



**BRANDMAN**  
University

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CHAPMAN UNIVERSITY SYSTEM

**2017-2018**  
**Catalog**  
**Addendum/Corrections**

**12/20/17**

## School of Arts and Sciences

There is a new undergraduate certificate in the School of Arts and Sciences: GIS Use in Non-Profit Organizations:

### **Undergraduate Certificate: GIS Use in Non-Profit Organizations**

The undergraduate Certificate in GIS Use in Non-Profit Organizations provides students with the tools, strategies and geospatial thinking capabilities that will assist non-profit organizations in obtaining data effectively, analyzing the data and preparing engaging presentations and reports. Successful completion of this certificate can also be used toward completion of the Bachelor of Arts of Integrated Social Sciences.

This six credit undergraduate certificate focuses on learning and applying geospatial analysis using a variety of Esri GIS tools. The program is ideal for professionals and volunteers working in non-profit organizations and individuals interested in obtaining geospatial analysis and presentation skills in order to provide value to nonprofit organizations. GIS experience is not required.

Students seeking a certificate only are not eligible for financial aid.

Completion Requirements:

Coursework requires a minimum 2.0 cumulative GPA, with no course below a “C” or equivalent. All courses required for this certificate must be taken at Brandman.

Required Courses:

SSCU 477	Geospatial Approaches to Society	3
SSCU 383	Social Science Communications: Reporting and Writing	3
Total Credits		6

## School of Business and Professional Studies

### **Master of Business Administration**

There are three additions to the MBA program: 1) Electives now include courses in Business Intelligence emphasis area (page 104); 2) A new Business Intelligence and Data Analytics emphasis area; and, 3) A new Graduate Certificate in Business Intelligence and Data Analytics.

### **MBA Electives (12 credits)**

MBA students may select an individualized set of electives from the graduate courses listed in the following emphasis areas: Accounting, **Business Intelligence**, Entrepreneurship, Finance, Public Administration, Health Administration, Human Resources, International Business, Organizational Leadership, Marketing, and Computer Science. Successful completion of the University of California, Irvine Extension Project Management Certificate, as described in the Transfer Credit Policy, may substitute for the described MBA electives.

## MBA Emphases

Instead of individualized electives, MBA students may specialize in one of the following designated emphasis areas:

### Business Intelligence and Data Analytics (12 credits)

BUSU 670	Data Foundations	3
BUSU 671	Data Visualization and Presentation	3
BUSU 672	Data Modeling and Business Applications I	3
BUSU 673	Data Modeling and Business Applications II	3
Total Credits		12

### Graduate Certificate: Business Intelligence and Data Analytics

The graduate certificate program in business intelligence & data analytics allows students to understand and apply the foundations of data analysis, visualizations, and modeling to diverse business scenarios. It is designed for both business and non-business majors serving within for-profit, public sector or nonprofit organizations seeking to enhance their ability to utilize data analysis to make informed business decisions.

The 12-credit program is designed to introduce data types, data management, interpretation, and visualization to develop strategic data driven business solutions. Through these courses, students in the certificate program will develop knowledge, skills, and abilities related to business intelligence, which will enhance quantitative skill sets to improve business process efficiency.

Students seeking a certificate program only are not eligible for financial aid. Courses taken after completion of a degree program in order to complete the certificate are not eligible for financial aid.

### Admission to the Certificate Program

Admission to the certificate program is granted to individuals who apply and meet the standards for admission to a graduate program. The certificate is awarded upon successful completion of all coursework with a minimum grade of "C" and an overall grade point average of 3.0 or above. Transfer credits may be accepted through the petition process.

### Specific Requirements

BUSU 670	Data Foundations	3
BUSU 671	Data Visualization and Presentation	3
BUSU 672	Data Modeling and Business Applications I	3
BUSU 673	Data Modeling and Business Applications II	3
Total Credits		12

### BUSU 670 Data Foundations

This course introduces how data impacts business decision-making and covers the foundations of data. Students will review and apply the knowledge and skills for data access, review, management, and mining. 3 credits.

### **BUSU 671 Data Visualization and Presentation**

This course covers the communication of data to stakeholders. The ability to explore the visual representation of massive data and detect meaningful patterns and trends is critical for businesses. Students will review various data visualization techniques for large quantities of data in order to efficiently inform business decision-making. 3 credits.

### **BUSU 672 Data Modeling and Business Applications I**

As the first course of a two-course series, this course provides an overview on data modeling and its application to business decision-making. Students will gain experience with software tools for data preparation, analysis, reporting, and decision-making. 3 credits.

### **BUSU 673 Data Modeling and Business Applications II**

**Prerequisite:** BUSU 672. As the second course of a two-course series, this course requires students to employ the knowledge and skills in data foundations, visualization and modeling by designing and developing a business intelligence application that leads to a direct and measurable value to an organization. 3 credits.

## **Revised Transfer Credit Policy**

### **Master of Business Administration**

The following information replaces the Transfer Credit Policy on page 103:

#### **Transfer Credit Policy**

A maximum of 6 credits may be accepted in transfer toward electives in the MBA degree program. Exceptions apply. See Items #5 and #6 below.

In addition to university policies concerning transfer of coursework, the MBA program will accept transfer of military coursework which meets the following requirements:

1. Course requested for transfer must include an official transcript or copy of an ACE evaluation which verifies graduate-level work;
2. Coursework must be letter graded or provide verification of completion at a grade of "B" or higher;
3. Coursework must be comparable to program requirements (if marginal comparability, a written statement of rationale must be provided); and
4. Military coursework will be accepted in transfer as fulfilling elective requirements only.
5. In addition to University policies concerning transfer of coursework, Brandman University will award 12 elective credits toward the MBA upon receipt of appropriate official documentation of successful completion of the University of California, Irvine Extension Project Management Certificate provided that all required certificate courses were completed with a grade of "B" or better within the last seven years.
6. In addition to University policies concerning transfer of coursework, Brandman University may accept the following:  
Transfer of twelve elective credits to the MBA Degree to eligible Active Duty, Reserve, National Guard, retired and prior military service members for completion of military coursework comparable to OLCU 641 Leadership in Military Communication, OLCU 643 Military Operations

Leadership, HRCU 618 Career Management, and HRCU 646 Training and Development.

Qualifications and provisions of this twelve credit transfer opportunity follow:

- a. The service member must qualify for admission to the MBA degree program. (See Graduate Admission section of this catalog).
- b. Active Duty, active reserve, retired and prior service military members in the following ranks are eligible: Commissioned Officer (any rank), Senior NCO (E7 or above) or CW2 or above.
- c. Commissioned Officers must be graduates of a commissioning program (OCS or equivalent, ROTC, Military Academy) and an officer basic career course. Senior NCOs must be E7 or above and graduates of a career NCO Advanced Course. Warrant Officers must be CW2 or above and graduates of a Warrant Officer Candidate School and a Warrant Officer career course.
- d. The seven-year rule for completion of all coursework toward the MBA degree applies, including transfer credit for military schooling. (See Seven-Year Limitation in Graduate Academic Policies and Procedures section of this catalog.)
- e. Recipients of the twelve credit transfer must complete all remaining coursework for the MBA degree at Brandman University in accordance with academic policy.
- f. This is not an online only program. Service members who qualify may enroll in the MBA program, if available, at a nearby campus or as an online student.

## **Master of Public Administration**

The following information replaces the Transfer of Coursework policy located on page 105:

### **Transfer of Coursework**

A maximum of 9 semester credits may be accepted in transfer toward electives in the MPA degree program. (See Academic Policies and Procedure section.)

In addition to university policies concerning transfer of coursework, the MPA program will accept transfer of military coursework which meet the following requirements:

1. Course requested for transfer must include an official transcript or copy of an ACE evaluation which verifies graduate-level work;
2. Coursework must be letter graded or provide verification of completion with a grade of "B" or higher;
3. Coursework must be comparable to program requirements (if marginal comparability, a written statement of rationale must be provided); and
4. Military coursework will be accepted in transfer as fulfilling prerequisite and elective requirements only.
5. Transfer of nine elective credits to the MPA Degree to eligible Active Duty, Reserve, National Guard, retired and prior military service members for completion of military coursework comparable to OLCU 614, Leadership and Team Development, HRCU 618 Career Management, and HRCU 646 Training and Development. Qualifications and provisions of this nine credit transfer opportunity follow:
  - a. The service member must qualify for admission to the MPA degree program. (See Graduate Admission section of this catalog).
  - b. Active Duty, active reserve, retired and prior service military members in the following ranks are eligible: Commissioned Officer (any rank), Senior NCO (E7 or

- above) or CW2 or above.
- c. Commissioned Officers must be graduates of a commissioning program (OCS or equivalent, ROTC, Military Academy) and an officer basic career course. Senior NCOs must be E7 or above and graduates of a career NCO Advanced Course. Warrant Officers must be CW2 or above and graduates of a Warrant Officer Candidate School and a Warrant Officer career course.
- d. The seven-year rule for completion of all coursework toward the MPA degree applies, including transfer credit for military schooling. (See Seven-Year Limitation in Graduate Academic Policies and Procedures section of this catalog.)
- e. Recipients of the nine credit transfer must complete all remaining coursework for the MPA degree at Brandman University in accordance with academic policy.
- f. This is not an online only program. Service members who qualify may enroll in the MPA program, if available, at a nearby campus or as an online student.

### **Master of Science in Human Resources**

The following information replaces the Transfer of Coursework policy located on page 107:

#### **Transfer of Coursework**

A maximum of 9 semester credits may be accepted in transfer toward the Master of Science in Human Resources degree program. (See Academic Policies and Procedures section.)

In addition to university policies concerning transfer of coursework (see Academic Policies and Procedures section), the human resources program will accept transfer of military coursework which meet the following requirements:

1. Course requested for transfer must include an official transcript or copy of ACE evaluation which verifies graduate-level work;
2. Coursework must be letter graded or provide verification of completion at a grade of "B" or higher;
3. Coursework must be comparable to program requirements (if marginal comparability, a written statement of rationale must be provided); and
4. Military coursework will be accepted in transfer as fulfilling prerequisite and elective requirements only.
5. In addition to University policies concerning transfer of coursework see Academic Policies and Procedures section), Brandman University may accept the following:  
Transfer of nine elective credits to the MSHR Degree to eligible Active Duty, Reserve, National Guard, retired and prior military service members for completion of military coursework comparable to OLCU 614, Leadership and Team Development, HRCU 618 Career Management, and OLCU 641 Leadership in Military Communication. Qualifications and provisions of this nine credit transfer opportunity follow:
  - a. The service member must qualify for admission to the MSHR degree program. (See Graduate Admission section of this catalog).
  - b. Active Duty, active reserve, retired and prior service military members in the following ranks are eligible: Commissioned Officer (any rank), Senior NCO (E7 or above) or CW2 or above.
  - c. Commissioned Officers must be graduates of a commissioning program (OCS or equivalent, ROTC, Military Academy) and an officer basic career course. Senior NCOs

must be E7 or above and graduates of a career NCO Advanced Course. Warrant Officers must be CW2 or above and graduates of a Warrant Officer Candidate School and a Warrant Officer career course.

- d. The seven-year rule for completion of all coursework toward the MSHR degree applies, including transfer credit for military schooling. (See Seven-Year Limitation in Graduate Academic Policies and Procedures section of this catalog.)
- e. Recipients of the nine credit transfer must complete all remaining coursework for the MSHR degree at Brandman University in accordance with academic policy.
- f. This is not an online only program. Service members who qualify may enroll in the MSHR program, if available, at a nearby campus or as an online student.

The following is a course description change for OLCU 641:

### **OLCU 641 Leadership in Military Communication**

**Prerequisite:** Dean approval.

This course of study focuses on foundation and application principles of various forms of communication necessary for military leaders in field and garrison environments. Writing, listening and speaking, to include presentation skills, are the communication cornerstones in this course. (~~Not offered in 2016-17.~~ Designed for transfer of military coursework ~~in the MAOL degree only.~~) 3 credits.

The following information replaces the Course waiver policy on page 103:

### **Core Course Waiver Policy**

Though the MBA program consists of 48 credits, a student with comparable undergraduate or graduate coursework may have a maximum of 12 credits waived. Graduates of Brandman's competency based BBA degree program will automatically qualify for this 12 credit waiver opportunity. The four MBA core courses eligible for waiver include:

## **School of Education**

There is a new program in the School of Education: A Standalone Clear Administrative Services Credential.

### **Clear Administrative Services Credential**

Brandman University offers the Administrative Services Credential Clear Induction Program (ASC CIP). Candidates who complete the ASC CIP program requirements may be recommended for the Clear Administrative Services Credential.

Brandman University's ASC CIP is aligned to the California Commission on Teacher Credentialing (CTC) Clear Induction Program Standards. The program provides a two year induction program that supports the individual needs and leadership development of beginning educational administrators using the intersecting elements of individual coaching, professional learning and assessment of skills. The design of the program is based on sound rationale informed by theory and research and includes personalized

learning and support through coaching. The beginning educational administrator enrolled in ASC CIP fulfills their induction program professional learning requirements through a series of Administrative Services Induction Seminars that are aligned and designed to support the candidate's growth in the mastery of the California Professional Standards for Education Leaders (CPSEL) competencies. To support the professional learning and leadership development of the beginning educational administrator, the induction program provides the clear credential candidate with a well-trained and experienced induction coach. The induction coach supports the school administrator through individualized, on-going, job-embedded coaching that is directed by the identified needs and goals of the school administrator.

### **Program Learning Outcomes:**

The Program Learning Outcomes are aligned to Standard 5 of the Administrative Services Credential Induction Program Standards. School leaders who successfully complete the Administrative Services Credential Clear Induction Program will be able to:

- **Shared Vision:** Engage stakeholders in a collaborative process to facilitate the development and implementation of a shared vision of learning and growth for all students.
- **Instructional Leadership:** Create a collaborative culture of teaching and learning in which staff engages in individual and collective professional development that focuses on student and professional growth and results in continuous improvement.
- **Management and Learning Environment:** Establish and implement structures and processes that engage stakeholders in using problem-solving and decision-making methods and distributed leadership to develop, monitor and revise plans and programs that support students to graduate ready for college and career.
- **Family and Community Engagement:** Engage, involve and collaborate with all parents and families, including underrepresented communities, in student learning and support programs.
- **Ethics and Integrity:** Assess personal code of ethics and leadership practices to guide and support personal and collective actions that use relevant evidence and research to make fair and ethical decisions.
- **External Context and Policy:** Evaluate and communicate policy to stakeholders to collaborate on education policies focused on improving education for all students.

### **Admission Requirements**

1. Candidate must possess a valid Preliminary Administrative Services Credential.
2. Candidate must be employed in a position requiring an Administrative Services Credential. Questions regarding the eligibility of specific credentials should be directed to the Teacher Accreditation Department at 949-341-9899. Questions regarding schedules, program requirements and registration should be directed to the School of Extended Education by visiting their website at <http://www.brandman.edu/exed> or by calling 800-632-0094.
3. Candidate must provide the Verification of Employment Form completed by employer.
4. Applicants must complete and submit the Brandman University application.



## Credential and Program Requirements

1. Completion of a minimum of 40 hours of induction coaching each year.
2. Completion of a minimum of 20 - 30 hours of professional learning each year.
3. Completion of all induction program E- Portfolio components and requirements indicating demonstration of CPSEL competencies.
4. Verification of two years of successful experience in a full-time administrative position at the time of filing for the clear administrative services credential.

Clear administrative services credential courses are not eligible for financial aid.

## Required Courses

EDAD 760A: Professional Learning and Induction Coaching I-A	.5
EDAD 760B: Professional Learning and Induction Coaching I-B	.5
EDAD 762A: Professional Learning and Induction Coaching II-A	.5
EDAD 762B: Professional Learning and Induction Coaching II-B	.5
EDAD 764A: Professional Learning and Induction Coaching III-A	.5
EDAD 764B: Professional Learning and Induction Coaching III-B	.5
EDAD 766A: Professional Learning and Induction Coaching IV-A	.5
EDAD 766B: Professional Learning and Induction Coaching IV-B	.5
EDAD 768A: Professional Learning and Induction Coaching V-A	.5
EDAD 768B: Professional Learning and Induction Coaching V-B	.5
EDAD 770A: Professional Learning and Induction Coaching VI-A	.5
EDAD 770B: Professional Learning and Induction Coaching VI-B	.5
Total Credits	6

## Transfer of Coursework

No transfer credits or waivers will be accepted.

## Time Limitations

All coursework must be completed within a consecutive seven year period immediately prior to the awarding of the credential.

## Demonstration of Competency

Candidates recommended for the Clear Administrative Services Credential must successfully complete an Induction Portfolio demonstrating satisfactory completion of the coaching hours, professional learning hours and formative and summative assessments that include an evaluation of the candidate's Individual Induction Plan (IIP) goal attainment and CPSEL competencies. The Induction Portfolio will be reviewed by the induction coach who will evaluate the candidate's competence and performance.

## Recommendation for Credential

Upon successfully completing and passing all Administrative Services Clear credential program and coursework requirements, the candidate may apply to be recommended to the CTC for the credential. To apply for the credential, candidates complete the on-line Recommendation Form on the SOE Services

MyBrandman site. Once the recommendation is made by the Teacher Accreditation Department candidates can submit the credential fee to the CTC for the credential.

### **EDAD 760-A Professional Learning and Induction Coaching I-A**

This course provides an opportunity for the candidate to receive one- on-one coaching to support the candidate's knowledge and skills of leading by example to promote the implementation of a shared vision. This will include using multiple sources of data to develop their own job-related professional growth plan, the IIP, based on strengths and areas of needed growth. The importance of engaging stakeholders in developing, monitoring and revising plans or programs to ensure the vision is realized will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 760-B Professional Learning and Induction Coaching I-B**

**Prerequisite:** EDAD 760-A

This course provides an opportunity for the candidate to continue the work done in EDAD 760A and receive one- on-one coaching to support the candidate's knowledge and skills of leading by example to promote the implementation of a shared vision. This will include using multiple sources of data to develop their own job-related professional growth plan, the IIP, based on strengths and areas of needed growth. The importance of engaging stakeholders in developing, monitoring and revising plans or programs to ensure the vision is realized will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 762-A Professional Learning and Induction Coaching II-A**

**Prerequisite:** EDAD 760-B

This course provides an opportunity for the candidate to receive one-on- one coaching to support the candidate's knowledge and skills of creating a trusting and respectful school climate. This will include facilitating and supporting the diversity within teams in the school setting. In addition, building collaborative and shared leadership to build a professional learning culture will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 762-B Professional Learning and Induction Coaching II-B**

**Prerequisites:** EDAD 762-A

This course provides an opportunity for the candidate to continue the work done in EDAD 762A and receive one-on- one coaching to support the candidate's knowledge and skills of creating a trusting and

respectful school climate. This will include facilitating and supporting the diversity within teams in the school setting. In addition, building collaborative and shared leadership to build a professional learning culture will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 764-A Professional Learning and Induction Coaching III-A**

**Prerequisite:** EDAD 762-B

This course provides an opportunity for the candidate to receive one- on-one coaching to support the candidate's knowledge and skills of decision-making processes. This will include identifying needs within the organization and creating action steps to address the need. The importance of understanding how to identify and mitigate any negative or unintentional consequences of the leader's actions will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 764-B Professional Learning and Induction Coaching III-B**

**Prerequisite:** EDAD 764-A

This course provides an opportunity for the candidate to continue the work done in EDAD 764A and to receive one- on-one coaching to support the candidate's knowledge and skills of decision-making processes. This will include identifying needs within the organization and creating action steps to address the need. The importance of understanding how to identify and mitigate any negative or unintentional consequences of the leader's actions will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 766-A Professional Learning and Induction Coaching IV-A**

**Prerequisite:** EDAD 764-B

This course provides an opportunity for the candidate to receive one-on- one coaching to support the candidate's knowledge and skills of creating a culture of trust and mutual respect so that staff, parents, and families feel supported in sharing diverse thinking, ideas and problems. This will include identifying and implementing strategies that will ensure that all stakeholder voices are heard. The importance of reflecting on the leader's leadership practices and dispositions will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 766-B Professional Learning and Induction Coaching IV-B**

**Prerequisite:** EDAD 766-A

This course provides an opportunity for the candidate to continue the work done in EDAD 766A and to receive one-on- one coaching to support the candidate's knowledge and skills of creating a culture of

trust and mutual respect so that staff, parents, and families feel supported in sharing diverse thinking, ideas and problems. This will include identifying and implementing strategies that will ensure that all stakeholder voices are heard. The importance of reflecting on the leader's leadership practices and dispositions will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 768-A Professional Learning and Induction Coaching V-A**

**Prerequisite:** EDAD 766-B

This course provides an opportunity for the candidate to receive one-on-one coaching to support the candidate's knowledge and skills of decision making processes that model ethics, equity and integrity. This will also include exploring the leader's role as change agent in leading and facilitating improvement efforts at the school. The importance of using reflective practice to examine the leader's personal code of ethics will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 768-B Professional Learning and Induction Coaching V-B**

**Prerequisite:** EDAD 768-A

This course provides an opportunity for the candidate continue the work done in EDAD 768A and to receive one-on-one coaching to support the candidate's knowledge and skills of decision making processes that model ethics, equity and integrity. This will also include exploring the leader's role as change agent in leading and facilitating improvement efforts at the school. The importance of using reflective practice to examine the leader's personal code of ethics will also be emphasized. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

### **EDAD 770-A Professional Learning and Induction Coaching VI-A**

**Prerequisite:** EDAD 768-B

This course provides an opportunity for the candidate to receive one-on-one coaching to support the candidate's knowledge and skills of promoting collaborative inquiry and problem solving with stakeholder groups will be emphasized. This will include developing and implementing strategies that support greater public understanding of the education policies and practices. An emphasis is placed on the candidate's ability to monitor the improvement of their own performance over time. Candidates will identify areas for ongoing professional growth and self-improvement including monitoring of improvement and performance over time. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

## **EDAD 770-B Professional Learning and Induction Coaching VI-B**

### **Prerequisite: EDAD 770-A**

This course provides an opportunity for the candidate to continue the work done in EDAD 770A and to receive one-on-one coaching to support the candidate's knowledge and skills of promoting collaborative inquiry and problem solving with stakeholder groups will be emphasized. This will include developing and implementing strategies that support greater public understanding of the education policies and practices. An emphasis is placed on the candidate's ability to monitor the improvement of their own performance over time. Candidates will identify areas for ongoing professional growth and self-improvement including monitoring of improvement and performance over time. The induction coach will focus on the candidate's situational and leadership development needs as they work to apply what they are learning to their work setting and analyze their performances based on the California Professional Standards for Education Leaders (CPSELs). Graded on a Pass/No Pass basis. .5 credit.

## **Undergraduate Credit-Hour Based Academic Policies and Procedures**

The following is a new policy:

### **Course Cancellation Policy**

Brandman University reserves the right to cancel or postpone a class. If a course is cancelled, Brandman University will make reasonable efforts to help the student find an alternative course. However, if no such course is available, the student is entitled to a full refund of tuition and fees relating to the cancelled class.

## **Undergraduate Competency-Based Academic Policies and Procedures**

The following replaces number three under Transfer Credit Policies on page 29:

### **Transferring to Brandman University**

Transfer credit for competencies may be granted for prior coursework where the content addresses all of the content for a particular competency or satisfies a subject matter requirement represented within the general education breadth area(s).

## **Graduate Credit-Hour Academic Policies and Procedures**

The following information replaces the SP Grading Symbol description located on page 36:

### **Grading Symbols**

**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. An SP may also be given for zero credit courses. It is not a final grade. Upon completion, the SP grade is replaced with a letter grade of P or NP grading symbol.

The following is a new policy:

### **Course Cancellation Policy**

Brandman University reserves the right to cancel or postpone a class. If a course is cancelled, Brandman University will make reasonable efforts to help the student find an alternative course. However, if no such course is available, the student is entitled to a full refund of tuition and fees relating to the cancelled class.

## **Corrections**

### **School of Business and Professional Studies**

#### **Bachelor of Business Administration (Competency-Based)**

The following information in red is a correction of error to the Domain: Emphasis Areas located on page 93:

#### **General Business**

The purpose of the General Business emphasis is to serve those students who want a broad business education without an in-depth study in one discipline. This program provides students a broad business education that permits them the freedom to take coursework in multiple business disciplines. The general business emphasis consists of 24 equivalent credits of electives from any of the business disciplines.

## **School of Education**

### **Service Credential Programs in Education**

#### **Preliminary Administrative Services Credential**

The following information in red is a correction of error to number one of the Internship Eligibility requirements located on page 124:

#### **Internship Eligibility**

Students who wish to pursue an Internship must meet all of the admission requirements of the Preliminary Administrative Services Credential Option and:

1. Provide verification that they have **five** years of full time experience under a valid prerequisite credential.

### **Master of Arts in Educational Leadership and Administration with Preliminary Administrative Services Credential**

The following information in red is a correction of error to number one of the Internship Eligibility requirements located on page 134:

#### **Internship Eligibility**

Students who wish to pursue an Internship must meet all of the admission requirements of the Masters of Arts in Education Leadership and Administration Program and:

1. Provide verification that they have **five** years of full time experience under a valid prerequisite credential.

### **Master of Arts in Counseling and Pupil Personnel Services Credential in School Counseling (PPSC)**

The following information in red is a correction of error under Admission Requirements #2, page 136

2. Applicants using the Brandman University Admissions Option Two with a grade point average between 2.5 and 2.99 in the last 30 graded semester credits (45 quarter credits) in either a baccalaureate or post baccalaureate program including credits earned toward a credential are required to submit passing scores from one of the following standard admission tests:

- a. Graduate Record Examination (GRE): any two of the three GRE scores (Verbal, Quantitative or Analytical Writing) may be used to meet graduate admissions standards for this program. **The minimum acceptable score for the Quantitative section is 141. The minimum score for the Verbal section is 150.** The minimum acceptable score for the Analytic Writing is 4.5.
- b. Miller Analogies Test (MAT): achieve a minimum scaled score of 403.

The following list of courses is a correction of error to the Clear Administrative Services Credential option located pages 151.

### **Clear Administrative Services Credential Option**

#### **Required Courses**

#### **Clear Administrative Services Credential Courses**

EDAD 760A: Professional Learning and Induction Coaching I-A .5

EDAD 760B: Professional Learning and Induction Coaching I-B	.5
EDAD 762A: Professional Learning and Induction Coaching II-A	.5
EDAD 762B: Professional Learning and Induction Coaching II-B	.5
EDAD 764A: Professional Learning and Induction Coaching III-A	.5
EDAD 764B: Professional Learning and Induction Coaching III-B	.5
EDAD 766A: Professional Learning and Induction Coaching IV-A	.5
EDAD 766B: Professional Learning and Induction Coaching IV-B	.5
EDAD 768A: Professional Learning and Induction Coaching V-A	.5
EDAD 768B: Professional Learning and Induction Coaching V-B	.5
EDAD 770A: Professional Learning and Induction Coaching VI-A	.5
EDAD 770B: Professional Learning and Induction Coaching VI-B	.5
Total Credits	6

### **School of Arts and Sciences**

The following is a correction of error removing “online only” from the course description for PSYU 695 Psychology Practicum Continuation located on page 278:

**PSYU 695 Psychology Practicum Continuation**

**Prerequisites:** Enrollment in PSYU 688, PSYU 689, and PSYU 690.

This course allows students to complete the required practicum hours and/or the Capstone Case Study, when either or both have not been completed by the end of the session in which a student is enrolled in the final three-credit course of their practicum course series. Please see Tuition and Fees section of the catalog for the corresponding Psychology Practicum Continuation fee. This course is graded on a pass/no-pass basis. ~~Online only.~~ This course may be repeated. 0 credits.