

GRADUATE CREDIT-HOUR ACADEMIC POLICIES AND PROCEDURES

Catalog

The catalog assigned to newly admitted students is determined by the date of formal admission. Admission status is valid for one year from date of admission. Students must meet the degree requirements of the catalog under which they are admitted or may select a later catalog for a year in which they are enrolled. However, for all other policies (except degree requirements), students must adhere to the current catalog for each year they are enrolled. Statements in the catalog are for informational purposes and should not be considered as the basis of a contract between students and the University. Information regarding any changes in degree programs, graduation requirements, or academic policies will be made available by the campus OneStop Services and the appropriate academic Schools.

Students admitted to the MA in Psychology program or to any of the School of Nursing and Health Professions programs will be admitted to the Catalog based on the program start date and not the admission date. (See MA in Psychology and School of Nursing and Health Professions section in the catalog.)

Statement of Responsibility

Brandman University publishes its academic policies, programs and required courses for graduation. The student is responsible for his/her program including meeting the published requirements and deadlines. The University assists the student in making appropriate decisions by providing academic advising. However, the decisions made in the academic advising process are those of the student.

Residency Requirement

Generally, a minimum of 24 credits in the degree program must be completed at Brandman University for all master's degrees. Some programs may vary. For specific program requirements, please refer to the appropriate program section. These credits do not include courses taken to fulfill prerequisite requirements. Students in credential programs are required to complete a minimum of two-thirds of the program at Brandman.

Degree Conferral

Degrees and credentials are granted on evidence of intellectual growth and development rather than solely on the basis of formal course credits. Fulfillment of the minimum course requirements is not regarded as the sole requisite of a degree or credential. Refer to appropriate program section as some programs specify more stringent policies.

A cumulative grade point average of 3.0 or higher in all coursework applicable to the graduate degree being sought is required.

Admission to a Degree Program

Admission is based upon possession of a baccalaureate or masters degree from a regionally accredited institution and the fulfillment of requirements specified for each program.

Course Requirements

1. Credits completed for a baccalaureate degree cannot be accepted for graduate degree credit.
2. Courses completed at the undergraduate level to fulfill prerequisite requirements cannot be accepted for graduate degree credit.
3. All graduate degree coursework cross-listed with undergraduate coursework must differentiate course requirements. For example, graduate students enrolled in any courses in which undergraduates are enrolled must complete additional course requirements to receive graduate credit.
4. At least 15 credits must be in coursework at the 500-600 level.
5. The minimum number of credits required for a master's degree is 30. Some specializations require more (see the individual degree programs).
6. The Degree Works Program Evaluation is the official degree evaluation. Completion of all degree requirements, as indicated on the Program Evaluation, will result in degree conferral.
7. Challenge exams exist for a limited number of graduate programs such as the Constitution Exam in Education. No credit is granted for successful performance on challenge exams.
8. No grade below 2.0 "C" is acceptable toward a degree or credential, but is included in calculating the overall grade point average.
9. Unless specifically noted, all coursework taken in graduate degree programs must be taken for a letter grade.

Full- and Half-Time Students

Students enrolled in 9 or more credits in a trimester are considered "full-time". Students enrolled in 4.5-8.5 credits in a trimester are considered "half-time". Brandman University advises that students taking more than 6 credits in any one session consult with their academic advisor/faculty.

Course Numbering System

(For course numbering systems in previous years, please refer to the catalog in effect at that time)

Course Numbers	Description
001-099	Non-Degree/Remedial Coursework
100-299	Lower division Undergraduate Coursework
300-499	Upper division Undergraduate Coursework
500-799	Graduate level coursework
800-999	Professional development credit
0001-0099	Professional coursework
8000-8999	Undergraduate level professional development credit
9000-9999	Graduate level professional development credit

Graduate Prerequisites

1. Students are expected to complete all Prerequisites within the first year of graduate coursework at Brandman University.
2. Students may not enroll in any course which specifies a prerequisite unless the prerequisite has been completed.

3. Students may not enroll concurrently in the prerequisite for a course and the course which specifies the prerequisite (unless the catalog permits concurrent enrollment).
4. A minimum grade of 2.0 "C" or pass is required in all coursework used to fulfill Prerequisites.

Change of Graduate Degree Program Policies

1. Students wishing to add or change their graduate degree program of study must submit a new Graduate Application form.
2. To be eligible for a change of degree program, students must have a cumulative 3.0 grade point average, no grade below a "C" in Brandman University graduate coursework, and approval of the program requested for change or addition. Students are required to meet all readmission policies/procedures prior to completing coursework.

Second Master's Degree

The following regulations govern the earning of a second master's degree from Brandman University:

1. The second master's degree may be awarded only in a distinctly different area, i.e., the student would not be awarded two master's degrees in education in differing areas of emphasis.
2. The student must meet all specific requirements for the second master's degree.
3. The student may not use more than 12 credits of the first master's degree to satisfy the requirements for a second master's degree at Brandman.
4. In addition, a minimum of 24 non-duplicated credits must be taken for the second master's degree.

Second Emphasis Area

Students completing a second emphasis area within one master's degree program may not use previously completed coursework for one emphasis to fulfill the requirements of a second emphasis. If the second area of emphasis is completed after the initial degree has been awarded, the student will not be issued an updated diploma, nor will the student be allowed to participate in the commencement ceremony a second time. However, the second emphasis will appear on the student's official Brandman University transcript.

Transfer Credits and Concurrent Enrollment

1. Some degree programs permit 6-15 semester credits to be transferred into their degree program. Some degree programs limit transfers to elective credit only. Consult the appropriate program section of the catalog. Students are responsible for all material covered on the comprehensive examination as required by specific master's degrees.
2. Students who wish to transfer prior coursework are required to submit a request for transfer coursework form within two sessions after achieving regular admission.
3. The coursework must be taken at a regionally accredited institution and be at the graduate level and/or accepted in a master's degree program.

4. Credit is not awarded for experience, including fulfillment of prerequisite requirements.
5. A grade of no less than 3.0 "B" must have been earned in the course presented for transfer for all master's degrees. Credit or Pass coursework is not transferable, unless otherwise noted within specific degree requirements.
6. The coursework must be relevant to the degree program.
7. Transfer of coursework to fulfill required courses is not advised. Please see specific program sections for additional information.
8. The coursework must have been taken within seven years of completion of the degree program for which the course is being requested for transfer credit.
9. Official transcripts must be submitted.
10. If the credits accepted in transfer are not the equivalent of semester credits, additional coursework may be taken to complete degree credit requirements.
11. Requests for transfer of military coursework may be considered as fulfilling Prerequisites, elective or major requirements for those programs which accept military credit. Coursework must meet all other transfer requirements.
12. In the event that the content of one or more of the required courses is waived but the coursework is not accepted in transfer, the student must select a substitute course with the approval of the Dean for additional credits.

Extended Education

Approved academic courses from Brandman University Extended Education or Chapman University Extended Education will be accepted as elective, prerequisite or required credit towards Brandman graduate programs. Extended Education courses designated as providing academic credit are identified by the academic school. The student must have received the minimum grade required of the academic program for credit purposes.

Change of Address

Students must notify the University of any change of address. This can be done via MyBrandman Self Service or through the local campus.

Inter-Brandman University Campus Transfer

Students wishing to transfer from one Brandman University campus to another should go to the MyBrandman portal to access the form to submit the Campus Transfer Request to the new campus. Note: Not all academic programs are available at all campuses.

Attendance Policy

Requirements for students' attendance and participation will be defined by each instructor based on the following policy:

- Monday of the first week is considered the first day of class for online and blended instruction. This includes instruction for fully online classes and online instruction supporting blended classes.
- Regular onsite attendance is expected for student success. If a student misses more than one onsite class or one week of engagement in an online class, the student may, at the discretion of the instructor, fail the course. Students are expected to attend all classes, particularly the first night of class.

- Students should consider withdrawing from a course if they will be absent more than once. Instructors may, but are not obligated to, accommodate students under extraordinary circumstances, but the student must request accommodation and provide requested supporting documentation. Students enrolled in blended courses must attend at least one class during the first two weeks of classes.
- If a student misses a portion (e.g., arriving late or leaving early) of an onsite course, the student's grade may be adversely affected. Students who are not in attendance for at least 75 percent of any scheduled class may be considered absent for that class. Students should discuss missing portions of a class with their instructor to determine how their grade may be affected.
- Regular online attendance/participation and engagement is expected for student success in both fully online and blended courses. Online participation is evident through posting to a discussion board, blog, completing assignments including journal entries, or taking quizzes and exams.
- Schools and programs may have different attendance policies. Refer to school and program specific information for additional attendance policies.

Registering for Classes

Students register for each session via MyBrandman Self Service or at their campus location. Registration is not complete until all charges are paid or arrangements for payment have been made with the Student Business Services staff by the add/drop deadline. See academic calendar for registration deadlines. Students are expected to have met all prerequisite requirements for courses in which they register.

Add/Drop Policy

(refer to tuition and unit based fees policy for additional information)

To **add a class**, a student must do so through MyBrandman Self Service by the **end of the first week** of the session. Registration ends at the end of the first week.

To **drop a class** without having the course noted on the transcript, a student must do so through MyBrandman Self Service by the **end of the second week** of the session. Drops that are officially processed prior to or by the end of the second week will not appear on the student's transcripts. After the second week of the session, students who wish to withdraw from a course must do so by the end of the sixth week, either via MyBrandman Self Service, by telephone or in person at their campus. A grade of "W" will appear on the student's transcripts indicating the withdrawal. Students must officially withdraw before the end of the sixth week of classes in order to avoid being responsible for a grade in their classes. It is the student's responsibility to officially withdraw from a course and verify that he/she has been dropped. Students cannot drop a course beyond the sixth week of the session. Failure to attend a course does not constitute a withdrawal from a course. Students who stop attending courses without officially withdrawing will receive an "FW" (failure to withdraw). A grade of "FW" is calculated as 0.0 in student's grade point average.

Administrative Drop

Students who do not attend a class during the first two weeks of classes will be administratively dropped. Students should not assume that nonattendance will automatically result in an administrative drop. To avoid financial obligation to the University it is the responsibility of the student to verify that he/she dropped course(s) via MyBrandman Self

Service prior to the deadlines stated in the official Academic Calendar in the catalog.

Interrupted Enrollment

Students may find it necessary to interrupt progress during their course of study, leave Brandman and decide to return at a later date. Students who leave the University in good standing and are absent no more than twelve consecutive sessions do not need to reapply and will retain the program requirements of their designated catalog year. Students who have no remaining course requirements, are absent more than twelve consecutive sessions, and leave in good standing, do not need to reapply, but will be required to meet the current catalog year requirements.

Retaining the program requirements of a student's designated catalog year must adhere to the seven year limitation policy which states that all requirements for graduate degree and credential programs, including courses accepted for transfer credit from other institutions, must be completed within a seven-year period.

Veterans receiving an honorable discharge, who left the University in order to perform military services, will be readmitted with the same academic status that he or she had when last in attendance at Brandman University. The length of absence from Brandman University cannot exceed five years.

The University may require students to adopt the catalog year program requirements at the time of their return if a program has become impacted or changed by external regulatory agencies.

If students take coursework during their absence from the University, they must provide official transcripts of that coursework to the Division of Student Services prior to their return. Non-satisfactory performance or issues of academic integrity may nullify the student's eligibility to return.

Veteran and Active Duty Military Students: see Military and Veterans Services section of the catalog regarding interrupted enrollment.

Re-admission

Students who are absent more than twelve consecutive sessions are required to submit a full application for re-admission and must meet all current admission entrance requirements.

Seven-Year Limitation

All requirements for graduate degrees and credential programs, including courses accepted for transfer credit from other institutions, must be completed within a seven-year period. The seven-year period for transfer work begins once the coursework is approved and applied to a student's program evaluation. Interrupted enrollment does not alter the seven year period for completion of all graduate degree requirements.

Grading Symbols

A Exceptional performance indicates consistently excellent performance and distinctly superior quality of work.

B Good performance indicates overall satisfactory performance in completing course requirements at the level expected for an advanced degree.

C Substandard performance indicates performance below the standard necessary for an advanced degree; while credit toward graduation is

awarded for most courses, some courses must be repeated. No grade below "C" is acceptable toward a degree program.

D Unacceptable work. No credit is awarded toward graduation or program requirements.

F Failure indicates failure to satisfy minimum course requirements. No credit is awarded toward graduation or program requirements.

I (plus a grade) is given when the student has been unable to complete the final assignment of the course owing to illness or other extenuating circumstances. The deadline for the final assignment can be no longer than two consecutive sessions following the session the student was enrolled in the course. When entered it is calculated as the grade the student will earn if the incomplete is not removed within the time prescribed by the instructor. (IA, IA-, IB+, IB, IB-, IC+, IC, IC-, IF, INP)

AR Administrative Review. This grade is submitted by the instructor when a grade is under administrative review. A grade of "AR" will be converted to a letter grade upon completion of the review.

AU is for audited coursework. No grade or credit is awarded to students for auditing, and courses are not used in computing the grade point average.

FW is assigned to students who cease attending part way through the semester but who do not officially withdraw via MyBrandman Self Service, their home campus or the Division of Student Services. "FW" is computed in the grade point average as an "F". Students who take a course Pass/No Pass and cease attending part way through the semester and fail to officially withdraw will receive the "FW" grade.

NP is for No Pass, a grade given when the requirements in the course have not been satisfied. Grade points are not assigned nor computed in the grade average.

NR is for Not Reported, indicating that the instructor has not submitted the final grade, therefore no credits or grade points can be calculated for this course.

P is for Pass, a grade given for satisfactory completion of a course. Grade points are not assigned nor computed in the grade average.

R on the transcript indicates a repeated course (highest grade calculated in GPA).

SP is for Satisfactory Progress. This grading symbol is used to indicate a student is progressing toward the completion of a course which does not end by the normal session ending date or of a thesis, dissertation, project or Nursing clinical hours. Except for doctoral 0 credit courses, it is not a final grade. In non-doctoral extension courses, upon completion of the course or thesis project, the SP grade is replaced with a letter grade of P, or NP grading symbol.

W signifies that a student has withdrawn from a course in the prescribed manner.

Grading System used to calculate grade point average

All grades are on a 4.0 scale

A	4.0
A-	3.7
B+	3.3

B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Course Audit

Students may audit a class if they choose to do so. No credit is earned from audited classes. A grade of "AU" is assigned to audited classes, which is not used in computing the grade point average. Course requisites are enforced in determination of registration eligibility for the course. Audit fees may be assessed. It is strongly recommended that students confer with their advisor prior to officially auditing a course.

Students may select Audit as an option at the time they initially register for courses via MyBrandman Self Service. After initial registration in a course, in order to change the grading basis to Audit, students must submit a change of grading system request available in MyBrandman by the end of the sixth week. Changes in grading basis cannot be done via MyBrandman Self Service. Course requirements such as homework, exams and papers are not graded by the instructor for students who are auditing a class.

Courses Repeated for Higher Grades

Except as specified in academic programs, any graduate-level course number 400-700 at Brandman University may be repeated to improve the grade. The lower grade remains on the record with a notation that the course has been repeated. Only the higher grade and credit are computed in the grade point average. Credit is given only once for a repeated course, except as noted in the course description. It is recommended that a course be repeated as soon as practical if it is to be taken for a higher grade. In exercising this option, a graduate student must repeat the course at Brandman University.

Incompletes

- Instructors may issue a grade of Incomplete when only the final assignment (e.g., paper, project, exam) is missing. Incomplete grades should be considered only if compelling reasons due to extenuating circumstances exist such as health or other emergency situations. The Incomplete process may not be used for a student to improve a grade. During careful consultation with the student, the instructor will determine the deadline for the final assignment, which shall be no longer than two consecutive sessions following the session the student was enrolled in the course.
- The student is responsible for knowing the deadline and the requirements for course completion.
- When issuing an incomplete grade, instructors will issue the grade the student would have earned by assessing scores on all graded requirements, preceded by an "I" (e.g. IC-, IF+). This grade is determined by including zero points for the final assignment in the calculation of the final grade. If the final assignment is not completed in the period allotted the initial grade issued, without the "I", will become the grade of record.

- Students will receive credit for the course at the time the initial incomplete grade (e.g., IC-, IF+) is entered. The initial grade is calculated in both the session and cumulative GPA, to be updated if necessary when the subsequent grade is submitted (e.g., IC- is changed to C+).

Reading and Conference Courses

Reading and Conference courses are offered to graduate students with an overall grade point average of at least 3.00 and only when absolutely necessary. The courses may be taken only for the purpose of meeting graduation or credential requirements by students who could not meet the requirements because of circumstances beyond their control. They are not offered to resolve scheduling conflicts with other classes, or work, or to complete a schedule. To enroll in reading and conference courses, students must obtain a Request for Course by Reading and Conference form from their campus. Reading and Conference courses must be approved by the appropriate Dean prior to enrollment.

Independent Study and Research

Independent Study and Research is offered to upper-division and graduate students with overall grade point averages of at least 3.0 "B", to research particular topics that are not provided for by regular curriculum offerings. To enroll in independent study and research, a student must obtain an Independent Study and Research form from their campus. Independent Study and Research courses must be approved by the appropriate Dean prior to enrollment.

Disclaimer for Programs with On-ground Placements, Clinicals, Internships

As an institution with students nationwide, Brandman University monitors each state's laws and the requirements of each agency therein that regulates Higher Education. We strive to maintain the appropriate approvals in each state, but with hundreds of state agencies nationwide, each having their own (and often changing) requirements, we can make no guarantees.

If it comes to our attention that we must seek State Authorization or complete an approval process, we will take the appropriate steps as quickly as possible. However, your internship or clinical placement at a particular site could be affected or could be prohibited if we are unable to obtain the State authorization or approval on a timely basis. Should you have questions or concerns, please contact your Clinical Coordinator who can assist further.

Standards of Academic Integrity

Brandman University is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core University value, which insures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. The University expects that students will conduct themselves in an honest and ethical manner and respect the intellectual work of others.

To safeguard the conditions under which scholarship is performed, measured and evaluated, the following will serve to:

1. Distinguish the types of academic integrity violations.
2. Identify procedures for hearing cases involving such violations. Any imposed sanction is intended to be within the reasonable range

of standard higher education and professional practices and to be applied equitably.

A. Academic Integrity Violations

Academic dishonesty can take a number of forms. It includes, but is not limited to, cheating on a test or examination; claiming the work of another as your own; plagiarizing any paper, research project, or assignment, including an online discussion board assignment; copying and pasting text from an online source directly into an assignment without properly citing the source; reusing your own work in the same or another course without written instructor permission; or falsely submitting material to fulfill course requirements.

Cheating includes:

1. Unauthorized copying from the work of another student, with or without that student's consent.
2. Using notes or other unauthorized material during a test period.
3. Having another person do all or a substantive part of the work. Working with Brandman's Online Writing and Math Community is encouraged.

It is also an academic integrity violation to falsify any academic records or documents. This includes falsely reporting attendance or participation in any field-work or clinical practicum experience or having anyone, other than the registered student, participate in online course activities.

Submitting work done in one course to satisfy the requirements of another course, or a repeated course, or to satisfy a program requirement, is academic dishonesty, unless the instructor(s) receiving the duplicated work agree(s) beforehand, in writing, to accept such work.

Within the same course, submitting work done for one assignment to satisfy the requirements of another assignment is also academic dishonesty, unless the course instructor agrees beforehand, in writing, to accept such work.

Presenting forged or altered documents is academic dishonesty. These documents may include transcripts, add/drop forms, or any academic form that has been falsified or wherein a professor's signature, or anyone else's signature, has been forged or altered.

Failing to report any previous academic work presented at another college or University may be considered a violation of academic integrity.

For more details on violations of academic integrity, please see the appropriate section in MyBrandman.

B. Procedures for Hearing and Investigation

The procedures below apply both to current students, and to former students for whom information is discovered after the time of course completion, program requirement completion, and/or degree completion regarding alleged academic integrity violations that occurred during the time of the student's enrollment.

In cases involving a single academic integrity violation concerning one assignment in one course, the following action should be taken:

1. The instructor must communicate with the student in private to address the possible violation. The instructor's communication may be through written feedback on an assignment, through Brandman e-mail, by phone, in Adobe Connect, or in person. If the transgression occurs during class (e.g., during a test or examination), the instructor may deal with the situation at that time in as discreet a manner as

possible. The student is expected to meet with the instructor (either face-to-face, by phone, in Adobe Connect, or via Brandman email) for the purpose of clarifying the circumstances or settling the issue of responsibility. Students are not eligible to withdraw from the course until final resolution of the alleged violation.

2. After this meeting, if the instructor is satisfied that the incident does not constitute a violation of academic integrity, then the matter is settled, no further action is required, and the Academic Integrity Violation and Sanction Form is not filed.
3. If the instructor determines that there has been a substantiated violation of academic integrity, then the instructor completes the Academic Integrity Violation and Sanction Form on this single violation involving only one assignment, citing the sanction. The form can be found in the faculty area of MyBrandman. The Director of Academic Support and Curriculum will determine whether this is the student's first, second, or successive academic integrity violation at Brandman.
4. If this is the student's first reported academic integrity violation at Brandman, the following procedure is followed:
 - a. The completed Academic Integrity Violation and Sanction Form is emailed to the student, instructor, and appropriate office for processing, if required (e.g., change of grade). A record of the academic integrity violation and sanction is filed. If the case is not resolved by the end of the session or the timeline for petition and appeals has not been exhausted, the instructor should enter the grade "AR" (Administrative Review). The student may not withdraw from the course prior to final resolution of the case. The Grade Change Form will be submitted for final grade once the decision is binding.
 - b. If the student does not agree with the sanctions imposed by the instructor, as articulated on the Academic Integrity Violation and Sanction Form, the student may work with an advisor to submit a petition within 10 business days of being informed of the imposed sanction. If the student does not submit a petition within 10 business days, the student is ineligible to further appeal the academic integrity violation and sanction.
 - c. The Dean or the Dean's Designee will review the petition and contact the involved faculty member (and may also contact the student) in an effort to resolve the matter. The Dean or the Dean's Designee will initiate whatever action he or she sees fit to sustain, overturn or modify the instructor's sanctions. The Dean will notify the student and instructor of the decision via email. Filing and further processing, if required (e.g., change of grade), will occur as necessary.
 - d. If there is dissatisfaction with the petition decision made by the appropriate Dean, the student may request a hearing with the Governance and Appeals Committee (GAC), within ten business days of receiving the Dean's decision. The request will be forwarded to the GAC for review and to render a decision. To render a decision, the GAC will appoint a quorum of three committee members. The GAC Chair will notify the student, the instructor, and the Dean of their decision. If the student does not submit a hearing request within 10 business days, the student is ineligible to further appeal the academic integrity violation and sanction.
 - e. A student has the right to appeal within 30 days of notification by the GAC of the academic integrity decision. Appeal decisions are based on relevant information that was not available at the time of the decision, or if procedures were not followed in accordance with Brandman academic policy/guidelines. An appeal is not a reconsideration of the merits of the decision. The appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.
5. In cases involving multiple academic integrity violations concerning more than one assignment in the same course, the following action should be taken:
 - a. For the student's first reported academic integrity violation within a course, the procedure in either B1-4e or 6a-c is followed depending upon whether the student has prior academic integrity violations at Brandman University.
 - b. For a student's second and successive violations within a single course, the instructor must communicate with the student as soon as possible after each violation. After the deadline for the final course assignment but before final grades are filed, the instructor should then submit a second Academic Integrity Violation and Sanction Form that includes all successive violations and the assignments that they involve. On this second form, the instructor should cite one sanction for each violation reported on the form, or one sanction for all violations reported on the form. A second or successive violation in the same course will be treated as the student's second or successive academic integrity violation at Brandman, and the procedure described below in 6a – 6c is followed at this point. As the case will not be resolved by the end of the session, the instructor should assign the student a course grade of "AR" (Administrative Review). The student may not withdraw from the course prior to final resolution of the case. The Grade Change Form will be submitted for final grade once the decision is binding.
6. If this is the student's second or successive academic integrity violation at Brandman University, the following procedure is followed:
 - a. The most recently completed Academic Integrity Violation and Sanction Form is emailed to the student and instructor. A record of the academic integrity violation and sanction is filed. The student may not withdraw from the course before the resolution of the case. Since the student has more than one Academic Integrity Violation, the completed Academic Integrity Violation and Sanction Form and the students' prior Academic Integrity Violation and Sanction Form(s) are also sent to the Dean or the Dean's Designee to review. The Dean or the Dean's Designee will initiate whatever action she or he sees fit to sustain, overturn, or modify the instructor's sanctions based on the student's current and prior violations. The Dean will notify the student and instructor of his or her decision via email. Filing and further processing, if required (e.g., change of grade, academic dismissal), will occur as necessary.
 - b. If there is dissatisfaction with the petition decision made by the appropriate Dean, the student may request a hearing with the Governance and Appeals Committee (GAC), within ten business days of receiving the Dean's decision. The request will be forwarded to the GAC for review and to render a decision. To render a decision, the GAC will appoint a quorum of three committee members. The GAC Chair will notify the student, instructor, and Dean of the decision.
 - c. A student has the right to appeal within 30 days of notification of the academic integrity decision by the GAC. Appeal decisions are based on relevant information that was not available at the time of the decision, or based on whether procedures were followed in accordance with Brandman academic policy/guidelines. An appeal is not a reconsideration of the merits of the decision. The

appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.

7. If the student has already completed the course or program requirement in which the academic integrity violation is subsequently discovered, the following procedure is followed:
 - a. The Dean or the Dean's Designee will investigate the allegations and, when possible, attempt to contact the involved faculty member and the involved student as part of the investigation. The Dean or the Dean's Designee will also review documentation from the student's prior academic integrity violations, if any. If the Dean or the Dean's Designee determines that there has been a substantiated violation of academic integrity in the case at hand, they will assess an appropriate sanction based on the violation at hand and on, if applicable, any prior violations. Sanctions may include, but are not limited to, change of course grade and/or retroactive dismissal resulting in revocation of the student's degree.
 - b. If there is dissatisfaction with the decision made by the appropriate Dean, the student may request a hearing with the Governance and Appeals Committee (GAC), within 30 calendar days of transmission of the Dean's decision. The request will be forwarded to the GAC for review and to render a decision. To render a decision, the GAC will appoint a quorum of three committee members. The GAC Chair will notify the student and Dean of the decision.
 - c. A student has the right to appeal within 30 days of notification of the academic integrity decision by the GAC. Appeal decisions are based on relevant information that was not available at the time of the decision, or based on whether procedures were followed in accordance with Brandman academic policy/guidelines. An appeal is not a reconsideration of the merits of the decision. The appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.
8. A formal dismissal for a violation of academic integrity will be recorded on the student's official transcript. Students dismissed due to an academic integrity violation are not eligible for readmission to the University.
9. Once an academic integrity allegation and sanction have been resolved and finalized, the course grade cannot be challenged on the basis of grounds related to the academic integrity allegation and sanction.

NOTE: In all cases of alleged violations of academic integrity, it is vital to maintain professional confidentiality among those involved. Students must also adhere to ethical standards set forth by professional licensing boards and discipline-specific criteria. Violations of ethical professional behavior may result in dismissal from the university. Refer to appropriate school for professional code of conduct policy.

Student Conduct

Brandman University is an academic community committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, and it is a community with established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies,

and professional ethical standards, conducting themselves in ways that support an academic environment.

Faculty members are responsible for ensuring an effective learning environment for all students in their classes, which encourages active student participation, including the right to raise questions and challenge information. Hence, faculty members also have the responsibility and authority to maintain appropriate student behavior. Classes are defined as including laboratories, internships, field placements, or any settings that can be designated as a learning environment, such as travel studies and field trips.

Consequently, if a student is considered to be threatening or disruptive in the classroom, behaves in a way that interferes with the learning of other students, or refuses to fulfill the academic requirements of the course, the faculty member has the right to have the student who demonstrates such behavior removed from the class, either by administrative withdrawal or by making arrangements for the student to complete the requirements in absentia.

For information regarding potential student conduct violations including electronic media violations, refer to the Student Conduct Code available in MyBrandman.

Students must also adhere to ethical standards set forth by professional licensing boards and discipline specific criteria. Violations of ethical professional behavior may result in dismissal from the university. Refer to appropriate school for professional code of conduct policy.

Incident reports should be made immediately to the appropriate Dean and Campus Director. Refer to student conduct code for hearing procedure.

Grade Review Policy

Faculty/Instructors have the final authority in assigning student grades except for cases involving clear evidence of capricious grading or failure to follow the professional standards of a discipline or field. Requests for review of grade must be filed within 30 days from the date that the grade was posted in MyBrandman Self Service. Challenges to allegations of academic integrity violations such as plagiarism must be submitted and adjudicated under the academic integrity policies and procedures, not under the grade challenge policies and procedures.

Faculty/Instructors may change final grades after initial submission only for clerical error. Clerical error revisions are submitted by the instructor via the Grade Change form located on Self-Service for Faculty. Once a grade is submitted, additional work may not be accepted to enable the student to receive a higher grade.

However, a student who believes he or she has received a grade that is capricious or based on standards that are not in line with the professional standards of a discipline or field must contact the faculty/instructor for an explanation of the grade and for possible reconsideration. Students have a right to request a review of a grade within 30 calendar days of the official posting of the grade.

Grade Challenge Procedure

1. Instructors must carry out a grade review process with the student within 15 calendar days of the student request, and notify the dean the results of that review. All grade changes will be submitted via the Grade Change form located on Self-Service for Faculty.
2. If after meeting with the instructor the grade dispute is not resolved, the student may submit a written request for review by the Dean/

Dean's designate. That request for review must be submitted utilizing the Grade Review form within 30 calendar days of the official response to the student by the instructor. This appeal must provide:

- a. The rationale for the request for review, and
 - b. All supporting documentation related to the request, including verification that the student has been in contact with the instructor as specified in step a. An example of verification would be an email from the instructor verifying the grade review meeting with the student, or an email verification that the instructor was not able to meet with the student.
3. If the Dean finds merit in the student's request, the Dean will review the grade assignment, determine a final grade, and notify the student and instructor of the results via Brandman email. The final grade may be higher, lower, or the same as the grade originally assigned by the instructor.
 4. If the Dean does not find merit in the request, the student and instructor will be notified and the grade will stand. The Dean's finding of a lack of merit in a student's request for grade review is not subject to appeal.
 5. The student may submit an appeal to the Provost within 30 calendar days of the notification of the Dean's decision. Appeals must be based upon one of the following:
 - a. Additional relevant information which the student did not have at the time of the original request/subsequent request is now available for consideration.
 - b. Grade challenge procedures were not followed in accordance with Brandman academic policy/guidelines.
 - c. The grade determination did not follow guidelines established within the course syllabus.
 6. The Provost may determine:
 - a. The appeal does not meet the additional criteria and deny the request; or
 - b. The appeal does show that one of the appellate criteria has been met, and
 - i will refer the request back to the Dean for final review (not subject to appeal); or
 - ii will determine a final grade.
 7. All decisions by the Provost are final and binding.

To submit a Grade Challenge Form, please contact your Academic Advisor.

Graduate Probation and Dismissal

Academic Probation

The following policy is Brandman University's guideline for satisfactory academic achievement in graduate programs. Please note that program GPA requirements may specify more stringent policies. Please refer to appropriate degree and program section.

A degree seeking graduate student whose overall GPA (includes Brandman institutional coursework and transfer coursework) falls below 3.0 at the end of one enrolled session or whose session GPA falls below 3.0 at Brandman University will be placed on probation. Students on academic probation will be expected to consult with their advisor for guidance and assistance regarding improving their academic status.

Veteran and Active Military Students: see Military and Veterans Services section of the catalog regarding academic probation.

Academic Dismissal

Students who have been placed on probation three or more times during their graduate education are subject to academic dismissal from the university. The appropriate School Dean will review such cases and will render the decision whether a student should be academically dismissed.

The action of dismissal will be placed on the official transcript. A student who has been dismissed will be administratively withdrawn from the university at the end of the current enrolled session and may not continue coursework.

A student has the right to appeal within 30 days of notification of the academic dismissal decision. Students cannot be enrolled in courses during the appeal process. Appeal decisions are based on relevant information that was not available at the time of the decision or if procedures were not followed in accordance with Brandman academic policy/guidelines. It is not a reconsideration of the merits of the decision.

The appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.

Academic Probation and Dismissal policies are separate from and in addition to policies governing dismissal for violating academic integrity or dismissal for inappropriate student behavior.

Students seeking to be readmitted may do so after one year by requesting to the appropriate School Dean. The School Dean will make the readmission decision. All students who return after academic dismissal will be placed in a probation status.

Veteran and Active Duty Military Students: see Military and Veterans Services section of the catalog regarding academic probation and dismissal.

Petitions

A petition is a request to waive an academic policy, procedure, or ruling.

Students may file a petition to request an exception to Brandman University policy, procedure, or ruling. Students must explain fully why the University should act favorably on the petition, citing any exceptional conditions, mitigating circumstances, and/or conditions beyond the student's control.

Petitions/requests will be reviewed and ruled upon by the designated office or committee listed on the Brandman Petition/Request location within the Active Campus Portal. Not all university policies, procedures, or rulings can be petitioned; see the Brandman Student location within the MyBrandman portal for more information.

Academic Appeal

An appeal is a review of a petition decision based on relevant information not available to the student at the time of the initial petition submission, or procedures were not followed in accordance with Brandman academic policy/guidelines. It is not a reconsideration of the merits of the decision. Not all Brandman policies or petition decisions are appealable; see the Brandman Petition/Request location within MyBrandman for more information.

Comprehensive Examination

1. Some Master's degree candidates must pass a computer administered comprehensive examination if required by the specific degree program. Students must be admitted to and active in the degree program.
2. Successful completion of coursework does not alone assure the candidate of passing the comprehensive examination. This examination demonstrates the independent ability of the student to synthesize and present adequate and appropriate knowledge without the focus of a course content outline or an instructor's prompting. The student must show the ability to cogently apply theory to a variety of situations and applications. Program faculty and advisors do not "tutor" students regarding specific questions on the examination either prior to or following the exam.
3. Students must have achieved a cumulative GPA of 3.0 "B" and must meet specific program eligibility requirements to take the comprehensive examination. Each program has specific eligibility requirements which must be fulfilled prior to the date of the examination. Please consult the appropriate section of the catalog.
4. An application form must be submitted and a fee paid by the student to take or repeat a comprehensive examination. In addition, if the examination is not taken on the date for which the student applied, a new application must be submitted. Applications must be received by the campus before or on the posted deadline date. The comprehensive examination may be repeated at the next offering, subject to additional conditions the degree program may impose.
5. The comprehensive examination is administered by computer in a controlled setting providing equity for all students. If the student has a demonstrated disability which inhibits performance on this controlled exam, the student must make arrangements for the appropriate accommodation when registering for the exam by completing the ADA Accommodations Request. The Director of American Disabilities Act Services located at Brandman University in Irvine, CA will review specific documentation of the disability and recommend appropriate accommodations to the Office of the Executive Vice Chancellor of Academic Affairs who will render the final decision.
6. The comprehensive examination is a summative evaluation. Unlike regular coursework and formative assessments taken during completion of the degree, it is designed to be an integrative, independent endpoint assessment of the student's cumulative knowledge. Comprehensive examinations are evaluated in a controlled setting with double-blind anonymity. Students receive a PASS/FAIL grade with generic feedback regarding the adequacy of the responses.
7. Comprehensive exam results are final and cannot be appealed. Students have multiple opportunities to take the examination within the seven-year period in which all degree requirements must be completed. After the second failure, specific preparation requirements may be specified, such as auditing or repeating coursework.

Graduation Degree Conferral

Degree conferral is an automatic process; students do not need to apply for degree conferral. Degree conferral is the result of the official program evaluation from Degree Works reflecting all requirements complete. The

Degree Conferral date is final and is not subject to a request for back dating.

More information on Degree Conferral is available on MyBrandman.

Commencement

To participate in ceremonies students must submit a "Commencement Attendance Reply" form available in MyBrandman. Brandman email notifications will be sent to eligible students when the form is available to submit starting in February. To be eligible for participation in the commencement ceremonies, the student's official degree audit must indicate that the student is on course to satisfactorily complete all degree requirements by the end of Summer II of that year or sooner, as verified by the academic advisor and so indicated by the expected graduation date on the student's record. Participation does not guarantee or automatically imply graduation from the University. For more information, please go to <https://www.brandman.edu/commencement> or contact your academic advisor.

Diplomas and Transcripts

Diplomas and/or transcripts will not be released if the student has an active diploma/transcript hold as indicated in the Holds section of MyBrandman Self Service. Currently enrolled students may order official copies of transcripts or print unofficial copies of transcripts at any time via MyBrandman Self Service; processing and fee information is available at that site.

Transcripts from other institutions which have been presented for admission or evaluation become part of the student's academic file and are not returned or copied for distribution.

Diplomas and/or transcripts will not be released if the student has an active diploma/transcript hold as indicated in the Self Service Holds section in MyBrandman. Currently enrolled students may print unofficial copies of transcripts at any time via MyBrandman Self Service Transcript Ordering Process. For further processing and fee information contact the Transcript Processing Department at <https://www.brandman.edu/current-students/registrar/transcripts>.

Transition from Chapman University to Brandman University

Chapman University College is now Brandman University. Brandman University is part of the Chapman University System. During this transition, the following applies:

- Students whose designated catalog year is 2009-2010 or prior may choose either a Brandman University or Chapman University degree and diploma.
- All students earning a Bachelor of Business Administration, Master of Business Administration, or Master of Public Administration regardless of designated catalog year will be granted a Brandman University degree and diploma.
- All Brandman University diplomas will state that Brandman University is part of the Chapman University System.
- Students whose designated catalog year is 2010-2011 or later will receive a Brandman University degree and diploma.