

# UNDERGRADUATE CREDIT-HOUR BASED 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 any of the programs in the School of Nursing and Health Professions will be admitted to the Catalog based on the program start date and not the admission date (See 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.

## Alternative Pathways to Undergraduate Admission

### BrandmanTrack-A 12 credit opportunity

BrandmanTrack provides prospective Brandman undergraduate degree seeking students with an opportunity to obtain 12 credits to meet an admission requirement for Brandman or other institutions. In order to be admitted to a degree program, student must meet all applicable degree program admission requirements. This program is provided in multiple modalities in order to provide alignment with the student's intended degree program choices.

Following is the description and requirements for our traditional online or blended approach. Our traditional course-based program is perfect for students who:

- Operate better in an environment where deadlines are given to you and the weekly workload is more predictable
- Prefer to learn in a classroom environment with weekly assignments and set due dates
- Enjoy direct weekly interactions with classmates
- Want the pacing of Brandman defined start and end dates for each 8 week course
- Have an interest in one or more of the traditional online or blended Brandman undergraduate degree program disciplines

Code	Title	Credits
<b>Courses</b>		
LBSU 100	Student Success Strategies	3
SOCU 101	Introduction to Sociology	3
POSU 110	Introduction to American Politics	3
HUMU 250	Humanities in the Digital Culture	3
Total Credits		12

Students in this program are not eligible for financial aid. Registration into the program is granted to individuals who have a high school diploma or equivalent.

## Transfer Credit Policies

### General Transfer Credit Policy

Brandman University accepts all university level credit earned from regionally accredited colleges and universities, excluding non-degree/remedial coursework articulated to be in the 001-099 range (See Course Numbering System). Credit will not be granted for coursework which duplicates previous work.

### Transfer and Cumulative GPA Calculation

- All transferable baccalaureate credit attempted is calculated into the transfer and cumulative GPAs.
- When a course is repeated in transfer from one or more transfer institutions the credit and grade for the course with the higher grade is counted in the transfer and cumulative GPAs.
- When a course is repeated at Brandman and a transfer institution, only credit for one course will apply and the highest grade is calculated into the cumulative GPA.

### GE Block Transfer

Completion of the full CSU or UC IGETC certification (CA), Washington and Oregon state-approved Direct Transfer degrees or other state's equivalent transfer certification prior to the student being admitted or enrolled and attending his/her first session in a bachelor degree program at Brandman satisfies all Brandman University GE requirements except LBSU 302 Information Fluency and Academic Integrity, LBSU 304 Liberal Arts Core Foundations and University Degree Qualifications. The University Degree Qualifications may be completed through residential coursework taken in the major or through residential electives.

### Other Credit Opportunities

Brandman University recognizes that adult learners are diverse and that they bring a wealth of life experiences to the classroom. These reservoirs of experience often include many hours of formal training and education outside the walls of academic institutions. In acknowledgement of such non-classroom acquired learning, Brandman promotes educational flexibility for the adult learner through a variety of earned credit opportunities. Granting of credit is contingent on student's submission of official documentation to Student Services. Students are encouraged to consult with an academic advisor concerning the degree applicability.

Note that credit granted through "other credit opportunities" does not count toward Brandman University residency requirements. Specific degrees may also have additional requirements with respect to courses that must be taken at Brandman University in order to complete a Brandman degree.

### College Level Examination programs

Credit by the college level examinations noted below will not be awarded when a student has previously been awarded credit for the equivalent course. Credits earned may be counted towards fulfilling general education, major or elective requirements. Credits are generally lower division unless specifically equivalent to an upper division Brandman course.

- Advanced Placement (AP) Examinations: Credit is awarded for scores of 3, 4, or 5 on Advanced Placement Examinations. For a current list of approved exams, minimum scores and credits granted, please refer to the Brandman website.
- College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST): Brandman accepts ACE minimum requirements on selected CLEP and DSST General Examinations and Subject Examinations. A current listing of acceptable exams and the credit awarded may be found on MyBrandman and the Brandman website. Any exam submitted for credit must meet the minimum score requirements regardless of student's catalog year and when the exam was taken.
- International Baccalaureate (IB) Examinations: Credit is awarded for IB exams. For a current list of approved exams, minimum scores and credits granted, please refer to the Brandman website.
- Defense Language Proficiency Examinations (DLAT/DLPT): Brandman accepts ACE guidelines on DLAT/DLPT with a cap of lower division credit at 12 credits and upper division at 6 credits for a total of 18 maximum credits.
- Subject matter specific exams: Credit by exam will be accepted for credit as transcribed by the exam provider if the exam was provided by a regionally accredited institution.

### Brandman University Credit by Exam

Students may receive credit for selected courses in the current Brandman University catalog by satisfactorily completing the end of course assessment.

### Military Credit

Brandman evaluates credit for both military service and military coursework for academic credit using ACE guidelines. Military students are awarded 6 credits for military service. Based on ACE recommendations, additional credits may be awarded. Brandman will accept these credits which can articulate to a discipline, major, or emphasis area depending upon the ACE recommendation as to number of credits, discipline, and level.

### Prior Learning Assessment by Portfolio

Evaluation of prior learning assessment by portfolio is a process based on the learning students have gained through life and/or work experiences. Successful portfolio development is predicated on rigorous self-assessment of prior learning using David Kolb's Model of Experiential Learning, and a demonstration of strong narrative and expository writing skills.

To be eligible to submit a portfolio for evaluation, the student must have successfully completed ENGU 103 or its equivalent. The course for which the student seeks credit with a portfolio must appear in the current year's catalog, and a separate portfolio is required for each 3 credit hours attempted. Each portfolio is evaluated by a subject matter specialist who determines whether the learning demonstrated in the portfolio meets the learning objectives of the identified course.

If the portfolio meets the standards established for the course, credit is awarded. These credit hours are acceptable for completion of a

baccalaureate degree at Brandman University. Acceptance of such credits for transfer to other institutions is solely at the discretion of that institution. Students interested in portfolio assessment should consult the Prior Learning Assessment Portfolio Instructions document and their advisor before beginning work on a portfolio.

Separate fees apply for each portfolio submitted.

### Prior Learning Assessment by Portfolio Regulations

1. Credit by portfolio is only available for credit based courses listed in the Brandman University catalog.
2. When credit through portfolio is awarded, a grade of pass "P" is recorded. It is not included when computing the student's grade point average.
3. Portfolios that successfully meet the established standards will have an appropriate course title, course number, credit hours, and "Credit for Prior Learning" recorded on the transcript.
4. Students must be matriculated in a bachelor degree program at Brandman University to submit portfolios.
5. Enrolled students may submit a specific portfolio only once. If they do not receive a passing score, they will be required to complete the necessary coursework if they wish to receive credit.
6. Credit by portfolio assessment will not be awarded when a student has previously been awarded credit for the equivalent course.
7. Brandman University courses not eligible for portfolio assessment include, but may not be limited to: Capstone/senior thesis courses; Independent Study Courses; Internship Courses; and courses used to fulfill degree requirements within the major for the BA in Social Work program.
8. A maximum of 30 credit hours may be awarded through Prior Learning Assessment by Portfolio.
9. Credit for Portfolio is limited to undergraduate credit only.
10. Credit granted through Prior Learning Assessment by Portfolio, does not count toward Brandman University residency requirements.
11. Students may petition the evaluation results using the grade appeal process in the current University catalog.

### ACE evaluated trainings

Brandman University accepts ACE recommendations for awarding academic credit. The recommendation is inclusive of level and discipline, subject to residency requirements and other limitations as set forth in specific degree programs. The student can request an evaluation for course equivalency.

### Workforce Development trainings

Brandman University evaluates workforce development trainings and may award credit toward specified degree programs and/or general elective credit. Refer to the Brandman website for a complete list of these trainings. Representative trainings include Peace Officer Standards and Training for a Basic POST certificate, Washington State Fire Training Academy specified basic trainings, and specified SHRM certifications.

### Additional credit opportunities

Some industry certifications are approved for course substitutions or equivalencies. For current information on these industry recognized certifications, refer to the Brandman University website. Credit obtained as a result of these certifications does not count toward Brandman University residency requirements. Specific degrees may also have

additional requirements with respect to courses that must be taken at Brandman to complete a Brandman degree.

## Full- and Half-Time Students

Students enrolled in 12 or more credits in a trimester are considered “full-time”. Students enrolled in 6-11.5 credits in a trimester are considered “half-time”. Brandman University strongly advises that students taking more than 6 credits in any one session consult with their academic advisor/faculty.

## Undergraduate Class Level

Brandman students are classified according to the number of academic semester credits they have completed. Students who have completed 29.9 credits or fewer are considered freshmen; 30 to 59.9 credits, sophomores; 60 to 89.9 credits, juniors; and 90 credits and above, seniors.

## 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 level 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

Note: A designation of “X” on the course prefix has no bearing on course level or degree applicability.

## 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.

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.

## Enrolling in Graduate Courses

Admitted Undergraduates with senior status are allowed to enroll in 500 graduate level courses with Dean approval. Students in the BA Liberal Studies program, regardless of class level, are allowed to enroll in required 500 graduate level courses without Dean approval. Students with senior standing and admitted to the accelerated Bachelor of Business Administration to Master of Business Administration program may enroll in BUSU 630 and BUSU 650 without Dean approval. For these BBA to MBA students, BUSU 630 and BUSU 650 will count as credits toward the BBA program. Credits completed for a baccalaureate degree cannot be accepted for graduate degree credit.

## 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.

## Grading System

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

**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-, ID+, ID, ID-, IF, INP)

**AR** is 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 for credit 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 or project. It is never a final grade. 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.

## Pass/No Pass (P/NP)

Students may select Pass/No Pass as a grading option at the time they initially register for courses via MyBrandman Self Service. Certain courses require letter grades only, while certain courses allow only Pass/No Pass as the grading option. Such restrictions are noted in the course description.

Undergraduates may take up to 6 credits of coursework per year on a Pass/No Pass basis, excluding courses offered only on a pass/no pass basis. Students should consult with their advisor regarding the choice of P/NP for courses in the major.

After initial registration in a course, in order to change the grading to P/NP, students must submit an online change of grading request available

in MyBrandman by the end of the sixth week. Once a course is graded students cannot request a change in grading option.

P grades are granted if the student earned an equivalent to "C" or above in the course. NP grades are given if the student earned an equivalent to "C-" or below. In either case, grade points are not assigned and the grade is not computed in the student's grade point average.

Students who take a course Pass/No Pass and cease attending part way through the session and fail to officially withdraw will receive the "FW" grade.

## 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 an Audit, students must submit a change of grading system request available in My Brandman, by the end of the sixth week. Changes in grading basis cannot be done via MyBrandman Self Service. Students may not change a grading system from an Audit to a letter grade. 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

Any undergraduate-level course numbered 100 – 499 at Brandman 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 cumulative 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, an undergraduate student must repeat the course at Brandman University. If the content of a course accepted in transfer is duplicated by coursework taken at Brandman, credit for the transferred course will be removed from the student record.

## 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 senior or graduate students with a Brandman University grade point average of at least 2.75 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 an overall grade point averages of at least 3.0 "B", to research particular topics that are not provided 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.

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
  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 the Student Conduct Code in MyBrandman for hearing procedures.

## 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.

## Undergraduate Academic Probation and Dismissal

### Academic Probation

The following is Brandman University's guidelines for satisfactory academic achievement in undergraduate programs. Please note that degree GPA requirements and some programs may specify more stringent policies. Please refer to appropriate degree and program sections.

A degree seeking undergraduate student whose overall GPA (includes Brandman institutional coursework and transfer coursework) falls below 2.0 at the end of one enrolled session or whose session GPA falls below 2.0 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 undergraduate 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 re-admission 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 MyBrandman. 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.

## Graduation with Latin Honors

A student with superior academic achievement throughout his or her undergraduate career may graduate with university honors. To be eligible for honors, the student must have a Brandman grade point average and cumulative grade point average, including all transfer work, at or above the specific honors category. A minimum of 54 credits must be Brandman coursework taken for a letter grade. Categories of honors are cum laude (3.500 – 3.699 GPA); magna cum laude (3.700 – 3.899 GPA); and summa cum laude (3.900+ GPA).

## 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 are mailed out approximately two to four weeks after the date of conferral of the degree. This allows time for confirmation that all degree requirements have been met. Under no circumstances will a diploma be released prior to the conferral date.

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 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.

## 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 a Chapman University degree or 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.