

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; e-mail 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 three-to-five business days 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 intended 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 at any level or status, and must wait a minimum of one year before applying again. It is recommended that denied applicants strive to improve the application through additional coursework at another regionally accredited institution or work experience.
- 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 meet one of the criteria for the English Language Proficiency Admission Requirements found on p. 109. 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 lan-

guage 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. 109.

- **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. 110.

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 coursework 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 coursework 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 chapter “Degree Requirements,” Graduate Programs on p. 144.

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 1-800-717-GMAT or through the GMAT web page at www.mba.com.

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, and **who petition for and receive approval from the dean of the Edward S. Ageno School of Business.** (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. 36 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 meet one of the criteria for the English Language Proficiency Admission Requirements found on this page. 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 on previous page.)
 - (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 Admission Requirements. 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 this page.
 - (d) Test score reports must be sent directly from the Educational Testing Service (ETS) to the Admissions Office.
- **Personal Statement (Optional for most applicants, required for applicants to the master of arts in psychology. Please see p. 52 for more information.):** 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. 110.
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 pp. 35 and 36.)

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 coursework for all the foundation and the advanced programs. All of the coursework 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 paper-based test, 197 computer-based test, 71 Internet-based test or higher, Graduate 550 paper-based test, 213 computer-based test, 79 Internet-based test or higher.
2. Official TOEFL (Undergraduate 475 paper-based test, 153 computer-based test, 53 Internet-based test, Graduate 500 paper-based test, 173 computer-based test, 61 Internet-based test) 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. 26 or 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 Official IELTS (Undergraduate 4.5, Graduate 5.00) 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. 26 or 63 for detailed information about the PLUS Program.

- 10 APIEL (College Board) (Undergraduate: 3 or higher, Graduate: 4 or higher).
- 11 Completion of 3 years of high school in the US or another acceptable English-speaking country.*
- 12 Completion of a British-standard “O-level” examination in English Language/Literature with a mark of C or higher; **
- 13 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 coursework 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. 109) 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), 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 you have been admitted as a full degree or certificate candidate, and have 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.
- New students should be prepared to pay the first term's tuition and fees in full at the time of registration.
- The US 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 chapter “Enrolling at the University,” p. 122, 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 coursework. 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. 109) 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 coursework 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 coursework and submission of an Application for Certificate and requisite fee to the Office of Admissions and Student Affairs.

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 coursework 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.
- Students must maintain the required cumulative grade point average as defined by the university's academic progress policy to continue enrollment in this status. See p. 137 for additional information for policies related to academic progress.
- Non-native speakers of English must meet the English Language Proficiency Admission Requirements (see p. 109) 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 Admission Requirements (p. 109).
- For more detailed information on undergraduate and graduate program admission requirements, refer to pp. 107-113.

Admission Policies Applicable to All Degree and Certificate Students

Readmission of Former Students

Degree students who are absent from the university for three consecutive trimesters must formally apply for readmission. Applicants for readmission must 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 you are admitted, the admission is valid for the term for which you were admitted, and the subsequent two terms. If you have not enrolled during that time period, the offer of admission is cancelled. To be reconsidered, you 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. You 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 your 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.

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, you will be required to fulfill the degree requirements for that program in effect at the time of admission. In addition to prior school records and test scores, performance in certificate coursework 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/transfer 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.

Credit for Work Experience by Exam Program

Many students at Golden Gate University may have obtained the required skills and knowledge of an undergraduate course offered at the university through prior work experience. In the interest of accelerating the academic progress of such students, GGU encourages earning credit for this work experience by taking an examination - the Credit for Work Experience (CWE) examination. Students may obtain credit for many undergraduate courses in the current university catalog through the CWE by Exam Program.

Through a CWE examination, students must demonstrate that they have acquired knowledge or skills in their working careers that would normally be acquired by taking an undergraduate course. Some courses may also require an additional submission demonstrating skills that are part of the learning outcomes of the course but are not tested for in the CWE exam.

Course credits earned by taking a CWE exam may not be counted toward the fulfillment of the 30-unit academic-residency requirement nor toward the credit-hour load in any term. The units for courses successfully completed through a CWE exam will be counted towards graduation but no GPA points will be awarded.

Grades earned through a CWE exam will be recorded as: High Pass (satisfies the graduate foundation course grade requirement of B- or better), Pass (satisfies the undergraduate grade requirement of a grade of C- or better) or Fail. The student's academic record will show that the course, whether successfully passed or not, was taken as a "non-course equivalent."

Students may take a CWE examination only two times for any one individual course. Students may not use the CWE process for any course that they have previously attempted or completed at the university or other postsecondary institution. As a matter of policy, a CWE exam will not be offered for a course in which credit may be earned through CLEP.

Information on registration procedures for completing courses through the Credit for Work Experience examination process may be obtained from the Office of the Registrar. A nonrefundable fee of \$500 will be charged for taking a CWE examination. See the Registrar's Office for more information regarding the payment of the fee.

Graduate Transfer Credit

Candidates for master's degrees may transfer up to six (6) 300–400-level units to the advanced program from graduate coursework 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 coursework. 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 your 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 26, 2006.

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	\$1440/per 3-unit course
Graduate Programs*	
Edward S. Ageno School of Business †	\$1950/per 3-unit course
School of Taxation	\$2130/per 3-unit course
EMPA	\$1640/per 4-unit course
Doctoral Program	
Business Administration	\$3320/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, costs \$45,000 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

Admissions Application (includes transcript evaluation):

Domestic Undergraduate or Graduate Applicant or Re-Applicant	\$55
Domestic Doctoral Applicant or Re-Applicant	\$75
Domestic Certificate Applicant or Re-Applicant	\$25
International Applicant or Re-Applicant	\$90
Certificate of Completion	\$25
Challenge Examination (per exam).....	\$125
Corporate Reimbursement Plan	\$100
Credit for Work Experience (CWE) Exam (per exam)	\$500
Doctoral Business Core Examination	\$150
Doctoral Dissertation Binding (four copies and copyright/microfilm service).....	\$300
Doctoral Qualifying Examination	\$150
Duplicate Diploma	\$25
Employee Reimbursement Plan Tuition Deferment	\$100
Graduation Application	\$105
Installment Payment Plan Tuition Deferment	\$50
Insurance (Accident or Health)	
<i>Contact the offices below for current fees:</i>	
Domestic Students	Office of Admissions & Student Affairs
International Students	Office of International Admissions & Advising
International Student Services (applies each term to all F and J visa holders)	\$90
Late Payment	\$35 per occurrence and
1.5% finance charge per month beginning 30 days after the final installment was due	
Late Registration.....	\$85
Materials	fee varies by class; consult <i>Class Schedule</i> for details
Returned Check Service Charge	\$25
Student ID Card Replacement	\$10
Transcript Express Delivery (per address):	
US Address	\$15
Non-US Address.....	\$30
Transcript Processing (per transcript)	\$5

Tuition Adjustment

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 your 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 your account. Refunds are issued upon written request. If you are a financial aid recipient who withdraws from all courses or drops below half time, you are subject to the Return of Title IV calculations, which determine what financial aid ramifications will occur based on the official date of withdrawal. You also may be required to return funds that you no longer are eligible to receive based on these calculations. Furthermore, the returned funds may result in a balance due on your accounts. For further information on Return of Title IV funds refer to the Student Financial Planning section.

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 through week three of instruction100% Refund
 Week four to end of termNo Refund

You 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

Students who wish to register for a class after the Add Period must acquire the written or e-mailed approval of the instructor and a senior school or regional administrator and pay an \$85 late fee. The fee is assessed only once per term, regardless of the number of classes the student registers for after the Add Period. See Adding or Dropping Courses (p. 125) for more information.

Financial Aid Recipients Who Withdraw Completely From All Courses

Financial aid recipients who decide to withdraw from all of their courses or drop below half time during a financial aid term (fall, spring, summer) must notify the Financial Aid Office by e-mail at finaid@ggu.edu after submitting the proper withdrawal request to the registrar.

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 your 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. For additional information on financial aid refunds refer to the chapter “Student Financial Planning,” Return of Title IV Funds section of the GGU catalog.

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 or sas@ggu.edu. The university will respond within 30 working days of receipt of the student’s letter or e-mail.



Student Financial Planning

The concept of having a financial plan is that you define a financial need based on your life circumstances, look at the array of financial choices for fulfilling that need and weave together the best options for you into a plan that will maximize your support over your educational career.

The most common elements of a financial plan are

- A. Setting an academic goal
- B. Establishing a path to graduation achieving the goal
- C. Identifying the financial resources required to meet your goal
- D. Matching your financial needs with the available financial options

Financial resources and payment options available to fund a GGU education include:

1. Federal Financial Aid
 - Loans are by far the most widely used tool in financial aid and provide a very low cost alternative and a wide array of options not available with other elements.
 - Grants are available to undergraduate students who demonstrate financial need and are US citizens or eligible non-citizens.
2. State Grants — available to undergraduate students who demonstrate financial need. Students must also be a US citizen/eligible non-citizen and a California resident.
3. Scholarships — both need-based and merit-based scholarships are available to undergraduate and graduate students.
4. Alternative Private Loans
5. Student direct pay — You may pay up front or in installments through a payment plan.
6. Corporate pay — Your employer can reimburse you or we can bill them directly.

Federal Financial Aid

GGU encourages you to consider applying for financial aid as part of your financial plan to cover educational costs. The Financial Aid Office is dedicated to providing student guidance through the financial aid application process. There are several types of financial aid programs you may apply for. Each program has specific criteria.

General Eligibility Requirements

You must

- Be a US citizen or permanent resident of the US
- Have registered with the Selective Service between the ages of 18 and 25, if you are male
- Possess a high school diploma, GED or state certificate, or pass a federally approved “Ability to Benefit” test
- Be admitted and matriculated in an approved degree or certificate program at GGU
- Be registered for courses at GGU at least half time per trimester
- Maintain satisfactory academic progress (SAP) as required by the Financial Aid Office SAP policy (for continuing students)
- Not be in default on a federal student loan or owe a refund on a federal grant

How to Apply

- Complete the FAFSA (free application for federal student aid). The application is available online at www.fafsa.ed.gov. The GGU Title IV school code in step six of the FAFSA is #001205.
- Complete the GGU financial aid application for the trimesters you are planning to attend GGU. The application is available at www.ggu.edu.

Application Process

- You must submit a completed FAFSA to the US Department of Education processor.
- FAFSA information is processed and results are sent to both you and the institutions indicated in step six of the FAFSA (average time 2–4 weeks).
- GGU reviews FAFSA information and may request other needed documents.
- You send the requested documents to GGU. We will notify you by e-mail/letter or you may check the Missing Document Section of your online account at GGU4YOU.
- A financial aid award letter will be developed for you dependent on the number of units and trimesters indicated on the GGU Financial Aid Application and student program eligibility.
- Financial aid may not be used to cover tuition for repeated courses which have already been covered by prior financial aid whether or not you received a grade.
- GGU calculates financial aid award and you may go online to access your GGU4YOU account. The financial-aid-award letter should be downloaded, signed back and front, and faxed back to GGU’s Financial Aid Office.
- If you accepted loans on the award letter, loans will be certified for disbursement.
- Financial aid is disbursed to your account during the trimester depending on when you returned your award letter to GGU.
- If after disbursing of financial aid to your account this produces a credit balance, a refund check will be issued to you.
- Refund checks are processed within 10 business days after the credit appears.

Calculation of Financial Aid

A general budget is devised for you which includes housing, food, books/supplies, transportation, personal expenses and actual tuition costs. The tuition costs are based upon the unit enrollment information you report on the GGU Financial Aid Application. The budget is called the cost of attendance (COA).

Standard financial aid policy requires that you and/or your family contribute a portion of your resources to pay for the cost of your education. The amount you are expected to contribute varies depending on individual circumstances and program eligibility. The contribution amount is calculated by the information on the FAFSA and is called your expected family contribution (EFC).

To determine your financial need, take your COA and subtract your EFC — the remainder is your financial need. Depending on the programs for which you are eligible, the Financial Aid Office then calculates program awards based on the criteria for each program.

Types of Federal Financial Aid

Need-Based Grants

Federal Pell Grant

The Federal Pell Grant is available to undergraduate students who have low EFCs as calculated by the FAFSA formula. The US Department of Education will notify you of your Pell Grant eligibility by sending a Student Aid Report (SAR) to you when you file the FAFSA.

Currently, Federal Pell Grant ranges from \$400 to \$4,050 for an academic year based on your EFC and verified enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG awards are offered to undergraduate students without a prior bachelor's degree with the lowest EFCs, enrolled at GGU for at least six units per trimester and who are Federal Pell Grant recipients. Awards for the academic year are dependent on the federal funding allocation to GGU. Currently, the maximum award for FSEOG is \$1,800 a year depending on federal funding.

Loans

Federal Family Educational Loan Programs (FFELP)

Stafford Loans

Subsidized Stafford Loans are awarded to students who meet the financial need criteria established by the US Department of Education. You must be enrolled at least half time per trimester. The US Department of Education will pay the interest while you are enrolled at least half time per trimester, and for the first six months after dropping below half time or graduating.

Unsubsidized Stafford Loans are awarded to students who do not meet the financial need criteria for Subsidized Stafford Loans. You must be enrolled at least half time per trimester. You may pay the interest while in school or allow the interest to accrue and the interest will be added to the principal amount of the loan.

The interest will be a fixed 6.8 percent as of July 1, 2006 and is subject to congressional readjustments each year. You must begin repaying the loan, principal and interest six (6) months after graduation or when you cease to be enrolled at least half time. Banks who participate in the FFELP may charge a small origination fee, which you must repay. This fee is included when you go into repayment status.

First-time borrowers at GGU are required to have Entrance Loan Counseling.

Exit Loan Counseling is required for GGU borrowers who drop below half-time status or graduate.

Federal Stafford Loan Annual Borrowing Limits*

ACADEMIC LEVEL	DEPENDENT**	INDEPENDENT**
	STUDENTS	STUDENTS
Freshmen (29 units or less)	\$ 2,625	\$6,625
Sophomores (30–59 units)	\$ 3,500	\$ 7,500
Juniors/Seniors (60 units or more)	\$ 5,500	\$10,500
Graduates (have bachelor's degree)	not applicable	\$18,500

* The amounts shown represent the total combined eligibility for subsidized and unsubsidized Stafford loans.

**Dependent or Independent status is determined by the US Department of Education criteria on the FAFSA.

Federal PLUS

Federal Parent Loans for Undergraduate Students (PLUS) are available to parents, step-parents, guardians, custodial or non-custodial parents of dependent undergraduate students. Parents may borrow up to the cost of attendance, minus any other aid their child may receive. Parental applicants for this program will have to establish credit worthiness with their chosen lender (bank). PLUS are always unsubsidized.

The interest rate is variable and adjusted each year on July 1, with a cap of 9 percent. Currently the rate is 6.1 percent with the next adjustment scheduled for July 1, 2006. Interest accrues from the date loan funds are first disbursed until the loan is repaid in full. Lenders may charge fees, which will be repaid during the repayment schedule.

You are required to file a FAFSA but financial need is not considered a factor in the parental application process.

A separate loan application is required. For further information, visit www.ggu.edu.

Note: There are changes pending in the US Congress regarding the FFELP as of March 2006. Some of the changes may occur as early as July 1, 2006.

Federal Perkins Loan

Perkins loans are awarded to students who have high financial need according to the Financial Aid Policy of the institution. These loans are limited to current federal and revolving institutional funds. No interest accrues while the student is enrolled at least half-time status. The five (5) percent fixed interest rate starts nine (9) months after the student graduates or is enrolled less than half-time status. A minimum repayment of \$40.00 per month is required. There is a ten (10) year maximum repayment term.

Federal Perkins Loan borrowers have individual promissory notes and are required to complete Entrance and Exit Loan Counseling sessions.

Federal Work Study

Federal Work-Study (FWS) provides federally subsidized work opportunities. You must be eligible to work in the US and provide documents to substantiate your employment eligibility. FWS jobs are located both on campus and off campus. Pay rates are competitive and vary depending on the position and skills required. The amount you can earn in a Federal Work-Study job is limited to the amount of your Federal Work-Study award. The GGU Financial Aid Application gives you the opportunity to apply for the Federal Work-Study Program. Application requests will be reviewed and the Financial Aid Office will contact you.

State Grants

Cal Grants

The California Student Aid Commission (CSAC) administers grant programs for undergraduates who are California Residents seeking their first associate's or bachelor's degree or certificate. The application deadline is March 2 of the preceding award year (March 2, 2006 was the deadline for 2006-07 academic year). Awards are based on both financial need from the FAFSA information, verified enrollment status and academic merit. Cal Grants are typically applied to tuition costs and fees at an educational institution.

GGU administers both Cal Grant A for high merit and Cal Grant B for average merit and low family income only. Cal Grants may range from \$1551 to over \$10,000 per academic year. All Cal Grant funding is subject to yearly state budget approval.

Cal Grant requires that you file the FAFSA and submit a verified grade point average (GPA) received by March 2. You must be enrolled at least half time to receive a Cal Grant.

For further information regarding CSAC GPA Verification form visit www.csac.ca.gov.

Scholarships

Golden Gate University offers scholarships to meritorious new and 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 and Graduate Community Leadership Scholarships.

Scholarship funds may be limited and are applied directly to a portion of the GGU tuition and fees.

All applications may be downloaded from the GGU website at www.ggu.edu.

Academic Excellence Scholarship

This scholarship is intended to assist new undergraduate students to complete their bachelor's degree. Recognition is given to academic excellence and professional work experience. Applications are accepted at the time of admission. To be eligible you

- Must have a minimum of three years work experience. Phi Theta Kappa members are waived this 3-year work experience requirement.
- Must be a first time admitted GGU undergraduate student (international or domestic) in a degree program .
- Must have a minimum of 30 transfer units from any accredited 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 grade average 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 cumulative GPA of 3.00.

For further information, contact the GGU Office of Admissions and Student Affairs at 415-442-7800 or go to www.ggu.edu

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, an Alumni Tuition Scholarship Authorization Form, and present it to the Office of University Advancement. Students with GGU bachelor's or graduate degrees may apply.

Endowed and Gift Scholarships

Endowed and Gift scholarships are funded through the generosity of GGU alumni, friends, foundations and corporations. While some individual scholarships may have more restrictive criteria or separate applications, generally eligible students may apply for these awards with the Endowed and Gift Scholarship application. These scholarships typically are awarded on the basis of academic merit in addition to other specific criteria established by the donors of the funds. Both new and continuing undergraduates and graduates may apply.

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 these requirements:

- Before the end of your first term at Golden Gate University, you must submit a completed Graduate Community Leadership Scholarship application to the Admissions Office, along with a two-page (maximum 1000 words) essay detailing community service that is not job related (e.g. a police officer servicing the community would not constitute community service or volunteerism).
- You must be a newly, fully admitted graduate student in a degree program in the Ageno School of Business or School of Taxation (excluding EMBA and DBA).
- You must complete a minimum of 6 units per term.
- You must have a minimum of 3.35 grade point average upon entering GGU (official sealed transcript from prior institution required).
- You must maintain a minimum of 3.0 cumulative GPA while at GGU.
- You must demonstrate commitment to advocacy, activism, volunteer and/or civic involvement – not related to your primary profession/job.
- You must submit a letter of recommendation or endorsement from someone who is directly affiliated with the work outlined above.

General Scholarship Information

- US citizens and US permanent residents must have a completed a FAFSA. Students may complete the FAFSA online at <http://www.fafsa.ed.gov> (incomplete or incorrect data may disqualify you).
- You must be registered in at least half-time status each trimester in order to continue to receive a scholarship.
- Scholarships may be discontinued if you are not enrolled continuously.
- If you have a change in status that results in your not meeting any one of the above standards, you will be subject to retroactive loss of the scholarship and repayment to the university of previously disbursed scholarship funds.
- All GGU scholarships are applied directly to a portion of the GGU tuition and fees.

(The policies above applies to all undergraduate programs and the majority of graduate programs. There may be exceptions in the School of Taxation, alumni and doctoral scholarship programs.)

Alternative/Private Loans

GGU has a list of lenders, which offer additional loans to students. These loans can supplement the gap between the Cost of Attendance minus all financial aid awarded to the student. Each participating lender has their own criteria for loan eligibility. Typically, you must be a US citizen or US permanent resident and demonstrate credit worthiness. Payments may begin immediately; interest rates and deferment options will differ from lender to lender. GGU recommends that every student compare the variables and options of each lender before making a decision to take out an alternative/private loan. Visit www.ggu.edu for further information.

International Students

A few lenders offer loan programs to international students. These types of loans are considered private or alternative loans. International students are required to apply with a US citizen or US permanent resident cosigner. Cosigner release option is not available to international students. Deferment, repayment, loan limits and other options may vary from lender to lender. If approved the loan may be up to the cost of attendance per academic year.

Visit www.ggu.edu for further information.

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, this may impact your credit rating. Furthermore, 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 payments arrangements satisfactory to the university, you will not be allowed to register. This policy also applies to any outstanding balances with the Golden Gate University Bookstore, or any other company that operates a concession or service on behalf of the university.

Student Direct Pay

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. You have the option to elect automatic debit from your 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, or going to 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 \$35 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 Direct Pay

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 be a third party other than the student and 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, or going to 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 \$35 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, the employer must be a third party other than the student; 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 \$35 if not paid within 30 days of billing.

After reviewing the student financial planning components, GGU students will be able to build their own plan to cover educational costs. Should any student want or need further assistance with their financial plan, GGU's Financial Aid Office staff is available for consultation.

Financial Aid Disbursements

Federal and State Grant Programs, Federal Perkins Loan and Scholarships

You must have completed all the requirements of the program or loan before a disbursement is released. The funds will be disbursed to your account **after** the last day to drop and receive a tuition refund of each trimester. Enrollment verification is performed each trimester. Your financial aid award is based on the information that is provided on the GGU Financial Aid Application at the time the award is calculated. If there are changes in the enrollment information at the time of disbursement, your award will have to be recalculated. Recalculation may result in changes to the original award amounts and delay disbursements.

Federal Stafford Loans

Federal Stafford Loans are sent electronically to the university by the lender. Dates of Federal Stafford Loan disbursements are dependent on the start of the trimester and when you completed the financial aid process. Federal Stafford Loans are disbursed in two equal amounts for two terms. If the lender charges fees, the disbursed amount will be minus the fees. This will be reflected in your award letter.

Single-term Federal Stafford Loans will have two disbursements in one term in compliance with Federal regulations.

First-time Federal Stafford Loan borrowers must complete an Entrance Loan counseling session before funds can be released. In compliance with Federal regulations, a 30-day hold is placed on the funds for first-time undergraduate borrowers. Federal Stafford Loan funds will be released to your account after the 30 days.

Your enrollment status must be verified.

If the disbursement of funds to your account produces a credit balance, a refund check will be issued to you.

Federal PLUS

Federal PLUS funds are disbursed based upon when the trimester starts, your enrollment status is verified and the loan process has been completed. Lenders may charge fees, which will have to be repaid. The fees will be included in the amount to repay. The initial repayment of the loan starts within 60 days after the loan has been fully disbursed. If a PLUS is applied to your account and a credit balance occurs, the credit balance will be sent to your parent.

Students who are federal financial aid recipients who withdrew/dropped completely in their last enrolled trimester or whose enrollment status became less than half-time in their last enrolled trimester may be subject to a 30 day delay in disbursement of federal financial aid to their student account.

Current financial aid funds may not be applied retroactively to past-due balances without written permission from the student. Visit www.ggu.edu to download the form.

Satisfactory Academic Progress (SAP) Policy

All students who receive financial aid are subject to SAP monitoring in compliance with the US Department of Education. You must continue to make SAP for units applied towards a degree or certificate. Your SAP is measured in three areas: qualitative, quantitative and maximum time frame.

1. Qualitative – Cumulative Grade Point Average

Undergraduates must maintain a cumulative GPA of 2.0

Graduates/Doctoral students must maintain a cumulative GPA of 3.0.

If you do not maintain your cumulative GPA according to class level, you will automatically be placed on probation in the next enrolled trimester.

2. Quantitative – Rate of Progress

You must complete a certain percentage of units for which you have received financial aid according to the chart below:

CLASS LEVEL	FINANCIAL AID UNITS PER TRIMESTER	COMPLETED UNITS NEEDED TO FULFILL SAP
Undergraduate	6 or more	6*
	7 or more	6*
Graduate/Doctoral	4 or more	4*
	5 or more	4*

**No repeated courses are considered for financial aid.*

If you do not complete the number of units in the above chart, you will automatically be placed on probation in the next enrolled trimester.

Note: If you do not maintain SAP for two consecutive trimesters you will automatically be disqualified from receiving financial aid. For example:

Spring 04 Summer Fall Spring 05 Summer Fall 05 Spring 06
ok No SAP ok No SAP No SAP Student Pays No SAP

You must pay for fall 2005 tuition because in the spring and summer trimesters you did not make SAP. When you did not maintain SAP again in spring 2006 you are now ineligible for financial aid.

“I” (incomplete) and “W” (withdrawal) have no grade-point value and are not used in the calculation of the grade-point average. They are however counted towards the calculation of the Quantitative measure of progress and will affect SAP.

“AU” (audit), “CR” (credit) and “NC” (no credit) symbols have no grade-point value and are not used in the calculation of the grade point average. They are not counted in credits attempted and are not eligible for financial aid.

Refer to the GGU catalog chapter “Enrolling at the University, Grading Practices and Academic Transcripts section for further information.

3. Maximum Time Frame

Financial aid recipients must complete requirements for a degree within 125 percent of standard time frame (for instance, a student enrolled in a degree program that requires 123 units has up to 154 units to complete the program).

Note: units attempted also include all units transferred in to GGU from prior institutions. Students who have reached their maximum time frame are NOT given one trimester of financial aid probation. Students must appeal to reinstate financial aid eligibility. See item B (below).

Financial Aid Probation

Financial aid probation means that you will be awarded financial aid for the next enrolled trimester only. If you have already been awarded financial aid for two trimesters, your award will be canceled and redone for one trimester only. After the financial aid probation trimester is completed, a review will be done to determine if you are meeting the criteria in all three components of SAP.

MAXIMUM NUMBER OF NON-CONSECUTIVE TRIMESTERS ON FINANCIAL AID PROBATION

	Aggregate
Undergraduates	4
Graduates	3
Doctoral	2
Certificates	0
Three-term Cohort Programs	0

Note: Students who exceed the number of trimesters on financial aid probation will have to go through the appeal process. See item B (below).

If you are not maintaining SAP in all three components after the financial aid probation trimester, you will not be eligible to receive financial aid for any continuing trimesters.

How to Reinstate Financial Aid Eligibility

A. Enroll and complete one trimester in at least half-time status without financial aid and maintain the cumulative GPA for undergraduates, graduates or doctoral students while attending GGU or

B. Appeal your financial aid ineligibility by writing a letter to the Financial Aid Appeals Committee explaining your extenuating circumstances and providing documentation supporting your situation.

Preferred documentation is three (3) professional reference letters with notarized signatures or on professional letterhead supporting your circumstances.

Professional references would include doctors, counselors, clergy, lawyers, school officials, therapists, social workers, etc.

The Financial Aid Appeals Committee will send a response to each appeal via e-mail and US mail within 10-14 business days.

Federal financial aid recipients who drop or withdraw completely from all courses during a trimester will have their federal financial aid awards recalculated under the Federal Student Financial Aid (Title IV) Policy.

Federal Student Financial Aid Return of Title IV Funds Policy

In compliance with the Higher Education Amendments of 1998, Golden Gate University must calculate pro-rated student aid eligibility for students who withdraw or take a leave of absence before completing more than 60 percent of any academic term. Federal financial aid awarded to the student and not earned at the time of the effective date of withdrawal or leave of absence will be returned to the Federal Title IV Student Financial Aid Programs. Both the student and the university may be required to return all or a portion of the federal financial aid disbursed for the specified academic term. (For withdrawal or leave of absence procedures please refer to the “Tuition and Fees” chapter of the GGU catalog.)

If financial aid funds must be returned to the Title IV aid programs, loan funds will be returned before grant funds. Federal financial aid funds are returned in the following order:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other assistance programs authorized by Title IV of the Higher Education Assistance Act

The Student Accounting Services Office and the Financial Aid Office have information on this policy for students. Examples of repayment calculations are available.

If a tuition refund occurs after the calculation of the Return of Title IV Funds and produces a credit balance on the student’s account, the credit balance check will be issued back to the student’s lender to reduce the outstanding loan balance for the student. (For additional refund information please refer to the “Tuition and Fees” chapter of the GGU catalog.)

Contact Us

The GGU Financial Aid Office (FAO) has an open-door policy. We have financial aid advisers continuously available during our business hours. The FAO staff is here to assist students who have questions, need forms, are seeking additional information, are looking for guidance on the financial-aid process or would like to talk about a financial plan to cover expenses throughout their educational career. Please call or write; Financial Aid Office, Golden Gate University, 536 Mission St., San Francisco, CA 94105; phone 415-442-7270 or 1-800-GGU-4YOU; fax 415-442-7819; e-mail finaid@ggu.edu; or visit www.ggu.edu.

Enrolling at the University

Academic Calendar

Golden Gate University operates on a trimester schedule, with 16-week courses offered in the spring, summer and fall. We also offer 10-week courses and a limited number of eight-week courses. 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 for specific schedules. Registration and advising begin approximately six weeks prior to the start of each term, and you 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.

Please note, these classifications do NOT apply if you are registered in only one eight-week term or one 10-week term (e.g., Fall B or Fall I). You must also register for another eight-week term or 10-week term and/or the trimester, otherwise you will be reported as “Less than half time,” regardless of the number of units you registered for.

The university reports the enrollment status of each of our students to the National Student Clearinghouse (NSCH) on the 15th of every month. We report the beginning and ending dates of the terms (not classes) in which you are enrolled and the enrollment classification (half-time, full-time, etc.). The NSCH makes this information available to lending institutions, prospective employers, verification agencies and others wanting to verify a student’s enrollment.

16-WEEK TRIMESTER, EIGHT-WEEK TERM AND TEN-WEEK TERM DATES:														
	Fall I 10-week 2006	Fall Tri 2006	Fall B 8-week 2006	Fall II 10-week 2006	Fall C 8-week 2006	Spring I 10-week 2007	Spring Tri 2007	Spring B 8-week 2007	Spring C 8-week 2007	Spring II 10-week 2007	Summer Tri 2007	Sum B 8-week 2007	Summer 10-week 2007	Sum C 8-week 2007
Start of term	8/6/06	9/3/06	9/3/06	10/15/06	10/29/06	1/7/07	1/7/07	1/7/07	3/4/07	3/18/07	5/6/07	5/6/07	5/27/07	7/1/07
Last day to register for classes	8/12/06	9/16/06	9/9/06	10/21/06	11/4/06	1/13/07	1/20/07	1/13/07	3/10/07	3/24/07	5/19/07	5/12/07	6/2/07	7/7/07
Last day to drop classes or change to audit status	9/23/06	11/11/06	10/7/06	12/2/06	12/2/06	2/24/07	3/17/07	2/10/07	4/7/07	5/5/07	7/14/07	6/9/07	7/14/07	8/4/07
End of term	10/14/06	12/23/06	10/28/06	12/23/06	12/23/06	3/17/07	4/28/07	3/3/07	4/28/07	5/26/07	8/25/07	6/30/07	8/4/07	8/25/07
Last day to convert an incomplete to a letter grade	5/27/07	5/27/07	5/27/07	5/27/07	5/27/07	8/20/07	8/20/07	8/20/07	8/20/07	8/20/07	12/21/07	12/21/07	12/21/07	12/21/07

NOTE: GGU administrative offices are open Monday through Friday.
Registration requests conducted online through GGU4YOU, or e-mails or faxes sent to the Office of Records and Registration are valid the day they are received, even if that day is on a weekend.

Enrollment Status Classifications and Disclosures

The university classifies enrollment status based on academic level and the number of units registered for within a reporting term. A reporting term is an umbrella term covering the following individual terms:

- Fall Reporting Term includes Fall I, Fall Trimester, Fall B, Fall II and Fall C
- Spring Reporting Term includes Spring I, Spring Trimester, Spring B, Spring II and Spring C
- Summer Reporting Term includes Summer Trimester, Summer B, Summer 10-Week and Summer C.

STATUS CLASSIFICATIONS	Less than Half Time	Half Time	Three-Quarter Time	Full Time
UNDERGRADUATE	5-or-less units	6–8 units	9–11 units	12-or-more units
GRADUATE	3-or-less units	4–7 units	N/A	8-or-more units
DOCTORAL	2-or-less units	3–6 units	N/A	7-or-more units

The information we report to NSCH is limited to the student’s directory information. If you do not want your information reported to the NSCH or other inquirers submit a Request to Prevent Disclosure of Directory Information form available on GGU4YOU or from the Office of Records and Registration. See Student Rights Regarding Their Records in the “University Standards and Policies” chapter of this catalog for further details.

Veterans Affairs Educational Benefits Recipients

Students who receive educational benefits from the Department of Veterans Affairs (VA) will have their enrollment data reported to the VA. Please contact GGU’s VA Certifying Official in the Office of Records and Registration at 415-442-7200 or e-mail ggu4you@ggu.edu to initiate the certification of your enrollment.

Shortly after the beginning of each term, GGU’s VA Certifying Official reports to the VA the number of units each of the veterans is taking, along with the dates of the term, and updates this information monthly. The VA uses this information to determine award amounts. VA regulations require that GGU report unit amounts and enrollment dates by individual term, as opposed to reporting terms. The VA deter-

mines the classification status for undergraduate students, and uses GGU's classifications for graduate students:

GGU's academic programs 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.

DBA Students on Dissertation Hiatus

Students who are in the doctor of business administration (DBA) degree program and are working on their dissertation may abstain from registering for one term and still qualify as being enrolled as a full-time student by submitting a DBA Dissertation Hiatus Request Form to the Office of Records and Registration. You must:

- Take no more than one hiatus term
- Have registered previously for at least one term of dissertation units
- Be in good academic standing
- Have no outstanding financial obligations with the university

Enrollment Minimum and Maximum Requirements

The maximum number of units you may register for within a term depends upon your academic level:

- Undergraduate: 17 units
- Graduate: 14 units
- Doctoral: 8 units

You may register for additional units provided you supply the Office of Records and Registration with the written approval of the appropriate academic dean.

Conditionally Admitted Students

Conditionally admitted undergraduate students may register for a maximum of twelve (12) units per term while in this status. Conditionally admitted graduate students may register for a maximum of nine (9) units per term while 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.

International Students with Student or Scholar Immigration Status

US federal regulations require international students residing in the US with a student or scholar immigration status to enroll in a full course of study. Your degree level and the length of the academic terms in which you enroll are used to determine the full course of study requirement.

International undergraduate students are required to enroll in a minimum of twelve (12) units per academic term. International graduate students are required to enroll in a minimum of nine (9) units per academic term. Doctoral students must be enrolled in a minimum of eight (8) units per academic term while they are completing their coursework and four (4) units per academic term while completing their dissertation.

Undergraduate, graduate and doctoral students are eligible for a vacation term after completing two consecutive terms of full-time coursework. Units for grades of W (Withdrawal), AU (Audit), NC (No

Credit) and I (Incomplete) are not counted in calculating unit load for immigration purposes.

GGU operates on a multi-term academic calendar that consists of three trimesters: fall term, spring term and summer term. In order to be considered full time for one of these terms, international students must enroll in in-person classes that span the 16-week term. You may fulfill this obligation by enrolling in 16-week courses, a combination of 16-week courses and eight- or 10-week courses, or a combination of ten-week courses in both of the ten-week terms, such as Fall I and Fall II courses.

Only one class (3 units) of a cyber-course may be applied towards the full-time enrollment requirement for international students. International students may take more than one cyber-class, but only on an approved vacation term or in addition to a full-time course load.

International students should seek prior approval from their international student counselor before dropping courses. International students who are unable to fulfill the full course of study requirement should contact International Admissions and Advising Services without delay in order to prevent violation of their immigration status.

International students may be permitted to fulfill their enrollment requirements by taking courses at other institutions while they are pursuing their program at Golden Gate University. Before enrolling elsewhere, they must first receive approval from the Office of Admissions and Student Affairs by submitting an International Student Concurrent Enrollment Approval Form to that office.

International students in valid immigration status at another institution may enroll in Golden Gate University courses if they have written authorization from that institution to do so. They must meet the minimum enrollment requirements of the other institution, and will be required to provide proof of having fulfilled GGU's English Language Proficiency Admission Requirements (see p. 109).

Students Enrolling Concurrently at Other Institutions

You may be permitted to fulfill the requirements of your academic program by taking courses at another institution while pursuing your program at Golden Gate University. The coursework will be transferred in if

- a) You have not met the maximum number of allowable transfer units; and
- b) You are in good academic standing; and
- c) You have no outstanding financial obligations with GGU.

Golden Gate University posts the articulation agreements we have with other institutions on our website. You aren't required to petition for permission to take coursework at those institutions if you have met the above requirements and the course in question is listed in the agreement. GGU will make every effort to post our most current articulation agreements, and we strongly recommend that you refer to these agreements before registering for courses at another institution.

If the course you want to take is not listed in the articulation agreement, you are required to petition for permission to take it. Before enrolling at the other institution, they must first receive approval from the Office of Admissions and Student Affairs by submitting a Request to Take Courses at Another Institution Form to that office. You must include ample documentation (course descriptions, syllabus information, etc.) to support the request.

In the evaluation process, an emphasis will be placed on evaluating basic proficiencies and electives first, with coursework in the liberal studies core to follow.

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

International students should follow the policy for Concurrent Enrollment as described in the International Students with Student or Scholar Immigration Status section above.

Registration Policies and Processes

Internet and E-Mail 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 coursework required to be done through the Internet.

The university communicates registration, payment and other administrative information by e-mail, and expects all students to have an e-mail address and to check it regularly. The university will accept e-mailed registration requests but only if the e-mail originates from the e-mail address we have on record for the student.

Submission Requirements

All registration transactions, including drop requests, must be submitted either

- Online via GGU4YOU
- E-mail to registration@ggu.edu (must originate from the e-mail address we have on record for you);
- Fax to 415-442-7223;
- Mail to the Office of Records and Registration, 536 Mission St., San Francisco, CA 94015

The following kinds of requests are insufficient, and will not be processed

- Verbal requests
- Requests submitted to instructors, deans or academic department chairs
- Request submitted by anyone other than the student

You will not be officially registered until you have paid for the classes for which you have registered or made payment arrangements within one business day of registering. You will be de-registered if you do not make these arrangements.

Academic Advising Requirements

The following students are required to have their registration approved by a faculty adviser or an admissions and advising counselor prior to registering:

- Undergraduate students
- Graduate students either beginning a new academic program or planning to graduate at the end of the term for which they are registering
- Open Enrollment students
- Students registering for a class in credit/no credit status
- Students who have yet to satisfy the terms or their conditional admission
- Students on academic probation

International Students

Before registering, you will need the approval of a counselor in the Office of International Student Services if you

- Are registering for your first term
- Want to drop a course
- Haven't submitted verification that you have health insurance

Students with Conditional Math or English Admissions

If you have yet to satisfy the math or English requirements under which you were admitted, before registering you will need the approval of an adviser in Undergraduate Programs.

Call the Office of Admissions and Student Affairs at 415-442-7800 for more information.

Open Enrollment Students

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

- Open enrollment students must submit a completed Open Enrollment Student Data Form prior to registering every term.
- To register for graduate courses in open enrollment status, students must have an earned bachelor's degree; to register for undergraduate courses, a high school diploma or GED. The submission of GMAT scores is not necessary before registering in open enrollment status.
- Doctoral courses may not be taken in open enrollment.
- To be eligible to register for certain classes, students may be required to show evidence of having satisfied the prerequisites.
- Prior to registering for any classes in open enrollment, non-native speakers of English must meet the English Language Proficiency Admission Requirements (p. 109).
- Open enrollment students may enroll on a credit/no-credit basis or as auditors (p. 127).
- Open enrollment students are subject to the Required Academic Progress and Grade Requirements (p. 137).
- Open enrollment is not available to international students in student visa/scholar visa status 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 TOEFL requirements.
- Students registered in open enrollment status are not eligible for financial aid.

Adding or Dropping Courses

Adding Before the Add Deadline

Students may 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 eight- and 10-week terms. It is usually not possible to register for intensives (classes less than eight-weeks long once they have begun. The specific dates are published in the *Class Schedule* and can be found in the Academic Calendar (p. 122) or on GGU4YOU at 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 to the instructor or any other university office is insufficient.

Adding After the Add Deadline (Late Registration)

If you want to register for a course past the registration deadline, you must submit along with your registration request the following

- Written or e-mailed approval from the course's instructor; AND
- Written or e-mailed approval from a senior administrator in the school or division in which the course is housed, such as a dean, director or department chair; AND
- An \$85 late fee. This fee will be charged only once per term, regardless of whether you've already registered for courses within that term. This fee will only be waived if you present written evidence of an extenuating circumstance beyond your control which prevented you from registering before the registration deadline. Only the Office of Records and Registration can authorize a waiver — not the course instructor or senior administrator. To request a waiver, contact the Office of Records and Registration.

Dropping or Changing to Audit

You must submit drop requests 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 to the instructor or any other university office is insufficient.

You may drop a trimester class or change it to audit status up through its tenth week; a 10-week class may be dropped or changed to audit up through its seventh week; an eight-week class may be dropped or changed to audit up through its fifth week. If you drop up a class through the third week, you will receive a full reversal of the tuition charge. For specific dates, please consult the Academic Calendar

Requests for drops or change-to-audit status will not be processed after the Drop Period. You may discuss with your instructor the option of being assigned a "W" (Withdrawal) mark, and the instructor has the right to decline this request. If you stop attending a class and do not request a "W" you will be 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".

Students admitted conditionally or placed on academic probation must meet with their academic adviser before dropping a course or withdrawing from the university.

Financial Aid Recipients

If you are a financial aid recipient, you must contact a Financial Aid adviser BEFORE dropping if:

- The remaining number of units after the drop will be below the amount for which you were packaged; OR
- Less than 60 percent of the term has passed and the remaining number of units after the drop will not qualify you as a half-time student (see Enrollment Status Classifications and Disclosures above.)

In both of these instances, some or all of your loans will be returned to your lender. Call the Financial Aid Office at 415-442-7270 or e-mail finaid@ggu.edu.

International Students

If you are on an F-1 or J-1 visa, you must contact your International Admissions and Advising counselor BEFORE dropping. They will need to ensure the drop will not put you out of compliance with US Bureau of Immigration and Customs Enforcement regulations.

Refunds

If you drop before the refund deadline, the tuition charge for the course will be reversed, and your account will be credited. This credit will be used toward your future registration charges. If instead, you would like this money refunded to you, send a request to Student Accounting Services via fax at 415-442-7819 or e-mail sas@ggu.edu. Verbal requests will not be processed.

Refunds After Deadline

If you are dropping after the refund deadline, and can show evidence of serious, unforeseen circumstances beyond your control which prevented you from continuing with the course, you may still be eligible for a refund. Submit a Student Financial Petition to the Office of Student Accounting Services.

Waitlists

If a class you are want to take shows a "Waitlist" status, you cannot register for it, but may add yourself to its waitlist. You will not be charged for doing so, and may remove yourself from the waitlist at any time by dropping the course.

If a space becomes available, you will be registered into the class and sent an e-mail notification. At that time, you will be charged and are then responsible for payment. Because e-mails may be delayed or thwarted, we recommend that you check your schedule daily to confirm whether you have been registered. We also recommend that if you put yourself onto a waitlist, that you confirm that we have your correct e-mail address on record by checking your profile online via GGU4YOU.

Please note that the class may have a waitlist even though the capacity of the class may be greater than the number of students registered. This is because at one point the class was full, a waitlist was created, and then some students dropped. It is not possible to bypass the waitlist, as there may still be students on it. If you wish to take the course, add yourself to the waitlist.

Waitlists are purged after the last day to register for the term. Check the Academic Calendar for these dates. If you have not received notification by then, you will not be added to the class.

Administrative Withdrawals

The university reserves the right to administratively withdraw you from courses if you

- Fail to meet their financial obligations with the university
- Haven't met the course prerequisites
- Do not attend the course, attend irregularly or stop attending
- Fail to adequately progress academically
- Violate academic or administrative policies

If you received any form of federal financial aid, including federally guaranteed loans, for the term in which you are being withdrawn, and the withdrawal reduces your enrollment status to below half-time, you must return that funding to your lender. The date of withdrawal will be the last date you attended the course.

Directed Study

You may study a topic not offered in the *Class Schedule* individually under the guidance of a faculty member by requesting that the school create a directed study. To register for a directed study, obtain the signatures of the faculty member and the appropriate school dean on a Directed Study Form, and submit both this form and a registration form to the Office of Records and Registration. Directed studies are subject to the following restrictions:

- Undergraduate students may register for only three units of directed study coursework per term.
- Graduate students may register for only three units of directed study coursework per degree program.
- Directed studies must be taken for letter grades only (not credit/no credit)

Directed studies may be substituted for requirements in an academic program and are subject to the same administrative and academic policies as regular classes.

Custom Study

Occasionally the university will need to alter the meeting times of a class from those that were published in the *Class Schedule* or on our website. If you registered for the class, the university will present you with the option of dropping and receiving a full reversal of the tuition charge or continuing on an altered schedule that is agreed upon by the instructor and all of the students. Such a class is referred to as a "Custom Study," as its meeting dates and times are customized by the participants. This change may result in less frequent contact between the instructor and students, but in no way alters the class's learning objectives, unit load, tuition amount or administrative requirements.

Internships

You must register for your internship, and internships are subject to all of same registration, financial and grading policies as regular courses. Before registering, establish your internship through Career and Internship Services, which is housed in the Office of Admissions and Student Affairs. Logon to GGU Careers (http://www.ggu.edu/student_services/career_services) and select "Internship Orientation." Refer to catalog section Internships on p. 131 for detailed information.

Undergraduate Students Taking Graduate Courses

If you are an undergraduate students in your final term, you may concurrently register for both graduate courses and undergraduate courses provided you are within six (6) units of completing your bachelor's degree and are in good academic standing. Tuition is based on the course, not your academic level. 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 Values

The university uses a four-point scale, including plus (+) and minus (-), 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.

Grade Point Average Calculation

The GPA is calculated by dividing the total grade points earned by the total units completed. For example

COURSE	GRADE	UNITS	GRADE POINTS	
MGT 342	A-	3.0	11.1	
FI 302	B+	3.0	9.9	
MKT 399	A	1.0	4.0	
TOTAL		7.0	25.0	GPA = 3.57

Only GGU courses are used to compute the GPA, not courses transferred in from other schools.

The GPA is calculated by academic level: undergraduate, graduate or doctoral. Each course is assigned one and only one academic level. A course's academic level may be different from its course level. For instance, MATH 30 has an undergraduate course level. If taken as part of an undergraduate program, it has an undergraduate academic level; if taken as part of a graduate program, it has a graduate academic level.

The GPA calculation will include all courses taken at the academic level, regardless of whether those courses apply toward the degree or certificate program requirements. GGU does not issue “program GPAs”.

The GPA calculation freezes at the term a degree has been posted. Courses taken after the degree posting will not be included in the degree’s GPA, even if they are at the same academic level. For instance, undergraduate courses taken after earning a bachelor’s degree will not be retroactively included within that degree’s GPA.

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 16-week trimester or the first two-thirds of a shorter session. (Refer to Academic Calendar.) 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.

Doctoral courses may not be registered for in audit status.

The tuition for audited courses is two-thirds of non-audited courses. (Refer to chapter “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 available as follows:

- Undergraduate students may register for CR/NC for general elective courses only; a C- must be achieved in the class for it to count for credit.
- Graduate students may register for CR/NC 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 may register for CR/NC 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.

“I” (Incomplete) Grades

You may request an instructor assign an “I” (Incomplete) grade for the course provided the following criteria is met:

- You are making satisfactory course progress as evidenced by a passing grade.
- You have completed the majority of the academic coursework.
- You are unable to complete the remaining course material because of unforeseen — but fully justifiable — circumstances.

Coursework must be completed and the grade received by the Office of Records and Registration by the deadline date established by the instructor but not later than the following:

- Incomplete grades assigned in a fall term must be completed and grades submitted by May 26, 2007.
- Incomplete grades assigned in a spring term must be completed and grades submitted by August 25, 2007.
- Incomplete grades assigned in the summer term must be completed and grades submitted by December 22, 2007.

If the coursework is not completed by the designated deadline, the “I” grade will be changed automatically to “W” (Withdrawal). If you repeat the same course in a subsequent term, you will be required to pay all applicable tuition and fees.

International Students with a student or scholar visa may receive “I” grades; however, these units are not included in their full-time unit load calculation.

“W” (Withdrawal) Grades

If you wish to stop attending a class, but the drop deadline has passed, you may request your instructor assign you a “W” (Withdrawal) grade. This will have no effect on your GPA. The instructor has the right to decline this request. If you take the class again, you will be required to register and pay the full tuition.

If you are a financial aid recipient, be aware that “W” grades affect your Satisfactory Academic Progress (SAP) evaluation, a regulation established by the US Department of Education (DOE). The DOE authorizes Golden Gate University to award federally subsidized loans, and requires that all students who receive such loans complete at least 80 percent of the courses for which they register. A course with a “W” grade cannot be counted towards that completion rate. Students who do not meet the SAP requirement will not be eligible to receive federally subsidized loans.

International Students with a student or scholar visa may receive “W” grades; however, these units are not included in their full-time unit load calculation.

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 these students, 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. 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 when completing a minimum of 6 units for that 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 Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions. The grade grievance process can be used to dispute or appeal (1) a course grade that a student believes was given unfairly or in error, and (2) a reduced grade given as a result of an alleged violation of academic integrity.

Regarding fairness, students are encouraged to contact the course instructor when there are questions concerning a course grade. Students must contact the instructor within 30 days of the beginning of the term following the term in which the grade in question was received. Hopefully, a satisfactory resolution can be reached through meaningful and respectful dialogue between the student and faculty member. However, in cases where a satisfactory resolution cannot be achieved, a student may file a formal grade grievance 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. Detailed information about the grade grievance policy can be found in *The Griffin Student Handbook* at www.ggu.edu/student_services/student_life/griffin_student_handbook/grade_grievance.

For appeals of grades based on a violation of academic integrity, a student must file a formal grade grievance through the Office of Admissions and Student Affairs within 60 days of being notified in writing of the violation and of the appeal rights and procedures by the director of academic integrity. Detailed information about the academic integrity policy can be found on the following university Web page: www.ggu.edu/student_services/student_life/griffin_student_handbook/grade_grievance.www.

Grade Submission Deadlines

All instructors are required to submit grades two weeks after the end of the term. The Office of Records and Registration notifies the schools of which instructors have yet to submit grades by this deadline, and continues to do so until all grades are entered.

If you do not see your grades on GGU4YOU *after this deadline*, please contact the school or regional site at which the course was held.

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 address. To make a request, e-mail records@ggu.edu or call 415-442-7200. We 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. This policy also applies to any outstanding balances with the Golden Gate University Bookstore or any other company that operates a concession or service on behalf of the university.

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 or CWE. 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 through GGU4YOU. Students unable to make an online request should either mail or fax a request to the Office of Records and 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 10 business days
- Express Service—Mailed out by the next business day via overnight delivery (two-day delivery to PO boxes and international addresses). Express Service fulfillment time may extend to up five business days for students who attended before 1985, as records prior to that year are manually archived.

Each transcript is \$5. Express Service requests must be received by 4:00 pm and will be charged an additional \$15.00 per recipient address and \$30 per non-US recipient address.

The Office of Records and 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, the Golden Gate University Bookstore or any other company that operates a concession or service on behalf of the university.

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 and internship 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 assessment, recruiting events and fairs, alcohol awareness workshops and CLEP testing.

Information regarding student affairs, including *The Griffin Student Handbook*, can be obtained on our website at www.ggu.edu.

Office of Admissions and Student Affairs Locations

Admissions and Advising 536 Missions St Suite 100 415-442-7800(Admissions) 415-442-7865(Advising) Fax 415-442-7807	Campus Currents 536 Mission St. Room P-9 415- 442-7878 Fax 415-495-2671	Career & Internship Services 536 Mission St. Suite 4300 415-442-7299 Fax 415-442-7284
Counseling & Psychological Services 536 Mission St. Suite 4300 415-442-6578 Fax 415-442-7284	Math and Writing Centers 536 Mission St. Room P-25 415-442-3876 (M) 415-442-3875 (W)	Disability Services 536 Mission St. Suite 4300 415-442-7288 Fax 415-442-7284
International Admissions and Advising 536 Mission St. Suite 100 415-442-7290 Fax 415-896-6485	Student Government 536 Mission St. Room P-9 415- 442-7879 Fax 415-495-2671	Student Life 536 Mission St. Suite 4300 415-442-7288 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 speak with 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 the regional assistant director of admissions and advising for advising appointments. Additional information regarding academic advising can be found on the website at www.ggu.edu or by calling 415-442-7288.

Alumni Services

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

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 Counselors can assist you with identifying your career interests, skills, values and work-style characteristics through self-assessment instruments, including the Strong Interest Inventory, Myers Briggs Type Indicator, Campbell Interest and Skills Survey, SkillScan Card Sort and the ValueSearch card sort. Some of these assessments are available online. A nominal fee is charged.

Career/Recruiting Events

Career and Internship Services sponsor a variety of career events, including on-campus career fairs, employer information sessions and networking events. Students can log in to their account on www.GGUCareers.com to learn about and register for upcoming events.

Career Workshops

Each term, Career and Internship Services offers a Professional Development Workshop series and an International Student Workshop series at the San Francisco site. The Professional Development Workshops are designed to be interactive and "just-in-time" to provide the information and resources needed to manage and develop a career. International Student Workshops are designed specifically for international students to help them make the most of the educational and career opportunities at Golden Gate University. Internship Orientations are also offered regularly in San Francisco.

For students who cannot attend workshops at the San Francisco site, online workshops on selected topics are provided. Career and Internship Services also presents a career workshop at each regional location every term.

Clubs and Organizations

Student clubs and organizations offer many opportunities to Golden Gate students. At the current time, there are five–ten 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 Office of Admissions and Student Affairs. The Student Government Association (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.

Community Days at GGU

Each year students, faculty, staff, and alumni of Golden Gate University are invited to participate in Community Day Events. These events are held throughout Northern California in locations near one of GGU's teaching sites. Past events have included GGU Day at Six Flags-Marine World in Vallejo, working at the San Francisco Food Bank during the holidays, supporting KVIE public television in Sacramento, and GGU and The Giants Day at AT&T Park. Announcements are made prior to these events. All friends and family of the GGU community are invited to attend.

Counseling Services

The university offers confidential counseling, assessment, and referral services to help students meet their academic and professional goals, or to resolve difficulties that hinder life satisfaction.

Our counselors have experience assisting students from diverse ethnic and cultural backgrounds, gender orientations and family backgrounds. Students are encouraged to confer with Counseling Services for personal growth, to address concerns about professional direction or blocks to academic success or to receive support in dealing with life problems. Examples of reasons that students seek guidance include issues with family members and other relationships; health and wellness concerns such as anxiety, depression, alcohol and substance abuse, financial difficulties, and challenges with balancing school, work and personal obligations.

Telephone assessment and referral is available to all students regardless of where they live, work or attend classes. Brief face-to-face counseling is also available on the San Francisco campus. Confidential referrals to outside agencies and health/medical resources are made as appropriate or requested. Privacy is always respected and counseling records are maintained separately from academic records.

Counseling Services also offers discussion groups and workshops on work/life balance topics, such as time and stress management, test anxiety, adjusting to life in the Bay Area and United States, and developing life goals.

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 achieved at least a 3.50 grade point average in one term when completing a minimum of 6 units for that 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.

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 Office of Admissions and Student Affairs. 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 and alternative text formats 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.

GGUCareers.com

Career and Internship Services resources are available for all students and alumni to access anytime through its website, www.GGUCareers.com. The website includes features such as job and internship listings, an events calendar, online workshops on career topics, industry research databases, and a document library with career handouts. Registered students and alumni can access their account to activate the job search agent, register for career fairs and workshops, upload resumes and cover letters and apply for jobs. New students receive their account user name and password via email during their first term of enrollment. Alumni can register themselves on the website.

Grade Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions. The grade grievance process can be used to dispute or appeal (1) a course grade that a student believes was given unfairly or in error, and (2) a reduced grade given as a result of an alleged violation of academic integrity.

Regarding fairness, students are encouraged to contact the course instructor when there are questions concerning a course grade. Students must contact the instructor within 30 days of the beginning of the term following the term in which the grade in question was received. Hopefully, a satisfactory resolution can be reached through meaningful and respectful dialogue between the student and faculty member. However, in cases where a satisfactory resolution cannot be achieved, a student may file a formal grade grievance 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. Detailed information about the grade grievance policy can be found in *The Griffin Student Handbook* at www.ggu.edu/student_services/student_life/griffin_student_handbook/grade_grievance.

For appeals of grades based on a violation of academic integrity, a student must file a formal grade grievance through the Office of Admissions and Student Affairs within 60 days of being notified in writing of the violation and of the appeal rights and procedures by the director of academic integrity. Detailed information about the academic integrity policy can be found on p. 138 or in *The Griffin Student Handbook* at www.ggu.edu/student_services/student_life/griffin_student_handbook/policy_academic_honesty.

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 their 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, posted on the GGU website (www.ggu.edu), 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 600 international students attend Golden Gate University during an academic year. A variety of social and cultural activities are provided through this office. This office assists international students with understanding and interpreting 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 admissions and advising counsels students and scholars regarding employment regulations, immigration matters, travel, and medical care and health insurance. The office also 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 that 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 match your academic program and career interests. You can learn more about the Internship Program and how to prepare for, locate, and register for an internship by accessing the online internship orientation on www.GGUCareers.edu, attending an internship orientation at the San Francisco site or contacting the internship program manager through Career and Internship Services. 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.

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 this 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 your internship assignment and inform you of 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. Consult the Internship Program handout, available from Career and Internship Services, for departmental guidelines for specific programs

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. Consult the Internship Program handout, available from Career and Internship Services, for departmental guidelines for specific programs

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

United States Federal regulations govern the ability 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 may be eligible to participate if they are maintaining their immigration status and have permission in writing from an international student adviser in International Admissions and Advising Services. Specific information regarding all of the eligibility requirements is available from International Admissions and Advising Services.

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 internship period.

International students should consult the resources provided by International Admissions and Advising Services to determine their eligibility and to obtain detailed information concerning immigration regulations for the internship program.

Job/Internship Listing Services

Students can access up-to-date listings for full-time, part-time and internship career positions in a variety of industries by referring to the Career Services website (www.GGUCareers.com) for online listings..

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 attend an orientation where they receive information about university services, academic advising and success strategies. All new students are encouraged to attend.

International students must attend 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 required for such a change before the student will be readmitted.

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 located approves the change of major, the student is still required to follow any academic retention plan issued by the Committee for Admissions and Academic Probation. Information regarding academic probation is available from the Office of Admissions and Student Affairs by calling 415-442-7800.

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/student_services/student_life/griffin_student_handbook. 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

The student resource library, located in Room 4399 on the San Francisco campus, 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.

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 415-442-7288.

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 during the first three weeks of every trimester and are free to all students.

Other Services

The Alumni Association

The GGU Alumni Association fosters mutually beneficial connections among alumni, students, faculty and staff. The Alumni Association board of directors works with the university advancement office to develop meaningful alumni outreach activities that support the GGU mission. The president of the Alumni Association board also serves as a voting member of the university's board of trustees for the duration of his or her term.

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.

For more information, visit the alumni website at www.ggu.edu/alumni or contact alumni services at 415-442-7824 or e-mail 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 and follow the instructions for placing your order. The university website 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

Degree Posting

Your degree will be posted once you've satisfied all your program's academic requirements and submitted an application for graduation and its requisite fee* to the Office of Admissions and Student Affairs. The degree date will be the last day of the term these criteria have been met. The university will not verify a degree as having been earned before this posting, even if you've met these criteria.

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 reporting terms, beginning with the one you list on the application. (For more information about reporting terms, see Enrollment Status Classifications and Disclosures on p. 122.) Afterwards, 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 Financial Services.

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

***Summer 2007 candidates who plan to participate in the 2007 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 2007 commencement program, applicants must apply by the February 1 deadline and meet one of the following criteria:

- 1) Must be a fall 2006 or prior graduate;
- 2) Must be a spring 2007 candidate for graduation; or
- 3) Must be a summer 2007 candidate who has no more than fifteen (15) undergraduate units or twelve (12) graduate units remaining during the summer 2007 term.

Fall 2007 graduation applications are due and will be processed only after October 1, 2007. Fall 2007 candidates will be eligible to participate in the spring 2008 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 have 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

Honors are awarded based on a cumulative grade point average at the academic level, awarded as of the date the degree is granted. 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

Honors are awarded based on a cumulative grade point average at the academic level, awarded as of the date the degree is granted. 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 and the School of Taxation. 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 2007 deadline (February 1, 2007) and who will complete all degree requirements by the completion of the spring 2007 trimester. Summer 2007 graduates are eligible for the spring 2008 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 and Transcript Distribution

Students who have submitted an application for graduation and its fee before the deadlines listed above and who have no outstanding financial obligations with the university can expect to receive their diplomas and one official copy of their transcript by first class mail approximately six weeks after the end of the term in which they've successfully completed their degree requirements. Diplomas and transcripts are mailed separately, and both will be mailed to the address listed on the graduation application.

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: 415-442-7288; fax: 415-442-7284.

Commencement Inquiries

Inquiries about commencement ceremonies and commencement regalia 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.

Open Enrollment Students

Those students who are enrolled through the Open Enrollment Program must meet the cumulative grade requirements established for each academic level – undergraduate/graduate - of study (see below for details). Should an open enrollment student's grade point average fall below the minimum requirements, the student will be referred to the Committee on Admissions and Academic Probation (CAAP) for a review of academic progress and recommendation for continuation. If the guidelines for retention, provided by CAAP are not followed, or if the grade point average is not improved in the proscribed time limit, the open enrollment student will be disqualified from further study.

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 on p. 111.

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

Academic integrity means doing academic work in a manner that strives to achieve the learning objectives your courses have set out for you. It means that you follow the rules and procedures prescribed by your instructors so that you acquire the skills and knowledge your courses are designed to give you. It means that you engage in ethical practices in taking tests and doing assignments and that you respect intellectual property rights by fully disclosing sources of information that appear in your papers and presentations.

Academic integrity pays off for you by ensuring that you get the education you are working and paying for. Academic integrity maintains the good reputation of the university and guarantees the value of your degree for the rest of your life.

Academic dishonesty is the failure to maintain academic integrity. It includes but is not limited to both cheating and plagiarism.

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

Students are responsible for adhering to standards of academic integrity. Students should request information from their instructors regarding the rules and guidelines for examinations, papers, projects, presentations, and other assignments. Students are responsible for understanding what plagiarism is and how to avoid unintentional plagiarism by carefully following accepted scholarly practices—accurately recording sources of materials to be cited, quoted, paraphrased, or summarized, and acknowledging these sources in accepted documentation formats. Information on proper scholarly practices can be obtained in the GGU Library and on the library's website www.ggu.edu/university_library.

If any student, faculty member, test proctor, administrator or any other university employee believes that there is evidence of academic

dishonesty by a student or group of students, the university expects that person to take action on the matter, following university policy.

Definitions of Academic Dishonesty

Academic dishonesty is the failure to maintain academic integrity. It includes, but is not limited to, both cheating and plagiarism. Cheating and plagiarism are defined as follows:

Cheating is the act of obtaining or attempting to obtain, or helping someone else obtain, credit for academic work through any dishonest, deceptive, or fraudulent means. It includes but is not limited to:

- Copying, in part or in whole, from another student's exam, test, quiz, assignment or other evaluation instrument
- Using or consulting sources, materials, devices, or other assistance not authorized by the instructor during a quiz, test, or examination
- Obtaining or attempting to obtain, or giving or attempting to give unauthorized aid of any type on a quiz, test, examination or assignment
- Obtaining or attempting to obtain unauthorized prior knowledge of an examination
- Submitting work previously presented in another course, unless specifically authorized by the course instructor
- Doing work for another student or having one's work done by another person, or representing oneself as another person, or failing to identify oneself in a forthright and honest manner in the context of an academic obligation
- Altering grades or interfering with grading policies or procedures
- Submitting or attempting to submit contrived or altered data, quotations or documentation when the intent is to mislead, or deliberately attributing material to a source other than where the student obtained it
- Any other act committed by a student in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism is the intentional or negligent presentation of another person's idea or product as one's own. It includes but is not limited to:

- Copying all or part of another person's written work without proper citation or attribution
- Representing as one's own specific phrases, sentences, paragraphs, or the specific substance of another person's work without giving appropriate credit
- Paraphrasing another person's original ideas, theories, explanations, examples, models, principles, research issues and strategies, cases, conclusions, etc. without proper attribution
- Representing as one's own another person's computer programs, web content or designs, graphic or artistic works, mathematical or scientific solutions, charts, tables, figures, or illustrations in any medium.

The university has access to various tools and resources to investigate and verify allegations of plagiarism in written work. Some instructors make these resources available to students to check their own work for proper documentation of sources before submitting assignments.

Academic dishonesty includes creating an improper academic disadvantage to another student or an improper academic advantage to oneself. This includes but is not limited to removing, defacing, hiding or deliberately withholding library books or other materials, especially those with short-term loan periods or on reserve for courses.

Academic dishonesty also includes theft or damage of intellectual property. This includes but is not limited to sabotaging or stealing another person's assignment, book, paper, notes or project and improperly accessing or electronically interfering via computer or other means with the property of another person or the university. Identification and reporting procedures, academic and administrative sanctions and appeal procedures are outlined in detail at www.ggu.edu/student_services/student_life/griffin_student_handbook/policy_academic_honesty.

Grade Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions. The grade grievance process can be used to dispute or appeal (1) a course grade that a student believes was given unfairly or in error, and (2) a reduced grade given as a result of an alleged violation of academic integrity.

Regarding fairness, students are encouraged to contact the course instructor when there are questions concerning a course grade. Students must contact the instructor within 30 days of the beginning of the term following the term in which the grade in question was received. Hopefully, a satisfactory resolution can be reached through meaningful and respectful dialogue between the student and faculty member. However, in cases where a satisfactory resolution cannot be achieved, a student may file a formal grade grievance 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. Detailed information about the grade grievance policy can be found in *The Griffin Student Handbook* at www.ggu.edu/student_services/student_life/griffin_student_handbook/grade_grievance.

For appeals of grades based on a violation of academic integrity, a student must file a formal grade grievance through the Office of Admissions and Student Affairs within 60 days of being notified in writing of the violation and of the appeal rights and procedures by the director of academic integrity. Detailed information about the academic integrity policy can be found on p. 138 or in *The Griffin Student Handbook* at www.ggu.edu/student_services/student_life/griffin_student_handbook/policy_academic_honesty.

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.

Students' Rights Regarding Their Educational Record (Privacy Policy)

University student records are maintained by the Office of Records and Registration, which is overseen by the university registrar, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Public Law 93-380, as amended. Under this law, you have the following rights as a GGU student:

1. The right to inspect and review your educational records within 45 days of the day the university receives a request for access. Submit a written request to the registrar's office identifying the records you wish to inspect. The office will make arrangements for access and notify you of the time and place where the records may be inspected. If you cannot come to the San Francisco campus copies of the records will be made available at the cost of 25 cents per page. You will not be permitted to review records that contain information on more than one student, financial records of your parents, or confidential letters and statements of recommendation regarding admission.
2. The right to request the amendment of any part of the educational records that you believe is inaccurate or misleading. If you want to amend a record that you believe is inaccurate or misleading, write to the Office of Records and Registration, clearly identifying the part of the record you want changed, and specify why it is inaccurate or misleading. If the registrar decides not to amend the record as requested, the university will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing. If after the hearing the university decides not to amend the records, you may insert a statement in your records stating what you believe is inaccurate or misleading about the records.
3. The right to refuse consent of disclosure of personally identifiable information contained in the record, except to the extent FERPA authorizes disclosure without consent. Under FERPA, Golden Gate University will disclose information about a student to:
 - Personnel within the institution who are acting in the student's educational interest; this is defined as anyone needing to review the record to fulfill their professional obligations, such as:
 - A person employed by the university in an administrative, supervisory, academic, or support staff position
 - A person serving on the Board of Trustees
 - A person or company with whom the university has contracted, such as an attorney, auditor, collection agency, or mailing house
 - A student serving on a committee, such as a grievance or disciplinary committee, or assisting another school official in performing his or her tasks
 - Persons or organizations considering or providing financial aid to students;
 - Parents of an eligible student who claim the student as a dependent for income tax purposes;
 - Accrediting agencies carrying out their accreditation function;

- Organizations conducting certain studies for or on behalf of educational agencies;
- Persons in compliance with a judicial order or a lawfully issued subpoena;
- Persons in connection with an emergency in order to protect the health or safety of students or other persons;
- 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;
- Authorized agents from the US Department of Homeland Security or US Department of State
- 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.

No other person or agency will be given access to a student's personally identifiable information. Such information includes but is not limited to:

- Social Security number
- GGU Student ID number
- Gender
- Race, ethnicity or nationality
- Grades or grade-point average
- Class schedule

The only exception is "directory information," which may be released without the student's written permission. Directory information is information that is not generally considered harmful if made available to the public. GGU classifies only the following as directory information:

- Name
- Phone number
- E-mail address
- Dates of attendance
- Enrollment status
- Major field of study
- Awards
- Honors (including dean's list)
- Degree(s) earned and date(s) conferred

If you would like your directory information to not be disclosed, please fill out a Request to Prevent Disclosure of Directory Information form available from the Office of Records and Registration or online through GGU4YOU. Non-disclosure becomes effective the day it is received by this office and remains in effect until you revoke it in writing to that same office. During the time it is in effect, GGU will not release your directory information unless the request is accompanied by a written release from you.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office; US Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-4605.

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 2005 was 16 percent. This rate represents a cohort of 25 students who entered GGU in fall 2001 as first-time, full-time, degree-seeking freshmen, four 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. 163.



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. 137.

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 this 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. 162).

- 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. 137.

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 coursework 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 coursework if the six-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, 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:

- 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 College Mathematics CLEP Exam with a score of 50 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)

Applicants to the MS in information technology, 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.

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.
- Pass GGU's College Algebra Proficiency Exam with a score of 70 percent or better
- Pass the College Algebra or Precalculus CLEP Exam with a score of 50 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 graduate certificate in database marketing and 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.

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.
- Pass the College Algebra Proficiency Exam with a score of 70 percent or better
- Pass the College Algebra or Precalculus CLEP Exam with a score of 50 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 an MBA degree program 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 coursework/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 undergraduate coursework transferred from a regionally accredited institution 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 six (6) semester units of accounting coursework covering both financial and managerial accounting including financial statement analysis, or current CPA status. If this coursework has not been completed in the last seven (7) years, students must also pass the Accounting Currency Examination. GGU undergraduate course equivalence is ACCTG 1A and ACCTG 1B.
- *ECON 202 Economics for Managers*
Waiver Rule: A minimum of six (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 three (3) semester units of upper-division coursework in managerial finance. GGU undergraduate course equivalence is FI 100.
- *ITM 225 Management Information Systems*
Waiver Rule: A minimum of three (3) semester units of upper-division coursework in management information systems. GGU undergraduate course equivalence is ITM 125.
- *MATH 240 Data Analysis for Managers*
Waiver Rule: A minimum of six (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 six (6) semester units of upper-division coursework 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 six (6) semester units of upper-division coursework in managerial theory and managerial communications. GGU undergraduate course equivalence is MGT 100 and MGT 140.

