title IV code of 001205 in order for us to receive your data from the federal processor. After we have received your processed data, we may need to request additional information from you, such as tax returns, verification of citizenship, family size, etc. Based on these completed application materials, we will consider you for all need-based financial aid funds for which you are eligible. Some specific award funds (especially student loans) may have additional application requirements as specified below. The university processes all applications on a rolling basis in the order that they become complete. Please note that all financial aid application materials are year specific. It is important that you use 2004-2005 application materials to cover the 2004 fall, 2005 spring or 2005 summer trimesters. Please note that these application materials are applicable only to need-based sources of funds. Institutional or other scholarships may have separate application processes and requirements.

## Student Eligibility

To be eligible to receive assistance from these programs at GGU, you must meet the following requirements:

- You must be a US citizen or permanent resident of the US.
- You must be enrolled or planning to enroll on at least a half-time basis (except for Federal Pell Grants).
- You must be formally admitted to the degree or certificate program for which you are requesting financial aid.
- You must possess a high school diploma, GED or State Certificate, or pass a federally approved "Ability-to-Benefit" test.

- You must be making satisfactory academic progress as defined by the GGU Financial Aid Office.
- You must be registered with Selective Service (if you are required to be).
- You must not be in default on a federal loan or owe a refund on a federal grant.

Eligibility for aid based on calculated financial need cannot exceed the cost of education as determined by the Financial Aid Office. The cost of education includes tuition, fees, books, transportation, and a modest and reasonable allowance for living expenses. Eligibility for all federal aid and all institutional aid other than merit scholarships is based on this cost of education.

## Need-Based Grants

### Federal Pell Grant

The Federal Pell Grant is a foundation of the federal financial aid program and is available to very high-need undergraduate students without a prior bachelor's degree. For 2004-2005, these awards range from \$400 up to \$4,050 per academic year based upon the student's financial need and enrollment status. Federal Pell Grants are the only form of aid available to students enrolled less than half time.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG awards are offered to undergraduate students without a prior bachelor's degree with the greatest need, frequently as a supplement to the Federal Pell Grant. Amounts may vary from school to school, based upon available funding. GGU typically offers FSEOG awards of up to \$400 per term.

### Cal Grants

The California Student Aid Commission (CSAC) administers grant programs for needy undergraduate California residents (without a prior bachelor's degree). The application deadline is March 2 of the preceding award year (e.g., the deadline for the 2004-2005 academic year was March 2, 2004). Awards are made based upon both financial need and academic merit and typically are offered for the fall and spring terms. If you are attending the summer term, you may petition CSAC for summer funding no later than May 30. GGU students are eligible for Cal Grant A and B awards.

Cal Grant A awards are intended to cover tuition and fee charges only. For 2004-2005, the maximum award which can be used at GGU is \$9,648 for the academic year. Awards are reduced proportionally for less than full-time enrollment.

Cal Grant B awards provide tuition and fee assistance and a stipend for students from historically disadvantaged backgrounds. The awards for tuition and fees are up to \$9,648 with the stipend varying in amounts up to \$1,410. The tuition and fee component is not paid until the student's second year. Cal Grant B awards are made only to new, entering freshmen.

## Student Loans

### Federal Stafford Loan

Federal Stafford Loans are federal loans financed through private banks and other lenders. Stafford Loans are available in two types: Subsidized and Unsubsidized. Subsidized Federal Stafford Loans have their interest subsidized (paid for) by the federal government while you are enrolled at least half time. If you borrow an Unsubsidized Federal Stafford Loan, you will be responsible for paying the accrued interest from the beginning of the loan, even during periods of enrollment. For both loans, the lender may deduct a small origination fee from the total amount borrowed. For example, if you borrow a \$5,500 loan, and the lender charges a three percent fee, you will receive only \$5,335, or 97 percent of the amount borrowed. However, you must repay the full \$5,500.

Six months after you graduate or cease to be enrolled half time, you will enter repayment with monthly payments of interest and principle. During repayment, interest accrues at an annual rate that varies by lender/servicer.

#### Federal Stafford Loan Annual Borrowing Limits\*

|                 | Dependent Students | Independent Students |
|-----------------|--------------------|----------------------|
| Freshmen        | \$ 2,625           | \$6,625              |
| Sophomores      | \$ 3,500           | \$ 7,500             |
| Juniors/Seniors | \$ 5,500           | \$10,500             |
| Graduate        | not applicable     | \$18,500             |

\* The amounts shown represent the total combined eligibility for Subsidized and Unsubsidized Stafford loans.

### Federal Perkins Loan

The Federal Perkins Loan is a pool of funds originating from the federal government, the university, and the repayment of prior loans by alumni. While you are enrolled at least half time, no interest accrues to you. Nine months after you graduate or cease to be enrolled at least half time, interest accrues at a rate of 5 percent with required minimum monthly payments of \$40 and a maximum repayment term of 10 years. **Separate** entrance and exit loan counseling sessions and a separate promissory note are required for this loan. Please go to our website for links offering loan counseling.

### Federal PLUS Loan

The Federal PLUS loan is available to parents of dependent undergraduate students, regardless of income. Eligible parents may borrow up to the total cost of attendance less any other aid received. The lender disburses to the university loan checks copayable to the parent borrower and the university. The amount disbursed will be the total amount borrowed less any origination fee. Interest begins to accrue to the borrower immediately and is annually variable based upon the 52-week Treasury Bond rate plus 3.1 percent with a cap of 9 percent. Eligibility is subject to the lender's approval based upon a standard credit check. To apply for a Federal PLUS loan, you and your parent(s) must complete a PLUS loan application and submit it to the Financial Aid Office for certification. You may obtain a PLUS loan application from the Financial Aid Office or online with your lender.

### Private Loan Programs

GGU participates with a number of private lenders to offer additional loan amounts to eligible students who find they need additional assistance in meeting their expenses while at GGU. These programs typically can provide financing up to the total cost of attendance for the academic year and allow you to extend payments from ten to twenty years, depending upon the program. Typically, these programs require that you have a low debt burden, be credit-worthy and be able to begin making payments on the loan immediately. Also, you typically must be a US citizen or permanent resident (some programs may allow non-US citizens to borrow if they can provide an eligible, credit-worthy co-signer who is a US citizen). Applications for these programs are available from the Financial Aid Office and online.

### Work Study

#### Federal Work Study (FWS)

FWS provides federally subsidized work opportunities. FWS jobs typically are on campus, but some off-campus positions may be available in nonprofit community service agencies. Pay rates are competitive and vary depending on the position and are paid to you on a bi-weekly basis.

### Emergency Loan Program

The university has a small short-term emergency loan program to assist students with unexpected expenses. To qualify, you must be fully registered and have a pending financial aid award that is in excess of your tuition and fee charges for the term. An Emergency Loan must be repaid by whichever comes first: the date financial aid funds are received or 30 days from the date the emergency loan application is signed. To apply, contact the Financial Aid Office.

## Financial Aid Disbursements

### For Scholarships, Federal and State Grant Programs and Federal Perkins Loans:

The university will credit these financial aid awards to your student account beginning in approximately the fourth week of the term. At this time, we are required to verify your actual enrollment and other eligibility criteria before we can release any funds to you or your student account. If your actual enrollment is different from what you anticipated for us, we will recalculate your eligibility and your award may change as a result. Some awards may have individual requirements which must be met for disbursement. For example, in order for GGU to disburse to your account a Federal Perkins loan, you must sign the loan promissory note and complete loan counseling. If the disbursement of your financial aid award(s) creates a credit balance on your account, a refund check will be automatically mailed to you. Please note: No financial aid payments will be made retroactively to cover the cost of courses which you have dropped.

### For Federal Stafford Loans:

If you are receiving a Federal Stafford Loan, your lender will be disbursing the funds directly to the university by electronic funds transfer. Your lender will disburse funds to GGU each term based upon the disbursement dates specified by your financial aid counselor. The university will credit these financial aid awards to your student account beginning in approximately the fourth week of the term. The amount the lender disburses will be one-half the amount borrowed for two terms, less the any origination fees. The funds are applied directly to your student account generally by the third week of the term. If there is a credit balance left in your account, Student Accounting Services will send you a refund check.

In addition, the first time you borrow a Stafford Loan at GGU, you must complete an Entrance Loan counseling session before we can release your funds to you. You may satisfy this requirement online. Please go to our website for links to sites offering Entrance Loan Counseling. If you are a first-time first-year undergraduate, federal regulations prohibit us from disbursing/transmitting the funds into your student account until 30 days after the start of the term. The required processing of student loan funds typically takes three-to-five working days, although during peak times — just prior to and immediately after the beginning of each term — processing time may be longer. Refunds will be mailed within 10 business days of posting student loans funds to your student account.

### For Federal Work Study:

If you are working under the Federal Work-Study program, you will receive a bi-weekly paycheck from the university's Payroll Office provided you have submitted your timesheet according to the schedule issued from the Payroll Office at the beginning of each calendar year.

### For Federal PLUS Loans:

If your parent borrows through the Federal PLUS loan program, the lender will disburse funds to GGU each term based upon the disbursement dates specified on the loan application. The amount the lender disburses will be one-half the amount borrowed, less the any origination fees. The required processing of student loan refunds typically takes three-to-five working days after posting funds to the student account, although during peak times — just prior to and immediately after the beginning of each term — processing time may be longer.

## Financial Aid Satisfactory Academic Progress

In order to maintain financial aid eligibility, students must adhere to both qualitative and quantitative measures of progress:

**Qualitative (GPA) Measure of Progress:** All financial aid recipients must demonstrate a certain level of academic achievement, as measured by the cumulative grade point average (GPA). The following GPAs represent the minimum required cumulative GPA required to maintain your financial aid eligibility:

- All undergraduate degrees/certificates 2.00
- All graduate degree/certificates 3.00

**Quantitative Measure of Progress:** All students on financial aid must successfully complete at least 80 percent of the units attempted. For example, if you attempted 18 units and completed 15 units, you have completed 84 percent of the units attempted.

Three weeks after the first class meets, drops will be counted as attempted units for satisfactory academic progress.

In addition, all students on financial aid must complete their degree programs within 125 percent of the timeframe required for the degree (rounded up to the nearest whole number of units) as measured by the number of units required for the degree. For example, undergraduate degree programs require 123 units for graduation. Students may attempt 154 units towards this degree before losing financial aid eligibility.

**Probation:** If you fall below either measure, you will be placed automatically on financial aid probation for one trimester/term. If you have not met the minimum GPA requirement, you will have this one trimester/term of probation to raise your GPA back up to the minimum required level. If you did not achieve the 80 percent completion rate, you will have one trimester/term of probation to raise your completion rate back up to 80 percent. If, at the end of this probationary trimester/term, you have not regained satisfactory standing, your financial aid will be subject to cancellation. If you have regained satisfactory standing at the end of this period, you will be removed from financial aid probation. However, you are allowed only one probationary period. Therefore, if you again drop below the minimum progress requirements, you will not be given a second probationary period and your financial aid will be subject to cancellation immediately.

If you think you have extenuating circumstances which should allow an exception to this policy, please complete a financial aid petition. You may download this form from [www.ggu.edu](http://www.ggu.edu). Click on GGU4YOU, then index of forms and scroll to the University Registration, Financial Aid and Student Records section. Submit your completed application to the Financial Aid Office.

## Contact Us

If you have further questions or need application forms or additional information, please contact the Financial Aid Office at 415-442-7270 or 1-800-GGU-4YOU. You also may email us at [finaid@ggu.edu](mailto:finaid@ggu.edu) or visit our web page at [http://www.ggu.edu/admissions\\_and\\_costs/tuition\\_financial\\_aid](http://www.ggu.edu/admissions_and_costs/tuition_financial_aid).

# Scholarships

Golden Gate University offers scholarships to meritorious continuing students who have completed one or more trimesters at GGU. These scholarships are funded by the university or by the generosity of friends, GGU alumni and corporate sponsors. We also offer Academic Excellence Scholarships, Alumni Scholarships, Graduate Community Leadership Scholarships and State Farm Employee Scholarships.

All applications may be downloaded from our website at [http://www.ggu.edu/admissions\\_and\\_costs/tuition\\_financial\\_aid/financial\\_aid/scholarships](http://www.ggu.edu/admissions_and_costs/tuition_financial_aid/financial_aid/scholarships).

## Academic Excellence Scholarship

This scholarship is intended to assist undergraduate students complete their bachelor's degree in business and technology. Recognition is given to academic excellence and professional work experience. Other criteria include:

- Minimum of three years work experience
- Must be a first-time admitted GGU undergraduate student in a degree program (international or domestic)
- Must have a minimum of 30 transfer units from any 2- or 4-year US regionally accredited academic institution or qualified international institution.
- Must have a minimum gpa of 2.75 from US institutions or comparable grad level based on evaluation of international academic credentials (graduated award based on academic performance).
- Must be enrolled at least half time (6 units per term) and attend at least two terms per year in order to maintain scholarship.
- Must maintain a minimum institutional gpa of 3.00.

Applications are accepted at the time of admission. For further information, contact Admissions at 415-442-7800.

## Alumni Scholarship

To promote lifelong learning, GGU offers degree holding alumni a one-third-off tuition scholarship on one course per trimester (the course cannot count toward a degree or a certificate). Interested alumni must complete an Alumni Association membership card and an Alumni Tuition Scholarship Authorization form and present the form to the Office of University Advancement. For more information, contact Advancement at 415-442-7824.

## Endowed and Gift Scholarships for Continuing Students

A variety of scholarships are funded through the generosity of GGU alumni, friends, foundations and corporations. These scholarships typically are awarded on the basis of academic merit in addition to other specific criteria established by the donors of the funds. While some individual scholarships may have more restrictive criteria or separate applications, eligible students may apply for these awards with a con-

solidated application, available from the Financial Aid Office or any GGU location two weeks prior to the application deadline. This form may also be downloaded from our website at [www.ggu.edu](http://www.ggu.edu). The scholarships are awarded beginning in the fall trimester. In order to be considered for these awards, you must have been registered for classes

## Graduate Community Leadership Scholarship

This scholarship will be offered to the most qualified graduate students who have, through past and present efforts, demonstrated a substantial and meaningful commitment to community service and social justice. It is intended for tuition costs only and is available for renewal through the completion of the original degree program, based upon satisfactory academic progress. You must have received a bachelor's degree from a regionally accredited US academic institution or qualified international institution, and you must be a newly, fully admitted graduate student in a degree program in the School of Technology, Ageno School of Business or School of Taxation (excluding EMBA and DBA programs).

Other requirements include:

- Submit a completed Graduate Community Leadership Scholarship application to the Admissions Office, along with a two-page essay detailing community service. This must be submitted before or prior to the end of your first term at Golden Gate University.
- Submit a letter of recommendation or endorsement from someone who is directly affiliated with the work outlined above
- Complete a minimum of 6 units per term
- Demonstrate commitment to advocacy, activism, volunteer and/or civic involvement

The deadlines are as follows: fall term: July 1; spring term: November 1; summer term: March 1.

## State Farm Employee Scholarship

This scholarship offers up to \$250 per course in support of State Farm employees enrolled in a financial planning degree or certificate program at Golden Gate University. Applicants must be verified employees of State Farm and attach a pay stub or letter from their supervisor to the application.

and admitted to a bachelor's, master's or doctoral degree in the three previous trimesters preceding the application period, and you must register for classes and be pursuing the same degree in the following trimester. In order to receive any funds awarded, you must be enrolled at least half time (six units for undergraduates, four units for graduates). The deadline is June 15.

# Enrolling at the University

## Academic Calendar

Golden Gate University operates on a trimester schedule, with 15-week courses offered in the spring, summer and fall. We also offer 10-week courses and intensives. Classes are offered on days, evenings and weekends and on the Internet through our CyberCampus. Please contact the university site you are interested in attending or [www.ggu.edu](http://www.ggu.edu) for specific schedules. Registration and advising begin approximately six weeks prior to the start of each term, and students can begin attending at the start of any of our terms. Many students attend year round. Degree or certificate seeking students can take up to two consecutive terms off without having to reapply for admission.

| Status Classifications | Undergraduate (units) | Graduate (units) | Doctoral (units) |
|------------------------|-----------------------|------------------|------------------|
| <u>Per Term</u>        |                       |                  |                  |
| Less than half time    | 5 or less             | 3 or less        | 2 or less        |
| Half time              | 6-8                   | 4-7              | 3-6              |
| Three-quarter time     | 9-11                  | N/A              | N/A              |
| Full time              | 12+                   | 8+               | 7+               |
| Maximum                | 17                    | 14               | 8                |

Federal regulations require that the enrollment statuses reported to the Veterans Administration for students using Veterans Administration Educational Assistance Programs be reported by each specific term, rather than by the reporting term. Please see Veterans' Benefits (below) for further information.

| 15-WEEK TRIMESTER AND TEN-WEEK SESSION DATES:      |             |                     |              |               |                       |                |                       |                     |
|--|-------------|---------------------|--------------|---------------|-----------------------|----------------|-----------------------|---------------------|
|  | Fall I 2004 | Fall Trimester 2004 | Fall II 2004 | Spring I 2005 | Spring Trimester 2005 | Spring II 2005 | Summer Trimester 2005 | Summer 10-week 2005 |
| Start of term                                      | Aug. 2      | Sept. 7             | Oct. 11      | Jan. 10       | Jan. 10               | March 21       | May 9                 | May 31              |
| Last day to register for classes                   | Aug. 8      | Sept. 20            | Oct. 17      | Jan. 16       | Jan. 23               | March 27       | May 22                | June 6              |
| Last day to drop classes or change to audit status | Sept. 19    | Nov. 15             | Nov. 28      | Feb. 27       | March 20              | May 8          | July 17               | July 18             |
| End of term  | Oct. 9      | Dec. 20             | Dec. 18      | March 19      | April 25              | May 28         | Aug. 22               | Aug. 6              |
| Last day to convert a incomplete to a letter grade | 5/28/05     | 5/28/05             | 5/28/05      | 8/22/05       | 8/22/05               | 8/22/05        | 12/22/05              | 12/22/05            |

NOTE: GGU administrative offices are open Monday through Friday. To register or make changes on weekends, please do so through GGU4YOU at [www.ggu.edu](http://www.ggu.edu).

## Enrollment Status Classification and Unit Limitations

The university classifies a student's enrollment status based on his or her academic level and the number of units he or she has registered for within a "reporting term." The reporting terms include the terms listed below and their beginning and ending dates correspond to the start of the first term, and the end of the last.

| Reporting Term | Terms Included                        | Dates*                |
|----------------|---------------------------------------|-----------------------|
| Fall 2005      | Fall Trimester, Fall I, Fall II       | August 2—Dec. 20, '04 |
| Spring 2005    | Spring Trimester, Spring I, Spring II | Jan. 10—May 28, '05   |
| Summer 2005    | Summer Trimester, Summer 10-week      | May 9—Aug. 22, '05    |

\*Should the dates of a class fall outside of a reporting term, the class will be included in the reporting term in which it began.

## Veterans' Benefits

Students who qualify for benefits from Veterans Administration Educational Assistance may use them at the university under the following programs:

- Chapter 30 Montgomery GI Bill: Active Duty
- Chapter 31 Veterans Administration Vocational Rehabilitation
- Chapter 32 Veterans Educational Assistance Program (VEAP)
- Chapter 35 Survivors' and Dependents' Educational Assistance
- Chapter 106 Montgomery GI Bill: Selected Reserve

The Veterans Administration (VA) bases benefit award amounts on the student's enrollment status. Please contact GGU's VA official in the Office of Records & Registration at 415-442-7222 or [ggu4you@ggu.edu](mailto:ggu4you@ggu.edu) to initiate the certification of your GGU enrollment to the VA. Shortly after the beginning of each term, GGU reports to the VA the number of registered units each of the veterans are taking, along with the dates of the term, and updates this information monthly. The VA uses this information to determine status amounts for undergraduate students, and uses the university's status determinations for graduate students. VA regulations require that each term's enrollment be certified separately (e.g., the Fall I Term and the Fall Trimester), as opposed to being combined under a "reporting term." (Refer to "Enrollment

Status Classification and Unit Limitations.”) Below is a breakdown of how enrollment statuses are classified per unit load under our 15-week trimesters and 10-week terms.

| STATUS CLASSIFICATIONS | Less than Half Time |           | Half Time |         | Three-Quarter Time |         | Full Time  |           |
|------------------------|---------------------|-----------|-----------|---------|--------------------|---------|------------|-----------|
|                        | 15 week             | 10 week   | 15 week   | 10 week | 15 week            | 10 week | 15 week    | 10 week   |
| Undergraduate          | 5 or less           | 3 or less | 6 – 8     | 4– 5    | 9 – 11             | 6 – 7   | 12 or more | 8 or more |
| Graduate               | 3 or less           | 2 or less | 4         | 3 – 4   | 5 – 7              | 5       | 8 or more  | 6 or more |
| Doctoral               | 2 or less           | N/A       | 3         | N/A     | 4 – 6              | N/A     | 7 or more  | N/A       |
| Law                    | 3 or less           | N/A       | 4 – 5     | N/A     | 6 – 7              | N/A     | 8 or more  | N/A       |
| Law Summer             | 2 or less           | N/A       | 3         | N/A     | 4 – 5              | N/A     | 6 or more  | N/A       |

Intensive classes (those less than ten weeks long) are certified independently of either the fifteen- or ten-week terms, with the enrollment status depending on the number of units and duration of the class.

GGU’s academic programs of study are approved by the Higher Education Coordinating Board’s State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, US Code.

### Conditionally Admitted Students

Conditionally admitted undergraduate students may register for a maximum of twelve (12) units per term while they remain in this status. Conditionally admitted graduate students may register for a maximum of nine (9) units per term while they remain in this status. It is strongly recommended that conditionally admitted students take only one or two courses per term until their conditional admission requirements are satisfied.

### Student and Scholar Visa International Students

United States Bureau of Immigration and Customs Enforcement regulations require that international students with a student or scholar visa must enroll in a full-time course of study. The degree level of the student and the length of the academic terms in which the student is enrolled determine a full-time course of study.

*International Undergraduate* students enrolled in classes or academic periods with a length of fifteen weeks or greater are required to enroll in a minimum of twelve (12) units for two consecutive academic periods before qualifying to take a term vacation or part-time course load.

*International Undergraduate* students enrolled in classes or academic periods with a length of ten to fourteen weeks are required to enroll in a minimum of eight (8) units for three consecutive academic periods before qualifying to take a term vacation or part-time course load.

*International Graduate* students must enroll in a minimum of nine (9) units for two consecutive academic terms. International Graduate students enrolled in classes or academic periods with a length of ten to fourteen weeks are required to enroll in a minimum of six (6) units for three consecutive academic periods before qualifying to take a term vacation or part-time course load.

*Doctoral* students should contact the Office of International Student Services to determine their enrollment requirements.

Units for grades of W (Withdrawal), AU (Audit), NC (No Credit) and I (Incomplete) are not counted in calculating unit load for immigration purposes.

International students with a student or scholar visa who plan to enroll in a combination of academic terms of varying lengths should contact admissions and advising services in the Office of Admissions

and Student Affairs to determine their enrollment requirements.

Due to the US Bureau of Immigration and Customs Enforcement regulations, students who will be attending with a student or scholar visa may not enroll until fully admitted

and until the appropriate immigration authorization form has been issued.

### Undergraduate Concurrent Enrollment and the Transfer of Credit

Newly admitted students may enter Golden Gate University with up to 70 units from a community college, or a combination of course work from 2- and 4-year institutions of up to 93 units to apply as transfer credit to the undergraduate degree. All transfer units will first be evaluated for articulated course work from approved institutions. In the evaluation process, an emphasis will be placed on evaluating basic proficiencies and electives first, with course work in the liberal studies core to follow. Course work that would have been transferred in at the time of admission, can be taken and transferred in when the student meets the following criteria:

- a) The student has not met the maximum allowable transfer units.
- b) The student is in good academic standing.
- c) The student’s GGU financial account is current.

Golden Gate University will post articulation agreements with other institutions on the web site. Students will not be required to petition for permission to take course work at other institutions provided the course in question is listed on the articulation agreement found on the GGU website. It is strongly recommended that students refer to these articulation agreements before registering for courses at another institution. Every effort will be made to post updated articulation agreements with other institutions on the GGU website as soon as possible. For those students attending institutions where no articulation agreement exists, the student must provide ample documentation (course descriptions, syllabus information, etc.) to support the transfer of credit.

Students who wish to receive financial aid for courses taken elsewhere will still need to submit a petition to the Financial Aid department.

International students should follow the policy for Concurrent Enrollment as described in the next paragraph.

## Concurrent Enrollment Policy for International Students

International students with a student or scholar visa may be permitted to take courses for credit at other institutions while they are pursuing their program at the university. Regulations and policies regarding concurrent enrollment have been developed by the US Bureau of Immigration and Customs Enforcement and by GGU. In order to receive credit for classes taken at another school, students with a student or scholar visa must submit an International Student Concurrent Enrollment Approval Request Form to the Office of Admissions and Student Affairs. Written approval for the concurrent enrollment must be obtained from the Office of Admissions and Student Affairs before students can begin taking classes at another institution. The International Student Concurrent Enrollment Approval Request Form is available in the Office of Admissions and Student Affairs.

## Registration Policies and Processes

Registration and advising begins approximately six weeks prior to the start of each term. Students may register through GGU4YOU at the university website ([www.ggu.edu](http://www.ggu.edu)) by standard mail, by fax or in person. The last day to register is two weeks after the start of the trimester, and one week after the start of a ten-week term. The *Class Schedule*, which lists courses, dates and registration procedures, is issued in print prior to each term, and can also be found at the university's website. Students are not officially registered until they have paid for the classes for which they've registered or made payment arrangements with our Office of Student Financial Services within one business day of registering. Students will be deregistered if these arrangements are not made.

The following are general policies governing the registration process.

### Web Access Required of All Students

Golden Gate University expects all students registering for classes to have access to a computer and the Internet either at work, at home or through one of GGU's computer labs. Most, if not all, classes offered at GGU will have some degree of course work available through the Internet.

### International Students

International students with a student or scholar visa, or who are changing to a student or scholar visa, must be admitted to a degree or certificate program before they may enroll in classes unless they are in valid immigration status at another institution and have written authorization from that institution to enroll in classes at the university. Proof of having fulfilled the English Language Proficiency Admission Requirements is required (see p. 115).

## Open Enrollment Students

The Open Enrollment Program is intended for students enrolling in courses for the purposes of continuing education and personal enrichment or students who have applied for admission to a program of study and, as yet, have not been notified of their admission status. Students in the latter category may register for a maximum of twelve (12) undergraduate units or nine (9) graduate units prior to admission.

New Open Enrollment students must submit a completed Open Enrollment Data form along with the course registration form upon initial registration. Permission to register for individual courses is determined by prior academic performance and preparation in appropriate prerequisites.

- To be eligible to register for graduate courses in Open Enrollment status, students must have earned a bachelor's degree from a regionally accredited college or university. To be eligible to register for undergraduate courses, a student must have earned a high school diploma or GED.
- A course registration form must be completed each term. An academic adviser must approve each registration request. Please note that the student may be required to provide proof of satisfying prerequisite requirements.
- Open Enrollment students may enroll on a credit/no-credit basis or as auditors according to procedures noted in this *Catalog*. Open Enrollment students are subject to the Academic Progress and Grade standards noted in this *Catalog*.
- Courses completed in Open Enrollment status are applicable to degree and certificate programs on a limited basis. A maximum of nine units earned may be used toward meeting the requirements for a graduate degree or certificate program and a maximum of twelve units earned may be used toward meeting the undergraduate degree or certificate requirements.
- Students registered in Open Enrollment status are not eligible for Financial Aid.
- International students with a student or scholar visa who have applied but have not yet been admitted to the university may not enroll as Open Enrollment students. However, students who are in valid immigration status at another institution and have written authorization from that institution may enroll as open enrollment students.

## Academic Advising

Undergraduate and Open Enrollment students are required to have their initial registration and subsequent class changes (add/drop) approved by an academic adviser prior to registration every term. Graduate students who are beginning a new program of study or who are planning to graduate at the end of the term for which they are planning to register are required to have their registration and subsequent drop/adds approved by an academic adviser. The Academic Advising Services section in this *Catalog* (p. 132) specifically lists the statuses of students who must meet with an academic adviser. The *Catalog/Class Schedule* also includes information regarding academic advising. Contact academic advising services at 415-442-7865 for more information.

## Schedule Changes

### Adding

Students can register for a class after it has begun during the Add Period. The Add Period extends through the second week of classes for trimesters, and through the first week of classes for 10-week terms. The specific dates are published in the *Class Schedule* and can be found on GGU4YOU at [www.ggu.edu](http://www.ggu.edu). Students must submit add requests either in writing (either via letter, fax or e-mail) to the Office of Records and Registration, or online through GGU4YOU. Submitting a verbal request or submitting a written request solely to the instructor is insufficient. Students who wish to register for a class after the Add Period must acquire the approval of the instructor and a senior school or regional administrator and pay an \$85 fee. This is usually not permitted for intensive classes (those less than 10-weeks long).

### Dropping or Changing to Audit

Students may drop classes or change to audit status within the Drop Periods, which have the following deadlines:

| <u>Length of Term</u> | <u>Drop Allowed Through</u>     |
|-----------------------|---------------------------------|
| 15 weeks              | 10th week                       |
| 10 weeks              | 7th week                        |
| Intensives            | Prior to the last class meeting |

The specific dates are published in the *Class Schedule* and can be found on GGU4YOU at [www.ggu.edu](http://www.ggu.edu). Please note that these are the deadlines within which a course may be dropped—**tuition refunds are based on a different schedule.** (Refer to “Tuition and Fees.”) Students must submit drop requests or requests to change to audit status either in writing (via letter, fax, or e-mail) to the Office of Records and Registration, or online through GGU4YOU. Submitting a verbal request or submitting a written request solely to the instructor is insufficient. Students admitted conditionally or placed on academic probation must meet with their academic adviser before dropping a course or withdrawing from the university.

Requests for drops or changes to audit status will not be processed after the Drop Period. Students may discuss with their instructor the option of being assigned a “W” (Withdrawal) mark, but this decision is entirely the instructor’s. Students who do not request a “W” are graded as follows:

- Undergraduate students whose cumulative grade-point average is less than 2.00 (“C”) will be assigned an “F” (Failure). Students with grade-point averages more than 2.00 may be assigned a “W”.
- Graduate students whose cumulative grade-point average is less than 3.00 (“B”) will be assigned an “F” (Failure). Students with grade-point averages more than 3.00 may be assigned a “W”.

Units for courses graded as “W” do not count toward calculating full-time unit load for international students with a student or scholar visa. International students who wish to drop courses should first consult with GGU’s Office of International Advising.

## Administrative Withdrawals

Students who do not attend the first class session may be administratively withdrawn. Additionally, an instructor may administratively withdraw students at any time if those students:

- attend class irregularly
- neglect their studies
- haven’t met the course prerequisites

Additionally, the university reserves the right to administratively withdraw students if those students exhibit:

- academic progress difficulties
- academic integrity policy violations
- financial obligation failures

Students who are administratively withdrawn from classes remain responsible for the tuition and fees.

## Directed Study

Students may request to study a topic individually under the guidance of a faculty member. Undergraduates may take only one directed study course (3 units) per term. Graduate students may take only one directed study course (3 units) as part of an entire degree program. To register for a directed study, obtain the signatures of the faculty member and the appropriate academic dean on a Directed Study Approval form, and submit both this form and a registration form to the Registrar’s Office. Directed study classes are subject to the same administrative and academic policies as regular classes.

## Internship Programs

Refer to *Catalog* section “Internships” on p. 134 for detailed information about internship program opportunities.

## Undergraduate Students Taking Graduate Courses

Undergraduate students in their final term may concurrently register for both graduate courses and undergraduate courses provided they are within six (6) units of completing their bachelor’s degree and are in good academic standing. Graduate and undergraduate credit is not granted for the same course. This policy does not apply to graduate “Foundation Program” or “Accounting Foundation” courses.

# Grading Practices and Academic Transcripts

## Grade Point Average

A four-point scale, including plus (+) and minus (-), is used to calculate a grade point average. Grade point values are assigned as follows:

| Grade          | Points Per Unit |
|----------------|-----------------|
| A+ Outstanding | 4.0             |
| A Outstanding  | 4.0             |
| A- Outstanding | 3.7             |
| B+ Good        | 3.3             |
| B Good         | 3.0             |
| B- Good        | 2.7             |
| C+ Fair        | 2.3             |
| C Fair         | 2.0             |
| C- Fair        | 1.7             |
| D+ Poor        | 1.3             |
| D Poor         | 1.0             |
| D- Poor        | 0.7             |
| F Failure      | 0.0             |

The following symbols have no grade point value and are not used in the calculation of the grade point average: “AU” (Audit); “I” (Incomplete); “CR” (Credit); “NC” (No Credit); “W” (Withdrawal).

The grade point average is calculated by dividing the grade points earned by the units completed. The cumulative GGU grade point average is calculated using only courses completed at GGU. A student’s grade point average at the time of completion of a degree program is not included in subsequent academic work.

## Auditing Courses

Students who audit courses are not required to participate in class or to take examinations and do not receive credits or evaluated grades for the courses. An “AU” is recorded on the student’s transcript and has no effect on the grade point average. Students may initially register to audit a course or change their registration to an audit within the first 10 weeks of a 15-week trimester or the first two-thirds of a shorter session. (Refer to “Schedule Changes.”) Requests for changes to audit status should be submitted in writing to the Office of Records and Registration. A verbal request or a written request submitted to the instructor is insufficient. Students who elect to audit courses may not change their registration status later to receive a letter grade or a “CR” (Credit) mark.

The tuition for audited courses is two-thirds of normal courses. (Refer to “Tuition and Fees.”) This deduction is only applicable at the time of initial registration, and students who change their status to audit after initial registration are not eligible for this discount. Specifically, a change to audit status after initial registration will not result in a tuition adjustment.

International Students with a student or scholar visa may audit courses; however, these units are not included in their full-time unit load calculation.

## Credit/No Credit Grade Option

A “CR” (credit) or “NC” (no credit) grade is not used in the grade point average calculation.

In order to receive a “CR” or “NC” grade, students must obtain the permission of an academic adviser and register in CR/NC status. Students may not change to or from CR/NC status after the course has started.

The CR/NC option is only available under the following conditions:

### Undergraduate students

- For general elective courses only; a C- must be achieved in the class for it to count for credit.

### Graduate students

- For 200-level foundation courses or courses used to fulfill a proficiency; a B- must be achieved in the class for it to count for credit.

### Doctoral students

- For dissertation course only.

### Exceptions:

- If you are admitted with an academic conditional admission or are on probation, you may not register to take a course for CR/NC.

International students with a student or scholar visa may elect the credit/no credit option according to the policy notes above; however, these units are not calculated in their full-time unit load.

## Incomplete Grades

A student may request an instructor assign an “I” (Incomplete) grade for the course provided the student meets the following criteria:

- The student is making satisfactory course progress as evidenced by a passing grade.
- The student is unable to complete the remaining course material because of unforeseen — but fully justifiable — circumstances.
- The student has completed the majority of the academic course work.

Course work must be completed and the grade received in the Records Office by the deadline date established by the instructor but not later than the following:

- Incomplete grades assigned in the fall term must be completed and grades submitted by May 28.
- Incomplete grades assigned in the spring term must be completed and grades submitted by August 22.
- Incomplete grades assigned in the summer term must be completed and grades submitted by December 22.

If the course work is not completed by the designated deadline, the “I” grade will be changed automatically to “W” (Withdrawal). The student who repeats the same course in a subsequent term will be required to pay all applicable tuition and fees. Units for courses graded as “I” do not count toward calculating full-time unit load for international students with a student or scholar visa.

## Repeated Courses

Students may retake courses, and the original and subsequent grade(s) will appear on the academic record. Only the most recent class will be counted towards fulfilling graduation requirements, and only its grade will be calculated into the grade point average. This option is not available to students in the process of satisfying the terms of conditional admission; for them, the first grade earned will be used in determining admission criteria. There is no discount in tuition or fees for repeated courses. Repeated courses cannot be used in determining enrollment status for financial aid eligibility.

## Dean's List for Undergraduate Students

Undergraduate students who demonstrate academic excellence are included on the Dean's List. Dean's List is noted on students' academic records when students meet the following criteria:

- The student achieves at least a 3.50 grade point average in one term as a full-time student (12 units or more); or
- The student achieves a 3.50 cumulative grade point average as a part-time student (12 units or more in two consecutive terms).

For full-time students, the Dean's List notation appears on the academic transcript record for the term(s) of inclusion. For part-time students, the notation appears on the academic transcript record at the conclusion of the second term. Only courses completed at Golden Gate University are considered for the Dean's List. Students eligible for the Dean's List receive a Certificate of Accomplishment, which is distributed by the Student Affairs Office.

## Grade Reports

Grades can be viewed online through GGU4YOU within one business day after the instructor submits them. The Records Office will only mail out grade reports upon individual request from the student, and will only mail them to the address on record as the student's preferred one. They will not fax grade reports, nor give out grades or grade-point averages over the telephone.

Neither online access to grades nor hard copy grade reports will be given to students with any unresolved obligations with the Office of Student Financial Services or the University Bookstore.

## Grade Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions.

Students are encouraged to contact faculty members when there are questions concerning their final course grades. It is desirable that grade disputes be resolved by the student and the instructor who gave the final course grade, and that a satisfactory resolution can be reached through meaningful and respectful dialogue. However, in cases where a satisfactory resolution cannot be achieved, a formal appeal can be filed through the Office of Admissions and Student Affairs.

Students must initiate an *informal* grade review regarding their final course grade directly with the faculty member within 30 days of the beginning of the term following the term in which the grade in question was received. In the event that a satisfactory resolution is not achieved, students must file a *formal* appeal regarding their final course grade through the Office of Admissions and Student Affairs within 60 days of the beginning of the term following the term in which the grade in question was received.

## Official Transcripts

The official transcript is a complete cumulative record of academic work completed in residence at GGU, accepted in transfer from other post-secondary institutions, and credit awarded for tests such as CLEP. Only those courses completed in residence at GGU are calculated in the grade point average. Transcripts are issued only in their entirety. GGU does not issue unofficial transcripts.

Transcript requests should be made online at through GGU4YOU. Students unable to make an online request should either mail or fax a request to the Office of Records & Registration, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968; telephone 415/442-7200; fax 415/442-7223. E-mailed requests will not be accepted. The student must sign and date the request and provide payment in the form of cash, check or money order (made out to "Golden Gate University"), or a credit card number with expiration date and billing address. The university offers two processing services:

- Regular Service—Mailed out within ten business days
- Express Service—Mailed out by the next business day via overnight delivery

Each transcript is \$5. Express Service requests will be charged an additional \$15.00 (\$30 if transcripts are being mailed to an international address), and must be submitted by 4:00 pm.

The Office of Records & Registration will mail out, free-of-charge, one transcript each to all degree recipients subsequent to graduation. This copy cannot be requested or individually expedited. Students wanting a copy of their transcript before receiving their free one must submit a request and pay the requisite fee.

Transcripts are not released for students with any unresolved obligations with the Office of Student Financial Services or the University Bookstore.

# Student Services and Support Programs

Golden Gate University provides programs and services for the benefit of the university's students and faculty at all locations through the Office of Admissions and Student Affairs (ASA). Programs and services complement the academic programs, promote student learning and personal development, and help students address special needs or difficulties. They also help to motivate and inspire students to devote time and energy to educationally purposeful activities, both inside and outside the classroom. Programs and services are also designed to promote student satisfaction and student perseverance.

Golden Gate believes student life, academic work and professional studies are interrelated parts of the university experience. We encourage students to develop their professional and personal skills through the academic and student life programs.

## Office of Admissions and Student Affairs

The Office of Admissions and Student Affairs oversees the admissions process, evaluation of transfer credit, academic advising, career services, orientation for new students, tracking and retention plans for students on academic probation, Dean's List, housing information, disability services, commencement, advocacy services, services for international students, personal counseling, mediation, judicial and conflict resolution, testing services and special events. It also oversees the Student Government Association (SGA), student newspaper (*Campus Currents*), clubs and activities. It provides several specific programs and services such as leadership development, career testing, career seminars and fairs, alcohol awareness workshops and CLEP testing.

Information regarding student affairs, including *The Griffin* (student policy handbook), can be obtained on our website at [www.ggu.edu](http://www.ggu.edu).

---

### Office of Admissions and Student Affairs Locations

---

|   |   |   |
|---|---|---|
| Admissions and Advising<br>536 Missions St<br>Suite 100<br>415-442-7800(Admissions)<br>415-442-7865(Advising)<br>Fax 415-442-7807 | Campus Currents<br>536 Mission St.<br>Room P-9<br>415- 442-7878<br>Fax 415-495-2671                 | Career &<br>Internship Services<br>536 Mission St.<br>Room 417C<br>415-442-7299<br>Fax 415-442-7284 |
| Counseling &<br>Psychological Services<br>536 Mission St.<br>Room 417C<br>415-442-6578<br>Fax 415-442-7284                        | Math and<br>Writing Centers<br>536 Mission St.<br>Room P-25<br>415-442-3876 (M)<br>415-442-3875 (W) | Disability Services<br>536 Mission St.<br>Room 417C<br>415-442-7288<br>Fax 415-442-7284             |
| International Admissions<br>and Advising<br>Room 501<br>415-442-7290<br>Fax 415-896-6485  | Student Government<br>536 Mission St.<br>Room P-9<br>415- 442-7879<br>Fax 415-495-2671              | Student Life<br>536 Mission St.<br>Room 417C<br>415-442-7288<br>Fax 415-442-7284                    |

## Academic Advising Services

Academic advising and academic services are available to help you plan your course of study and to support you along the way. All students are required to receive approval from an academic adviser prior to registration with the exception of continuing graduate students who are pursuing a degree or certificate. All undergraduate and first-time GGU graduate students are required to have their registration approved in advance, and all students are encouraged to see an academic adviser. Advisers can explain the sequence and strategies of an academic program. They can help you select classes in a logical and appropriate order, and help you satisfy requirements without delay or conflict. Students attending regional locations should contact their site's administrators for advising appointments. Additional information regarding academic advising can be found on the website at [www.ggu.edu](http://www.ggu.edu) or by calling 415-442-7865.

## Alumni Services

Alumni may avail themselves of the services provided by Career and Internship Services, and Counseling and Psychological Services.

## Career Assessment Testing

Career Counselors can assist you with identifying your career interests, skills, values and personality characteristics through various self-assessment instruments, including the Strong Interest Inventory, Myers Briggs Type Indicator, Campbell Interest and Skills Survey, SkillScan Card Sort and the Values Inventory.

## Career Contact and Alumni Network

Students can contact alumni and others to conduct informational interviews through the Career Contact and Alumni Network at [www.monstertrak.com](http://www.monstertrak.com). Also, alumni can register to provide career, employer and industry information to students. Call 415-442-7299 for password.

## Career Counseling

Counselors are available to meet with students and alumni to discuss career issues, help design resumes, and assist with career development concerns. Individual counseling is available on a drop-in and appointment basis. Counseling by telephone is available for students and alumni at regional sites by appointment.

## Career/Recruiting Events

Career and Internship Services sponsor a variety of career events, including an accounting recruiting event in the fall and periodic industry forums to acquaint students with career options in their fields. Students can register online with Career and Internship Services and receive email notification of career events and can access online job listings by local employers.

## Clubs & Organizations

Student clubs and organizations offer many opportunities to Golden Gate students. At the current time, there are 10-15 clubs and organizations at the university. To form a new club or organization, or to renew an old charter, the group must register with the Student Government Association (SGA). SGA can provide a list of clubs and organizations currently active.

## Commencement

The university provides annual commencement exercises for graduating students. Speakers of national and local merit are frequent guests. Commencement exercises are held in San Francisco and at several regional locations after the spring trimester. For questions regarding the commencement ceremony call 415-442-7288. For questions regarding graduation requirements and/or diploma and degree status, call 415-442-7800.

## Counseling Services

Short term counseling for personal growth, problem solving, career concerns or blocks to academic success is available from professionally supervised psychology interns. These counselors are available to assist students in resolving any difficulties or roadblocks which hinder progress toward life satisfaction. Appointments can be made by leaving a message at 415-442-6578.

Students are encouraged to confer with a counselor regarding any matter, including family problems, relationships, time management, anxiety, depression, crisis situations, financial difficulties, adjustments to the transitions of university life, and alcohol and substance abuse.

Confidential referrals to outside agencies and to medical resources are made by staff members, as appropriate or as requested. Confidentiality is always respected and counseling records are maintained separately from academic records.

## Dean's List for Undergraduate Students

Undergraduate students who demonstrate academic excellence are included on the Dean's List. The Dean's List notation appears on your academic record when you have met the following criteria:

- Achieved at least a 3.50 grade point average in one term as a full-time student (12 units or more); or
- Achieved a 3.50 cumulative grade point average as a part-time student (12 units or more in two consecutive trimesters).

For full-time students, the Dean's List notation appears on the official academic transcript for the term(s) of inclusion. For part-time students, the notation appears on the transcript at the conclusion of the second term. Only courses completed at Golden Gate University are considered for the Dean's List. Students eligible for the Dean's List receive a Certificate of Achievement, which is distributed by the Office of Admissions and Student Affairs.

## Disability Services

Golden Gate University continuously seeks to ensure that its programs and services are fully accessible to students who have special needs through the ASA Career, Internship and Counseling Office. Staff will work with students to help them clarify their needs, and to help them identify and utilize appropriate accommodations. Students are also provided university guidelines for the documentation of a disability that requires academic accommodation.

Students may meet with the staff to most effectively use the following services:

- testing accommodations and other services;
- priority registration;
- introduction to faculty regarding classroom and academic accommodations including testing alternatives and taping lectures;
- tape-recorded textbooks through Recordings for the Blind, Inc., and other agencies;
- tutoring and study skills;
- individual and group counseling and support;
- career counseling and job-search assistance;
- assistance with Financial Aid petitioning, when necessary;
- other services and advocacy, as needs are identified.

## Grade Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions.

Students are encouraged to contact faculty members when there are questions concerning their *final* course grades. It is desirable that grade disputes be resolved by the student and the instructor who gave the final course grade, and that a satisfactory resolution can be reached through meaningful and respectful dialogue. However, in cases where a satisfactory resolution cannot be achieved, a formal appeal can be filed through the Office of Admissions and Student Affairs.

Students must initiate an *informal* grade review regarding their final course grade directly with the faculty member within 30 days of the beginning of the term following the term in which the grade in question was received. In the event that a satisfactory resolution is not achieved, students must file a *formal* appeal regarding their final course grade through the Office of Admissions and Student Affairs within 60 days of the beginning of the term following the term in which the grade in question was received.

## Health Insurance for Domestic Students

GGU encourages all students to maintain health insurance. Student insurance is available for all students attending the university. Brochures describing the student health insurance plan students may purchase are available from the Office of Admissions and Student Affairs and at regional locations.

## Health Insurance for International Students

Golden Gate University requires all students with a student or scholar visa to maintain health insurance from the first day that they enroll at the university through the last day of enrollment. Students must either enroll in the health insurance plan available to them at GGU when they register for classes each academic term, or must submit evidence of health insurance coverage that is equivalent to the health insurance coverage that is available through the university. Details about insurance for international students are provided by mail and are distributed during the New International Student Orientation Week.

## Housing Information

For students who want to live in San Francisco, we provide housing information and referrals to residence hotels. Students may also meet with professional staff members for guidance in obtaining housing in the San Francisco Bay area.

## International Admissions and Advising Services

International admissions and advising services provides services and programs to students from countries throughout the world. Currently, more than 800 international students attend Golden Gate University during an academic year. A variety of social and cultural activities are provided through this office. This office interprets and helps international students meet US immigration regulations governing their status, designs and implements programs and services to enhance international students' educational, personal and professional experience, and promotes and facilitates intercultural exchanges and understanding among all Golden Gate students.

International student services counsels and advises students and scholars regarding employment regulations, immigration matters, travel, medical care and health insurance; and it provides information on cultural and community services. There are many rules, regulations and policies that apply to international students studying in the United States under non-immigrant visas. All international students enrolling at GGU are encouraged to contact International Admissions and Advising Services to obtain information regarding their rights and responsibilities.

All international students enrolled at GGU, regardless of location, should seek immigration information and counseling through the San Francisco office.

## Internships

The Internship Program at Golden Gate University integrates your academic and career interests with work experience. The objectives of the program are to: provide you with opportunities to apply academic theory in your major to the work world by gaining relevant field experience, earn academic credit toward degree requirements, and further your career and professional growth. Internships may be either paid or unpaid.

Internships are structured learning experiences which allow you to work while attending the university. Units earned may be applied to fulfill degree requirements. Refer to the appropriate *Catalog* sections for further detail. University Career and Internship Services' staff members, deans, department chairs and faculty are available to help you locate internship opportunities that provide a match between the employer and your academic major. *Students seeking internships will be required to attend an Internship Orientation*, and, if deemed applicable, a series of job search workshops. All internship course registrations must be approved by the department chair or the designated faculty internship supervisor, and, for students with a student or scholar visa, an international student adviser.

### Conversion Criteria

Students identifying an internship through a source other than GGU will have the work position evaluated for suitability by the department chair in the student's major.

- The internship must enhance your understanding of your academic major.
- You must meet internship eligibility requirements and adhere to the academic credit and grading criteria.

### Academic Credit

- 3 units = 12 hours (minimum) a week for 15 weeks (180 minimum total hours; weekly hours are flexible).
- 2 units = 8-11 hours per week for 15 weeks (120 minimum total hours; weekly hours are flexible).
- 1 unit = 4-7 hours per week for 15 weeks (60 minimum total hours; weekly hours are flexible).\*

\*Departments will determine the maximum number of internship units applicable toward degree and certificate programs. The appropriate sections of the Catalog should be consulted.

### Internship Grading Criteria

The schools and departments will determine the criteria used for grading. The department chairs or the designated faculty internship supervisor will provide you with the grading criteria when you receive approval for the internship.

### Internship Eligibility Requirements for Undergraduate Degree Students

- Must have accumulated at least sixty (60) units.
- Must have successfully completed at least (12) units at Golden Gate with a 2.50 GGU GPA or higher.
- Must have completed major subject area requirements.
- Must be fully — not provisionally or conditionally — admitted.
- Undergraduate students must receive a letter grade (A-F) for internship units taken to satisfy “Required for the Major” courses or “Business Core” courses.
- Must meet departmental guidelines for qualifications for the internship; see “Course Descriptions” for details.

## Internship Eligibility Requirements for Graduate Degree Students

- Must have successfully completed at least nine (9) graduate units at Golden Gate.
- Must be in good standing.
- Must have completed degree graduate proficiency and foundation program requirements. Since individual degree programs have exceptions, the appropriate *Catalog* sections should be consulted.
- Must be fully — not provisionally or conditionally — admitted.
- Must meet departmental guidelines for qualifications for the internship; see “Course Descriptions” for details.

## Internship Eligibility Requirements for Certificate Students

Fully admitted certificate-seeking students should consult with their department for specific eligibility requirements and application of Internship units to their certificate programs.

## Internship Eligibility Requirements for International Students

Laws and regulations of the United States and the Bureau of Citizenship and Immigration Services (BCIS) control the right of international students and other international visitors to be employed in the United States. Internships, training and education programs that enable international visitors to provide services are generally considered as employment. Students in these programs are required to comply with the immigration laws and regulations pertaining to employment. Any activity performed by an international student or visitor for which the student or visitor receives any type of pay, remuneration, compensation, bonus or gift may be considered as employment under the regulations. Examples of compensation include, but are not limited to, the receipt of any type of benefit to the student such as money, meals, lodging and gifts of any type.

Students residing in the United States under any type of non-immigrant visa status who intend to participate in the Internship Program at Golden Gate University shall not be eligible to participate unless they are in-status under their visa and have permission in writing from an international student adviser in ASA International Student Services. Specific information regarding all of the eligibility requirements is available from the International Student Services Office.

Immigration rules and regulations generally control the following:

- The length of time you must be present in the US before being eligible for an internship.
- The relationship between your degree level, major, concentration or field of study and the internship field.
- The number of hours you may be employed each week.
- The number of credit hours you must be enrolled — in addition to the internship credit hours.
- The length of time permissible for each period of internship.
- The number of internships or internship units that are permissible during your entire program are stricter than they are for permanent residents or citizens of the United States.

International students must consult the resources provided by International Student Services to determine their eligibility and detailed information concerning immigration regulations for the internship program.

## Job Listing Services

Students can access up-to-date listings for full-time and part-time career positions in a variety of industries by consulting job binders which are updated daily or referring to the Career Services website ([www.ggu.edu/career\\_services](http://www.ggu.edu/career_services)) for online listings, including listings exclusively for GGU students and alumni through [www.monstertrak.com](http://www.monstertrak.com) (call 415-442-7299 for password).

## Job Search Workshops

Each trimester, the following job-search workshops are offered: Resume Writing in the Electronic Age, Interviewing with Confidence, Role-play/Video Interview Practice, and Job Search in Today’s Changing Workplace. In addition, Internship Orientations are offered biweekly throughout the year.

## Leadership Programs

The Student Government Association and the student newspaper, *Campus Currents*, both provide scholarships for student leaders. Contact the director of student life in the Office of Admissions and Student Affairs for more information.

## Orientation Programs

Prior to each trimester, newly admitted students are invited to an open house where they receive information about university services, academic advising and success strategies. All new students are encouraged to attend. An online orientation can be found on the website at [www.ggu.edu/orientation](http://www.ggu.edu/orientation).

International students must attend either the Pre-Orientation Early Advising and Registration Workshop or the International Student Academic Advising Session during the New International Student Orientation Week in order to register for classes.

## Probation and Disqualification Policies and Procedures

Required academic progress for students placed on academic probation includes the achievement of a minimally acceptable grade point average as well as satisfactory class attendance and completion of attempted units. Students on academic probation who fail to meet these requirements by the end of the probationary period are subject to disqualification. Students will be officially notified of the date that the faculty-based Committee on Admissions and Academic Probation (CAAP) will review their records. In such cases, students will be given an opportunity to submit a petition and make a presentation to the committee explaining the circumstances surrounding their academic performance. CAAP will decide whether an exception to university policy should be made. Students disqualified for unsatisfactory academic standing may not enroll in classes. To be considered for readmission, disqualified students must submit another application for admission after a period of time in which significant achievement and/or resolution of difficulties indicate a change in the conditions leading to initial disqualification. One year is the minimum time usually required for such a change before the student will be readmitted. Information regarding academic probation is available from the Office of Admissions and Student Affairs by calling 415-442-7865.

Students who are on academic probation may apply for a change of program. If the dean of the school in which the new program is housed determines that the student's qualifications meet the requirements of the new program, the application will be forwarded to the Committee for Admissions and Academic Probation.

## Student Activities, Programs and Events

Golden Gate seeks to develop student activities and events that promote student learning and personal development while being purposeful and reflective of the demographic and developmental nature of the student body. Student activities include social, cultural, intellectual, recreational, governance, leadership and community service opportunities. Activities are planned and coordinated by student groups; some are planned by faculty and staff and coordinated with student groups.

## Student Government

All students are invited to participate in the Student Government Association. The SGA represents students on a variety of university decision-making committees such as the Board of Trustees and the Faculty Senate.

## Student Information and Regulations

A university requires an environment conducive to the intellectual and personal growth of its students. Golden Gate University seeks to cultivate a sense of personal integrity in each of its students. Students are expected to strive toward this objective and to develop as individuals in a manner consistent with the educational purposes of the university. Information about student policies and regulations is contained in *The Griffin* (student handbook) which is available at [www.ggu.edu](http://www.ggu.edu). Questions about university policies pertaining to students should be directed to the director of admissions and student affairs at 415-442-7800.

## Student Newspaper

*Campus Currents* is the official newspaper for the student community. *Campus Currents* informs students of events and activities, provides a venue for the responsible exchange of student opinions and contains informative articles on various topics of interest to the university community.

## Student Resource Library

Includes: employer directories, career information, job search books, career-related magazines and articles, company literature, information for international students, career options in specific industries, current employment trends, industry periodicals, videotapes and current salary surveys of GGU graduates. Computers containing resume software and Internet access are also available for student use.

## Testing Services

The university administers exams that help you achieve your educational and career goals. Testing Services offers you the opportunity to earn college credit or meet university entrance requirements. Testing

The university administers the following tests for the benefit of students:

- College Level Examination Program (CLEP)
- Institutional Test of English as a Foreign Language (TOEFL)

Additional information regarding these tests, as well as other tests administered, is available from the Office of Admissions and Student Affairs. For a list of these exams, call 415-442-7865.

## Tutoring and Academic Review Workshops

Tutoring services are available throughout the academic year from the Math Center and the Writing Center, under the direction of the Division of General Education, and online through the Online Writing Lab. These services are free to all Golden Gate students.

Academic review workshops are generally offered by the Ageno School of Business and the Division of General Education during the first three weeks of every trimester and are free to all students.

## Other Services

### The Alumni Association

The Alumni Association of Golden Gate University fosters mutually beneficial connections among alumni, students, faculty, administration and staff. The Alumni Association works with alumni relations and other university offices to develop programs and activities that support the GGU mission and serve the needs of Golden Gate alumni.

Association membership is free to any person who holds a degree, diploma, or certificate from the university, or who has completed twelve or more units and is not currently enrolled. Alumni are encouraged to confirm or update their current address in the private online alumni directory, so that they may receive the alumni magazine and event announcements.

The Alumni Association offers members benefits such as networking opportunities, free use of the Career Services Center, an alumni directory, discount programs, short-term medical insurance, a special GGU alumni Visa card embossed with the university logo and eligibility for membership in Patelco Credit Union. Members may also use university libraries for a low annual fee, which is waived for new graduates for two years.

For more information, visit the alumni relations website at [www.ggu.edu/alumni](http://www.ggu.edu/alumni) or contact alumni relations at 415-442-7824 or email: [alumni@ggu.edu](mailto:alumni@ggu.edu).

## The Golden Gate University Bookstore

Working in partnership with the Follett Higher Education Group (FHEG), the GGU Bookstore is the university's main source for textbooks, reference materials, the latest best-sellers, as well as university logo clothing and gift items, school supplies and computer software.

The bookstore carries all of the required course materials (new and used texts, readers, study guides) as well as the faculty's recommended selections. In addition, a variety of study-aids, reference books, Federal and State Codes, and other specialized and professional titles are offered. We also carry a selection of law books, including the Rutter Group and Continuing Education of the Bar (CEB) materials.

Aside from course materials, the bookstore offers an extensive array of sport clothing and gym wear, casual shirts and ball caps, along with backpacks, diploma frames, class rings and jewelry items, and other exclusive GGU gifts.

To make life easier for everyone at all locations, you can order the books and other required materials for all of your classes via the bookstore website. Simply go to [www.eFollett.com](http://www.eFollett.com) and follow the instructions for placing your order. The university website [www.ggu.edu](http://www.ggu.edu) also has direct links to the bookstore. When placing your order online you can select new or used textbooks, and you can also opt to have the materials shipped directly to you, or reserved and held in the store for future pick-up; and, you can track the status of your order online as well.

For your convenience, the bookstore accepts most major credit cards (VISA, MasterCard, Discover and American Express). Arrangements can be made to use your Financial Aid Book Voucher, and/or company special billing voucher. Personal checks are accepted with proper student/employee identification.

The GGU Bookstore is located at the San Francisco campus in the Administrative Building, at 62 1st Street (ground floor). They can be contacted directly for hours of operation at 415-442-7277;

## The Plaza Café

The Plaza Café is located on the Plaza level of the Academic Building at 536 Mission Street on the San Francisco campus. Operated by the ARAMARK Corporation, it offers a wide variety of made-to-order coffee drinks, as well as other hot and cold non-alcoholic beverages, plus pastries and other light snacks. This outdoor café is the daily meeting place for students to socialize, study or just relax before and after classes. The hours vary throughout the trimester, but typically the Plaza Café is open Monday through Friday from early morning until late afternoon, and for limited periods on Saturday.

## The William Randolph Hearst Student Center

The student center, funded by a grant from the William Randolph Hearst Foundation, provides a comfortable indoor setting for socializing, studying and relaxing. Open continuously throughout the day, the center is located on the 6th floor of the academic building on the San Francisco campus.

Operated by the ARAMARK Corporation, the center offers a wide variety of hot and cold food items, beverages and snacks. Microwave ovens are also available.

## Other Services

Throughout the academic building on the San Francisco campus you can find an assortment of vending machines, as well as change and ATM machines. Convenience copiers are located in both the university and law libraries. Many of these same services are available at most regional locations.



# Graduation and Commencement

## Applying for Graduation

A degree will be granted once you have:

- satisfied all degree requirements; and
- fulfilled all financial obligations; and
- submitted an application for graduation; and
- paid the application fee.\*

The degree date will be the last day of the term in which all of the above criteria have been met.

You can apply for graduation online through GGU4YOU or obtain an application from the Office of Admissions and Student Affairs or from a regional site administrator. Students whose final term is in the fall should apply by October 1; in the spring, by February 1; and in the summer, by June 1.\*\* The application is valid for three consecutive trimesters, beginning with the one listed on the application. After this period the application expires and you are required to submit a new one and repay the application fee.

Students who have applied for graduation and are subsequently academically disqualified will be refunded the application fee provided they submit a written request to the Office of Student Accounting Services.

*\*EMBA students are not required to pay this fee, as it is included in their tuition.*

*\*\*Summer 2005 candidates who plan to participate in the 2005 commencement must apply for graduation by the February 1 deadline.*

## Commencement and Commencement Eligibility

Commencement exercises are conducted annually after the close of the spring trimester. To be eligible to participate in commencement and to be listed in the 2005 commencement program, applicants must apply by the February 1 deadline and meet one of the following criteria:

- 1) Must be a fall 2004 or prior graduate;
- 2) Must be a spring 2005 candidate for graduation; or
- 3) Must be a summer 2005 candidate who has no more than fifteen (15) undergraduate units or twelve (12) graduate units remaining during the summer 2005 term.

Fall 2005 graduation applications are due and will be processed only after October 1, 2005. Fall 2005 candidates will be eligible to participate in the spring 2006 commencement.

Doctoral degree candidates also must file the application for graduation and pay the appropriate fees. They should consult further with the director of the doctoral program for other commencement eligibility requirements.

## Financial Clearance

All tuition and fees must be paid prior to commencement unless other arrangements have been made. All candidates with an outstanding balance who expect to participate in commencement must be cleared by Student Financial Services two weeks prior to commencement.

## Honors at Graduation

Honors are awarded to bachelor's degree graduates who maintained cumulative grade point averages in their Golden Gate University courses as follows:

|                 |             |
|-----------------|-------------|
| cum laude       | 3.50-3.749  |
| magna cum laude | 3.750-3.899 |
| summa cum laude | 3.900-4.000 |

These honors appear on both the diploma and official university transcript.

Honors are awarded to master's degree graduates who maintained cumulative grade point averages in their Golden Gate University courses as follows:

|                     |             |
|---------------------|-------------|
| with honors         | 3.800-3.899 |
| with high honors    | 3.900-3.999 |
| with highest honors | 4.000       |

These honors appear on both the diploma and official university transcript.

Honors designations do not apply to certificate programs and doctoral degrees.

## Awards and Award Ceremony

Each year, following the spring trimester and prior to commencement, an award ceremony is hosted by the Edward S. Ageno School of Business, the School of Taxation and the School of Technology. Outstanding students are chosen based on specific award criteria and are honored by the schools during the award ceremony. The award criteria will vary and are available from the appropriate dean's office. Outstanding Students Awards are not shown on the diploma, nor on the official university transcript.

Please note: awardees are chosen based on students who applied for graduation by the spring 2005 deadline (February 1, 2005) and who will complete all degree requirements by the completion of the spring 2005 trimester. Summer 2005 graduates are eligible for the spring 2005 Outstanding Student Award selection process. All students, regardless of primary regional location (including CyberCampus students) are eligible for Outstanding Student Awards and will be notified if chosen for an award.

---

## Diploma Distribution and Degree Verification

Graduates whose graduation applications are received by the deadline, whose student accounts are clear, and who have no Financial Aid Office encumbrances can expect to receive their diplomas by first class mail approximately six weeks after the end of the term in which they successfully completed their degree requirements. Graduates whose applications arrived after the deadline, or who have unresolved financial obligations with the Student Financial Services Office, should anticipate a delay in receiving their diplomas. Diplomas are mailed to the last address available in the Records Office. Candidates who plan to change their address, or who wish to have their diplomas mailed to an alternate address, must notify the Records Office in writing before the end of the term in which they graduate. Graduates can obtain degree verification by submitting a written transcript request and appropriate fee to the Records Office.

## Graduation Inquiries

Inquiries about graduation application status, degree awards and diplomas should be directed to the Office of Admissions and Student Affairs, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968; phone: 415-442-7800; fax: 415-442-7807.

## Commencement Inquiries

Inquiries about commencement ceremonies, commencement regalia and commencement rehearsals should be directed to the Office of Admissions and Student Affairs, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968; phone: 415-442-7288; fax: 415-442-7284.



# University Standards and Policies

## Attendance Requirements and Examinations

### Attendance

Each instructor determines the percentage of class sessions students must attend to earn a passing grade. Most instructors require seventy-five (75) percent attendance. It is mandatory that attendance be reported for students receiving Veterans Benefits and for some students taking continuing education credit.

### Examinations

Midterm and final examinations are given in most courses. All final examinations must be taken on the dates scheduled unless permission is granted by the instructor and the school dean to take an examination at some other time. Permission is granted on an individual basis and because examinations must be proctored, a special fee is charged.

## Required Academic Progress and Grade Requirements

All Golden Gate University students are required to make satisfactory academic progress toward completion of their degrees or studies. Students who are not making satisfactory academic progress are subject to further review and possible disqualification from the university. The student will be officially notified of the date that his or her record will be reviewed by the faculty-based Committee on Admission and Academic Probation (CAAP). In such cases, the student will be given the opportunity to submit a petition to the committee explaining the circumstances surrounding his or her academic performance. The Committee on Admission and Academic Probation will decide whether an exception to university policy should be made.

### Undergraduate Students

All undergraduate students are required to maintain at least a 2.00 (C) grade point average. This requirement applies to all university courses taken and to those courses designated “Required for the Major” or, in the case of the BBA, “Business Core.”

Students whose grade point average at Golden Gate University falls below the required 2.00 (C) will be placed on academic probation. The probationary period will be the lesser of twelve (12) units or the units remaining for degree completion. At the end of the probationary period, the student must achieve the required 2.00 (C) grade point average. Under no circumstances may the student continue taking classes during the probationary period once it becomes mathematically impossible for the student to achieve the 2.00 (C) grade point average in the time remaining in the probationary period. All undergraduate students on academic probation must see the designated academic adviser for approval to register for classes each term. Once the required grade point average is achieved, the student will be officially removed from probationary status.

### Graduate Students

All graduate students are required to maintain at least a 3.00 (B) grade point average. This requirement applies to all university courses taken, including graduate foundation program courses completed and undergraduate courses taken to satisfy graduate foundation program requirements. Additionally, the Department of Accounting requires a 3.00 (B) grade point average in all 300-level courses taken, including those in the areas of emphasis and concentration. The School of Taxation requires a 3.00 (B) grade point average in 300-level Taxation courses (excluding grades earned in non-Tax courses).

Students whose grade point average at GGU falls below the required 3.00 (B) will be placed on academic probation. The probationary period will be the lesser of nine (9) units, or the units remaining for degree completion. At the end of the probationary period, the student must achieve the required 3.00 (B) grade point average. Under no circumstances may the student continue taking classes during the probationary period once it becomes mathematically impossible for the student to achieve the 3.00 (B) grade point average in the time remaining in the probationary period. All graduate students on academic probation must see the designated academic adviser for approval to register for classes each term. Once the required grade point average is achieved, the student will be officially removed from probationary status.

## Academic Progress for Students on Probation

Required academic progress for students placed on academic probation includes the achievement of a minimally acceptable grade point average as well as satisfactory class attendance and completion of units attempted. Students on academic probation who fail to meet these requirements by the end of the probationary period are subject to disqualification. Students who are not making satisfactory academic progress are subject to further review and possible disqualification from the university. The student will be officially notified of the date that his or her record will be reviewed by the faculty-based Committee on Admission and Academic Probation (CAAP). In such cases, the student will be given the opportunity to submit a petition to the committee explaining the circumstances surrounding his or her academic performance. The Committee on Admission and Academic Probation will decide whether an exception to university policy should be made.

Undergraduate students disqualified for unsatisfactory academic progress may not enroll in classes. Graduate students disqualified for unsatisfactory academic progress are also disqualified from any further study at the graduate level. Disqualified graduate students may not enroll as auditors, certificate or open enrollment students. However, disqualified graduate students may apply for admission to undergraduate status and, if admitted, register for undergraduate level courses; or, they may enroll for non-credit workshops. To be considered for readmission, a disqualified student must submit another Application for Admission after a period of time in which significant achievement and/or resolution of difficulties indicate a change in the conditions

leading to initial disqualification. One year is the minimum time usually required for such a change. Applicants for readmission must meet the admission and degree requirements in effect at the time of readmission. For further information refer to the *Catalog* section “Readmission of Former Students.”

## Academic Standing Inquiries

Academic standing inquiries should be directed to: Office of Admissions and Student Affairs, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968; telephone 415-442-7800.

## Standards of Academic Integrity

Golden Gate University requires students be honest in their academic work. Academic dishonesty is viewed as an ethical issue and as a violation of the principles expressed in the university’s mission. Academic dishonesty defrauds all those who depend upon the integrity of the university, its courses and its degrees.

### Definitions of Academic Dishonesty

Academic dishonesty is the failure to maintain academic integrity. It includes both cheating and plagiarism. Following to a large extent the California State University mandated provisions under Title V of the California Code of Regulations (Sections 41301 and 41302), cheating and plagiarism are defined as follows:

The term “cheating” is the act of obtaining or attempting to obtain, or helping in obtaining, credit for academic work through any dishonest, deceptive, or fraudulent means. It includes, but is not limited to:

1. Copying, in part or in whole, from another student’s test or other evaluation instrument; use of any unauthorized assistance in taking quizzes, tests, or examinations.
2. Submitting work previously presented in another course, unless specifically authorized by the course instructor.
3. Using or consulting during an examination sources or materials not authorized by the instructor.
4. Altering or interfering with grading or grading instructions.
5. Obtaining or giving aid, in writing or orally, on an examination, unless specifically authorized by the instructor.
6. Obtaining unauthorized prior knowledge of an examination.
7. Doing work for another student or having one’s work done by another person.
8. Any other act committed by a student in the course of his/her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

The term “plagiarism” is intentional or negligent presentation of another person’s idea or product as one’s own. It includes, but is not limited to:

1. Copying verbatim all or part of another person’s written work without proper citation or attribution.
2. Paraphrasing ideas, theories, cases, conclusions, or research without proper attribution.
3. Using equations, charts, figures, illustrations, or mathematical or scientific solutions without citing the source.

4. Representing as one’s own the original ideas (theories, models, principles, etc.) phrases, sentences, paragraphs, or parts thereof, or the specific substance of another person’s work without giving appropriate credit.
5. Representing another person’s scholarly works, computer programs, case studies or artistic works as one’s own.

Identification and reporting procedures, academic and administrative sanctions and appeal procedures are outlined in detail on our website at [www.ggu.edu](http://www.ggu.edu).

## Grade Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions.

Students are encouraged to contact faculty members when there are questions concerning their *final* course grades. It is desirable that grade disputes be resolved by the student and the instructor who gave the final course grade, and that a satisfactory resolution can be reached through meaningful and respectful dialogue. However, in cases where a satisfactory resolution cannot be achieved, a formal appeal can be filed through the Office of Admissions and Student Affairs.

Students must initiate an *informal* grade review regarding their final course grade directly with the faculty member within 30 days of the beginning of the term following the term in which the grade in question was received. In the event that a satisfactory resolution is not achieved, students must file a *formal* appeal regarding their final course grade through the Office of Admissions and Student Affairs within 60 days of the beginning of the term following the term in which the grade in question was received.

## Disciplinary Suspension or Dismissal

The university reserves the right to suspend or dismiss a student for violation of its policies or regulations or for conduct inimical to the best interest of the university or to other students in attendance. Information is available in *The Griffin* (student handbook) and from the Office of Admissions and Student Affairs.

## Policy on Alcohol and Other Drugs

Golden Gate University complies with federal and state laws regarding the possession, sale and consumption of alcohol and other drugs (Drug-Free Workplace Act of 1988; the Higher Education Act of 1986; Drug-Free Schools and Communities Act of 1986 [PL 99-570]; Drug-Free Schools and Communities Act Amendments of 1989 [PL 101-226]; Anti-Drug Abuse Act of 1988 [PL 100-690]). Federal and state laws prohibit the sale and use of drugs that are not prescribed by a physician or available for regular retail sale. Any student known to be possessing, using or distributing such drugs is subject to serious university disciplinary action (suspension or dismissal) and arrest under the state and federal laws. The university will facilitate counseling and referral to treatment as appropriate. Additional information is available in *The Griffin* (student handbook) and from the Office of Admissions and Student Affairs.

## Student Leave of Absence Policy

Degree students in good academic standing who have circumstances that require them to be absent from the university for three (3) or more consecutive trimesters may file for a Leave of Absence. A leave of absence may be granted for a maximum of six (6) trimesters. An approved leave of absence allows a student to return to Golden Gate University after six (6) trimesters of absence under his or her original degree requirements. Students who do not return to the university for the term specified are considered to have withdrawn from the university and must apply for readmission under degree requirements in effect at the time of their readmission.

Please also note the following:

- To apply for a leave of absence, a student completes a Leave of Absence Request form and submits it to the Office of Admissions and Student Affairs for processing.
- To qualify for a leave of absence, a student must be in good academic standing (i.e., not on academic probation).
- To qualify for a leave of absence, a student must have successfully completed at least one course in degree status at GGU.
- A Leave of Absence Request form must be submitted before the end of the third term during which the student is not in attendance.
- A leave of absence is granted once during a student's entire academic program at Golden Gate University.
- A leave of absence may not be extended.
- A leave of absence will not be approved retroactively.
- A leave of absence does not release a student from any pending financial obligations to the university.
- A leave of absence does not release a student from any student loan repayment obligations.

International students with a student or scholar visa should contact International Admissions and Advising Services prior to submitting a leave of absence form.

Doctoral degree students should consult with the appropriate program director for leave of absence policy requirements.

## Privacy of Student Records

The university maintains records relating to students for various academic purposes in compliance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Under Public Law 93-380, as amended, only Directory Information as defined by the university (which includes name, dates of attendance, enrollment status, major field of study, awards, honors [includes Dean's List] and degree(s) conferred, including dates) may be released without the enrolled student's written permission. Currently enrolled students may request that this Directory Information be withheld by completing a Request to Prevent Disclosure of Directory Information form. These forms are obtainable at the Records Office and must be filed by the end of the first week of the term. Golden Gate University does not release lists of student information to third parties except as required by law.

Golden Gate University will not disclose any information from a student's education record without the written consent of the student except to personnel within the institution who are acting in the student's educational interest; to persons or organizations considering or providing financial aid to students; to accrediting agencies carrying out their accreditation function; to organizations conducting certain studies for or on behalf of educational agencies; to persons in compliance with a judicial order or a lawfully issued subpoena; to persons in connection with an emergency in order to protect the health or safety of students or other persons; to officials of the US Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs; to parents of an eligible student who claim the student as a dependent for income tax purposes; to state and local officials or authorities to whom information is required to be reported or disclosed pursuant to state statute requiring disclosure that was adopted before November 19, 1974.

Students' rights to inspect, review and seek to amend their educational records are protected, subject to conditions specified by Public Law 93-380, as amended. Information regarding the university's policies may be obtained from the Records Office. Students, faculty and staff at locations other than San Francisco should refer questions to the Records Office in San Francisco.

## Notice of Nondiscrimination Policy

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era and Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, and Executive Order 11246, Golden Gate does not discriminate, within the meaning of these laws, on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, marital status or veterans status in employment, in its educational programs, or in the provision of benefits and services to its students. Anyone who believes that in some respect GGU is not in compliance with the above statement should contact the Office of Admissions and Student Affairs in San Francisco.

## Notice of the Americans with Disabilities Act

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Golden Gate University affirms its commitment to its applicants and students who identify and express their special needs. Information regarding the acts and the university's policies and services may be obtained from the Office of Admissions and Student Affairs, 415-442-7888.

---

## Golden Gate University Student Completion or Graduation Rate (Enrollment Retention Rate)

The following information is provided in compliance with the Federal Student Right-to-Know and Campus Security Act of 1990. Questions should be directed to the director of admissions and student affairs.

The completion or graduation rate is a projection based on actual fall-to-fall enrollment retention data for a defined group of entering students.

Golden Gate University admits very few first-time freshmen. The retention rate in fall 2003 was 33.3 percent. This rate represents a cohort of 21 students who entered GGU in fall 1999 as first-time, full-time, degree-seeking freshmen, seven of whom graduated by the end of their fourth year.

## Notice of Crimes

A complete record of all crimes committed on GGU's properties is provided in "Appendix II," on p. 166.



# Degree Requirements

## Undergraduate Programs

Golden Gate University grants three undergraduate degrees: bachelor of arts, bachelor of business administration and bachelor of science. Partial requirements for the three degrees are listed in the chart below and described in detail in the paragraphs that follow.

| <u>Unit Requirements</u> | <u>BBA</u> | <u>BA</u> | <u>BS</u> |
|--------------------------|------------|-----------|-----------|
| Total                    | 123        | 123       | 123       |
| Basic Proficiencies      | 21         | 21        | 21        |
| Liberal Studies Core     | 21         | 21        | 21        |
| Major Foundation         | 12         | 6         | 12        |
| Residence                | 30         | 30        | 30        |

Major unit requirements are indicated in the degree descriptions in this *Catalog*.

### Minimum Grade Point Average

All undergraduate students are expected to maintain at least a 2.00 cumulative grade point average. Additionally, courses listed in the required for the major or business core sections of the degree programs also require a minimum 2.00 grade point average. For further information, refer to the *Catalog* section “Required Academic Progress and Grade Requirements,” on p. 140.

### Basic Proficiencies

All degree-seeking undergraduate students must complete their English, mathematics, computer and critical thinking basic proficiency requirements within their first 27 units at Golden Gate University. Students who do not place into ENGL 1A must satisfactorily complete the prescribed pre-ENGL 1A Writing Workshop sequence ENGL 10A and 10B. Students who do not place into the required Mathematics course(s) must satisfactorily complete the prerequisite MATH 10 or MATH 20 course before enrolling in the required courses.

### Liberal Studies Core

All students are required to complete 21 units of liberal studies core courses as described below.

### Lower- and Upper-Division Requirements

Students should try to plan their courses of study so as to complete lower-division requirements (courses numbered 1-99) before taking upper-division courses (courses numbered 100-199).

### General Electives

The number of general electives differs from major to major, depending on the number of courses required as basic proficiencies, required for the major, business core and additional requirements.

### Residence Requirement

Candidates for bachelor’s degrees must complete at least 30 units at Golden Gate University, including 21 units of upper-division required for the major or business core courses. The 30-unit minimum can be taken anytime within the degree program.

Candidates for undergraduate certificates must complete all courses required for the certificate at Golden Gate University. Exceptions to these requirements will be made only on petition to, and approval by, the Committee on Admissions and Academic Probation (CAAP).

## Basic Proficiencies and Liberal Studies Core

Golden Gate University seeks to equip all its graduates with the intellectual skills, habits of mind, and broad-based liberal learning they will need for leadership in their professional careers and to live intelligently and responsibly as citizens of a globally interdependent world. The basic proficiencies requirements are designed to develop in students the skills that make autonomous and efficient learning possible. The liberal studies core helps students develop a broad understanding of the fundamental areas of human knowledge, their methods of inquiry, and their application to professional life. Therefore, in addition to mastering a body of specialized knowledge through in-depth study in a professional major, all baccalaureate degree candidates must complete the university’s basic proficiencies requirements and liberal studies core.

The basic proficiencies requirements and liberal studies core courses are designed to teach the following skills, basic knowledge, and understandings:

- Professional-level competence in oral and written communication.
- Well-developed quantitative, analytical and problem-solving skills.
- The ability to use library and electronic resources for research.
- Knowledge of the variety and universality of human experience as expressed in diverse cultures and their history, philosophy, religion, literature, creative arts and scientific systems.
- Understanding of the US and global contexts of business and public management, including contemporary economic, social, political, ethical and environmental developments and issues.
- Knowledge of science as a method of inquiry into the processes of the natural world, and the interaction of human societies with the natural environment.
- The intellectual foundations and tools for developing a well-informed and well-reflected world view.
- The knowledge, perspectives, and analytical abilities needed to creatively respond to problems, opportunities, and to social and technological change.

The liberal studies core is divided into seven subject areas. Each subject area introduces students to an area of knowledge and to ways of studying it. The courses are designed to introduce in each subject area its practical application to business, technology, and other areas of focus in students’ major programs.

## Basic Proficiencies and Liberal Studies Core Requirements

In compliance with the standards set for accreditation by the Western Association of Schools and Colleges, the basic proficiencies and liberal studies core requirements for students admitted to Golden Gate University in fall 2002 or thereafter are as follows:

- 1) Students must complete the number of units (21) prescribed by the major for the basic proficiencies requirements. Degree descriptions in the *Catalog* should be consulted.
- 2) Students must complete 21 units within the liberal studies core.
- 3) To be counted for liberal studies core credit, a university course must be on the “Liberal Studies Core Approved Subject Area Courses” list for the academic year in which it is taken.
- 4) The liberal studies core requirements are divided into seven subject areas of three units each:

Arts  
History  
Humanities  
Literature  
Philosophy  
Science  
Social Sciences

Some of the subject areas include disciplines not currently taught at Golden Gate University. Transfer credit in such disciplines may be applied to fulfilling the requirements in these areas. For disciplines accepted as transfer credit in each subject area, see the “Transfer Equivalents to Liberal Studies Core Requirements” list (“Appendix I,” on p. 164).

- 5) A course used to fulfill a basic proficiencies requirement or a subject area in the liberal studies core cannot be used to fulfill any other degree requirement. Likewise, a course used to fulfill a major requirement of any kind cannot be used to fulfill a basic proficiencies or liberal studies core requirement.
- 6) All courses taken for basic proficiencies or liberal studies core credit at GGU must result in letter grades.

## Distribution of Degree Requirements

### Bachelor's Degree Model

#### LOWER DIVISION REQUIREMENTS—27-36 UNITS

##### Basic Proficiencies — 21 units

###### Computer Skills (3 units) 1 course

ITM 10            Small Computers for Business

###### Critical Thinking (3 units) 1 course

CRTH 10        Critical Thinking

###### Quantitative Skills (6 units) 2 courses (designated by degree program)

MATH 20        Intermediate Algebra

MATH 30        College Algebra

MATH 40        Statistics

###### Written & Oral Communication (9 units) 3 courses

ENGL 1A        Expository Writing

ENGL 1B        Research Writing

One of the following:

COMM 35        Speech Communication

COMM 40        Understanding Communication

##### Major Foundation—9-18 units

Lower division prerequisite courses and courses that prepare students for study in the major (9-18 units/3-6 courses) to be specified by the major, e.g. ACCTG 1A and ACCTG 1B, ECON 1 and ECON 2.

#### LIBERAL STUDIES CORE—21 UNITS

##### Arts

*ARTS 105 Contemporary Arts and Culture  
or any other ARTS course offered*

##### History

*HIST 88 Business in World History  
or any other HIST course offered*

##### Humanities

*HUM 156 Business and Civilization  
or any other HUM course offered*

##### Literature

*LIT 150 Business in Literature*

*LIT 160 Business in Movies*

*or any other LIT course offered*

##### Philosophy

*PHIL 125 Ethics in Personal and Professional Life  
or any other PHIL course offered*

##### Science

*SCI 125 Science, Technology and Social Change  
or any other SCI course offered*

##### Social Sciences

*SOSC 88 Leadership and New Social Demands  
or any other SOSC course offered*

#### REQUIRED FOR THE MAJOR/BUSINESS CORE—18-33 UNITS

#### ADDITIONAL REQUIREMENTS—3-6 UNITS

#### GENERAL ELECTIVES/CONCENTRATION—12-48 UNITS

## Graduate Programs

### Minimum Grade Point Average

All graduate students are expected to maintain at least a 3.00 cumulative grade point average. For further information, refer to the *Catalog* section “Required Academic Progress and Grade Requirements,” on p. 140.

### Time Limit for Completion of Master's Degrees

Students ordinarily complete the requirements for a master's degree within six calendar years from the date of admission to the graduate program. This period may be extended with permission of the appropriate school dean, and may require change of degree and program requirements.

### Residence Requirement

Candidates for master's degrees may transfer up to six (6) 300-400 level units to the advanced program from graduate course work completed at other regionally accredited institutions, or the number of transfer units stipulated in corporate or government contracts or agreements. While it is strongly recommended that the final six (6) units be completed at GGU, those units may be transferred with prior faculty approval of the specific course work if the 6-unit transfer limit has not yet been met. Students should note that certain graduate course requirements may not be fulfilled by courses taken at other institutions, as designated by the faculty. Candidates for graduate certificates must complete all courses required for the certificate at GGU. Exceptions to these requirements will be made only on petition to and approval by the Committee on Admissions and Academic Probation (CAAP).

### Proficiency in Mathematics, English and Computer Skills Required for Certain Master's Degrees

Master's degree applicants are required to meet basic proficiency requirements in mathematics, English writing and computer skills. Enrolled students are expected to satisfy the MATH 20, MATH 30 (or MATH 200), MATH 40 or MATH 106 requirement within the first 9 units of credit taken at Golden Gate.

#### MATH 20 Proficiency (Intermediate Algebra)

Applicants to the master of accountancy and the MS in integrated marketing communications are required to possess a level of mathematical skill equivalent to the university's MATH 20 Intermediate Algebra. Students who cannot demonstrate adequate mathematical skills will be required to enroll in and satisfactorily complete appropriate mathematical courses and/or non-credit workshops offered or recommended by Golden Gate University's Mathematics Department.

To screen for minimal skills, the university uses the following alternative criteria:

- Successful completion of the Graduate Math Workshop at GGU
- Transfer of Intermediate Algebra from a regionally accredited college or university with a grade of C- or better
- Completion of MATH 20 at GGU with a grade of C- or better. However, graduate students must maintain a 3.00 (B) cumulative grade point average to remain in good standing.
- Pass GGU's Intermediate Algebra Proficiency Exam with a score of 70 percent or better
- Pass the General Mathematics CLEP Exam with a score of 45 or better
- Score in the 50th percentile (or above) on the Quantitative Section of the GMAT Exam
- Score in the 50th percentile (or above) on the Quantitative Section of the GRE Exam

#### MATH 30 Proficiency (College Algebra) or MATH 200 (Mathematics for Management)

Applicants to the MS in enterprise technology management, MS in information technology, MS in systems and network technologies, MS in finance, MS in financial planning and MS in marketing are required to possess a level of mathematical skill equivalent to the university's MATH 30 College Algebra or MATH 200 Mathematics for Management.

To screen for minimal skills, the university uses the following alternative criteria:

- Transfer of College Algebra from a regionally accredited college or university with a grade of C- or better
- Completion of MATH 30 at GGU with a grade of C- or better. However, graduate students must maintain a 3.00 (B) cumulative grade point average to remain in good standing.
- Completion of MATH 200 at GGU with a grade of C- or better. However, graduate students must maintain a 3.00 (B) cumulative grade point average to remain in good standing.
- Pass GGU's College Algebra Proficiency Exam with a score of 70 percent or better
- Pass the College Algebra CLEP Exam with a score of 45 or better
- Score in the 80th percentile (or above) on the Quantitative Section of the GMAT Exam
- Score in the 80th percentile (or above) on the Quantitative Section of the GRE Exam

#### MATH 40 Proficiency (Statistics)

Applicants to the MS in enterprise systems management, MS in information technology and MS in systems and network management degrees are required to possess a level of statistical skills at least equivalent to the university's MATH 40 Statistics. To screen for minimal skills, the university uses the following alternative criteria:

- Transfer of Business Statistics, Introductory Statistics, or Elementary Statistics, or a statistics course offered in behavioral sciences, public administration, and social sciences from a regionally accredited college or university with a grade of C- or better.
- Completion of MATH 40 at GGU with a grade of C- or better. However, graduate students must maintain a 3.00 (B) cumulative grade point average to remain in good standing.
- Pass GGU's Statistics Proficiency Exam with a score of 70 percent or better.

#### MATH 106 Proficiency (Quantitative Analysis)

Applicants to the MS in enterprise systems management are required to possess a level of statistical skills at least equivalent to the university's MATH 106 Quantitative Analysis. To screen for minimal skills, the university uses the following alternative criteria:

- Transfer of a course equivalent to MATH 106 from a regionally accredited college or university with a grade of C- or better,
- Completion of MATH 106 at GGU with a grade of C- or better. However, graduate students must maintain a 3.00 (B) cumulative grade point average (CGPA) to remain in good standing.
- Pass the MATH 106 Proficiency Exam with a score of 70 percent or better.

## English Language Requirement

Our graduate integrated marketing communications and public relations curriculum are especially language intensive and require you to have a good facility in spoken and written English. This is important both for mastering the techniques of business communications and for participating in the graduate seminars. Students can demonstrate their competency by successfully passing the English Placement Test or by completing ENGL 301 Graduate Writing II with a grade of B or better.

The PLUS Program at the San Francisco campus also offers communication improvement classes for those students needing to polish their English language skills.

## Computer Proficiency

Applicants are expected to demonstrate a working familiarity and skill with computers and software applications appropriate for graduate studies. This includes knowledge of word processing, spreadsheet analysis, visual presentation software and network access capabilities. Faculty may require additional preparation for those students who have not achieved the needed proficiency.

## Proficiency in Mathematics, Writing and Computer Skills Required for All Master of Business Administration (MBA) Degrees

All students admitted to the MBA degree program, regardless of specific concentration objective, are expected to possess adequate graduate-level proficiencies in mathematics, writing and computing as follows:

### Mathematics Proficiency

Mathematical skills at least equivalent to College Algebra (Pre-Calculus) are necessary. To screen for minimal skills, the university uses the following alternative criteria:

- Transfer of College Algebra from a regionally accredited college or university with a grade of C- or better
- Completion of MATH 30 at GGU with a grade of C- or better However, graduate students must maintain a 3.00 (B) cumulative grade point average to remain in good standing.
- Completion of MATH 200 at GGU with a grade of C- or better However, graduate students must maintain a 3.00 (B) cumulative grade point average to remain in good standing.
- Pass the College Algebra Proficiency Exam with a score of 70 percent or better
- Pass the College Algebra CLEP Exam with a score of 45 or better
- Score in the 80th percentile (or above) on the Quantitative Section of the GMAT Exam
- Score in the 80th percentile (or above) on the Quantitative Section of the GRE Exam

## Writing Proficiency

Golden Gate University seeks to graduate students with the writing skills necessary for successful professional careers. The university requires students admitted to MBA degree programs in the Schools of Business and Technology and Industry to meet the Graduate Writing Proficiency Requirement.

The Graduate Writing Proficiency Requirement can be met by achieving a score of 3.5 or above on the Analytical Writing Assessment section of the GMAT.

Students who score 3.0 or below on the GMAT Analytical Writing Assessment must enroll in the 3-unit Graduate Writing II (ENGL 301) course.

Students enrolled in ENGL 301 must take the English Placement Test prior to or during the first week of the course. ENGL 301 will be waived for students who demonstrate adequate writing proficiency on the English Placement Test.

Degree-admitted students may not continue their enrollment past nine (9) units unless they have passed one of the tests, or are enrolled in, or have completed the required graduate writing course.

The graduate writing course may be taken concurrently with other courses, except for those courses which list the graduate writing course as a prerequisite.

Graduate writing course work/units are not applicable to MBA degrees.

## Computer Proficiency

Applicants are expected to demonstrate a working familiarity and skill with computers and software applications appropriate for graduate studies. This includes knowledge of word processing, spreadsheet analysis, visual presentation software and network access capabilities. Faculty may require additional preparation for those students who have not achieved the needed proficiency.



## Graduate Foundation Program Waiver Requirements for All Master's Degrees

These foundation program courses may be waived based on prior undergraduate course work with a grade of B- or better, or by passing the appropriate CLEP exam with a score of 60 or greater. The number of waivers an individual student receives depends on a variety of factors and the particular foundation course. Prospective students who have questions about waivers should consult individually with the Admissions and Student Affairs Office staff. An initial evaluation of the academic records of all admitted students identifies waivable courses, and students are informed of the results of this evaluation with their acceptance letter. If there are additional courses that the student believes should be waived given the rules, he or she may file a written petition and accompany the request with appropriate documentation including catalog descriptions, course syllabi, lists of required texts, etc.

Course titles of the seven waivable foundation courses and their associated waiver rules for applicable undergraduate course equivalents are listed below. See p. 64 for course descriptions.

- *ACCTG 201 Accounting for Managers*  
Waiver Rule: A minimum of 6 semester units of accounting course work covering both financial and managerial accounting including financial statement analysis, or current CPA status. If this course work has not been completed in the last 7 years, students must also pass the Accounting Currency Examination. GGU undergraduate course equivalence is ACCTG 1A and ACCTG 1B.

- *CIS 225 Management Information Systems*  
Waiver Rule: A minimum of 3 semester units of upper-division course work in management information systems. GGU undergraduate course equivalence is CIS 125.
- *ECON 202 Economics for Managers*  
Waiver Rule: A minimum of 6 semester units of microeconomics and macroeconomics. GGU undergraduate course equivalence is ECON 1 and ECON 2.
- *FI 203 Financial Analysis for Managers*  
Waiver Rule: A minimum of 3 semester units of upper-division course work in managerial finance. GGU undergraduate course equivalence is FI 100.
- *MATH 240 Data Analysis for Managers*  
Waiver Rule: A minimum of 6 semester units in statistics and regression including coverage of probability theory, estimation, hypothesis testing, multiple regression analysis and forecasting. GGU undergraduate course equivalence is MATH 40 and MATH 104.
- *MGT 204 International Business and Strategy*  
Waiver Rule: A minimum of 6 semester units of upper-division course work in international business and business strategy. GGU undergraduate course equivalence is MGT 179 and MGT 156.
- *MGT 210 Management Theory and Communications*  
Waiver Rule: A minimum of 6 semester units of upper-division course work in managerial theory and managerial communications. GGU undergraduate course equivalence is MGT 100 and MGT 140.

