GOLDEN GATE
UNIVERSITY

CATALOG
2025 – 2026

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Content Disclaimer

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About GGU

Founded in 1901, Golden Gate University (GGU) is a private, nonprofit institution dedicated to serving the needs of working adults. Located in the heart of San Francisco's financial and technology district, GGU offers career-focused undergraduate and graduate programs that prepare students for today's dynamic professional landscape. A leader in online education for more than 30 years, GGU delivers instruction in both hybrid and online modalities-giving students the flexibility to learn in ways that fit their lives. GGU alumni form a global network of nearly 70,000 graduates leading and innovating across industries and communities.

History

Golden Gate University, a private nonprofit university, has been helping adults achieve their professional goals by providing undergraduate and graduate education in accounting, law, taxation, business, and related areas since 1901. GGU traces its origins to an evening lecture series started by the San Francisco YMCA during the California Gold Rush.

The first degree-conferring program of the university started in 1901, with the formation of California's first evening law school. By offering classes at night, Golden Gate University made legal studies available to the working adult.

Today, Golden Gate University is a leader in graduate and undergraduate education in law, accounting, taxation, business and related professions. As always, GGU emphasizes hands-on learning taught primarily by professionals practicing in the field or with substantial professional experience.

Accreditation

Golden Gate University is accredited by the **WASC Senior College and University Commission** (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501; 510-748-9001.

Golden Gate University School of Law is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (ABA), 750 North Lake Shore Drive, Chicago, IL 60611; 312-988-6743, and the Committee of Bar Examiners of the State Bar of California for the limited purpose of completing the ABA-approved teach-out of its Juris Doctor (JD) program, currently in progress. The university remains accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), and the School of Law is a member in good standing of the Association of American Law Schools (AALS), 1201 Connecticut Ave. NW, Suite 800, Washington, DC 20036-2605; 202-296-8851. Graduates participating in the ABA-approved teach-out program will retain eligibility to sit for the bar exam in accordance with the rules and guidelines in place at the time of their graduation.

Approach

Golden Gate University's approach to education is rooted in real-world relevance and professional application. Programs are designed to meet the evolving needs of working adults, with flexible delivery formats-including online, hybrid, and in-person instruction-that support academic progress alongside work and life responsibilities.

Courses are taught by practitioner faculty who are leaders in their respective industries, bringing current, real-time expertise into the classroom. Instruction emphasizes practical skills, applied learning, and engagement with contemporary challenges facing the professional world.

Academic programs integrate emerging technologies, industry-standard tools, and experiential components that enhance learning outcomes and workplace readiness. Small class sizes and a culture of accessibility allow for personalized instruction and mentorship, reinforcing GGU's commitment to student achievement and career advancement.

Faculty

Our scholar practitioners include full-time faculty and professors of practice who bring decades of professional experience to the classroom. Outside of class, 80% of our professors work as CEOs, directors, vice presidents, entrepreneurs, consultants, partners, and managers at Bay Area, Silicon Valley, and Fortune 500 companies of all sizes. GGU uses the case-study method of instruction to teach students how to put theory into practice.

Schedules

Golden Gate University is a trimester institution offering classes in Fall, Spring, and Summer terms. Most courses are scheduled in 15-week and 7.5-week lengths, but some courses may be offered in different lengths. See the **Academic Calendar** for term dates and deadlines. See the **Course Schedule** for specific offerings. Programs are available either in-person at our San Francisco campus, in a hybrid mode with a portion of classes taught online and a portion required at our San Francisco campus, or fully online for distance learning. Degree programs can be completed in an intensive cohort or at one's own pace.

Class Size

Most classes are kept small so students can receive personalized attention from their professors, but the university reserves the right to cancel low enrollment courses if the pedagogical and curricular quality of the course would be negatively impacted.

Student Demographics

More than 5,475 students attended Golden Gate University during the 2024-2025 academic year, of which 10 percent were in undergraduate programs, 88 percent were in graduate business programs, and 2 percent were in law school programs. There were 436 international students and 2,976 Worldwide program students enrolled at GGU.

Mission Statement

Golden Gate University prepares individuals to lead and serve by providing high quality, practice based educational programs as a nonprofit institution in an innovative and challenging learning environment that embraces professional ethics and diversity.

Locations

Golden Gate University's urban campus is in the heart of San Francisco's thriving high-tech and financial district, an epicenter of global innovation. Home to one of the largest U.S. economies, delightful weather, world class food, arts and culture, plus endless options for active outdoor living, the Greater San Francisco Bay Area is one of America's most popular regions to visit, work, and reside. With the city as our extended campus, San Francisco's incredible diversity and rich blend of cultures from around the world prepare students for today's global market. Our campus is surrounded by easy access to public transportation, giving students multiple commuting options and access to explore this exciting city and its beautiful surrounding region.

San Francisco

536 Mission Street, San Francisco, CA 94105-2968
415-442-7800 • fax: 415-442-7807
email: **info@ggu.edu**

eLearning (Online-Asynchronous)

536 Mission Street, San Francisco, CA 94105-2968
415-369-5250 • fax: 415-227-4502
email: **elearning@ggu.edu**

See **eLearning** for a description of GGU's online learning platform and student participation expectations.

myGGU Portal

myGGU is the university's online service system. User accounts are created automatically at the time of admission. Usernames and passwords are sent to students' e-mail address on record at the time of account creation. Students who do not receive their myGGU account information or have any other questions may e-mail **help@ggu.edu** for assistance.

Students may use the myGGU system to update their address and contact information, specify chosen names (e.g., "lived" names), view course schedules, register for courses, drop/withdraw from courses, see their grades, view unofficial transcripts, view academic program evaluations, view financial aid information, view registration charges and student account information, and make payments.

All students, including those enrolled in distance education, are required to authenticate through our institutional Identity Provider (IDP), which uses secure Single Sign-On (SSO) and multi-factor authentication (MFA). This system governs access to our learning management system (LMS), student information system (SIS), and other academic platforms. Each student is issued a unique institutional credential, and access is monitored and restricted through MFA protocols.

State Authorizations

Alaska

Conspicuous statement: Golden Gate University online programs are exempt from authorization under AS 14.48 and 20 AAC 17.015 because the program is online or distance delivered and Golden Gate University does not have a physical presence in the state.

Texas

Conspicuous Notice: Per Tex. Educ. Code. §132.202, a school or educational institution described by Section 132.001(1)(B) shall post a conspicuous notice on the homepage of its website. This statement serves as this notice and that 1) the career school or college is not regulated in Texas under chapter 132 of the Texas Education Code; 2) Golden Gate University is regulated by the Bureau of Private and Post-Secondary Institutions and Western Association of Schools and College; these bodies approve and regulate the school's programs in the state where the school is physically located and in which it has legal authorization to operate; and 3) any complaints or contact information for regulatory agencies can be found here.

States other than California

Authorized	Exempt but cannot offer internships or practicums	Exempt and can provide internships and practicums	Not Authorized
AK	FL	AZ	AL
CA	KY	CO*	AR
CT	LA	HI	DC
IA	NH	ID*	DE
MI	TN	IL	GA
MT	WA	IN*	KS

Authorized	Exempt but cannot offer internships or practicums	Exempt and can provide internships and practicums	Not Authorized
OH*		MA	MD
OK		ME*	MN
NY		MO*	MS
ND		NE	NC
OR		NV	NJ
PA		SC	NM
RI		SD	WI
TX		VT	
UT			
VA**			
WY			
WV			

*These states are limited in the number of praticums and internships that may be offered. For details, contact your program director.

**These states are authorized but cannot offer internships or practicums.

Liability Disclaimer

Golden Gate University assumes no liability, and hereby expressly negates the same, for failure to provide or delay in providing educational or related services or facilities, or for any other failure or delay in performance arising out of or due to causes beyond the reasonable control of the university, which causes include, without limitation, power failure, fire, strikes by university employees or others, damage by the elements, and acts of public authorities. The university will, however, exert reasonable efforts, when in its judgment it is appropriate to do so, to provide comparable or substantially equivalent services, facilities, or performance; but its inability or failure to do so shall not subject it to liability.

The university reserves the right to change regulations, curricula, courses, course locations, tuition and fees, or any other aspect of its programs described in this catalog.

School of Undergraduate Studies

In the School of Undergraduate Studies, all our credentials help working learners develop the key personal and professional skills they will need for success in the ever-changing workplace. Our programs promote student employability, adaptability, insight and lifelong learning through comprehensive and on-going support. We provide coursework in the liberal arts as a strong educational foundation for lifelong learning, emphasizing the relevance of communication skills, critical thinking, media and information literacy, and other essential skills to practical business and organizational applications. Connecting ideas and knowledge from different fields and from their own knowledge acquired outside of a college classroom, students develop the capacity to think critically and creatively through our programs. Our business degrees can be customized with up to fifteen different minors, and our degrees provide practical and relevant training in career-ready disciplines. We also offer a variety of undergraduate certificates for those who are looking for a more focused experience or to enhance the skills and knowledge they already possess. Our degree and certificate programs have courses that are available online, in the classroom (in-person), or through a combination of both online and in-person formats.

Degrees

Associate of Arts (AA) in General Studies

The Associate of Arts in General Studies is the ideal degree program for working adult students who have earned a minimal number of academic credits before coming to GGU and who seek a milestone of achievement on the way toward their ultimate educational goals. Coursework develops skills and knowledge outcomes in communication, critical thinking, media and information literacy, and quantitative fluency.

Bachelor of Arts in Management (BAM)

The Bachelor of Arts in Management provides students with a unique selection of specialized courses that address current, emerging, and future areas of management and leadership practice. Specifically, this degree offers students a solid foundation in essential management concepts, techniques, practices, and strategies all of which are designed to strengthen employee engagement, boost morale, and accelerate organizational performance.

With an emphasis on developing a strong portfolio of specialized knowledge and practical skills for managers and leaders in a variety of business environments, the Bachelor of Arts in management offers a solid foundation upon which students can build as they progress in their personal and professional development and in their careers. Students will learn to organize, motivate, and lead individuals in diverse public and private business enterprises. Students can also choose from a menu of course options and minors that allow them to tailor their studies around their unique professional and career interests.

Throughout their course of study, students will have the opportunity to learn from and interact with faculty who are themselves business owners, specialists, experts, and consultants in their fields. The faculty and staff who work with students in the Bachelor of Arts in Management program are deeply committed to students' academic success as well as to their personal and professional development.

As a transfer-friendly degree, the Bachelor of Arts in Management is designed to maximize the number of transfer credits counted toward the degree which can facilitate accelerated degree completion that compliments the student's schedule and career aspirations. The Bachelor of Arts in Management also provides preparation for success at the master's degree level in programs such as the Master of Science in Human Resource Management, the Master of Arts in Counseling Psychology, the Master of Arts in Industrial-Organizational Psychology, the Master of Public Administration, and the MBA.

Bachelor of Arts in Psychology

In the Bachelor of Arts in Psychology degree program you will gain rigorous training in foundational psychology concepts and have the opportunity to master relevant skills that align with a variety of career and professional goals.

As a student you will gain an understanding of how to apply psychology to personal, social, and organizational issues; become familiar with the major theoretical approaches, findings, and historical trends in psychology; understand and use major research methods in psychology, including design, data analysis, and interpretation. Courses are taught by experts in the field who work in a variety of settings where they apply this knowledge.

In addition to gaining a core knowledge of psychology, you will develop essential skills in effective oral and written communication, critical thinking, problem-solving, ethical reasoning, information literacy, and quantitative fluency-experiences that will put you on a path to lifelong learning.

Bachelor of Science in Accounting

In the Bachelor of Science in Accounting degree program, theory meets innovative accounting practices. Professionals who are leaders in the accounting field will share the principles and real-world techniques that can lead to an accounting credential (CPA, CMA or CIA) and equip students to be well-rounded professionals.

The program is designed to advance a student's career as an accountant or to prepare students for positions that require an accountant's skill in both for-profit and not-for-profit organizations. Students will learn the technical aspects of accounting, income tax and auditing standards, and the economic consequences of accounting rules and practices. With strong, liberal studies resources, GGU helps undergraduate working adults develop problem-solving skills to analyze and clearly communicate solutions consistent with ethical standards. As the world of accounting adapts to changing conditions, students will develop the skills needed to become leaders.

Bachelor of Science in Business (BSB)

With an emphasis on the quantitative and analytical skills needed in the business environment, the Bachelor of Science in Business (BSB) provides a solid foundation in the functional aspects of business organizations including accounting, finance, operations, marketing, information technology, and data analysis. While studying the core subjects, students will examine in-depth a wide spectrum of business-related issues, such as how to organize and run a business; how to identify business opportunities and to create value; how to understand the changing definitions of profit and success in a global and diverse marketplace; and the causes of business success and failure. The BSB also provides a pathway to graduate study such as the MBA, the Master of Science degrees in Taxation or Finance, and the Master of Arts in Counseling Psychology or Industrial-Organizational Psychology.

The BSB implements a flexible course of study designed to build skills in the quantitative and analytical areas needed for success while maximizing the number of transfer credits that can be counted toward the degree. The choice of twelve concentrations allows students the option to specialize in a particular area, aligning coursework with their career interests to reach their professional goals.

Support to Complete Your Degree

The first course for every undergraduate student at **UGP 10 Gateway to Success**. This course will introduce new students to GGU and prepare them for success in their academic programs by teaching them foundational academic skills as well as providing an overview of the student support and academic support services and resources that are available to GGU students. Students will articulate educational and professional goals, will set a plan for their time at GGU (including exploring options for minors, certificates, etc.), and will begin to think ahead toward their degree completion and next steps after graduation.

One-on-one tutoring is available to GGU students in the Writing Lab and the Math Lab, and online through the Online Writing Lab (OWL) and Video Chat (Zoom). These free services are staffed by GGU instructors and trained professional tutors who are dedicated to helping students succeed.

Benefits

- Relevant, practical, professionally focused education.
- The opportunity to combine what you already know with that you need to learn.
- Convenience and flexibility.
- In the heart of San Francisco’s thriving world of business and innovation.
- Personalized attention from start to finish.

Contact

For further information, please call the School of Undergraduate Studies, or write to:

School of Undergraduate Studies
Golden Gate University
536 Mission Street, Room 4337
San Francisco, CA 94105-2968
Phone: 415-442-6565
Email: **undergrad@ggu.edu**
Website: **www.ggu.edu/undergraduate**

Associates

General Studies, AA

Program Information

The Associate of Arts (AA) in General Studies provides a well-rounded foundation of knowledge designed to prepare students for employability and/or further academic work. Students can focus their skill set by selecting courses specifically designed to support their professional goals. The AA is ideal for working adults with a minimal number of academic credits who seek a milestone of achievement while working toward the bachelor's degree.

The AA program is taught by practicing professionals, with a curriculum that integrates the liberal arts with knowledge of management principles, leadership strategies and organizational theory. Coursework emphasizes practical business applications, while providing a strong educational foundation for lifelong learning. Students develop the capacity to think critically and creatively in preparation for a successful future in business or management.

GGU's nationally recognized eLearning environment allows students to pursue a degree online, in person, or in combination.

Step up to a bachelor's degree

In the process of completing the AA, students fulfill the general education and liberal studies requirements of GGU's bachelor's degrees, while also developing skills and knowledge outcomes in communication, critical thinking, media and information literacy, and quantitative fluency. A flexible course of study is designed to maximize the number of transfer credits counted toward degree completion.

Student Learning Outcomes

Students who complete the Associate of Arts in General Studies will be able to:

- Communicate effectively to general and specialized audiences through structured written, oral and visual presentations.
- Identify, categorize, and analyze problems and issues, and draw warranted conclusions.
- Perform accurate calculations using symbolic operations and provide accurate interpretations and explanations of data.
- Correctly identify, categorize, evaluate, and cite multiple resources to create projects, papers, or performances.
- Describe ethical issues and apply ethical principles or frameworks in judgment and decision-making.
- Describe and analyze relationships between academic learning and problems outside the classroom.
- Explore, connect, and apply concepts and methods across multiple fields of study.
- Examine connections between academic learning and professional goals and demonstrate attitudes such as curiosity, self-awareness, adaptability, and motivation.

Requirements for the Associate of Arts in General Studies

The degree requires completion of 60 units as follows: 36 units of general education, 6 units of foundation, 3 units of capstone, and 15 units of elective courses. Each course listed carries three semester units of credit, unless otherwise noted.

A cumulative grade-point average of 2.00 ("C" grade) or higher is required in all courses taken at Golden Gate University. Prerequisites to a course, if any, are listed in the course descriptions. Other than Degrees+ students, all degree-seeking undergraduate students must complete their English, mathematics, and critical thinking basic proficiency requirements within their first 27 units at Golden Gate University. Placement tests must be taken prior to enrolling in ENGL 10A, ENGL 10B, ENGL 60 and MATH 10, MATH 20,or MATH 30 to ensure proper placement in the sequences (see course descriptions in this catalog for details).

General Education - 36 units

Lifelong Learning and Self Development - 3 units

- UGP 10 Gateway to Success 3 unit(s)

Communication and Critical Thinking - 9 units

- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)

And one of the following:

- COMM 35 Speech Communication 3 unit(s)
- COMM 40 Understanding Communication 3 unit(s)
- COMM 50 Media Communication 3 unit(s)

Quantitative Reasoning - 3 units

One of the following:

- MATH 20 Applied Intermediate Algebra 3 unit(s)
- MATH 50 From Numbers to Decisions 3 unit(s)

Liberal Studies - 21 units

- ARTS 50 Contemporary Arts and Culture 3 unit(s) (or any other ARTS course offered)
- HIST 50 Contemporary American Economic History 3 unit(s) (or any other HIST course offered)
- HUM 50 Examining the Humanities 3 unit(s) (or any other HUM course offered)
- LIT 10 Foundations of Literary Study 3 unit(s) (or any other LIT course offered)
- PHIL 50 Professional and Personal Ethics 3 unit(s) (or any other PHIL course offered)
- SCI 50 Science, Technology and Social Change 3 unit(s) (or any other SCI course offered)
- SOSC 50 American Government in the 21st Century 3 unit(s) (or any other SOSC course offered)

OR

- PSYCH 10 Introduction to Psychology 3 unit(s) (or any other PSYCH course offered)

Foundation Courses - 6 units

- MATH 40 Statistics 3 unit(s)
- ECON 1 Principles of Microeconomics 3 unit(s)

OR

- ECON 2 Principles of Macroeconomics 3 unit(s)

Capstone Course - 3 units

- UGP 80 Pathway to Success 3 unit(s)

Elective Courses - 15 units

Select five additional 3-unit upper or lower-division courses from any subject for a total of 15 units.

Undergraduate Honors Program

The School of Undergraduate Studies' honors program provides opportunities for students enrolled in all degree programs to engage in enriched learning experiences while they work toward earning their degrees. Students do not need to apply separately for this program, but may participate in it by registering for honors-designated course sections, as described below. Upon graduation, students who have completed the honors program must complete and submit the *Honors Program Notation Request* form to the Registrar's Office to have the notation added to their transcripts.

Honors-designated course sections will emphasize the following learning outcomes: media and information literacy, quantitative fluency, oral/written communication, and critical thinking. Students will be required to complete advanced and more rigorous assignments that demonstrate learning beyond the articulated course outcomes. Additional assessments will be designed to emphasize core skills such as critical thinking, writing, research, and self-reflection.

Program Requirements

To complete the honors program, students must complete any combination of 12 units (four 3-unit courses) of honors-designated sections and an honors-designated capstone course section (3 units) for a total of 15 units, with a minimum GPA in the five honors courses of 3.00 and a minimum overall degree program GPA of 3.30. Note: honors course sections can be identified in the online course schedule with a section prefix beginning with the letter "A" (e.g., ASF1) and by information in the section comments field of the section details page. Students should contact their academic advisor or the Registrar's Office if they need help identifying honors-designated course sections.

Honors sections of the courses below will be offered every term. In addition, students who transfer any of these courses into GGU may petition to have an honors section offered of other courses in order to satisfy the 12-unit requirement. Students should contact their academic advisors to begin the petition process.

Core Requirement - 12 units

- COMM 40 Understanding Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)
- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)

Capstone Course - 3 units

Complete the honors section of the capstone course applicable to the student's degree program.

Bachelors

Accounting, BS

Program Information

The Bachelor of Science in Accounting program prepares students for careers in both for-profit and not-for-profit organizations, either as accountants or for positions that require an accountant's skills. The program provides a high-quality education that integrates accounting principles and methods with real-world, practical training from leading-edge professionals. In addition, the program commits a significant portion of resources for the development of a well-rounded professional through liberal studies education. The program is committed to helping adult undergraduate students gain strong practical skills and knowledge in accounting principles, income tax and auditing standards. Students will learn the technical aspects of accounting and appreciate the economic consequences of accounting rules and practices. Skills acquired will advance students' ability to analyze problems and clearly communicate solutions consistent with ethical standards.

Student Learning Outcomes

Students who complete the Bachelor of Science in Accounting, including the general education program, will be able to:

- Examine data and argument, as informed by interdisciplinary approaches to business management and organizational leadership.
- Demonstrate effective communication skills.
- Recognize the need for information in professional and business contexts and to responsibly access, evaluate and apply information using a variety of research tools and methods.
- Develop strategies for organizational challenges using an understanding of business functional areas, management theory, principles, ethical reasoning, and innovative approaches.
- Prepare financial statements in accordance with Generally Accepted Accounting Principles.
- Employ critical thinking skills and current technologies to analyze financial data and the effects of differing financial accounting methods on the financial statements.
- Demonstrate an understanding of current auditing standards and acceptable practices, as well as, the impact of audit planning, risk, and rendering an opinion on the engagement.
- Apply cost accounting methods to evaluate and project business performance.
- Demonstrate an understanding of the principles of taxation.
- Recognize and understand ethical issues related to the accounting profession.

Requirements for the Bachelor of Science in Accounting

The degree requires completion of 120 units as follows: 36 units of general education, 54 units for the major, and 30 units of elective courses, including courses taken to earn minors. (See **Declaring Minors** below for more information.) Each course listed carries three semester units of credit, unless otherwise noted. A cumulative grade-point average of 2.00 "C" or higher is required in all courses taken at Golden Gate University.

All degree-seeking undergraduate students must complete their English, mathematics, and critical thinking requirements within their first 27 units at Golden Gate University, unless they have already earned credit for the equivalent courses from another institution and have had those courses accepted in transfer by Golden Gate University. If either math or English requirements for the degree have not been satisfied, newly enrolled students must take placement tests to ensure proper placement in the appropriate math or English course. Students may also choose to waive the placement tests and enroll in the first course in either series, which are **ENGL 10A** and **MATH 10**. (See the course descriptions below to identify courses that have prerequisite course requirements.)

General Education - 36 units

Lifelong Learning and Self Development - 3 units

- UGP 10 Gateway to Success 3 unit(s)

Communication and Critical Thinking - 9 units

- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)

And one of the following:

- COMM 35 Speech Communication 3 unit(s)
- COMM 40 Understanding Communication 3 unit(s)
- COMM 50 Media Communication 3 unit(s)

Quantitative Reasoning - 3 units

- MATH 20 Applied Intermediate Algebra 3 unit(s)

Liberal Studies - 21 units

- ARTS 50 Contemporary Arts and Culture 3 unit(s) (or any other ARTS course offered)
- HIST 50 Contemporary American Economic History 3 unit(s) (or any other HIST course offered)
- HUM 50 Examining the Humanities 3 unit(s) (or any other HUM course offered)
- LIT 10 Foundations of Literary Study 3 unit(s) (or any other LIT course offered)
- PHIL 50 Professional and Personal Ethics 3 unit(s) (or any other PHIL course offered)
- SCI 50 Science, Technology and Social Change 3 unit(s) (or any other SCI course offered)
- SOSC 50 American Government in the 21st Century 3 unit(s) (or any other SOSC course offered)

OR

- PSYCH 10 Introduction to Psychology 3 unit(s) (or any other PSYCH course offered)

Major Requirements - 54 units

Foundation Courses - 24 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s) (*MSADA foundation course.)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s) (*MSADA foundation course.)
- ECON 1 Principles of Microeconomics 3 unit(s)
- ECON 2 Principles of Macroeconomics 3 unit(s)
- ENGL 120 Business Writing 3 unit(s)
- FI 100 Financial Management 3 unit(s)
- MATH 30 College Algebra 3 unit(s)
- MATH 40 Statistics 3 unit(s)

*Students who intend to pursue the Master of Science in Accounting Data & Analytics (MSADA) must earn a "B" or better in these courses in order to satisfy the program's foundation requirement.

Accounting Courses - 30 units

- ACCTG 100A Intermediate Accounting I 3 unit(s) (*MSADA foundation course.)
- ACCTG 100B Intermediate Accounting II 3 unit(s) (*MSADA foundation course.)
- ACCTG 102 Accountants Professional Responsibilities and Ethics 3 unit(s)
- ACCTG 103 Advanced Accounting: Consolidations 3 unit(s)
- ACCTG 105 Cost Management 3 unit(s)
- ACCTG 108A Federal Income Tax I 3 unit(s)
- ACCTG 111 Auditing 3 unit(s) (*MSADA foundation course.)
- ACCTG 119 Accounting Information Systems 3 unit(s)
- ACCTG 145 Law of Contracts, Sales and Commercial Transactions 3 unit(s)
- ACCTG 159 Accounting Research and Communication 3 unit(s) (Capstone course to be taken in final term of program.)

*Students who intend to pursue the Master of Science in Accounting Data & Analytics (MSADA) must earn a "B"

or better in these courses in order to satisfy the program's foundation requirement.

Elective Courses - 30 units

Select upper- or lower-division courses from any subject for a minimum of 30 units. Note: courses used to complete minors also count toward this requirement.

Note: Students may elect to complete an accounting internship by enrolling in **ACCTG 198** to satisfy general electives requirements. Students interested in the internship course should speak with their advisors.

OR

Path2CPA and Elective Courses

The *Path2CPA* option makes the journey to an advanced degree quicker and less expensive. Students can earn a **Master of Science in Accounting Data & Analytics (MSADA)** or **Master of Science in Taxation** in as little as one year after completing GGU's Bachelor of Science in Accounting or Bachelor of Science in Business with Accounting Concentration. The *Path2CPA* option can also satisfy the 150-hour education requirement for CPA licensure. Pursuing this option eliminates the requirement to apply for either of these Master's programs and no GMAT/GRE test score is required.

The *Path2CPA* electives may include up to four designated graduate-level courses and six to nine 3-unit upper or lower-division undergraduate-level courses from any subject. The graduate-level courses will be included in the unit totals and GPAs for both applicants' undergraduate Accounting and graduate-level Accounting or Taxation degree programs. Students whose cumulative GPAs in the graduate-level courses fall below a 3.00 GPA will be conditionally admitted to either of these Master's programs.

Choose one pathway program:

Master of Science in Accounting Data & Analytics (MSADA) Pathway - 30 units

Select up to four courses for a total of 12 units from the following:

- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)
- ACCTG 377 Financial Accounting and Reporting 3 unit(s)
- ACCTG 379 Accounting and Tax Regulations 3 unit(s)
- ACCTG 380 Auditing and Attestation 3 unit(s)
- ACCTG 381 Business Accounting and Reporting 3 unit(s)
  AND
- Select six 3-unit upper or lower-division undergraduate-level courses from any subject for a total of 18 units.

(NOTE: ACCTG 377, ACCTG 379, ACCTG 380, and ACCTG 381 are graduate-level CPA Applied Accounting Graduate Certificate program courses that prepare students for the Certified Public Accounting examinations.)

Master of Science in Taxation Pathway - 30 units

Select up to four courses for a total of 12 units* from the following:

- TA 318 Advanced Federal Income Taxation 3 unit(s)
- TA 329 Tax Research and Decision Making 3 unit(s)
- Two 3-unit graduate-level Taxation elective courses for a total of 6 units.
  AND
- Six 3-unit upper or lower-division undergraduate-level courses from any subject for a total of 18 units.
  OR
  One 3-unit course from the graduate Accounting courses listed below and nine upper or lower-division undergraduate-level courses from any subject for a total of 27 unit(s):
- ACCTG 377 Financial Accounting and Reporting 3 unit(s)
- ACCTG 379 Accounting and Tax Regulations 3 unit(s)
- ACCTG 380 Auditing and Attestation 3 unit(s)
- ACCTG 381 Business Accounting and Reporting 3 unit(s)
  (NOTE: ACCTG 377, ACCTG 379, ACCTG 380, and ACCTG 381 are graduate-level CPA Applied Accounting Graduate Certificate program courses that prepare students for the Certified Public Accounting examinations.)
  *Only one 3-unit course of non-Taxation (TA) subject courses can be applied to the Master of Science in Taxation program as elective credits.

Declaring Minors

Students may declare up to two minors for their bachelor's degree programs. Students seeking to declare more than two minors will be required to appeal to the dean for approval.

Students will not be permitted to declare minors at the point of application but may do so following admission or prior to degree conferral. Students should make their minor declarations through their assigned academic advisors by submission of the **Declaration of Minor** form.

Students' diplomas will list the minors that they had successfully completed at the time their degrees were conferred. Students may not declare additional minors after their degrees have been conferred.

Bachelor's degree-seeking students may declare the minors shown below. Note: students may not declare minors that are the same as their majors.

- Accounting Minor
- Business Minor
- Finance Minor
- Human Resource Management Minor
- Information Technology Minor
- International Business Minor
- Literature Minor
- Management Minor
- Marketing Minor
- Operations and Supply Chain Management Minor
- Psychology Minor
- Public Administration Minor

Undergraduate Honors Program

The School of Undergraduate Studies' honors program provides opportunities for students enrolled in all degree programs to engage in enriched learning experiences while they work toward earning their degrees. Students do not need to apply separately for this program, but may participate in it by registering for honors-designated course sections, as described below. Upon graduation, students who have completed the honors program must complete and submit the *Honors Program Notation Request* form to the Registrar's Office to have the notation added to their transcripts.

Honors-designated course sections will emphasize the following learning outcomes: media and information literacy, quantitative fluency, oral/written communication, and critical thinking. Students will be required to complete advanced and more rigorous assignments that demonstrate learning beyond the articulated course outcomes. Additional assessments will be designed to emphasize core skills such as critical thinking, writing, research, and self-reflection.

Program Requirements

To complete the honors program, students must complete any combination of 12 units (four 3-unit courses) of honors-designated sections and an honors-designated capstone course section (3 units) for a total of 15 units, with a minimum GPA in the five honors courses of 3.00 and a minimum overall degree program GPA of 3.30. Note: honors course sections can be identified in the online course schedule with a section prefix beginning with the letter "A" (e.g., ASF1) and by information in the section comments field of the section details page. Students should contact their academic advisor or the Registrar's Office if they need help identifying honors-designated course sections.

Honors sections of the courses below will be offered every term. In addition, students who transfer any of these courses into GGU may petition to have an honors section offered of other courses in order to satisfy the 12-unit requirement. Students should contact their academic advisors to begin the petition process.

Core Requirement - 12 units

- COMM 40 Understanding Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)
- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)

Capstone Course - 3 units

Complete the honors section of the capstone course applicable to the student's degree program.

Business, BS

Program Information

With an emphasis on the quantitative and analytical skills needed in the business environment, the Bachelor of Science in Business (BSB) provides a solid foundation in the functional aspects of business organizations including accounting, finance, operations, marketing, information technology, and data analysis. While studying the core subjects, students will examine in-depth a wide spectrum of business-related issues, such as how to organize and run a business; how to identify business opportunities and to create value; how to understand the changing definitions of profit and success in a global and diverse marketplace; and the causes of business success and failure. The BSB also provides a pathway to graduate study such as the MBA, the Master of Science degrees in Taxation or Finance, and the Master of Arts in Counseling Psychology or Industrial-Organizational Psychology.

The BSB implements a flexible course of study designed to build skills in the quantitative and analytical areas needed for success while maximizing the number of transfer credits that can be counted toward the degree. The choice of several minors allows students the option to specialize in a particular area, aligning coursework with their career interests to reach their professional goals.

Student Learning Outcomes

Students who complete the BSB, including the general education program, will be able to:

- Construct written communications that articulate and promote business ideas, arguments, or solutions.
- Demonstrate interpersonal communication skills through persuasive speech, and in providing clear directions, instructions, and guidelines within a business setting.
- Address a complex business problem by applying methods and tools from finance and accounting.
- Demonstrate ethical decision-making in business and develop strategies, practices, and policies that advance ethical management practices and corporate social responsibility.

- Locate, evaluate, and apply information using a variety of research tools in analysis of a complex business problem.
- Apply statistical concepts, methods, and tools to analyze and interpret data in the formulation of business strategies and tactics.
- Demonstrate the self-awareness and habits required to identify, integrate, and apply new information and skills that increase personal and professional effectiveness in business contexts.
- Integrate and apply concepts, theories, strategies, and tactics of business management to develop actionable solutions to business problems.
- Apply knowledge of the global economy in analyzing business problems.

Requirements for the Bachelor of Science in Business

The degree requires completion of 120 units as follows: 36 units of general education, 54 units for the major, and 30 units of elective courses, including courses taken to earn minors. (See **Declaring Minors** below for more information.) Each course listed carries three semester units of credit, unless otherwise noted. A cumulative grade-point average of 2.00 "C" or higher is required in all courses taken at Golden Gate University.

All degree-seeking undergraduate students must complete their English, mathematics and critical thinking requirements within their first 27 units at Golden Gate University, unless they have already earned credit for the equivalent courses from another institution and have had those courses accepted in transfer by Golden Gate University. If either math or English requirements for the degree have not been satisfied, newly enrolled students must take placement tests to ensure proper placement in the appropriate math or English course. Students may also choose to waive the placement tests and enroll in the first course in either series, which are **ENGL 10A** and **MATH 10**. (See the course descriptions below to identify courses that have prerequisite course requirements.)

General Education - 36 units

Lifelong Learning and Self Development - 3 units

- UGP 10 Gateway to Success 3 unit(s)

Communication and Critical Thinking - 9 units

- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)

And one of the following:

- COMM 35 Speech Communication 3 unit(s)
- COMM 40 Understanding Communication 3 unit(s)
- COMM 50 Media Communication 3 unit(s)

Quantitative Reasoning - 3 units

- MATH 20 Applied Intermediate Algebra 3 unit(s)

Liberal Studies - 21 units

- ARTS 50 Contemporary Arts and Culture 3 unit(s) (or any other ARTS course offered)
- HIST 50 Contemporary American Economic History 3 unit(s) (or any other HIST course offered)
- HUM 50 Examining the Humanities 3 unit(s) (or any other HUM course offered)
- LIT 10 Foundations of Literary Study 3 unit(s) (or any other LIT course offered)
- PHIL 50 Professional and Personal Ethics 3 unit(s) (or any other PHIL course offered)
- SCI 50 Science, Technology and Social Change 3 unit(s) (or any other SCI course offered)
- SOSC 50 American Government in the 21st Century 3 unit(s) (or any other SOSC course offered)

OR

- PSYCH 10 Introduction to Psychology 3 unit(s) (or any other PSYCH course offered)

Major Requirements - 54 units

Foundation Courses - 24 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s) (*MSADA foundation course.)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s) (*MSADA foundation course.)
- ECON 1 Principles of Microeconomics 3 unit(s)
- ECON 2 Principles of Macroeconomics 3 unit(s)
- ENGL 120 Business Writing 3 unit(s)
- MATH 30 College Algebra 3 unit(s)
- MATH 40 Statistics 3 unit(s)
- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)

  *Students who intend to pursue the Master of Science in Accounting Data & Analytics (MSADA) must earn a "B" or better in these courses in order to satisfy the program's foundation requirement.

Business Courses - 30 units

- FI 100 Financial Management 3 unit(s)
- ITM 125 Management Information Systems 3 unit(s)
- MGT 100 The Manager as Communicator 3 unit(s)
- MGT 140 Management Principles 3 unit(s)
- MGT 145 Law of Contracts, Sales and Commercial Transactions 3 unit(s)
- MGT 156 Management Policy and Strategy 3 unit(s)

- MGT 173 Human Resource Management 3 unit(s)
- MGT 179 Introduction to International Business 3 unit(s)
- MKT 100 Principles of Marketing 3 unit(s)
- OP 100 Principles of Operations Management 3 unit(s)

Elective Courses - 30 units

Select ten additional upper- or lower-division courses from any subject for a total of 30 units. Note: courses used to complete minors also count toward this requirement.

Declaring Minors

Students may declare up to two minors for their bachelor's degree programs. Students seeking to declare more than two minors will be required to appeal to the dean for approval.

Students will not be permitted to declare minors at the point of application but may do so following admission or prior to degree conferral. Students should make their minor declarations through their assigned academic advisors by submission of the **Declaration of Minor** form.

Students' diplomas will list the minors that they had successfully completed at the time their degrees were conferred. Students may not declare additional minors after their degrees have been conferred.

Bachelor's degree-seeking students may declare the minors shown below. Note: students may not declare minors that are the same as their majors.

- Accounting Minor
- Business Minor
- Finance Minor
- Human Resource Management Minor
- Information Technology Minor
- International Business Minor
- Literature Minor
- Management Minor
- Marketing Minor
- Operations and Supply Chain Management Minor
- Psychology Minor
- Public Administration Minor

Undergraduate Honors Program

The School of Undergraduate Studies' honors program provides opportunities for students enrolled in all degree programs to engage in enriched learning experiences while they work toward earning their degrees. Students do not need to apply separately for this program, but may participate in it by registering for honors-designated course sections, as described below. Upon graduation, students who have completed the honors program must complete and submit the *Honors Program Notation Request* form to the Registrar's Office to have the notation added to their transcripts.

Honors-designated course sections will emphasize the following learning outcomes: media and information literacy, quantitative fluency, oral/written communication, and critical thinking. Students will be required to complete advanced and more rigorous assignments that demonstrate learning beyond the articulated course outcomes. Additional assessments will be designed to emphasize core skills such as critical thinking, writing, research, and self-reflection.

Program Requirements

To complete the honors program, students must complete any combination of 12 units (four 3-unit courses) of honors-designated sections and an honors-designated capstone course section (3 units) for a total of 15 units, with a minimum GPA in the five honors courses of 3.00 and a minimum overall degree program GPA of 3.30. Note: honors course sections can be identified in the online course schedule with a section prefix beginning with the letter "A" (e.g., ASF1) and by information in the section comments field of the section details page. Students should contact their academic advisor or the Registrar's Office if they need help identifying honors-designated course sections.

Honors sections of the courses below will be offered every term. In addition, students who transfer any of these courses into GGU may petition to have an honors section offered of other courses in order to satisfy the 12-unit requirement. Students should contact their academic advisors to begin the petition process.

Core Requirement - 12 units

- COMM 40 Understanding Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)
- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)

Capstone Course - 3 units

Complete the honors section of the capstone course applicable to the student's degree program.

Management, BA

Program Information

The Bachelor of Arts in Management provides students with a unique selection of specialized courses that address current, emerging, and future areas of management and leadership practice. Specifically, this degree offers students a solid foundation in essential management concepts, techniques, practices, and strategies all of which are designed to strengthen employee engagement, boost morale, and accelerate organizational performance.

With an emphasis on developing a strong portfolio of specialized knowledge and practical skills for managers and leaders in a variety of business environments, the Bachelor of Arts in Management offers a solid foundation upon which students can build as they progress in their personal and professional development and in their

careers. Students will learn to organize, motivate, and lead individuals in diverse public and private business enterprises. Students can also choose from a menu of course options and concentrations that allow them to tailor their studies around their unique professional and career interests.

Throughout their course of study, students will have the opportunity to learn from and interact with faculty who are themselves business owners, specialists, experts, and consultants in their fields. The faculty and staff who work with students in the Bachelor of Arts in Management program are deeply committed to students' academic success and to their personal and professional development.

As a transfer-friendly degree, the Bachelor of Arts in Management is designed to maximize the number of transfer credits counted toward the degree which can facilitate accelerated degree completion that compliments the student's schedule and career aspirations. The Bachelor of Arts in Management also provides preparation for success at the master's degree level in programs such as the Master of Science in Human Resource Management, the Master of Arts in Counseling Psychology, the Master of Arts in Industrial-Organizational Psychology, the Master of Public Administration, and the MBA.

Student Learning Outcomes

Students who complete the Bachelor of Arts in Management, including the general education curriculum, will be able to:

- Construct written communications that clearly articulates and promotes business ideas, arguments, or solutions.
- Demonstrate interpersonal communication skills in collaborative projects, through persuasive speech and in providing clear directions, instructions, and guidelines within a business setting.
- Address a complex problem in business management using strategies and tactics that lead to the development of actionable solutions.
- Demonstrate ethical decision-making in business and develop strategies, practices, and policies that advance ethical management practices and corporate social responsibility.
- Locate, evaluate and apply information, using a variety of research tools, in analysis of a complex business management problem.
- Analyze and interpret quantitative data and apply results to improve business management strategy, tactics, and practice.
- Demonstrate the self-awareness and habits required to identify, integrate, and apply new information and skills that increase personal and professional effectiveness in business contexts.
- Define, explain, and correctly apply concepts, theories and practices in business management.
- Develop innovative approaches and solutions to an existing or emerging challenge in business management that also draw on disciplinary perspectives of ethics, other humanities and/or social sciences.
- Integrate and apply concepts, theories, strategies, and tactics of business management in the construction of summative projects.

Requirements for the Bachelor of Arts in Management

The degree requires completion of 120 units as follows: 36 units of general education, 33 units for the major, and 51 units of elective courses, including courses taken to earn minors. (See **Declaring Minors** below for more information.) Each course listed carries three semester units of credit, unless otherwise noted. A cumulative grade-point average of 2.00 "C" or higher is required in all courses taken at Golden Gate University.

All degree-seeking undergraduate students must complete their English, mathematics and critical thinking requirements within their first 27 units at Golden Gate University, unless they have already earned credit for the equivalent courses from another institution and have had those courses accepted in transfer by Golden Gate University. If either math or English requirements for the degree have not been satisfied, newly enrolled students must take placement tests to ensure proper placement in the appropriate math or English course. Students may also choose to waive the placement tests and enroll in the first course in either series, which are **ENGL 10A** and **MATH 10**. (See the course descriptions below to identify courses that have prerequisite course requirements.)

General Education - 36 units

Lifelong Learning and Self Development - 3 units

- UGP 10 Gateway to Success 3 unit(s)

Communication and Critical Thinking - 9 units

- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)

And one of the following:

- COMM 35 Speech Communication 3 unit(s)
- COMM 40 Understanding Communication 3 unit(s)
- COMM 50 Media Communication 3 unit(s)

Quantitative Reasoning - 3 units

One of the following:

- MATH 20 Applied Intermediate Algebra 3 unit(s)
- MATH 50 From Numbers to Decisions 3 unit(s)

Liberal Studies - 21 units

- ARTS 50 Contemporary Arts and Culture 3 unit(s) (or any other ARTS course offered)
- HIST 50 Contemporary American Economic History 3 unit(s) (or any other HIST course offered)
- HUM 50 Examining the Humanities 3 unit(s) (or any other HUM course offered)
- LIT 10 Foundations of Literary Study 3 unit(s) (or any other LIT course offered)
- PHIL 50 Professional and Personal Ethics 3 unit(s) (or any other PHIL course offered)
- SCI 50 Science, Technology and Social Change 3 unit(s) (or any other SCI course offered)
- SOSC 50 American Government in the 21st Century 3 unit(s) (or any other SOSC course offered)
  OR
- PSYCH 10 Introduction to Psychology 3 unit(s) (or any other PSYCH course offered)

Major Requirements - 33 units

Foundation Courses - 12 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ECON 1 Principles of Microeconomics 3 unit(s)
  OR
- ECON 2 Principles of Macroeconomics 3 unit(s)
- ENGL 120 Business Writing 3 unit(s)
- MATH 40 Statistics 3 unit(s)

Management Courses - 15 units

- MGT 100 The Manager as Communicator 3 unit(s)
- MGT 140 Management Principles 3 unit(s)
- MGT 141 Organizational Leadership 3 unit(s)
- MGT 160 Management and Leadership Strategy 3 unit(s)
- OLHS 115 Diversity and Inclusion in Organizations 3 unit(s)

Emphasis Courses - 6 units

Students may select one course from each group or both courses from the same group.

Emphasis on Leadership, Human Skills Development, and Diversity Skills and Knowledge

- MGT 165 Corporate Social Responsibility 3 unit(s)
- MGT 190 Entrepreneurship and Small Business 3 unit(s)
- OLHS 110 Emotional and Social Intelligence at Work 3 unit(s)
- OLHS 114 Leading Effectively through People, Teams, and Organizations 3 unit(s)
- OLHS 116 Innovation and Creativity in Organizations 3 unit(s)
- OLHS 117 Adaptability and Agility in a Disruptive World 3 unit(s)
- PSYCH 143 Psychology of Leadership 3 unit(s)

Emphasis on Qualitative and Technical Skills and Knowledge

- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- DATA 50 Introduction to Business & Data Analytics 3 unit(s)
- DATA 101 Data Visualization for Business 3 unit(s)
- FI 160 Personal Financial Planning 3 unit(s)
- MGT 173 Human Resource Management 3 unit(s)
- MGT 179 Introduction to International Business 3 unit(s)
- MKT 100 Principles of Marketing 3 unit(s)

Elective Courses - 51 units

Select seventeen additional 3-unit upper or lower-division courses from any subject for a total of 51 units. Note: courses used to complete minors also count toward this requirement.

Declaring Minors

Students may declare up to two minors for their bachelor's degree programs. Students seeking to declare more than two minors will be required to appeal to the dean for approval.

Students will not be permitted to declare minors at the point of application but may do so following admission or prior to degree conferral. Students should make their minor declarations through their assigned academic advisors by submission of the **Declaration of Minor** form.

Students' diplomas will list the minors that they had successfully completed at the time their degrees were conferred. Students may not declare additional minors after their degrees have been conferred.

Bachelor's degree-seeking students may declare the minors shown below. Note: students may not declare minors that are the same as their majors.

- Accounting Minor
- Business Minor
- Finance Minor
- Human Resource Management Minor
- Information Technology Minor
- Literature Minor
- Management Minor
- Marketing Minor
- Operations and Supply Chain Management Minor
- Psychology Minor

- International Business Minor
- Public Administration Minor

Undergraduate Honors Program

The School of Undergraduate Studies' honors program provides opportunities for students enrolled in all degree programs to engage in enriched learning experiences while they work toward earning their degrees. Students do not need to apply separately for this program, but may participate in it by registering for honors-designated course sections, as described below. Upon graduation, students who have completed the honors program must complete and submit the *Honors Program Notation Request* form to the Registrar's Office to have the notation added to their transcripts.

Honors-designated course sections will emphasize the following learning outcomes: media and information literacy, quantitative fluency, oral/written communication, and critical thinking. Students will be required to complete advanced and more rigorous assignments that demonstrate learning beyond the articulated course outcomes. Additional assessments will be designed to emphasize core skills such as critical thinking, writing, research, and self-reflection.

Program Requirements

To complete the honors program, students must complete any combination of 12 units (four 3-unit courses) of honors-designated sections and an honors-designated capstone course section (3 units) for a total of 15 units, with a minimum GPA in the five honors courses of 3.00 and a minimum overall degree program GPA of 3.30. Note: honors course sections can be identified in the online course schedule with a section prefix beginning with the letter "A" (e.g., ASF1) and by information in the section comments field of the section details page. Students should contact their academic advisor or the Registrar's Office if they need help identifying honors-designated course sections.

Honors sections of the courses below will be offered every term. In addition, students who transfer any of these courses into GGU may petition to have an honors section offered of other courses in order to satisfy the 12-unit requirement. Students should contact their academic advisors to begin the petition process.

Core Requirement - 12 units

- COMM 40 Understanding Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)
- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)

Capstone Course - 3 units

Complete the honors section of the capstone course applicable to the student's degree program.

Psychology, BA

Program Information

The Bachelor of Arts degree in Psychology integrates a rigorous investigation of the foremost topics, major concepts, and core theoretical perspectives within the discipline of psychology along with the essential tenets of liberal arts education, including: effective oral and written communication skills, critical thinking and problem-solving strategies, techniques to ensure information literacy, methods for quantitative fluency, and an appreciation of lifelong learning. Fundamental psychological areas of study include: biological, clinical, cognitive, developmental, and social approaches to the field of psychology. Throughout, students will become familiar with the major theoretical approaches, findings, and historical trends in psychology; understand and use major research methods in psychology, including design, data analysis, and interpretation; and gain an understanding of applications of psychology to personal, social, and organizational issues.

Student Learning Outcomes

Students who complete the BA in Psychology, including the general education curriculum, will be able to:

KNOWLEDGE BASE IN PSYCHOLOGY:

- Describe and apply concepts, principles and overarching themes in psychology.
- Develop a working knowledge of the major theoretical approaches, findings, historical trends, and content domains in psychology.
- Apply psychological principles to explain and evaluate personal, social, and organizational issues.
- Develop innovative approaches and solutions to an existing or emerging challenge in psychology that also draw on disciplinary perspectives in ethics, humanities, and/or social sciences.

CRITICAL THINKING, SCIENTIFIC INQUIRY, INFORMATION LITERACY, AND QUANTITATIVE FLUENCY:

- Apply scientific reasoning to interpret and explain phenomena.
- Locate, evaluate, and apply information using a variety of research tools and methods from the field of psychology.
- Address complex problems in psychology using innovative and integrative strategies and insights leading to actionable solutions.
- Demonstrate abilities to interpret, design, and conduct basic psychological research, including qualitative and quantitative research methods.
- Identify and evaluate sociocultural factors in scientific inquiry.

- Analyze, interpret and explain quantitative data about topics and issues in psychology, including complex statistical findings in graphs, studies, and reports.
- Analyze and interpret quantitative data about a topic in psychology and apply results in business/organizational or interpersonal settings, habits, and/or practices.

ETHICS AND SOCIAL RESPONSIBILITY:

- Apply ethically acceptable standards to evaluate psychological science and practice.
- Apply ethically sound principles and values to ameliorate and/or mitigate real-world personal and/or professional challenges and to build and enhance personal relationships.
- Identify and express common values that build community at local, national, and global levels.
- Explain how psychology can elaborate and deepen the understanding of cultural diversity, human biology, and lifespan development.

COMMUNICATION:

- Construct written communications that clearly articulate ideas and arguments appropriate to various audiences.
- Demonstrate interpersonal communication and project management skills, either through persuasive speech, and/or in providing clear oral directions, instructions, and/or guidelines, that address a problem in psychology.
- Demonstrate effective presentation skills for various purposes.

PROFESSIONAL DEVELOPMENT AND LIFELONG LEARNING:

- Demonstrate the self-awareness and habits required to identify, integrate, and apply new information and skills that increase personal and professional effectiveness, including applying psychological insights and skills to career goals, exhibiting self-efficacy and self-regulation, and developing meaningful professional direction for life after graduation.
- Apply psychological principles to career goals.

Requirements for the Bachelor of Arts in Psychology

The degree requires completion of 120 units as follows: 36 units of general education, 39 units for the major, and 45 units of elective courses, including courses taken to earn minors. (See **Declaring Minors** below for more information.) Each course listed carries three semester units of credit, unless otherwise noted. A cumulative grade-point average of 2.00 "C" or higher is required in all courses taken at Golden Gate University.

All degree-seeking undergraduate students must complete their English, mathematics and critical thinking requirements within their first 27 units at Golden Gate University, unless they have already earned credit for the equivalent courses from another institution and have had those courses accepted in transfer by Golden Gate University. If either math or English requirements for the degree have not been satisfied, newly enrolled students must take placement tests to ensure proper placement in the appropriate math or English course. Students may also choose to waive the placement tests and enroll in the first course in either series, which are **ENGL 10A** and **MATH 10**. (See the course descriptions below to identify courses that have prerequisite course requirements.)

General Education - 36 units

Lifelong Learning and Self Development - 3 units

- UGP 10 Gateway to Success 3 unit(s)

Communication and Critical Thinking - 9 units

- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)

And one of the following:

- COMM 35 Speech Communication 3 unit(s)
- COMM 40 Understanding Communication 3 unit(s)
- COMM 50 Media Communication 3 unit(s)

Quantitative Reasoning - 3 units

One of the following:

- MATH 20 Applied Intermediate Algebra 3 unit(s)
- MATH 50 From Numbers to Decisions 3 unit(s)

Liberal Studies - 21 units

- ARTS 50 Contemporary Arts and Culture 3 unit(s) (or any other ARTS course offered)
- HIST 50 Contemporary American Economic History 3 unit(s) (or any other HIST course offered)
- HUM 50 Examining the Humanities 3 unit(s) (or any other HUM course offered)
- LIT 10 Foundations of Literary Study 3 unit(s) (or any other LIT course offered)
- PHIL 50 Professional and Personal Ethics 3 unit(s) (or any other PHIL course offered)
- SCI 50 Science, Technology and Social Change 3 unit(s) (or any other SCI course offered)
- SOSC 50 American Government in the 21st Century 3 unit(s) (or any other SOSC course offered)

OR

- PSYCH 10 Introduction to Psychology 3 unit(s) (or any other PSYCH course offered)

Major Requirements - 39 units

Foundation Courses - 6 units

- ENGL 120 Business Writing 3 unit(s)
- MATH 40 Statistics 3 unit(s)

Psychology Courses - 27 units

- PSYCH 10 Introduction to Psychology 3 unit(s)
- PSYCH 102 Lifespan Development: Theories and Applications 3 unit(s)
- PSYCH 108 Research Design and Experimental Methods 3 unit(s)
- PSYCH 115 Introduction to Biopsychology 3 unit(s)
- PSYCH 120 Principles and Methods of Counseling 3 unit(s)
- PSYCH 121 Abnormal Psychology 3 unit(s)
- PSYCH 125 Psychology of Death, Dying, and Bereavement 3 unit(s)
- PSYCH 143 Psychology of Leadership 3 unit(s)
- PSYCH 190 Strands of a System: Psychology Capstone 3 unit(s)

Psychology Elective Courses - 6 units

Any two of the following:

- LIT 100 Business, Psychology, and Modern Literature 3 unit(s) (If not used to fulfill Liberal Studies Core Requirement.)
- MGT 141 Organizational Leadership 3 unit(s)
- OLHS 110 Emotional and Social Intelligence at Work 3 unit(s)
- OLHS 111 Engagement, Thriving, and Well-Being in Organizations 3 unit(s)
- OLHS 115 Diversity and Inclusion in Organizations 3 unit(s)
- PSYCH 113 Psychology and Technology 3 unit(s)
- PSYCH 198A-ZZ Special Topics In Psychology 3 unit(s)

Elective Courses - 45 units

Select fifteen additional 3-unit upper or lower-division courses from any subject for a total of 45 units. Note: courses used to complete minors also count toward this requirement.

Pathway Program

This program can serve as a pathway to GGU's graduate psychology programs. Applicants to these programs who have previously earned bachelor's degrees from GGU may receive a waiver for certain required graduate-level courses with comparable undergraduate-level coursework completed at GGU and used to satisfy the requirements of their GGU bachelor's degree program. See the following program descriptions for more information: MA in Counseling Psychology, Counseling Skills Graduate Certificate.

Declaring Minors

Students may declare up to two minors for their bachelor's degree programs. Students seeking to declare more than two minors will be required to appeal to the dean for approval.

Students will not be permitted to declare minors at the point of application but may do so following admission or prior to degree conferral. Students should make their minor declarations through their assigned academic advisors by submission of the **Declaration of Minor** form.

Students' diplomas will list the minors that they had successfully completed at the time their degrees were conferred. Students may not declare additional minors after their degrees have been conferred.

Bachelor's degree-seeking students may declare the minors shown below. Note: students may not declare minors that are the same as their majors.

- Accounting Minor
- Business Minor
- Finance Minor
- Human Resource Management Minor
- Information Technology Minor
- International Business Minor
- Literature Minor
- Management Minor
- Marketing Minor
- Operations and Supply Chain Management Minor
- Psychology Minor
- Public Administration Minor

Undergraduate Honors Program

The School of Undergraduate Studies' honors program provides opportunities for students enrolled in all degree programs to engage in enriched learning experiences while they work toward earning their degrees. Students do not need to apply separately for this program, but may participate in it by registering for honors-designated course sections, as described below. Upon graduation, students who have completed the honors program must complete and submit the *Honors Program Notation Request* form to the Registrar's Office to have the notation added to their transcripts.

Honors-designated course sections will emphasize the following learning outcomes: media and information literacy, quantitative fluency, oral/written communication, and critical thinking. Students will be required to complete advanced and more rigorous assignments that demonstrate learning beyond the articulated course outcomes. Additional assessments will be designed to emphasize core skills such as critical thinking, writing, research, and self-reflection.

Program Requirements

To complete the honors program, students must complete any combination of 12 units (four 3-unit courses) of honors-designated sections and an honors-designated capstone course section (3 units) for a total of 15 units, with a minimum GPA in the five honors courses of 3.00 and a minimum overall degree program GPA of 3.30. Note: honors course sections can be identified in the online course schedule with a section prefix beginning with the letter "A" (e.g., ASF1) and by information in the section comments field of the section details page. Students should contact their academic advisor or the Registrar's Office if they need help identifying honors-designated course sections.

Honors sections of the courses below will be offered every term. In addition, students who transfer any of these courses into GGU may petition to have an honors section offered of other courses in order to satisfy the 12-unit requirement. Students should contact their academic advisors to begin the petition process.

Core Requirement - 12 units

- COMM 40 Understanding Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)
- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)

Capstone Course - 3 units

Complete the honors section of the capstone course applicable to the student's degree program.

Minor

Accounting Minor

The minor in accounting prepares students for a career in the areas of financial and managerial accounting, internal and external auditing, and taxation. It satisfies the education requirements for the CPA and CMA examinations. Beyond technical accounting skills, students will graduate with practical skills and a sound foundation in economics, law, finance, management, information systems, quantitative methods and communications. Students who wish to engage in an accounting internship are encouraged to include **ACCTG 198** in the general electives required for the program.

Required Courses - 15 units

Select five of the following:

- ACCTG 1A Introductory Financial Accounting 3 unit(s) (*MSADA foundation course.)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s) (*MSADA foundation course.)
- ACCTG 100A Intermediate Accounting I 3 unit(s) (*MSADA foundation course.)
- ACCTG 100B Intermediate Accounting II 3 unit(s) (*MSADA foundation course.)
- ACCTG 102 Accountants Professional Responsibilities and Ethics 3 unit(s)
- ACCTG 105 Cost Management 3 unit(s)
- ACCTG 108A Federal Income Tax I 3 unit(s)
- ACCTG 111 Auditing 3 unit(s) (*MSADA foundation course.)
- ACCTG 159 Accounting Research and Communication 3 unit(s) (Capstone course to be taken in final term of program.)
  *Students who intend to pursue the **Master of Science in Accounting Data & Analytics (MSADA)** must earn a "B" or better in these courses in order to satisfy the program's foundation requirement.

Business Minor

With an emphasis on the quantitative and analytical skills that are core to the business environment, the Business Minor provides an introduction to the functional aspects of business organizations including management, finance, operations, marketing, and international business.

Required Courses -15 units

Select five of the following:

- ITM 125 Management Information Systems 3 unit(s)
- MGT 100 The Manager as Communicator 3 unit(s)
- MGT 140 Management Principles 3 unit(s)
- MGT 145 Law of Contracts, Sales and Commercial Transactions 3 unit(s)
- MGT 156 Management Policy and Strategy 3 unit(s)
- MGT 173 Human Resource Management 3 unit(s)
- MGT 179 Introduction to International Business 3 unit(s)
- MKT 100 Principles of Marketing 3 unit(s)
- OP 100 Principles of Operations Management 3 unit(s)

Finance Minor

Finance is a diverse and multi-faceted field with numerous applications. Within a corporation, Finance connects all the areas of the business to help the firm achieve its strategic and financial goals. At the personal level, investments and portfolio management help us realize our personal financial goals. The Finance minor exposes students to both Corporate Finance and Investments. Students will learn about the role of the Financial Markets and Institutions in the global economy and develop analytical skills that support financial

decision making and apply it to real world problems that faculty bring into the classroom.

Required Courses - 15 units

Select five of the following:

- ECON 103 Money and Banking 3 unit(s)
- FI 105 Modeling for Financial Analysis 3 unit(s)
- FI 120 Investments 3 unit(s)
- FI 141 International Banking and Finance 3 unit(s)
- FI 160 Personal Financial Planning 3 unit(s)
- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)

Financial Planning Minor

The Financial Planning minor is designed for students who are interested in understanding the complex and comprehensive nature of personal finance. Students will learn all aspects of the financial life cycle, allowing them to develop their own financial plan or begin a journey to become professional financial planners, investment advisers, or money managers. Personal finance is a broad and rapidly-growing field with many career opportunities. This course of study satisfies the educational requirements necessary for the premier Certified Financial Planner™ designation.*

* After successfully completing GGU's Financial Planning Minor, students who hold a bachelor's degree from an accredited college or university are eligible to sit for the CFP® examination if they register with the CFP Board. Students can sit for the CFP® examination before completing the experience requirement. Golden Gate University does not award the CFP® and Certified Financial Planner™ designations. The right to use the marks CFP® and Certified Financial Planner™ is granted by the Certified Financial Planner Board of Standards (CFP Board) to those persons who have met its rigorous educational standards, passed the CFP Board's certification examination, satisfied a work experience requirement and agreed to abide by the CFP Board's Code of Ethics and Professional Responsibility. Only persons registered with the CFP Board are permitted to sit for the certification examination. CFP® certificates and licenses are issued only by the CFP Board (www.CFP-Board.org).

Student Learning Outcomes

Students who successfully complete this minor will gain:

- The skills and knowledge of personal financial planning that are represented in the full range of topics covered by the CFP™ examination.
- Interpersonal skills necessary to maintain successful client relationships and to work effectively with colleagues, individually or in teams.
- The quantitative, analytical, and technical skills needed to address complex financial situations.
- The ability to apply their knowledge to real-world problems in financial planning.
- Knowledge of the legal and regulatory environment in which financial planning occurs and familiarity with relevant licensing, reporting, and compliance requirements.
- The ability to recognize the ethical dilemmas that may arise in financial planning practice and familiarity with appropriate responses to those dilemmas, as reflected in the CFP™ Board's Code of Ethics and Professional Responsibility.

Required Courses - 21 units

The seven courses that make up the Financial Planning Minor also comprise much of the core of the MS degree in financial planning. Thus, students who complete the minor need only three additional courses (as well as any foundation courses that may be required) in order to complete the MS degree. Students should speak with the director of the financial planning program about this exciting opportunity.

- FP 220 Introduction to Personal Financial Planning 3 unit(s)
- FP 221 Personal Investment Management 3 unit(s)
- FP 222 Retirement and Employee Benefits Planning 3 unit(s)
- FP 223 Risk Management and Insurance Planning 3 unit(s)
- FP 225 Personal Income Tax Planning 3 unit(s)
- FP 226 Personal Estate Planning 3 unit(s)
- FP 230 Personal Financial Planning Cases 3 unit(s)

Human Resource Management Minor

Human resource professionals are constantly using their versatile skill set to reinvent the workplace. They work to make sure that employees are innovative, well-trained, utilized and compensated and are the type of people who will lead their companies to competitive advantage. It is HR who stewards the most valuable asset a company has-its people.

Required Courses - 15 units

Select five of the following:

- MATH 104 Quantitative Fluency for Business Managers and Leaders 3 unit(s)
- MGT 172 Basic Employment Law 3 unit(s)
- MGT 174 Labor-Management Relations 3 unit(s)
- MGT 175 Personnel Recruitment, Selection and Placement 3 unit(s)
- MGT 176 Compensation Decision Making 3 unit(s)
- MGT 177 Training Methods and Administration 3 unit(s)
- MGT 180 Global Human Resources 3 unit(s)

- MGT 197 Internship: Management 1-3 unit(s)
- MGT 198A-ZZ Special Topics in Management 1-6 unit(s)

Information Technology Minor

The ongoing convergence between information technology systems and business is a driving force in the marketplace today. As the world becomes more dependent on the integration of information technologies, data, and business functions, individuals who can meaningfully integrate information technology and IT management skills with the expectations of business function areas will be a valuable asset to any company.

Required Courses - 15 units

Select five of the following:

- DATA 50 Introduction to Business & Data Analytics 3 unit(s)
- ITM 105 Social Media in Business 3 unit(s)
- ITM 106 Information Technology for Managers I 3 unit(s)
- ITM 107 Information Technology for Managers II 3 unit(s)
- ITM 108 Introduction to Relational Databases & SQL 3 unit(s)
- ITM 125 Management Information Systems 3 unit(s)
- PM 50 Fundamentals of Project Management 3 unit(s)

International Business Minor

The more global our world becomes, the more important it is to have a solid foundation in the way to do business across cultures. From people to logistics to differences in systems, this concentration will prepare students to take on the world, literally.

Required Courses - 15 units

Select five of the following:

- FI 141 International Banking and Finance 3 unit(s)
- MGT 180 Global Human Resources 3 unit(s)
- MGT 182 Global Culture for Business 3 unit(s)
- MGT 184 Global Strategic Planning 3 unit(s)
- MGT 186 Global Supply Chain Management 3 unit(s)
- MGT 197 Internship: Management 1-3 unit(s)
- MGT 199 Directed Study in Management 1-3 unit(s)
- MKT 124 International Marketing 3 unit(s)
- OP 113 Import/Export Fundamentals 3 unit(s)

Literature Minor

The study of Literature as a field enables students to gain fluency in several skills and professional competencies crucial for success in today's workplaces. Information and media literacy, skills in critical thinking, analysis, and communication, leading, and managing, and familiarity with and understanding of diversity across cultural and organizational contexts are some of the proficiencies a student gains through a Literary Studies program. The Minor in Literature includes courses that analyze texts across cultures, both within the United States and internationally.

Required Courses - 15 units

Select five of the following:

- LIT 10 Foundations of Literary Study 3 unit(s)
- LIT 70 Contemporary American Literature 3 unit(s)
- LIT 100 Business, Psychology, and Modern Literature 3 unit(s)
- LIT 110 Citizenship and Belonging in Literature and Film 3 unit(s)
- LIT 120 Law and Literature 3 unit(s)
- LIT 130 Science Fiction 3 unit(s)
- LIT 150 Business in Literature 3 unit(s)
- LIT 160 Business in Movies 3 unit(s)
- LIT 198A-ZZ Special Topics in Literature 1-3 unit(s)
- LIT 199 Directed Study in Literature 1-3 unit(s)

Management Minor

The Management Minor offers a selection of specialized courses that address current, emerging, and future areas of management and leadership practice. Specifically, this program of study offers students an introduction to essential management concepts, techniques, practices, and strategies all of which are designed to strengthen employee engagement, boost morale, and accelerate organizational performance.

Required Courses - 15 units

- MGT 100 The Manager as Communicator 3 unit(s)
- MGT 140 Management Principles 3 unit(s)
- MGT 141 Organizational Leadership 3 unit(s)
- MGT 160 Management and Leadership Strategy 3 unit(s)
- MGT 165 Corporate Social Responsibility 3 unit(s)
- MGT 190 Entrepreneurship and Small Business 3 unit(s)
- OLHS 110 Emotional and Social Intelligence at Work 3 unit(s)
- OLHS 114 Leading Effectively through People, Teams, and Organizations 3 unit(s)
- OLHS 115 Diversity and Inclusion in Organizations 3 unit(s)
- OLHS 116 Innovation and Creativity in Organizations 3 unit(s)
- OLHS 117 Adaptability and Agility in a Disruptive World 3 unit(s)
- PSYCH 143 Psychology of Leadership 3 unit(s)

Marketing Minor

To help lead an organization to success, marketing professionals must understand their market and their customers, and possess the skills to design and deliver valuable products and services. This concentration provides the student with the fundamentals and the basic toolkit any good marketing professional should have.

Required Courses -15 units

Select five of the following:

- MKT 100 Principles of Marketing 3 unit(s)
- MKT 102 Consumer Behavior 3 unit(s)
- MKT 103 Marketing Research 3 unit(s)
- MKT 105 Integrated Marketing Communication 3 unit(s)
- MKT 108 Digital Marketing Principles 3 unit(s)
- MKT 120 Business Marketing and Sales 3 unit(s)
- MKT 124 International Marketing 3 unit(s)

Operations and Supply Chain Management Minor

Professionals in this field are responsible for the internal workings of their companies. They can be part of almost any business facet, including product and process design, planning, purchasing, distribution and technology. The underpinning purpose of people with these cross-functional skills is to lead the company to success through continual improvement.

Required Courses - 15 units

Select five of the following:

- OP 108 Supply Chain Logistics 3 unit(s)
- OP 113 Import/Export Fundamentals 3 unit(s)
- OP 121 Production Planning and Inventory Control 3 unit(s)
- OP 124 Business Process Improvement 3 unit(s)
- OP 164 Purchasing and Materials Management 3 unit(s)
- PM 50 Fundamentals of Project Management 3 unit(s)
- OP 197 Internship: Operations Management 3 unit(s)

Psychology Minor

The Psychology minor is designed to provide undergraduate students with a broad overview of the relevant topics, major concepts, and core theoretical perspectives within the discipline of psychology. Students will cultivate knowledge and skills from the core domains of psychology, including: biological, clinical, cognitive, developmental, and social psychology. Students will apply psychological tools and insights in both personal and professional settings.

Required Course - 15 units

Select five of the following:

- PSYCH 10 Introduction to Psychology 3 unit(s)
- PSYCH 102 Lifespan Development: Theories and Applications 3 unit(s)
- PSYCH 108 Research Design and Experimental Methods 3 unit(s)
- PSYCH 113 Psychology and Technology 3 unit(s)
- PSYCH 115 Introduction to Biopsychology 3 unit(s)
- PSYCH 120 Principles and Methods of Counseling 3 unit(s)
- PSYCH 121 Abnormal Psychology 3 unit(s)
- PSYCH 125 Psychology of Death, Dying, and Bereavement 3 unit(s)
- PSYCH 143 Psychology of Leadership 3 unit(s)
- PSYCH 190 Strands of a System: Psychology Capstone 3 unit(s)
- PSYCH 198A-ZZ Special Topics In Psychology 3 unit(s)

Public Administration Minor

Today's public administrators deliver public services in close coordination and partnership with businesses and community-based organizations, domestically and internationally. Public service coverage has also grown from the traditional health and sanitation, education, public works and agriculture to include immigration, security and environmental concerns. Thus, there is a compelling need to deepen the student's critical understanding of governance institutions, policymakers, legal and regulatory processes, and business-government-civil society relations, as well as ethics, accountability, and anti-corruption strategies. Students have the option of taking graduate-level courses from the **Master of Public Administration** program and applying them to both the minor requirements and the MPA program requirements.

Required Courses - 15-16 units

Students must select one of the following options. Note: students may not mix and match from both options.

1. Undergraduate Public Administration Courses - 15 units

Select five of the following:

- PAD 100 Public Policy and Administration 3 unit(s)
- PAD 102 Policy Making and Analysis 3 unit(s)
- PAD 104 Privatization and the Public Service 3 unit(s)
- PAD 105 Public Budgeting Techniques and Processes 3 unit(s)
- PAD 106 Administrative Law and Justice 3 unit(s)
- PAD 197 Internship: Public Administration 3 unit(s)

- PAD 198A-ZZ Special Topics in Public Administration 3 unit(s)
- PAD 199 Directed Study in Public Administration 1-3 unit(s)

2. MPA Program Courses - 16 units

Select four of the following:

- PAD 302 Public Policy Analysis and Program Evaluation 4 unit(s)
- PAD 304 Public Enterprise Management and Public Sector Business Relations 4 unit(s)
- PAD 305 Budgeting and Financial Management 4 unit(s)
- PAD 306 Public Service and the Law 4 unit(s)
  Students must earn a "C-" or better grade in order for these courses to count toward the **Public Administration** degree program.

Undergraduate Certificate

Accounting Undergraduate Certificate

Program Information

The 15-unit Undergraduate Certificate in Accounting is designed for students who do not have an undergraduate accounting degree and is intended to enhance their accounting knowledge and expand their career opportunities. In addition, it may fulfill the education requirements to sit for the CPA or Certified Management Accountant (CMA) examinations.

Students must complete 9 of the 15 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better. However, students intending to apply to the **Master of Science in Accounting Data & Analytics (MSADA)** program must earn a grade of "B" or better in each of these courses, since they comprise the MSADA program's foundation requirement.

See **Certificate Program Admission Policies** and **Undergraduate Transfer Credit Policies** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 15 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ACCTG 100A Intermediate Accounting I 3 unit(s)
- ACCTG 100B Intermediate Accounting II 3 unit(s)
- ACCTG 111 Auditing 3 unit(s)

Finance Undergraduate Certificate

Program Information

Many business professionals recognize the importance of university coursework in finance but have neither the time nor the need to complete the requirements for a traditional academic degree. For such students, a certificate is the ideal solution. The Undergraduate Certificate in Finance can be structured to serve as preparation for the Chartered Financial Analyst (CFA) exam.

The program consists of 15 units of undergraduate finance courses (i.e., subject **FI**). Students must complete 9 of the 15 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

See **Certificate Program Admission Policies** and **Undergraduate Transfer Credit Policies** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Financial Planning Undergraduate Certificate

Program Information

The Undergraduate Certificate in Financial Planning is designed for students who are interested in understanding the complex and comprehensive nature of personal finance. Students will learn all aspects of the financial life cycle, allowing them to develop their own financial plan or begin a journey to become professional financial planners, investment advisers, or money managers. Personal finance is a broad and rapidly-growing field with many career opportunities. This course of study satisfies the educational requirements necessary for the premier Certified Financial Planner™ designation.*

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

* After successfully completing GGU's Financial Planning Undergraduate Certificate, students who hold a bachelor's degree from an accredited college or university are eligible to sit for the CFP® examination if they register with the CFP Board. Students can sit for the CFP® examination before completing the experience requirement. Golden Gate University does not award the CFP® and Certified Financial Planner™ designations. The right to use the marks CFP® and Certified Financial Planner™ is granted by the Certified Financial Planner Board of Standards (CFP Board) to those persons who have met its rigorous educational standards, passed the CFP Board's certification examination, satisfied a work experience requirement and agreed to abide by the CFP Board's Code of Ethics and Professional Responsibility. Only persons registered with the CFP Board are permitted to sit for the certification examination. CFP® certificates and licenses are issued only by the CFP Board (www.CFP-Board.org).

Student Learning Outcomes

Students who successfully complete this certificate program will gain:

- The skills and knowledge of personal financial planning that are represented in the full range of topics covered by the CFP™ examination.
- Interpersonal skills necessary to maintain successful client relationships and to work effectively with colleagues, individually or in teams.
- The quantitative, analytical, and technical skills needed to address complex financial situations.
- The ability to apply their knowledge to real-world problems in financial planning.
- Knowledge of the legal and regulatory environment in which financial planning occurs and familiarity with relevant licensing, reporting, and compliance requirements.
- The ability to recognize the ethical dilemmas that may arise in financial planning practice and familiarity with appropriate responses to those dilemmas, as reflected in the CFP™ Board's Code of Ethics and Professional Responsibility.

Required Courses - 21 units

The seven courses that make up the Financial Planning Undergraduate Certificate also comprise much of the core of the MS degree in financial planning. Thus, students who complete the certificate program need only three additional courses (as well as any foundation courses that may be required) in order to complete the MS degree. Students should speak with the director of the financial planning program about this exciting opportunity.

- FP 220 Introduction to Personal Financial Planning 3 unit(s)
- FP 221 Personal Investment Management 3 unit(s)
- FP 222 Retirement and Employee Benefits Planning 3 unit(s)
- FP 223 Risk Management and Insurance Planning 3 unit(s)
- FP 225 Personal Income Tax Planning 3 unit(s)
- FP 226 Personal Estate Planning 3 unit(s)
- FP 230 Personal Financial Planning Cases 3 unit(s)

Human Resource Management Undergraduate Certificate

Program Information

With a certificate in human resource management, students will learn to understand the problems of today's changing human resource industry and what techniques are most effective in managing personnel and organizational structures.

Students must complete 9 of the 15 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

See **Certificate Program Admission Policies** and **Undergraduate Transfer Credit Policies** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 15 units

- MGT 173 Human Resource Management 3 unit(s)
- MGT 174 Labor-Management Relations 3 unit(s)
- MGT 175 Personnel Recruitment, Selection and Placement 3 unit(s)
- MGT 176 Compensation Decision Making 3 unit(s)
- MGT 177 Training Methods and Administration 3 unit(s)

One of the following may be substituted for one of the above:

- MGT 140 Management Principles 3 unit(s)
- MGT 197 Internship: Management 1-3 unit(s)
- MGT 198A-ZZ Special Topics in Management 1-6 unit(s)

Information Technology Undergraduate Certificate

Program Information

The Undergraduate Certificate in Information Technology can be configured to suit students' unique professional goals and requirements. The flexible structure allows students to acquire new knowledge or to refresh their knowledge and skills in areas they need

most. Students will gain insight into information technology management through interdisciplinary coursework that will teach them to learn and assimilate new technologies in changing business environments. Students will also gain leadership expertise, build problem-solving skills, and develop global understanding of technology issues.

The 15-unit Undergraduate Certificate in Information Technology requires completion, with a "C" average or better, of the following 15 units at Golden Gate University. Enrollment as a degree candidate is not required. Please note that some courses taken as part of certificate programs will have prerequisites. These prerequisites must be satisfied (through transfer of equivalent course work or by taking the courses at Golden Gate University) before the certificate courses can be completed.

Courses successfully completed in this program may be transferred, if applicable, to the MS in information technology management degree. However, students must still satisfy the graduate admission requirements.

For further information, refer to "Admission to Certificate Programs and Registering for Open Enrollment."

Required courses - 15 units

- ITM 125 Management Information Systems 3 unit(s)
- Take four 100-level ITM courses for 12 units; PM 50 may also be taken.

International Business Undergraduate Certificate

Program Information

As the marketplace becomes increasingly global, a contemporary understanding of its rules, logistics and cultural nuances has never been more important. Students will keep their skill sets relevant in any business with an Undergraduate Certificate in International Business.

Students must complete 9 of the 15 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

See **Certificate Program Admission Policies** and **Undergraduate Transfer Credit Policies** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required courses - 15 units

- FI 141 International Banking and Finance 3 unit(s)
- MGT 179 Introduction to International Business 3 unit(s)
- OP 113 Import/Export Fundamentals 3 unit(s)

One of the following:

- MGT 180 Global Human Resources 3 unit(s)
- MGT 182 Global Culture for Business 3 unit(s)
- MGT 184 Global Strategic Planning 3 unit(s)

One of the following:

- ECON 108 International Economics 3 unit(s)
- MGT 197 Internship: Management 1-3 unit(s)
- MKT 124 International Marketing 3 unit(s)

Management Undergraduate Certificate

Program Information

Students can enhance their general business acumen and leadership skills, support the working knowledge they have, or learn what's new in the business field since they were last in school with an Undergraduate Certificate in Management.

The program consists of 15 units of undergraduate management courses (i.e., subject **MGT**). Students must complete 9 of the 15 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

See **Certificate Program Admission Policies** and **Undergraduate Transfer Credit Policies** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Operations and Supply Chain Management Undergraduate Certificate

Program Information

The Undergraduate Certificate in Operations and Supply Chain Management is for professionals who may not need a degree but want to update or broaden their skills.

The program consists of four courses (12 units) in Operations Management (i.e., subject **OP**) and two other courses (6 units) as approved by the program director for a total of 18 units. Students

must complete 12 of the 18 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

See **Certificate Program Admission Policies** and **Undergraduate Transfer Credit Policies** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Public Administration Leadership Undergraduate Certificate

Program Information

With a certificate in public administration, students will learn to: 1) analyze social, economic, political, environmental, labor, agricultural, health, technical, educational, immigration, security, and other issues which have become endemic to today's rapidly evolving government and nonprofit sectors, and 2) determine what innovative techniques make public service delivery more effective, efficient, economical, responsive, transparent, predictable, and participatory.

Students must complete 12 of the 18 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

See **Certificate Program Admission Policies** and **Undergraduate Transfer Credit Policies** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 18 units

- PAD 100 Public Policy and Administration 3 unit(s)

Any five from the following:

- PAD 102 Policy Making and Analysis 3 unit(s)
- PAD 104 Privatization and the Public Service 3 unit(s)
- PAD 105 Public Budgeting Techniques and Processes 3 unit(s)
- PAD 106 Administrative Law and Justice 3 unit(s)
- PAD 197 Internship: Public Administration 3 unit(s)
- PAD 198A-ZZ Special Topics in Public Administration 3 unit(s)
- PAD 199 Directed Study in Public Administration 1-3 unit(s)

School of Accounting

Accounting is fundamental to the success of any organization, allowing leaders to assess the economic outcomes of their decisions, exercise control over the organization's parts, and consider the impact of alternatives. Accounting provides the data that allows the capital markets to function efficiently and confidently.

The School of Accounting seeks to introduce outstanding new talent to the profession and to help those already working as accountants increase their competencies and enhance their potential for success.

Relevant Education

The School of Accounting provides relevant degrees and certificates that elevate our graduates in the accounting industry. Accounting is dynamic and ever-changing, demanding a sophisticated curriculum that is current with industry standards and innovations. Taking cues from regulatory and standard-setting bodies such as the Securities and Exchange Commission, the Financial Accounting Standards Board, legislators, major public accounting firms, and distinguished academics, the School of Accounting has curricular and programmatic relevancy as its core value. Its programs not only provide solid technical and analytical skills, they also ensure graduates understand the context in which accountants operate, including economics and finance, law and public policy, use of analytics and technology in the profession, and the systems by which goods and services are created and distributed.

In addition, essential skills in oral and written communication, quantitative methods, critical thinking, decision-making, teamwork and leadership are developed. Ethics and professional responsibility underlie all our programs. We cultivate and emphasize the highest professional standards and norms. Students learn how to work in complex environments using practical skills in advanced financial accounting, data and business analytics, automation, innovative technologies, auditing, tax, and leadership. Students also have the opportunity to complete courses focused on preparing them to pass the Certified Public Accounting (CPA) exam.

Contact

For further information about the School of Accounting, please contact:

School of Accounting
Golden Gate University
536 Mission Street
San Francisco, CA 94105-2968
Phone: 415-442-6559
Email: **accounting@ggu.edu**
Website: **www.ggu.edu/programs/accounting**

Master of Science

Accounting Data & Analytics, Advanced Analytics for Accountants Concentration, MS

Program Information

The Master of Science in Accounting Data & Analytics (MSADA) integrates advanced accounting concepts with data analytics and equips students with the comprehensive knowledge and skills to excel in this high-demand, constantly-evolving field. The MSADA combines a strong conceptual foundation in accounting with extensive practical application, positioning our graduates as leaders in the field. Students will explore the use of innovative technologies and business automation processes to maximize efficiency and optimize decision-making.

Students can customize their degree by selecting from a range of concentrations featuring more specialized areas of expertise. These concentrations include Advanced Analytics for Accountants, Essentials of Leadership, CPA Applied Accounting, or Taxation. The **Advanced Analytics for Accountants Concentration** is a STEM-designated degree program.

This program satisfies the 150-hour education requirement to become a licensed Certified Public Accountant (CPA) and the **CPA Applied Accounting Concentration** offers live instruction to guide students through the CPA exam.

Student Learning Outcomes

Graduates of the Master of Science in Accounting Data & Analytics (MSADA) program will be able to:

- Identify accounting issues, research and effectively communicate the results orally and in writing.
- Demonstrate a defined body of knowledge of essential accounting principles and doctrines.
- Critically apply accounting principles to practical situations and to adapt to changing work environments.
- Make effective accounting decisions in an increasingly analytics and technology driven environment.
- Understand the business, legal, professional, and ethical context for a career as a professional accountant, including the ability to identify and appropriately act when ethical dilemmas are encountered.
- Demonstrate experience and skill in accomplishing objectives through collaboration and the use of technology tools increasingly used in the accounting profession.

Admission Requirements

All applicants should have earned an undergraduate degree from an accredited institution with at least a 3.00 grade-point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc. Certificate and open enrollment students must meet the same standards and prerequisites that apply to degree candidates.

Path2CPA

The *Path2CPA* option for undergraduate students makes the journey to an advanced degree quicker and less expensive. Students can earn a Master of Science in Accounting Data & Analytics (MSADA) in as little as one year after completing GGU's BS in Accounting or BS in Business with an Accounting Concentration. The *Path2CPA* option can also satisfy the 150-hour education requirement for CPA licensure. Pursuing this option eliminates the requirement to apply for the MSADA program.

The *Path2CPA* includes up to four designated graduate-level accounting courses and one 3-unit upper or lower-division course from any subject. The graduate-level courses will be included in the unit totals and GPAs for both applicants' undergraduate Accounting and graduate Accounting degree programs. Students whose average GPA in the graduate-level courses falls below a 3.00 GPA will be conditionally admitted to the Master's programs.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations are required to appeal to the dean for approval. Students' diplomas will list the concentrations they had successfully completed at the time their degrees are conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- **Advanced Analytics for Accountants**
- **CPA Applied Accounting**
- **Essentials of Leadership**
- **Taxation**

Requirements for the Master of Science in Accounting Data & Analytics

The Master of Science in Accounting Data & Analytics (MSADA) program requires completion of a minimum of 30 units (18 units in the advanced program and 12 units of elective coursework or the completion of a concentration) and completion of 6 units of proficiency coursework and 15 units of accounting foundation courses (or an undergraduate degree in Accounting), with a cumulative grade-point average of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs**.

Course prerequisites are indicated in the course descriptions for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU. Individual proficiency and foundation program courses may be waived for students who have an undergraduate degree in Accounting or who have previously completed comparable courses at a regionally accredited college or university. Accounting foundation courses may be satisfied for students who have passed all 4 parts of the U.S. CPA exams. Students may enroll in advanced program courses while completing the foundation program if they have satisfied the advanced program course prerequisites. Courses listed carry three semester units of credit unless otherwise noted.

Proficiency Requirements - 6 units

- Mathematics Proficiency: MATH 20 or higher; see Graduate Mathematics Proficiency Requirement for more information.
- Economics Proficiency: ECON 1 or ECON 2.

Accounting Foundation Requirements - 15 units

Accounting foundation requirements will be waived for those students who have passed the U.S. CPA examination. Additionally, individual courses will be waived for students who completed them at GGU, or who completed comparable courses at other regionally accredited degree granting institutions, with grades of "B" or better.

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ACCTG 100A Intermediate Accounting I 3 unit(s)
- ACCTG 100B Intermediate Accounting II 3 unit(s)
- ACCTG 111 Auditing 3 unit(s)

Advanced Program - 18 units

Core Required Courses - 12 units

- ACCTG 300 Accounting Research and Communication 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)

Core Elective Courses - 6 units

Select two ACCTG 300-level courses.

Advanced Analytics for Accountants Concentration - 12 units

This concentration is designed for accounting and tax professionals who seek to use analytics to improve strategic planning and decision-making. Students will expand their knowledge of analytics through the practical application of business tools increasingly used in the accounting profession. Building upon the topics covered in the introductory course on data analytics for accountants, students will gain key skills utilized in the analysis and communication of business accounting data. Topics covered in this concentration include the automation of processes and analysis of accounting and tax data through the utilization of popular software tools; emerging technology that is changing the business landscape; and effective communication of information gained through analyzing data through the use of visualization tools. This program is a STEM-designated degree program.

- ACCTG 319 Accounting Information Systems 3 unit(s)
- ACCTG 335 Visualization of Accounting & Tax Data 3 unit(s)
- ACCTG 340 Advanced Automation 3 unit(s)
- ACCTG 341 Emerging Technology in Tax and Accounting 3 unit(s)
  Students may substitute one of the above courses with ACCTG 398 Internship: Accounting with permission of the Dean.

Accounting Data & Analytics, CPA Applied Accounting Concentration, MS

Program Information

The Master of Science in Accounting Data & Analytics (MSADA) integrates advanced accounting concepts with data analytics and equips students with the comprehensive knowledge and skills to excel in this high-demand, constantly-evolving field. The MSADA combines a strong conceptual foundation in accounting with extensive practical application, positioning our graduates as leaders in the field. Students will explore the use of innovative technologies and business automation processes to maximize efficiency and optimize decision-making.

Students can customize their degree by selecting from a range of concentrations featuring more specialized areas of expertise. These concentrations include Advanced Analytics for Accountants, Essentials of Leadership, CPA Applied Accounting, or Taxation. The **Advanced Analytics for Accountants Concentration** is a STEM-designated degree program.

This program satisfies the 150-hour education requirement to become a licensed Certified Public Accountant (CPA) and the **CPA Applied Accounting Concentration** offers live instruction to guide students through the CPA exam.

Student Learning Outcomes

Graduates of the Master of Science in Accounting Data & Analytics (MSADA) program will be able to:

- Identify accounting issues, research and effectively communicate the results orally and in writing.
- Demonstrate a defined body of knowledge of essential accounting principles and doctrines.
- Critically apply accounting principles to practical situations and to adapt to changing work environments.
- Make effective accounting decisions in an increasingly analytics and technology driven environment.
- Understand the business, legal, professional, and ethical context for a career as a professional accountant, including the ability to identify and appropriately act when ethical dilemmas are encountered.
- Demonstrate experience and skill in accomplishing objectives through collaboration and the use of technology tools increasingly used in the accounting profession.

Admission Requirements

All applicants should have earned an undergraduate degree from an accredited institution with at least a 3.00 grade-point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc. Certificate and open enrollment students must meet the same standards and prerequisites that apply to degree candidates.

Path2CPA

The *Path2CPA* option for undergraduate students makes the journey to an advanced degree quicker and less expensive. Students can earn a Master of Science in Accounting Data & Analytics (MSADA) in as little as one year after completing GGU's BS in Accounting or BS in Business with an Accounting Concentration. The *Path2CPA* option can also satisfy the 150-hour education requirement for CPA licensure. Pursuing this option eliminates the requirement to apply for the MSADA program.

The *Path2CPA* includes up to four designated graduate-level accounting courses and one 3-unit upper or lower-division course from any subject. The graduate-level courses will be included in the unit totals and GPAs for both applicants' undergraduate Accounting and graduate Accounting degree programs. Students whose average GPA in the graduate-level courses falls below a 3.00 GPA will be conditionally admitted to the Master's programs.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations are required to appeal to the dean for approval. Students' diplomas will list the concentrations they had successfully completed at the

time their degrees are conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- **Advanced Analytics for Accountants**
- **CPA Applied Accounting**
- **Essentials of Leadership**
- **Taxation**

Requirements for the Master of Science in Accounting Data & Analytics

The Master of Science in Accounting Data & Analytics (MSADA) program requires completion of a minimum of 30 units (18 units in the advanced program and 12 units of elective coursework or the completion of a concentration) and completion of 6 units of proficiency coursework and 15 units of accounting foundation courses (or an undergraduate degree in Accounting), with a cumulative grade-point average of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs**.

Course prerequisites are indicated in the course descriptions for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU. Individual proficiency and foundation program courses may be waived for students who have an undergraduate degree in Accounting or who have previously completed comparable courses at a regionally accredited college or university. Accounting foundation courses may be satisfied for students who have passed all 4 parts of the U.S. CPA exams. Students may enroll in advanced program courses while completing the foundation program if they have satisfied the advanced program course prerequisites. Courses listed carry three semester units of credit unless otherwise noted.

Proficiency Requirements - 6 units

- Mathematics Proficiency: MATH 20 or higher; see Graduate Mathematics Proficiency Requirement for more information.
- Economics Proficiency: ECON 1 or ECON 2.

Accounting Foundation Requirements - 15 units

Accounting foundation requirements will be waived for those students who have passed the U.S. CPA examination. Additionally, individual courses will be waived for students who completed them at GGU, or who completed comparable courses at other regionally accredited degree granting institutions, with grades of "B" or better.

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ACCTG 100A Intermediate Accounting I 3 unit(s)
- ACCTG 100B Intermediate Accounting II 3 unit(s)
- ACCTG 111 Auditing 3 unit(s)

Advanced Program - 18 units

Core Required Courses - 12 units

- ACCTG 300 Accounting Research and Communication 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)

Core Elective Courses - 6 units

Select two ACCTG 300-level courses.

CPA Applied Accounting Concentration - 12 units

This concentration prepares students for the core accounting topics covered on the Certified Public Accountant (CPA) exams. Each course will utilize a combination of live lectures, recorded lectures, task-based simulations, and simulated exams, and include materials from a major CPA exam review program. The courses are designed to use analytics to measure student success and help focus classroom time on more complex or difficult to understand topics. Each course will incorporate graduate level exploration and analysis of case studies and practice-based examples to further students' understanding of the concepts covered.

- ACCTG 377 Financial Accounting and Reporting 3 unit(s)
- ACCTG 379 Accounting and Tax Regulations 3 unit(s)
- ACCTG 380 Auditing and Attestation 3 unit(s)
- ACCTG 381 Business Accounting and Reporting 3 unit(s)

Accounting Data & Analytics, Essentials of Leadership Concentration, MS

Program Information

The Master of Science in Accounting Data & Analytics (MSADA) integrates advanced accounting concepts with data analytics and equips students with the comprehensive knowledge and skills to excel in this high-demand, constantly-evolving field. The MSADA combines a strong conceptual foundation in accounting with extensive practical application, positioning our graduates as

leaders in the field. Students will explore the use of innovative technologies and business automation processes to maximize efficiency and optimize decision-making.

Students can customize their degree by selecting from a range of concentrations featuring more specialized areas of expertise. These concentrations include Advanced Analytics for Accountants, Essentials of Leadership, CPA Applied Accounting, or Taxation. The **Advanced Analytics for Accountants Concentration** is a STEM-designated degree program.

This program satisfies the 150-hour education requirement to become a licensed Certified Public Accountant (CPA) and the **CPA Applied Accounting Concentration** offers live instruction to guide students through the CPA exam.

Student Learning Outcomes

Graduates of the Master of Science in Accounting Data & Analytics (MSADA) program will be able to:

- Identify accounting issues, research and effectively communicate the results orally and in writing.
- Demonstrate a defined body of knowledge of essential accounting principles and doctrines.
- Critically apply accounting principles to practical situations and to adapt to changing work environments.
- Make effective accounting decisions in an increasingly analytics and technology driven environment.
- Understand the business, legal, professional, and ethical context for a career as a professional accountant, including the ability to identify and appropriately act when ethical dilemmas are encountered.
- Demonstrate experience and skill in accomplishing objectives through collaboration and the use of technology tools increasingly used in the accounting profession.

Admission Requirements

All applicants should have earned an undergraduate degree from an accredited institution with at least a 3.00 grade-point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc. Certificate and open enrollment students must meet the same standards and prerequisites that apply to degree candidates.

Path2CPA

The *Path2CPA* option for undergraduate students makes the journey to an advanced degree quicker and less expensive. Students can earn a Master of Science in Accounting Data & Analytics (MSADA) in as little as one year after completing GGU's BS in Accounting or BS in Business with an Accounting Concentration. The *Path2CPA* option can also satisfy the 150-hour education requirement for CPA licensure. Pursuing this option eliminates the requirement to apply for the MSADA program.

The *Path2CPA* includes up to four designated graduate-level accounting courses and one 3-unit upper or lower-division course from any subject. The graduate-level courses will be included in the unit totals and GPAs for both applicants' undergraduate Accounting and graduate Accounting degree programs. Students whose average GPA in the graduate-level courses falls below a 3.00 GPA will be conditionally admitted to the Master's programs.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations are required to appeal to the dean for approval. Students' diplomas will list the concentrations they had successfully completed at the time their degrees are conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- **Advanced Analytics for Accountants**
- **CPA Applied Accounting**
- **Essentials of Leadership**
- **Taxation**

Requirements for the Master of Science in Accounting Data & Analytics

The Master of Science in Accounting Data & Analytics (MSADA) program requires completion of a minimum of 30 units (18 units in the advanced program and 12 units of elective coursework or the completion of a concentration) and completion of 6 units of proficiency coursework and 15 units of accounting foundation courses (or an undergraduate degree in Accounting), with a cumulative grade-point average of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs**.

Course prerequisites are indicated in the course descriptions for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU. Individual proficiency and foundation program courses may be waived for students who have an undergraduate degree in Accounting or who have previously completed comparable courses at a regionally accredited college or university. Accounting foundation courses may be satisfied for students who have passed all 4 parts of the U.S. CPA exams. Students may enroll in advanced program courses while completing the foundation program if they have satisfied the advanced program course prerequisites. Courses listed carry three semester units of credit unless otherwise noted.

Proficiency Requirements - 6 units

- Mathematics Proficiency: MATH 20 or higher; see Graduate Mathematics Proficiency Requirement for more information.
- Economics Proficiency: ECON 1 or ECON 2.

Accounting Foundation Requirements - 15 units

Accounting foundation requirements will be waived for those students who have passed the U.S. CPA examination. Additionally, individual courses will be waived for students who completed them at GGU, or who completed comparable courses at other regionally accredited degree granting institutions, with grades of "B" or better.

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ACCTG 100A Intermediate Accounting I 3 unit(s)
- ACCTG 100B Intermediate Accounting II 3 unit(s)
- ACCTG 111 Auditing 3 unit(s)

Advanced Program - 18 units

Core Required Courses - 12 units

- ACCTG 300 Accounting Research and Communication 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)

Core Elective Courses - 6 units

Select two ACCTG 300-level courses.

Essentials of Leadership Concentration - 12 units

This concentration provides students who want to either acquire and/or enhance their management and leadership knowledge and skills with a focused course of study. Students leave with the essential knowledge and skills to manage and lead in an organizational setting. Students will be introduced to concepts and skills related to management, leading teams, and leading complex change.

Required Courses - 9 units

- LEAD 300 Management and Leadership 3 unit(s)
- LEAD 301 Personal Leadership 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)

Elective Courses - 3 units

Select one of the following:

- LEAD 304 Leading Complex Change 3 unit(s)
- LEAD 305 Adaptive Decision Making 3 unit(s)

Accounting Data & Analytics, MS

Program Information

The Master of Science in Accounting Data & Analytics (MSADA) integrates advanced accounting concepts with data analytics and equips students with the comprehensive knowledge and skills to excel in this high-demand, constantly-evolving field. The MSADA combines a strong conceptual foundation in accounting with extensive practical application, positioning our graduates as leaders in the field. Students will explore the use of innovative technologies and business automation processes to maximize efficiency and optimize decision-making.

Students can customize their degree by selecting from a range of concentrations featuring more specialized areas of expertise. These concentrations include Advanced Analytics for Accountants, Essentials of Leadership, CPA Applied Accounting, or Taxation. The **Advanced Analytics for Accountants Concentration** is a STEM-designated degree program.

This program satisfies the 150-hour education requirement to become a licensed Certified Public Accountant (CPA) and the **CPA Applied Accounting Concentration** offers live instruction to guide students through the CPA exam.

Student Learning Outcomes

Graduates of the Master of Science in Accounting Data & Analytics (MSADA) program will be able to:

- Identify accounting issues, research and effectively communicate the results orally and in writing.
- Demonstrate a defined body of knowledge of essential accounting principles and doctrines.
- Critically apply accounting principles to practical situations and to adapt to changing work environments.
- Make effective accounting decisions in an increasingly analytics and technology driven environment.
- Understand the business, legal, professional, and ethical context for a career as a professional accountant, including the ability to identify and appropriately act when ethical dilemmas are encountered.
- Demonstrate experience and skill in accomplishing objectives through collaboration and the use of technology tools increasingly used in the accounting profession.

Admission Requirements

All applicants should have earned an undergraduate degree from an accredited institution with at least a 3.00 grade-point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc. Certificate and open enrollment students must meet the same standards and prerequisites that apply to degree candidates.

Path2CPA

The *Path2CPA* option for undergraduate students makes the journey to an advanced degree quicker and less expensive. Students can earn a Master of Science in Accounting Data & Analytics (MSADA) in as little as one year after completing GGU's BS in Accounting or BS in Business with an Accounting Concentration. The *Path2CPA* option can also satisfy the 150-hour education requirement for CPA licensure. Pursuing this option eliminates the requirement to apply for the MSADA program.

The *Path2CPA* includes up to four designated graduate-level accounting courses and one 3-unit upper or lower-division course from any subject. The graduate-level courses will be included in the unit totals and GPAs for both applicants' undergraduate Accounting and graduate Accounting degree programs. Students whose average GPA in the graduate-level courses falls below a 3.00 GPA will be conditionally admitted to the Master's programs.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations are required to appeal to the dean for approval. Students' diplomas will list the concentrations they had successfully completed at the time their degrees are conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- **Advanced Analytics for Accountants**
- **CPA Applied Accounting**
- **Essentials of Leadership**
- **Taxation**

Requirements for the Master of Science in Accounting Data & Analytics

The Master of Science in Accounting Data & Analytics (MSADA) program requires completion of a minimum of 30 units (18 units in the advanced program and 12 units of elective coursework or the completion of a concentration) and completion of 6 units of proficiency coursework and 15 units of accounting foundation courses (or an undergraduate degree in Accounting), with a cumulative grade-point average of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs**.

Course prerequisites are indicated in the course descriptions for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU. Individual proficiency and foundation program courses may be waived for students who have an undergraduate degree in Accounting or who have previously completed comparable courses at a regionally accredited college or university. Accounting foundation courses may be satisfied for students who have passed all 4 parts of the U.S. CPA exams. Students may enroll in advanced program courses while completing the foundation program if they have satisfied the advanced program course prerequisites. Courses listed carry three semester units of credit unless otherwise noted.

Proficiency Requirements - 6 units

- Mathematics Proficiency: MATH 20 or higher; see Graduate Mathematics Proficiency Requirement for more information.
- Economics Proficiency: ECON 1 or ECON 2.

Accounting Foundation Requirements - 15 units

Accounting foundation requirements will be waived for those students who have passed the U.S. CPA examination. Additionally, individual courses will be waived for students who completed them at GGU, or who completed comparable courses at other regionally accredited degree granting institutions, with grades of "B" or better.

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ACCTG 100A Intermediate Accounting I 3 unit(s)
- ACCTG 100B Intermediate Accounting II 3 unit(s)
- ACCTG 111 Auditing 3 unit(s)

Advanced Program - 18 units

Core Required Courses - 12 units

- ACCTG 300 Accounting Research and Communication 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)

Core Elective Courses - 6 units

Select two ACCTG 300-level courses.

Elective Courses - 12 units

- Students may select any four ACCTG 300-level courses, excluding those required for the Advanced Program requirement listed above. Students can take ACCTG 398 Internship: Accounting for up to 6 units toward this requirement.

Concentrations

Instead of completing 12-units of elective courses, students may complete one of the program concentrations listed below:

- Advanced Analytics for Accountants
- CPA Applied Accounting
- Essentials of Leadership
- Taxation

Accounting Data & Analytics, Taxation Concentration, MS

Program Information

The Master of Science in Accounting Data & Analytics (MSADA) integrates advanced accounting concepts with data analytics and equips students with the comprehensive knowledge and skills to excel in this high-demand, constantly-evolving field. The MSADA combines a strong conceptual foundation in accounting with extensive practical application, positioning our graduates as leaders in the field. Students will explore the use of innovative technologies and business automation processes to maximize efficiency and optimize decision-making.

Students can customize their degree by selecting from a range of concentrations featuring more specialized areas of expertise. These concentrations include Advanced Analytics for Accountants, Essentials of Leadership, CPA Applied Accounting, or Taxation. The **Advanced Analytics for Accountants Concentration** is a STEM-designated degree program.

This program satisfies the 150-hour education requirement to become a licensed Certified Public Accountant (CPA) and the **CPA Applied Accounting Concentration** offers live instruction to guide students through the CPA exam.

Student Learning Outcomes

Graduates of the Master of Science in Accounting Data & Analytics (MSADA) program will be able to:

- Identify accounting issues, research and effectively communicate the results orally and in writing.
- Demonstrate a defined body of knowledge of essential accounting principles and doctrines.
- Critically apply accounting principles to practical situations and to adapt to changing work environments.
- Make effective accounting decisions in an increasingly analytics and technology driven environment.
- Understand the business, legal, professional, and ethical context for a career as a professional accountant, including the ability to identify and appropriately act when ethical dilemmas are encountered.
- Demonstrate experience and skill in accomplishing objectives through collaboration and the use of technology tools increasingly used in the accounting profession.

Admission Requirements

All applicants should have earned an undergraduate degree from an accredited institution with at least a 3.00 grade-point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc. Certificate and open enrollment students must meet the same standards and prerequisites that apply to degree candidates.

Path2CPA

The *Path2CPA* option for undergraduate students makes the journey to an advanced degree quicker and less expensive. Students can earn a Master of Science in Accounting Data & Analytics (MSADA) in as little as one year after completing GGU's BS in Accounting or BS in Business with an Accounting Concentration. The *Path2CPA* option can also satisfy the 150-hour education requirement for CPA licensure. Pursuing this option eliminates the requirement to apply for the MSADA program.

The *Path2CPA* includes up to four designated graduate-level accounting courses and one 3-unit upper or lower-division course from any subject. The graduate-level courses will be included in the unit totals and GPAs for both applicants' undergraduate Accounting and graduate Accounting degree programs. Students whose average GPA in the graduate-level courses falls below a 3.00 GPA will be conditionally admitted to the Master's programs.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations are required to appeal to the dean for approval. Students' diplomas will list the concentrations they had successfully completed at the time their degrees are conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- **Advanced Analytics for Accountants**
- **CPA Applied Accounting**
- **Essentials of Leadership**
- **Taxation**

Requirements for the Master of Science in Accounting Data & Analytics

The Master of Science in Accounting Data & Analytics (MSADA) program requires completion of a minimum of 30 units (18 units in the advanced program and 12 units of elective coursework or the completion of a concentration) and completion of 6 units of proficiency coursework and 15 units of accounting foundation courses (or an undergraduate degree in Accounting), with a cumulative grade-point average of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs**.

Course prerequisites are indicated in the course descriptions for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU. Individual proficiency and foundation program courses may be waived for students who have an undergraduate degree in Accounting or who have previously completed comparable courses at a regionally accredited college or university. Accounting foundation courses may be satisfied for students who have passed all 4 parts of the U.S. CPA exams. Students may enroll in advanced program courses while completing the foundation program if they have satisfied the advanced program course prerequisites. Courses listed carry three semester units of credit unless otherwise noted.

Proficiency Requirements - 6 units

- Mathematics Proficiency: MATH 20 or higher; see Graduate Mathematics Proficiency Requirement for more information.
- Economics Proficiency: ECON 1 or ECON 2.

Accounting Foundation Requirements - 15 units

Accounting foundation requirements will be waived for those students who have passed the U.S. CPA examination. Additionally, individual courses will be waived for students who completed them at GGU, or who completed comparable courses at other regionally accredited degree granting institutions, with grades of "B" or better.

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ACCTG 100A Intermediate Accounting I 3 unit(s)
- ACCTG 100B Intermediate Accounting II 3 unit(s)
- ACCTG 111 Auditing 3 unit(s)

Advanced Program - 18 units

Core Required Courses - 12 units

- ACCTG 300 Accounting Research and Communication 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)

Core Elective Courses - 6 units

Select two ACCTG 300-level courses.

Taxation Concentration - 12 units

This concentration is intended to meet the needs of those who have studied accounting and wish to further specialize in the field of taxation. By requiring an extensive focus on taxation, this concentration develops significant tax knowledge as part of a program that includes creation of a strong accounting foundation. The concentration courses are in tax research, federal income taxation, and property transactions.

Required Courses - 9 units

- TA 318 Advanced Federal Income Taxation 3 unit(s)
- TA 329A Tax Research and Writing 1 unit(s)
- TA 329B Advanced Tax Research and Writing 2 unit(s)
- TA 330 Property Transactions 3 unit(s)

Elective Courses - 3 units

Select 3 units of TA course(s), which may include TA 398 Internship: Taxation.

Graduate Certificate

Accounting Data & Analytics Graduate Certificate

Program Information

The Graduate Certificate in Accounting Data & Analytics is prepares students to understand technologies used in the accounting profession, automate business processes, and to create and improve organizational efficiencies. The courses in this certificate will cover a variety of topics including using programming to manipulate data, robotic process automation, cloud-based computing, machine learning, and artificial intelligence. Additionally, students will use research techniques to validate data and work with visualization tools to communicate findings.

See **Certificate Program Admission Policies** for admission requirements.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Student Learning Outcomes

Students who successfully complete this certificate program will be able to:

- Apply accounting information to create reports and analyze financial data for use in a business setting.
- Utilize accounting tools and technologies to evaluate financial information and data and to create strategies to solve problems.
- Communicate data trends and outliers using a variety of approaches and tools such as Excel and Tableau to help end users make effective decisions.
- Select and apply a combination of analytical tools to access databases or data sets for tax and accounting applications.
- Communicate and assess how robotic process automation, cloud-based computing, machine learning, artificial intelligence and other tools are used to improve organizational efficiencies and managerial decision-making.
- Use and apply accounting standards and research findings to transaction fact patterns, and evaluate and communicate those results in a concise and logical manner.

Required Courses - 12 units

- ACCTG 300 Accounting Research and Communication 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)

Analytics and Automation for Accountants Graduate Certificate

Program Information

The Graduate Certificate in Analytics and Automation for Accountants is designed for accounting and tax professionals who seek to learn the use of analytics and automation tools which are critical to making tax and accounting functions streamlined, strategic, and effective. Students will gain key skills utilized in the analysis and communication of tax and accounting data. Students will be exposed to various techniques used to automate business processes and will explore key software products such as Alteryx, Tableau, Salesforce, UiPath, and Netsuite. No prior software or programming experience is required.

See **Certificate Program Admission Policies** for admission requirements.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Student Learning Outcomes

Students who successfully complete this certificate program will be able to:

- Develop effective ways of analyzing tax and accounting data.
- Understand how to organize, manipulate, and extract relevant data in performing an audit, reporting financial transactions, or analyzing the consequences of a tax transaction.
- Design automated processes that revolutionize the role of the tax and accounting professional.
- Develop communication techniques, create visual charts, pictures, and dashboards to communicate financial information.

Required Courses - 12 units

- ACCTG 335 Visualization of Accounting & Tax Data 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)

- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 340 Advanced Automation 3 unit(s)

California Governmental Accounting Graduate Certificate

Program Information

Developed in partnership with the California State Controller's Office, Golden Gate University's Certificate in CA Governmental Accounting addresses the unique policies and procedures associated with governmental and nonprofit accounting. The curriculum includes an overview of basic accounting principles and stresses real-world content that prepares students to be knowledgeable governmental accounting professionals. Although this certificate is designed with California's accounting system in mind, the concepts taught in these courses would be relevant to any governmental and non-profit agency.

See **Certificate Program Admission Policies** for admission requirements.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Student Learning Outcomes

Students who successfully complete this certificate program will be able to:

- Explain, prepare, and analyze basic financial statements including a balance sheet, income statement, statement of cash flows, and retained earnings.
- Prepare and adjust journal entries.
- Understand basic accounting concepts required to report financial transactions and in the management of assets.
- Understand and apply accounting standards specific to governmental and non-profit organizations.
- Analyze the need for and application of accounting controls and performance standards.
- Demonstrate a knowledge of budgeting, cost allocation, and audit issues.
- Analyze the variance between projected financial outcomes and actual financial outcomes and understand how to perform a cost versus benefits analysis.

Required Courses - 6 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 304 Governmental and Managerial Accounting unit(s)

CPA Applied Accounting Graduate Certificate

Program Information

The Graduate Certificate in CPA Applied Accounting prepares students for the core accounting topics covered on the Certified Public Accountant (CPA) exams. Each course will utilize a combination of live lectures, recorded lectures, task-based simulations, and simulated exams, and include materials from a major CPA exam review program. The courses are designed to use analytics to measure student success and help focus classroom time on more complex or difficult to understand topics. Each course will incorporate graduate level exploration and analysis of case studies and practice-based examples to further students' understanding of the concepts covered.

See **Certificate Program Admission Policies** for admission requirements.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Prerequisite Requirements - 15 units

Individual courses will be waived for students who completed them at GGU, or who completed comparable courses at other regionally accredited degree granting institutions, with grades of "B" or better.

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ACCTG 100A Intermediate Accounting I 3 unit(s)
- ACCTG 100B Intermediate Accounting II 3 unit(s)
- ACCTG 111 Auditing 3 unit(s)

Required Courses - 12 units

- ACCTG 377 Financial Accounting and Reporting 3 unit(s)
- ACCTG 379 Accounting and Tax Regulations 3 unit(s)

- ACCTG 380 Auditing and Attestation 3 unit(s)
- ACCTG 381 Business Accounting and Reporting 3 unit(s)

Edward S. Ageno School of Business

The Ageno School of Business at Golden Gate University offers both full-time and part-time programs designed for working adults to earn an MBA or other specialized master's degree in a business-related field. We offer the widest range of interdisciplinary graduate business degrees and certificates in the San Francisco Bay Area, designed to help students achieve personal and professional goals. Degree and certificate programs within the Ageno School of Business include business administration, business analytics, finance, financial planning, human resources management, information technology management, management, marketing, project management, psychology, and public administration. As Northern California's first evening MBA program, GGU offers self-paced programs to accommodate individualized timetables for degree completion.

Degree programs at the Ageno School of Business provide students with an opportunity to acquire knowledge and skills through interactive learning that promote deep understanding of concepts and their application in business settings. Through practical application, intensive case studies, problem solving, business simulations, and in-depth study of business, students become capable to enter high demand jobs in the global marketplace.

Relevant Education

Business and governments evolve, and so do we. The programs we offer are constantly updated to reflect current trends and practices, providing students with the most relevant know-how.

GGU offers two programs designed to hone innovative managerial and leadership skills: our Master of Business Administration (MBA) programs and our Master of Public Administration (MPA).

The two different graduate business administration programs meet the needs of our busy, working students: our integrated MBA and executive MBA (EMBA). The integrated MBA program builds leadership skills throughout the program, provides an integrated perspective of management, and allows students to tailor the program to specific career interests and goals with many concentrations. Concentrations include business data analytics, entrepreneurship, project management and the option to design a concentration. The Executive MBA program provides mid-level managers and above with an opportunity to learn and develop the management skills that will enable them to excel in today's competitive environment. With the cohort structure, student learning is shared and enhanced by the experiences of peers. Engaged mentorship by faculty and the program director also provides the necessary support for student success.

Housed in the oldest public administration department in Northern California, the Master of Public Administration (MPA) degree program is designed to advance careers in public service (at the local, regional, state, federal, and international levels), private sector (public relations, liaison, and governance), and nonprofits, through governmental and community relations. The GGU MPA has a general degree and three concentrations: Digital Technology and Security, Law Enforcement & Security, and Urban Innovations.

GGU offers a dedicated master's degree in **counseling psychology** and one in **industrial-organizational psychology**. Students learn essential skills to help individuals and businesses thrive. In addition, our master's degrees in **finance**, **financial analytics**, and **financial planning** give students the comprehensive knowledge and modern tools necessary to succeed in all aspects of the finance sector.

The **information technology management** and **project management** programs provide an integration of business and information technology to give professionals the flexibility to understand as well as manage the wide range of technology issues and tools that drive the contemporary enterprise.

The Master of Science in **Business Analytics** (MSBA) degree program presents students with an understanding of the many possibilities for applying data analytics to business problems. Recent advancements in artificial intelligence have revolutionized the analytics landscape, enabling more sophisticated data processing, pattern recognition, and predictive capabilities. These AI-powered analytics tools allow organizations to uncover deeper insights from complex datasets, automate decision-making processes, and create more personalized customer experiences.

GGU encourages students to participate in capstone projects and internship programs, when applicable, as a way to bring more professionally focused practice into their educational experience. By graduation day, students will have the needed preparation and confidence to succeed.

Students are also encouraged to bring work projects into the classroom or online discussion rooms for in-depth analysis and exchange, for the opportunity to receive assistance from peers, and a fresh perspective on the issues faced daily.

Quality and Convenience

We recognize that for students juggling the responsibilities of work, community service, family and school, time is very valuable. To meet the demanding schedules of working professionals, classes are conveniently offered online or in person in the evenings and on weekends. Students have the choice to complete their MBA or MS degree programs either all online, all in person, or a combination of the two.

Benefits

- Faculty are practitioners who do what they teach.
- Wide selection of relevant, professionally oriented bachelor and master's degrees and certificate programs.
- Flexible programs for working professionals: in-person, online, hybrid.

Contact

For further information about the Edward S. Ageno School of Business, please contact:

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San Francisco, CA 94105-2968
Phone: 415-442-6500
Email: **biz@ggu.edu**
Website: **www.ggu.edu/admissions/graduate/schools/ageno-school-of-business/**

Graduate Business Programs

The Edward S. Ageno School of Business offers relevant programs in our continuing effort to help working adults prepare for today's competitive, rapidly changing global marketplace. With high-quality, in-depth instruction from practicing professionals, students will be able to apply what they learn today in the workplace tomorrow. We offer graduate degrees in business administration, business analytics, entrepreneurship, finance, financial analytics, human resource management, information technology management, leadership, marketing, psychology and public administration, as well as several graduate certificates. In addition, our Master of Business Administration degree allows students to focus on an area of special interest with large choice of concentrations.

Degrees

Advanced Financial Planning

The Master of Science in Advanced Financial Planning is a specialized degree that transforms CFP® professionals or those who have more than five years of experience into industry leaders. This innovative program is a deep dive into advanced expertise in taxation, estate planning, or financial life planning-areas critical for client relationships. Students study under the field's founding pioneers and experts from the nationally renowned Bruce F. Braden School of Taxation while earning a respected master's credential that stands out in a competitive marketplace. Perfect for established planners seeking to command premium fees, attract clientele with complex planning needs, and ascend to the pinnacle of financial planning excellence, this degree delivers specialized knowledge that directly translates to enhanced client outcomes and practice growth.

Business Administration

Because today's companies want managers who understand technology, know how to lead and can motivate their work forces, these abilities are regularly emphasized throughout GGU's business administration and management programs. To succeed, students will need skill sets that help them stay current over time in this rapidly changing arena. The evolving global marketplace of today is highly competitive; it demands a new kind of executive. Students will develop a deep grounding in business theory along with first-rate leadership skills, technological sophistication, a keen understanding of human behavior and the ability to motivate - not dominate - coworkers. GGU's business administration programs are designed to make our graduates leaders who stand out in a crowd.

Business Analytics

The Master of Science in Business Analytics (MSBA) degree program presents students with an understanding of the many possibilities for applying data analytics to business problems. Data analytics, and the implications of this strategic discipline, give practitioners new opportunities for discovering insights that can support the strategic goals and decision making of the organization. Recent advancements in artificial intelligence have revolutionized the analytics landscape, enabling more sophisticated data processing, pattern recognition, and predictive capabilities. These AI-powered analytics tools allow organizations to uncover deeper insights from complex datasets, automate decision-making processes, and create more personalized customer experiences. Students in this program will gain exposure to cutting-edge AI applications in business analytics, preparing them to leverage these technologies to drive innovation and competitive advantage in their organizations.

Counseling Psychology

The demand for mental health professionals in contemporary society is unprecedented. As a result, here is a growing demand for counselors, therapists, mediators, consultants and other psychologically oriented professionals. GGU's Counseling Psychology degree is unique in its flexibility, offering a broadly focused education and practical training to become a licensed mental health professional. Our curriculum meets the MFT licensure requirements as set forth by section 4980.36 of the California Business and Professions (Cal. B&P) code. The program satisfies all the educational requirements set by the California Board of Behavioral Science Sciences, and provides some hours of supervised experience fulfilling part of the practical experience requirements. Our curriculum also meets the educational requirements for Licensed Professional Clinical Counselor (LPCC) licensure as required by section 4999.33 of the California Business and Professions (Cal. B&P) code. The curriculum also meets the educational requirements for MFT and/or LPCC licensure in some other states. We also offer a certificate that allows our students to take a smaller selection of courses in this degree. Additional information regarding licensure can be found by clicking **here**.

Finance

Finance experts are among the most valued employees in any corporation. Many CEOs trace their academic and professional roots back to finance, a reflection of the strategic perspective that this discipline provides. Whatever the student's intended destination in the rapidly changing world of finance, from investments and portfolio management to corporate strategy and financial services, GGU's finance curriculum delivers the tools necessary for success in their career. Today's financial experts increasingly depend on the sophisticated analytical techniques that are an integral part of our courses. Our goal is to help students develop the creative decision-making skills that they will need to move ahead in the global,

technology-based world of finance. With our emphasis on professional-practice education, we offer an unwavering focus on how they can be better managers.

Financial Analytics

The Master of Science in Financial Analytics is a specialized, technical program that provides in-depth exposure to the principles and practices of corporate finance and business analytics. Analytics is used to evaluate and explain financial decisions regarding firms' investment and long- and short-term financing strategies by applying financial theory, quantitative decision-making tools, and analytical methods. The primary objective of the program is to ensure that graduating students acquire the specialized skills and knowledge that they will need to add immediate value to their organizations in their roles as financial analysts. This program is a STEM-designated degree program.

Financial Planning

The Master of Science in Financial Planning is a comprehensive program that provides the core technical competencies required to develop comprehensive financial plans for individuals and families based on their unique financial situation and goals. Students learn to assess a client's financial situation, develop a plan, and monitor progress over time. The program is a deep dive into a wide range of skills and knowledge related to personal finance, investment strategies, retirement planning, taxation, estate planning, and risk management, as well as financial analysis, portfolio management, financial planning software, ethics, and communication skills that relate specifically to practice management. The profession offers practitioners the opportunity to use their talent and education to make significant positive changes in their clients' lives; and the intellectual and emotional satisfaction that comes from blending technical, quantitative, and analytical abilities with highly developed skills in communication, psychology, and human relations. GGU offers one of the oldest and most highly regarded financial planning programs in the country. For those already in the profession, our program is designed to take their established careers to a higher level; and those entering the field will be prepared to launch a successful and rewarding new career.

Human Resource Management

The effective, strategic use of human resources is critical to business success. Business profitability requires increasingly versatile skill sets that are regularly updated. Companies need innovative and creative employees. Employees need companies that make effective use of their talents and abilities. Global teams need to interact and work across cultures to attain competitive advantage. GGU's leading-edge human resource management program is carefully structured to give students the foundation and in-depth training they will need as a human resource or people manager. Through our innovative curriculum, students gain a thorough, hands-on understanding of what is happening in the marketplace; why it is happening; what the future trends may be; and how to positively affect the leading and managing of people in a changing, global business setting.

Industrial-Organizational Psychology

Industrial-Organizational Psychology equips graduates to spearhead a variety of initiatives including identifying and improving employee training, evaluating internal problems, conducting market research, and increasing productivity by improving employee relations. The skills students acquire throughout their course of studies prepares graduates to assume leadership roles in industrial-organizational psychology in small, medium and large organizations in a variety of fields - technology, pharmaceuticals, medical devices, entertainment - or work at global consulting firms. This program is a STEM-designated degree program. We also offer two certificates that allows our students to take a smaller selection of courses in this degree.

Information Technology Management

The convergence of people, business processes and technology is the driving force in business today. In the 21st century, business and information technologies are increasingly interdependent in creating value across the enterprise. These realities put a premium on professionals whose education provides both theoretical and applied skills. The MS ITM curriculum is grounded in the four foundational components of IT: 1) software, 2) infrastructure, 3) network/communications, and 4) data. Instructors with extensive field experience at some of the Bay Area's top companies present courses that address strategic application of the foundation while integrating emerging technologies, e.g., unstructured data analytics, cloud services, virtualization, mobile platforms and social media. By graduation, students will have an in-depth knowledge of IT systems and the skills to effectively manage their use in support of business objectives.

Marketing

The increased pace of business today has changed the rules about how organizations communicate with their markets. GGU's Marketing Program monitors the evolving trends in the marketplace worldwide to inform and build on our state-of-the-art marketing education. In this way, we provide students with a first-rate marketing education that is both cutting-edge and grounded in the strong foundation skills that is needed to compete in today's business environment. Students will learn to identify and innovate solutions for issues relating to traditional and digital marketing, new technology, and international marketing. GGU offers a range of courses for students to develop deeper expertise through analyzing case studies, problem solving, engaging discussions of current trends, events, and circumstances. Students develop the flexibility to adapt to change, adept marketing leadership, and the analytical and communication skills which are essential for success in 21st century business enterprises.

Public Administration

The real-world, ethical practice of public service is an art as well as a science. Today's successful leaders in the public and nonprofit sectors serve with intuition, creative problem-solving abilities, resilience, core values of inclusion, diversity, equity, justice, as well as communication and engagement skills. Since the 1960s, GGU has offered a public administration degree program of exceptional quality and academic rigor for the working student. GGU's Master of Public

Administration (MPA) program prepares the student for leadership and service roles in government and nonprofit agencies as well as public policy and community relations departments in large corporations. This program delves into real-time best practices in public policy and administration making students results-oriented and accountable contributors to city, state and federal government, nongovernmental organizations and international institutions. Some MPA students have won prestigious awards, such as the Presidential Management Fellowship, the California Capital Fellowship, the National Security Fellowship, and the NASPAA Batten Competition. Since 1973, GGU has been a National Association of Schools of Public Affairs and Administration (NASPAA) institutional member and has Pi Alpha Alpha (public administration international honors society) and International City/County Management Association chapters.

Master of Arts

Counseling Psychology, MA

Program Information

Golden Gate University offers a license-eligible Master of Arts in Counseling Psychology. This degree program provides students with the academic and clinical training required to practice relationally informed clinical work and to prepare alumni for employment in a variety of mental health settings, including community mental health agencies, hospitals, schools, and private practice. Our students learn to practice from a stance of cultural humility and to maintain ethical and best practice standards.

The program maintains a strategic partnership with the **Psychotherapy Action Network**, an organization that aims to organize, formulate initiatives, and collectively advocate for mental health policy that is based on the complexity of the individual and not simply on the identification of discrete symptoms. This is consistent with our program philosophy, which envisions psychotherapy as a complex process of individual growth and change and the therapeutic relationship as a key element in successful treatment.

Traineeship is an integral part of our program, providing an opportunity for students to apply the skills learned in class to the clinical encounter. Students are required to complete 300 face-to-face clinical hours under clinical supervision and to concurrently attend our practicum seminar over the course of at least three trimesters. Although faculty and staff are available to assist, students who intend to pursue licensure outside the state of California are responsible for determining the traineeship requirements for the relevant states, such as additional face-to-face hours or particular supervisor qualifications, and for working with faculty and staff to make sure that any additional requirements are met.

Our curriculum meets the MFT licensure requirements as set forth by section 4980.36 of the California Business and Professions (Cal. B&P) code. The program satisfies all the educational requirements set by the California Board of Behavioral Science Examiners and provides some hours of supervised experience fulfilling part of the practical experience requirements. Our curriculum also meets the educational requirements for Licensed Professional Clinical counselor (LPCC) licensure as required by section 4999.33 of the California Business and Professions (Cal. B&P) code. The curriculum may also meet the educational requirements for MFT and/or LPCC licensure in some other states. If you intend to pursue licensure outside the state of California, speak with a faculty member in the Department of Psychology to discuss the licensure requirements in your particular state of interest. Additional information regarding licensure can be found by clicking **here**.

Student Learning Outcomes

Graduates of the Master of Arts in Counseling Psychology will possess the skills and knowledge to:

- Demonstrate comprehensive and integrative knowledge of the field of counseling psychology relevant to mental health professionals, including human development, psychopathology, and group, family, couple, and individual dynamics.
- Demonstrate knowledge of ethical and best practice standards that exist for professionals in their field.
- Demonstrate the capacity and willingness to practice psychotherapy from a stance of cultural humility.
- Demonstrate the capacity to practice individual, couple, family, and group psychotherapy from a relational and systemic lens.
- Demonstrate knowledge of research designs and parameters of psychological research, particularly within the field of counseling psychology, and the capacity to critically assess psychological research.

Personal Psychotherapy Requirement

Students entering the counseling profession benefit professionally, personally, and academically from personal psychotherapy. During the program, students must complete 50 hours of psychotherapy with a licensed clinician or a therapist under supervision by a licensed clinician (Psychiatrist, Psychologist, MFT, LPCC, or LCSW). Students may select individual, couple, family or group psychotherapy or some combination of these. If the psychotherapy requirement presents an unmanageable emotional and/or financial burden, it may be deferred to post-graduation or waived entirely with the permission of the Program Director.

Traineeship Readiness Requirement

Before applying for a traineeship, a student must advance to Traineeship Candidate status. A student must apply for Candidacy before the end of their second trimester of enrollment. To apply for Candidacy, a student must complete the Traineeship Candidacy form, which must be submitted to the Department Chair. This form, in addition to feedback from faculty and any atypical reports that have

been submitted by professors due to academic or behavioral issues in the classroom, will be reviewed by the Program Director to assess the student's academic and emotional preparedness to begin traineeship and continue on the path to pursue licensure as a psychotherapist. In addition, the student must have completed or plan to have completed by the time their traineeship will begin at least PSYCH 320, PSYCH 321, and PSYCH 326 and have made substantial progress toward completing their courses on psychotherapy theory (PSYCH 323, PSYCH 324, PSYCH 325, and PSYCH 339). Candidacy also requires that students verify that they have started the process of accruing personal psychotherapy hours or have applied for a waiver or modification of the personal psychotherapy requirement, as required by the program, and have confirmed a path to completion of their remaining courses through meeting with their academic advisor. Upon receiving Traineeship Candidate status, the student may begin working with the Department's faculty and staff to apply for traineeships. International students in F-1 or J-1 visa status must also have their employment authorization eligibility confirmed by their academic advisor/DSO. In the event that a student is not advanced to Candidacy status, the student will be notified in writing.

If there are concerns about a student's academic or emotional readiness for traineeship or psychotherapeutic practice, a Traineeship Candidacy Committee of at least two faculty members will be convened and, whenever possible, a plan will be developed with the student to address gaps in academic performance or emotional readiness. Similarly, if a student's traineeship placement is terminated for any reason, their readiness to participate in another traineeship will be evaluated by the Candidacy Committee according to Candidacy guidelines. If reports are submitted regarding academic or behavioral issues in the classroom after Candidacy has been approved, the Committee may reconvene to review those reports and require an in-person meeting with the student. In rare cases, the Committee may decide that the student has failed to demonstrate professional and personal responsibility (as evidenced by violations of professional conduct, interpersonal trust, or ethical practice) and require students to leave the program.

Undergraduate Psychology Pathway Programs

As a pathway to the graduate-level counseling programs, students who complete certain undergraduate-level courses with grades of "B" or better at Golden Gate University as a part of completing the Bachelor of Arts in Psychology or a Psychology Minor with another Bachelor's degree may receive internal transfer credit for the corresponding graduate-level courses for the Master of Arts in Counseling Psychology or the Graduate Certificate in Counseling Skills programs. Internal transfer credit will be recorded after students' Bachelor's degrees have been conferred. Note: Students who complete the courses below but who do not earn Bachelor's degrees at GGU with Psychology majors or minors (formerly concentrations) are not eligible for this incentive.

Students who complete the following undergraduate courses may receive internal transfer credit as shown below:

- PSYCH 102 Lifespan Development: Theories and Applications corresponds to PSYCH 302 Lifespan Development: Theories and Applications for Therapists.
- PSYCH 120 Principles and Methods of Counseling corresponds to PSYCH 320 Therapeutic Communication and Counseling Skills.

Requirements for the Master of Arts in Counseling Psychology

The Master of Arts in Counseling Psychology requires completion of 60 units in the graduate program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Courses listed carry three semester units of credit unless otherwise noted. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Required Courses - 60 units

- PSYCH 302 Lifespan Development: Theories and Applications for Therapists 3 unit(s)
- PSYCH 304 Cross-Cultural Aspects of Psychology 3 unit(s)
- PSYCH 306 Group Models of Counseling 3 unit(s)
- PSYCH 308 Applied Psychological Research 3 unit(s)
- PSYCH 320 Therapeutic Communication and Counseling Skills 3 unit(s)
- PSYCH 321 Psychopathology 3 unit(s)
- PSYCH 322 Psychological Assessment 3 unit(s)
- PSYCH 323 Psychodynamic Models of Counseling 3 unit(s)
- PSYCH 324 Child/Adolescent Psychology, Assessment and Treatment 3 unit(s)
- PSYCH 325 Principles of Couple and Family Counseling 3 unit(s)
- PSYCH 326 Legal and Ethical Responsibility for Counselors 3 unit(s)
- PSYCH 329 The Neuroscience of Counseling and Psychopharmacology 3 unit(s)
- PSYCH 331 Human Sexuality 1 unit(s)
- PSYCH 333 Substance Use, Co-Occurring Disorders and Addiction 1 unit(s)
- PSYCH 334 Relational Abuse: Assessment, Treatment and Reporting 1 unit(s)
- PSYCH 335 Special Issues in the Treatment of Families 2 unit(s)
- PSYCH 336 Evidence-Based Practice Treatment 1 unit(s)
- PSYCH 337 Community Mental Health 3 unit(s)
- PSYCH 339 Cognitive-Behavioral and Short-Term Models of Counseling 3 unit(s)
- PSYCH 351 Career Counseling and Development 3 unit(s)
- PSYCH 394 Practicum: Counseling Psychology 3 unit(s) Must complete a total of 9 units.

Industrial-Organizational Psychology, MA

Program Information

This graduate program prepares students to enter or advance in the field of industrial-organizational psychology and allied disciplines. Students will receive thorough grounding in the field's major theoretical frameworks, consulting and other professional practice models, and individual, team and organizational research methods. Graduates of the program assume leadership roles in industrial-organizational psychology in small, medium, and large organizations in a variety of fields such as technology, pharmaceuticals, medical devices, entertainment, or work in global consulting firms servicing US and international clients. This program is a STEM-designated degree program.

Student Learning Outcomes

- Understand the main theoretical frameworks of industrial-organizational psychology with emphasis on organizational behavior, team and individual functioning, and leadership in a global context.
- Examine the dynamic and evolving nature of professional practice with focus on careers in industrial-organizational psychology, as well as human resources, executive coaching, and management consulting.
- Learn assessment tools to measure and diagnose individual, team, and organizational performance.
- Explore contemporary challenges such as diversity in organizations, managing generational differences, and the growing role of human resources technology.

Requirements for the Master of Arts in Industrial-Organizational Psychology

The Master of Arts in Industrial-Organizational Psychology requires completion of 33 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs**.

Advanced Program - 33 units

Core Courses - 27 units

- LEAD 301 Personal Leadership 3 unit(s)
- LEAD 304 Leading Complex Change 3 unit(s)
- PSYCH 308 Applied Psychological Research 3 unit(s)
- PSYCH 344 Tests and Measurements 3 unit(s)
- PSYCH 345 Organizational Behavior and Development 3 unit(s)
- PSYCH 349 Executive Coaching Theory and Practice 3 unit(s)
- PSYCH 354 Consulting Skills 3 unit(s)
- PSYCH 355 Diversity in Organizations 3 unit(s)
- PSYCH 356 Conflict Resolution: Ethics, Theory and Practice 3 unit(s)

Elective Courses - 6 units

Select two of the following:

- HRM 302 Acquiring and Retaining Human Resources 3 unit(s)
- HRM 306 Learning and Development 3 unit(s)
- HRM 308 Ethics in Managing People At Work 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)
- LEAD 305 Adaptive Decision Making 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MGT 345 Context of Business 3 unit(s)
- PM 340 Introduction to Project Management 3 unit(s)
- PSYCH 320 Therapeutic Communication and Counseling Skills 3 unit(s)
- PSYCH 361 Coaching: Interpersonal Skills and Practices 3 unit(s)
- PSYCH 398 Internship: Applied Psychology 1-3 unit(s)

Additional courses offered by the Ageno School of Business may be used to fulfill this requirement in consultation with the program director and/or the student's academic advisor.

Master of Business Administration

Business Administration, Business Analytics Concentration, MBA

Program Information

The GGU Master of Business Administration (MBA) program will advance your leadership skills and business knowledge using an activity-based learning approach. Our faculty members are seasoned professionals in their respective fields and will prepare you to lead in today's complex business environment.

The GGU MBA builds leadership skills throughout the program, provides an integrated perspective of management and allows you to tailor your program with one of several concentrations to meet your interests and goals. These concentrations include business data analytics, entrepreneurship, project management and even the option to design your own.

Since the founding of its MBA program over half a century ago, GGU has pioneered evening and online programs for working professionals to achieve their career objectives. You will proceed at your own pace in deciding how many courses to take in a given

trimester and study fully in-person, completely online or a combination of both.

Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics and within a context on the socio-political-economic-ecological-global perspective.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.
- Demonstrate an understanding of the importance of the concepts of *Diversity*, *Equity*, *Inclusion* and *Belonging* for organization change and competitiveness.

Requirements for the Master of Business Administration

The MBA program requires completion of the following:

- **Foundation Program**: 6 non-credit units. These may be waived based on prior undergraduate coursework completed at a regionally accredited institution with a grade of B- or better. Students may begin enrolling in core program courses before completing all foundation coursework. However, all foundation courses must be completed by the time the student has earned 12 units in the core program.
- **Core Program**: 18 units
- **Strategic Courses**: 9 units
- **Concentration Area**: 9 units

Students must maintain a cumulative GPA of 3.00 or higher in courses taken at Golden Gate University that are applicable to the program requirements.

For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs.**

GMAT/GRE Requirement

The GMAT/GRE is NOT required.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to **MATH 20 Applied Intermediate Algebra**. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Mathematics Proficiency Requirement**.

Foundation Program - 6 units (Not Included in Total Units)

The two-course foundation program in accounting, economics, finance, and statistics provides essential groundwork for success in the core and concentration courses. Both foundation courses may be waived if students have completed comparable undergraduate or graduate coursework within the past five years at regionally accredited colleges or universities, with a minimum grade of "B-" or better.

Students may begin enrolling in core program courses before completing the entire foundation program; however, all foundation coursework must be completed before the student has earned 12 units in the core program.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Core Program - 27 units

The core program courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration. Although they are required to choose either a concentration or a general concentration when they apply for admission, the common core allows students to rethink their concentration (or general concentration) decision, and to change it with minimum course penalty.

Business Core - 18 units

Students are strongly encouraged to complete the courses in the order below.

- LEAD 302 Dynamics of Leadership and Organizational Behavior 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)

- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s) (Capstone course, to be taken in final semester.)

Concentration - 9 units

The three concentration courses allow students to develop expertise in specialized areas of business. The concentrations may include required and elective courses. Courses listed carry three semester units of academic credit unless otherwise noted.

Students may select from the following concentrations:

- Business Analytics
- Entrepreneurship
  - Entrepreneur Track
  - Strategy Track
- Finance
  - Financial Track
  - Technical Analysis Track
- Industrial-Organizational Psychology
- Management
  - Global Management Track
  - Global Supply Chain Management Track
  - Healthcare Management Track (Offered through Samuel Merritt University)
  - Information Technology Management Track
  - Organizational Behavior Track
  - Project Management Track
- Marketing
- Public Administration

Students wishing to develop on-the-job experience can obtain hands-on experience by taking three units of an internship course in the student's field of interest. For three months, under the supervision of GGU faculty, students will work for a business or nonprofit organization, applying their Golden Gate education to real-life circumstances.

Business Analytics Concentration - 9 units

A targeted graduate concentration designed for MBA students to work within the business analytics field.

Business analytics has exploded in the last few years, offering many new opportunities for managers who understand business operations and are able to evaluate massive amounts of data. The Business Analytics Concentration is designed for the MBA student who must be able to apply data analytics tools and techniques to both structured and unstructured data, extracting information that the organization can use for strategic decision-making. Students taking this concentration will be introduced to specialized analytics tools and technologies.

Required Course - 9 units

Note: MSBA 300 is a MBA program business core requirement and must be completed first.

Select three of the following:

- MSBA 301 Enterprise Data and Performance Management 3 unit(s)
- MSBA 305 Business Intelligence and Decision Support 3 unit(s)
- MSBA 324 Data and Social Media Analytics 3 unit(s)
- MSBA 328 Visualization and Communication 3 unit(s)
- MSBA 330 Self-Service Analytics With Artificial Intelligence 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Business Administration, Entrepreneurship Concentration, MBA

Program Information

The GGU Master of Business Administration (MBA) program will advance your leadership skills and business knowledge using an activity-based learning approach. Our faculty members are seasoned professionals in their respective fields and will prepare you to lead in today's complex business environment.

The GGU MBA builds leadership skills throughout the program, provides an integrated perspective of management and allows you to tailor your program with one of several concentrations to meet your interests and goals. These concentrations include business data analytics, entrepreneurship, project management and even the option to design your own.

Since the founding of its MBA program over half a century ago, GGU has pioneered evening and online programs for working professionals to achieve their career objectives. You will proceed at your own pace in deciding how many courses to take in a given

trimester and study fully in-person, completely online or a combination of both.

Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics and within a context on the socio-political-economic-ecological-global perspective.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.
- Demonstrate an understanding of the importance of the concepts of *Diversity*, *Equity*, *Inclusion* and *Belonging* for organization change and competitiveness.

Requirements for the Master of Business Administration

The MBA program requires completion of the following:

- **Foundation Program**: 6 non-credit units. These may be waived based on prior undergraduate coursework completed at a regionally accredited institution with a grade of B- or better. Students may begin enrolling in core program courses before completing all foundation coursework. However, all foundation courses must be completed by the time the student has earned 12 units in the core program.
- **Core Program**: 18 units
- **Strategic Courses**: 9 units
- **Concentration Area**: 9 units

Students must maintain a cumulative GPA of 3.00 or higher in courses taken at Golden Gate University that are applicable to the program requirements.

For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs.**

GMAT/GRE Requirement

The GMAT/GRE is NOT required.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to **MATH 20 Applied Intermediate Algebra**. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Mathematics Proficiency Requirement**.

Foundation Program - 6 units (Not Included in Total Units)

The two-course foundation program in accounting, economics, finance, and statistics provides essential groundwork for success in the core and concentration courses. Both foundation courses may be waived if students have completed comparable undergraduate or graduate coursework within the past five years at regionally accredited colleges or universities, with a minimum grade of "B-" or better.

Students may begin enrolling in core program courses before completing the entire foundation program; however, all foundation coursework must be completed before the student has earned 12 units in the core program.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Core Program - 27 units

The core program courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration. Although they are required to choose either a concentration or a general concentration when they apply for admission, the common core allows students to rethink their concentration (or general concentration) decision, and to change it with minimum course penalty.

Business Core - 18 units

Students are strongly encouraged to complete the courses in the order below.

- LEAD 302 Dynamics of Leadership and Organizational Behavior 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)

- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s) (Capstone course, to be taken in final semester.)

Concentration - 9 units

The three concentration courses allow students to develop expertise in specialized areas of business. The concentrations may include required and elective courses. Courses listed carry three semester units of academic credit unless otherwise noted.

Students may select from the following concentrations:

- Business Analytics
- Entrepreneurship
  - Entrepreneur Track
  - Strategy Track
- Finance
  - Financial Track
  - Technical Analysis Track
- Industrial-Organizational Psychology
- Management
  - Global Management Track
  - Global Supply Chain Management Track
  - Healthcare Management Track (Offered through Samuel Merritt University)
  - Information Technology Management Track
  - Organizational Behavior Track
  - Project Management Track
- Marketing
- Public Administration

Students wishing to develop on-the-job experience can obtain hands-on experience by taking three units of an internship course in the student's field of interest. For three months, under the supervision of GGU faculty, students will work for a business or nonprofit organization, applying their Golden Gate education to real-life circumstances.

Entrepreneurship Concentration (Two Tracks) - 9 units

The Entrepreneurship Concentration is for students who want to start and grow their own business, and/or manage innovation within a larger enterprise. This concentration offers the opportunity to learn how to design, finance and manage a new venture, whether a startup, small business, or within an organization in transition. Real world practical skills combined with the most current theory will provide a solid foundation. All students in this concentration will construct a business plan for their venture, and will also have the flexibility to choose additional courses to support their particular interests.

Entrepreneur Track - 9 units

Select three of the following courses:

- FI 318 Venture Capital and Start-Up Financing 3 unit(s)
- MGT 301 Entrepreneurship and New Business Development 3 unit(s)
- MGT 312 Business Planning for Entrepreneurs 3 unit(s)
- MGT 348 Negotiating in Business 3 unit(s)
- MKT 335 New-Product Decisions 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Strategy Track - 9 units

Select three of the following courses:

- FI 320 Financial Strategy and Value Creation 3 unit(s)
- LEAD 307 Strategic Leadership 3 unit(s)
- MGT 348 Negotiating in Business 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Business Administration, Finance Concentration, MBA

Program Information

The GGU Master of Business Administration (MBA) program will advance your leadership skills and business knowledge using an activity-based learning approach. Our faculty members are seasoned professionals in their respective fields and will prepare you to lead in today's complex business environment.

The GGU MBA builds leadership skills throughout the program, provides an integrated perspective of management and allows you to tailor your program with one of several concentrations to meet your interests and goals. These concentrations include business data analytics, entrepreneurship, project management and even the option to design your own.

Since the founding of its MBA program over half a century ago, GGU has pioneered evening and online programs for working

professionals to achieve their career objectives. You will proceed at your own pace in deciding how many courses to take in a given trimester and study fully in-person, completely online or a combination of both.

Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics and within a context on the socio-political-economic-ecological-global perspective.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.
- Demonstrate an understanding of the importance of the concepts of *Diversity*, *Equity*, *Inclusion* and *Belonging* for organization change and competitiveness.

Requirements for the Master of Business Administration

The MBA program requires completion of the following:

- **Foundation Program**: 6 non-credit units. These may be waived based on prior undergraduate coursework completed at a regionally accredited institution with a grade of B- or better. Students may begin enrolling in core program courses before completing all foundation coursework. However, all foundation courses must be completed by the time the student has earned 12 units in the core program.
- **Core Program**: 18 units
- **Strategic Courses**: 9 units
- **Concentration Area**: 9 units

Students must maintain a cumulative GPA of 3.00 or higher in courses taken at Golden Gate University that are applicable to the program requirements.

For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs.**

GMAT/GRE Requirement

The GMAT/GRE is NOT required.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to **MATH 20 Applied Intermediate Algebra**. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Mathematics Proficiency Requirement**.

Foundation Program - 6 units (Not Included in Total Units)

The two-course foundation program in accounting, economics, finance, and statistics provides essential groundwork for success in the core and concentration courses. Both foundation courses may be waived if students have completed comparable undergraduate or graduate coursework within the past five years at regionally accredited colleges or universities, with a minimum grade of "B-" or better.

Students may begin enrolling in core program courses before completing the entire foundation program; however, all foundation coursework must be completed before the student has earned 12 units in the core program.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Core Program - 27 units

The core program courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration. Although they are required to choose either a concentration or a general concentration when they apply for admission, the common core allows students to rethink their concentration (or general concentration) decision, and to change it with minimum course penalty.

Business Core - 18 units

Students are strongly encouraged to complete the courses in the order below.

- LEAD 302 Dynamics of Leadership and Organizational Behavior 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)

- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s) (Capstone course, to be taken in final semester.)

Concentration - 9 units

The three concentration courses allow students to develop expertise in specialized areas of business. The concentrations may include required and elective courses. Courses listed carry three semester units of academic credit unless otherwise noted.

Students may select from the following concentrations:

- Business Analytics
- Entrepreneurship
  - Entrepreneur Track
  - Strategy Track
- Finance
  - Financial Track
  - Technical Analysis Track
- Industrial-Organizational Psychology
- Management
  - Global Management Track
  - Global Supply Chain Management Track
  - Healthcare Management Track (Offered through Samuel Merritt University)
  - Information Technology Management Track
  - Organizational Behavior Track
  - Project Management Track
- Marketing
- Public Administration

Students wishing to develop on-the-job experience can obtain hands-on experience by taking three units of an internship course in the student's field of interest. For three months, under the supervision of GGU faculty, students will work for a business or nonprofit organization, applying their Golden Gate education to real-life circumstances.

Finance Concentration (Two Tracks) - 9 units

An analytical graduate concentration designed to prepare MBA students for a finance specialty.

Whatever goal students have in the world of business, from corporate management to consulting and entrepreneurship, the study of finance gives them the grounding in decision-making techniques that will help ensure the financial health of their enterprise in the competitive global market. Students learn capital budgeting, capital structure, investment management, and short-term capital management.

Our unique method; combining a theoretical knowledge of finance with extensive hands-on learning, using real-life case studies and our state-of-the art computer labs, gives students the abilities to be an effective and competent manager in any organization.

Financial Track - 9 units

Select three of the following courses:

- FI 315 Corporate Financial Planning and Analysis 3 unit(s)
- FI 318 Venture Capital and Start-Up Financing 3 unit(s)
- FI 350 Portfolio Management 3 unit(s)
- FI 360 Behavioral Finance 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Technical Analysis Track - 9 units

Select three of the following courses:

- FI 352 Technical Analysis of Securities 3 unit(s)
- FI 358 Technical Market Analysis Strategies 3 unit(s)
- FI 360 Behavioral Finance 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Business Administration, Industrial-Organizational Psychology Concentration, MBA

Program Information

The GGU Master of Business Administration (MBA) program will advance your leadership skills and business knowledge using an activity-based learning approach. Our faculty members are seasoned professionals in their respective fields and will prepare you to lead in today's complex business environment.

The GGU MBA builds leadership skills throughout the program, provides an integrated perspective of management and allows you to tailor your program with one of several concentrations to meet your interests and goals. These concentrations include business data

analytics, entrepreneurship, project management and even the option to design your own.

Since the founding of its MBA program over half a century ago, GGU has pioneered evening and online programs for working professionals to achieve their career objectives. You will proceed at your own pace in deciding how many courses to take in a given trimester and study fully in-person, completely online or a combination of both.

Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics and within a context on the socio-political-economic-ecological-global perspective.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.
- Demonstrate an understanding of the importance of the concepts of *Diversity*, *Equity*, *Inclusion* and *Belonging* for organization change and competitiveness.

Requirements for the Master of Business Administration

The MBA program requires completion of the following:

- **Foundation Program**: 6 non-credit units. These may be waived based on prior undergraduate coursework completed at a regionally accredited institution with a grade of B- or better. Students may begin enrolling in core program courses before completing all foundation coursework. However, all foundation courses must be completed by the time the student has earned 12 units in the core program.
- **Core Program**: 18 units
- **Strategic Courses**: 9 units
- **Concentration Area**: 9 units

Students must maintain a cumulative GPA of 3.00 or higher in courses taken at Golden Gate University that are applicable to the program requirements.

For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs.**

GMAT/GRE Requirement

The GMAT/GRE is NOT required.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to **MATH 20 Applied Intermediate Algebra**. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Mathematics Proficiency Requirement**.

Foundation Program - 6 units (Not Included in Total Units)

The two-course foundation program in accounting, economics, finance, and statistics provides essential groundwork for success in the core and concentration courses. Both foundation courses may be waived if students have completed comparable undergraduate or graduate coursework within the past five years at regionally accredited colleges or universities, with a minimum grade of "B-" or better.

Students may begin enrolling in core program courses before completing the entire foundation program; however, all foundation coursework must be completed before the student has earned 12 units in the core program.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Core Program - 27 units

The core program courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration. Although they are required to choose either a concentration or a general concentration when they apply for admission, the common core allows students to rethink their concentration (or general concentration) decision, and to change it with minimum course penalty.

Business Core - 18 units

Students are strongly encouraged to complete the courses in the order below.

- LEAD 302 Dynamics of Leadership and Organizational Behavior 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s) (Capstone course, to be taken in final semester.)

Concentration - 9 units

The three concentration courses allow students to develop expertise in specialized areas of business. The concentrations may include required and elective courses. Courses listed carry three semester units of academic credit unless otherwise noted.

Students may select from the following concentrations:

- Business Analytics
- Entrepreneurship
  - Entrepreneur Track
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  - Information Technology Management Track
  - Organizational Behavior Track
  - Project Management Track
- Marketing
- Public Administration

Students wishing to develop on-the-job experience can obtain hands-on experience by taking three units of an internship course in the student's field of interest. For three months, under the supervision of GGU faculty, students will work for a business or nonprofit organization, applying their Golden Gate education to real-life circumstances.

Industrial-Organizational Psychology Concentration - 9 units

An Industrial-Organizational Psychology graduate concentration is designed to help MBA students combine increased business acumen and the applied skills of the business world with in-depth knowledge of and capacity to critically analyze the psychological dynamics of people in organizations. With this concentration, you will understand the psychological research and practices that support organizational life, from executive coaching, consulting skills and conflict resolution to understanding the emotional complexities of human difference in organizations and using tests and measurements to understand and improve organizational dynamics.

Required Course - 3 units

- PSYCH 345 Organizational Behavior and Development 3 unit(s)

Elective Courses - 6 units

Select two of the following:

- PSYCH 308 Applied Psychological Research 3 unit(s)
- PSYCH 344 Tests and Measurements 3 unit(s)
- PSYCH 349 Executive Coaching Theory and Practice 3 unit(s)
- PSYCH 352 Structure, Theory and Ethics of Conflict Resolution 3 unit(s)
- PSYCH 353 Conflict Resolution: Skills and Techniques 3 unit(s)
- PSYCH 354 Consulting Skills 3 unit(s)
- PSYCH 355 Diversity in Organizations 3 unit(s)
- PSYCH 361 Coaching: Interpersonal Skills and Practices 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Business Administration, Management Concentration, MBA

Program Information

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Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics and within a context on the socio-political-economic-ecological-global perspective.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.
- Demonstrate an understanding of the importance of the concepts of *Diversity*, *Equity*, *Inclusion* and *Belonging* for organization change and competitiveness.

Requirements for the Master of Business Administration

The MBA program requires completion of the following:

- **Foundation Program**: 6 non-credit units. These may be waived based on prior undergraduate coursework completed at a regionally accredited institution with a grade of B- or better. Students may begin enrolling in core program courses before completing all foundation coursework. However, all foundation courses must be completed by the time the student has earned 12 units in the core program.
- **Core Program**: 18 units
- **Strategic Courses**: 9 units
- **Concentration Area**: 9 units

Students must maintain a cumulative GPA of 3.00 or higher in courses taken at Golden Gate University that are applicable to the program requirements.

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GMAT/GRE Requirement

The GMAT/GRE is NOT required.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to **MATH 20 Applied Intermediate Algebra**. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Mathematics Proficiency Requirement**.

Foundation Program - 6 units (Not Included in Total Units)

The two-course foundation program in accounting, economics, finance, and statistics provides essential groundwork for success in the core and concentration courses. Both foundation courses may be waived if students have completed comparable undergraduate or graduate coursework within the past five years at regionally accredited colleges or universities, with a minimum grade of "B-" or better.

Students may begin enrolling in core program courses before completing the entire foundation program; however, all foundation coursework must be completed before the student has earned 12 units in the core program.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Core Program - 27 units

The core program courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration. Although they are required to choose either a concentration or a general concentration when they apply for admission, the common core allows students to rethink their

concentration (or general concentration) decision, and to change it with minimum course penalty.

Business Core - 18 units

Students are strongly encouraged to complete the courses in the order below.

- LEAD 302 Dynamics of Leadership and Organizational Behavior 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s) (Capstone course, to be taken in final semester.)

Concentration - 9 units

The three concentration courses allow students to develop expertise in specialized areas of business. The concentrations may include required and elective courses. Courses listed carry three semester units of academic credit unless otherwise noted.

Students may select from the following concentrations:

- Business Analytics
- Entrepreneurship
  - Entrepreneur Track
  - Strategy Track
- Finance
  - Financial Track
  - Technical Analysis Track
- Industrial-Organizational Psychology
- Management
  - Global Management Track
  - Global Supply Chain Management Track
  - Healthcare Management Track (Offered through Samuel Merritt University)
  - Information Technology Management Track
  - Organizational Behavior Track
  - Project Management Track
- Marketing
- Public Administration

Students wishing to develop on-the-job experience can obtain hands-on experience by taking three units of an internship course in the student's field of interest. For three months, under the supervision of GGU faculty, students will work for a business or nonprofit organization, applying their Golden Gate education to real-life circumstances.

Management Concentration (Six Tracks) - 9 units

Global Management Track - 9 units

Select three of the following courses:

- ECON 340 International Trade and Finance 3 unit(s)
- EMBA 311 Managing in a Global Environment 3 unit(s)
- FI 343 International Corporate Finance 3 unit(s)
- HRM 307 International HRM 3 unit(s)
- OP 329 Global Supply Chain Applications in Business 3 unit(s)

Global Supply Chain Management Track - 9 units

Select three of the following courses:

- OP 302 Business Process Improvement Methods and Analysis 3 unit(s)
- OP 320 Strategic Sourcing 3 unit(s)
- OP 323 Supply Chain Logistics Management 3 unit(s)
- OP 329 Global Supply Chain Applications in Business 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Healthcare Management Track - 9 units

Take three of the following courses through Samuel Merritt University:

- MBA 331 Systems Approach to US Healthcare 3 unit(s)
- MBA 332 Fundamentals of Public Health 3 unit(s)
- MBA 333 Information Management and Regulatory Compliance 3 unit(s)
- MBA 334 Emergency Preparedness 3 unit(s)
- MBA 335 Risk Management 3 unit(s)
- MBA 336 Healthcare Management Internship 3 unit(s)

Information Technology Management Track - 9 units

The information technology management track introduces students to the capabilities made possible by IT, as well as the challenges associated with being an IT manager. Students learn about selecting and planning IT initiatives, applying data analytics to business problems, and addressing issues of security and privacy within the business environment. Upon completion, students will also understand how to align IT with business needs and how IT enables business value.

Required Courses - 3 units

- ITM 300 IT Management & Digital Transformation in the Business Enterprise 3 unit(s)

Elective Courses - 6 units

Select two of the following courses:

- ITM 304 Managing Data Structures 3 unit(s)
- ITM 316 Software Engineering Leadership 3 unit(s)
- ITM 323 Security, Privacy and Compliance 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Organizational Behavior Track - 9 units

Select three of the following courses:

- HRM 301 Work and Workforce Trends 3 unit(s)
- LEAD 301 Personal Leadership 3 unit(s)
- LEAD 304 Leading Complex Change 3 unit(s)
- LEAD 305 Adaptive Decision Making 3 unit(s)
- PSYCH 345 Organizational Behavior and Development 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Project Management Track - 9 units

The project management track provides a course of study for students seeking to build their career in the growing profession of project management. Graduates leave with the following knowledge and skills: beginning and advanced project management technical skills based on the PMBOK® (Project Management Body of Knowledge), Agile management framework and tools, and the complex leadership and organizational skills to manage virtual and in-person project teams. The completion of just one GGU class fulfils PMI®'s education requirement to apply for either the CAPM® (Certified Associate in Project Management) or PMP® (Project Management Professional) exams. Students will gain knowledge from faculty who are certified by PMI®, and who have significant real-world project management experience. Course materials align with the Project Management Institute A Guide to the Project Management Body of Knowledge (PMBOK® Guide).

Required Course - 3 units

- PM 340 Introduction to Project Management 3 unit(s)

Elective Courses - 6 units

Select two of the following:

- OP 302 Business Process Improvement Methods and Analysis 3 unit(s)
- PM 342 Agile Management for Project Managers 3 unit(s)
- PM 343 Advanced Project Planning, Finance, and Control 3 unit(s)
- PM 344 Business Transformation Through Program Management 3 unit(s)
- PM 348 Project Risk Management 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Business Administration, Marketing Concentration, MBA

Program Information

The GGU Master of Business Administration (MBA) program will advance your leadership skills and business knowledge using an activity-based learning approach. Our faculty members are seasoned professionals in their respective fields and will prepare you to lead in today's complex business environment.

The GGU MBA builds leadership skills throughout the program, provides an integrated perspective of management and allows you to tailor your program with one of several concentrations to meet your interests and goals. These concentrations include business data analytics, entrepreneurship, project management and even the option to design your own.

Since the founding of its MBA program over half a century ago, GGU has pioneered evening and online programs for working professionals to achieve their career objectives. You will proceed at your own pace in deciding how many courses to take in a given trimester and study fully in-person, completely online or a combination of both.

Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.

- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics and within a context on the socio-political-economic-ecological-global perspective.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.
- Demonstrate an understanding of the importance of the concepts of *Diversity*, *Equity*, *Inclusion* and *Belonging* for organization change and competitiveness.

Requirements for the Master of Business Administration

The MBA program requires completion of the following:

- **Foundation Program**: 6 non-credit units. These may be waived based on prior undergraduate coursework completed at a regionally accredited institution with a grade of B- or better. Students may begin enrolling in core program courses before completing all foundation coursework. However, all foundation courses must be completed by the time the student has earned 12 units in the core program.
- **Core Program**: 18 units
- **Strategic Courses**: 9 units
- **Concentration Area**: 9 units

Students must maintain a cumulative GPA of 3.00 or higher in courses taken at Golden Gate University that are applicable to the program requirements.

For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs.**

GMAT/GRE Requirement

The GMAT/GRE is NOT required.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to **MATH 20 Applied Intermediate Algebra**. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Mathematics Proficiency Requirement**.

Foundation Program - 6 units (Not Included in Total Units)

The two-course foundation program in accounting, economics, finance, and statistics provides essential groundwork for success in the core and concentration courses. Both foundation courses may be waived if students have completed comparable undergraduate or graduate coursework within the past five years at regionally accredited colleges or universities, with a minimum grade of "B-" or better.

Students may begin enrolling in core program courses before completing the entire foundation program; however, all foundation coursework must be completed before the student has earned 12 units in the core program.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Core Program - 27 units

The core program courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration. Although they are required to choose either a concentration or a general concentration when they apply for admission, the common core allows students to rethink their concentration (or general concentration) decision, and to change it with minimum course penalty.

Business Core - 18 units

Students are strongly encouraged to complete the courses in the order below.

- LEAD 302 Dynamics of Leadership and Organizational Behavior 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s) (Capstone course, to be taken in final semester.)

Concentration - 9 units

The three concentration courses allow students to develop expertise in specialized areas of business. The concentrations may include required and elective courses. Courses listed carry three semester units of academic credit unless otherwise noted.

Students may select from the following concentrations:

- Business Analytics
- Entrepreneurship
  - Entrepreneur Track
  - Strategy Track
- Finance
  - Financial Track
  - Technical Analysis Track
- Industrial-Organizational Psychology
- Management
  - Global Management Track
  - Global Supply Chain Management Track
  - Healthcare Management Track (Offered through Samuel Merritt University)
  - Information Technology Management Track
  - Organizational Behavior Track
  - Project Management Track
- Marketing
- Public Administration

Students wishing to develop on-the-job experience can obtain hands-on experience by taking three units of an internship course in the student's field of interest. For three months, under the supervision of GGU faculty, students will work for a business or nonprofit organization, applying their Golden Gate education to real-life circumstances.

Marketing Concentration - 9 units

Often considered the central discipline of business, the challenges and practices of marketing are evolving along with the changes in the contemporary business environment. This concentration prepares students to succeed in the marketing function inside a wide variety of organizations. Fundamental and advanced marketing principles, strategies, and tactics in an increasingly digital world are covered.

Required Courses -9 units

Select any three **MKT** 300-level courses, excluding MKT 300, which is an MBA program core course requirement. MBA 398 may also be taken to satisfy 3 units of this requirement.

Business Administration, Public Administration Concentration, MBA

Program Information

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Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics and within a context on the socio-political-economic-ecological-global perspective.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.

- Demonstrate an understanding of the importance of the concepts of *Diversity*, *Equity*, *Inclusion* and *Belonging* for organization change and competitiveness.

Requirements for the Master of Business Administration

The MBA program requires completion of the following:

- **Foundation Program**: 6 non-credit units. These may be waived based on prior undergraduate coursework completed at a regionally accredited institution with a grade of B- or better. Students may begin enrolling in core program courses before completing all foundation coursework. However, all foundation courses must be completed by the time the student has earned 12 units in the core program.
- **Core Program**: 18 units
- **Strategic Courses**: 9 units
- **Concentration Area**: 9 units

Students must maintain a cumulative GPA of 3.00 or higher in courses taken at Golden Gate University that are applicable to the program requirements.

For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs.**

GMAT/GRE Requirement

The GMAT/GRE is NOT required.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to **MATH 20 Applied Intermediate Algebra**. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Mathematics Proficiency Requirement**.

Foundation Program - 6 units (Not Included in Total Units)

The two-course foundation program in accounting, economics, finance, and statistics provides essential groundwork for success in the core and concentration courses. Both foundation courses may be waived if students have completed comparable undergraduate or graduate coursework within the past five years at regionally accredited colleges or universities, with a minimum grade of "B-" or better.

Students may begin enrolling in core program courses before completing the entire foundation program; however, all foundation coursework must be completed before the student has earned 12 units in the core program.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Core Program - 27 units

The core program courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration. Although they are required to choose either a concentration or a general concentration when they apply for admission, the common core allows students to rethink their concentration (or general concentration) decision, and to change it with minimum course penalty.

Business Core - 18 units

Students are strongly encouraged to complete the courses in the order below.

- LEAD 302 Dynamics of Leadership and Organizational Behavior 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s) (Capstone course, to be taken in final semester.)

Concentration - 9 units

The three concentration courses allow students to develop expertise in specialized areas of business. The concentrations may include required and elective courses. Courses listed carry three semester units of academic credit unless otherwise noted.

Students may select from the following concentrations:

- Business Analytics
- Entrepreneurship
  - Entrepreneur Track
  - Strategy Track
- Finance
  - Financial Track
  - Technical Analysis Track
- Industrial-Organizational Psychology
- Management
  - Global Management Track
  - Global Supply Chain Management Track
  - Healthcare Management Track (Offered through Samuel Merritt University)
  - Information Technology Management Track
  - Organizational Behavior Track
  - Project Management Track
- Marketing
- Public Administration

Students wishing to develop on-the-job experience can obtain hands-on experience by taking three units of an internship course in the student's field of interest. For three months, under the supervision of GGU faculty, students will work for a business or nonprofit organization, applying their Golden Gate education to real-life circumstances.

Public Administration Concentration - 9 units

Government regulation, compliance, taxation, and outsourcing public services to business and nonprofit organizations have increased the need for private sector managers to understand how the government bureaucracy works. This concentration provides students with the necessary skills and knowledge to be successful at public policy, government affairs, and community relations applying what they learned to approach the public sector with the mindset of a private sector manager. Also, be able to liaise and lobby effectively on behalf of business interests. Furthermore, students will learn how public sector finances, labor negotiations, ethics, programming, and policies are administered and influenced by citizens, activists, and advocates.

Required Courses - 3 units

- PAD 300A Theory, Ethics and Practice in Public Service 3 unit(s)

Elective Courses - 6 units

Select two of the following courses:

- PAD 302A Public Policy Analysis and Program Evaluation 3 unit(s)
- PAD 304A Public Enterprise Management and Public Sector Business Relations 3 unit(s)
- PAD 305A Budgeting and Financial Management 3 unit(s)
- PAD 306A Public Service and the Law 3 unit(s)
- PAD 307A Personnel Management and Labor Relations 3 unit(s)
- MBA 398 Internship: Business Administration 3 unit(s)

Custom Master of Business Administration (Corporate Sponsored)

Business Administration, Custom Curriculum, MBA

Program Information

The GGU Custom Master of Business Administration (MBA) program will advance students' leadership skills and business knowledge using an activity-based learning approach. A custom MBA is developed in conjunction with senior management and talent development professionals at each Corporate Sponsor organization, tailored to meet the needs of the organization and its employees via an appropriate mix of Golden Gate University graduate courses. Enrollment is restricted to students admitted to the specific Corporate Sponsor custom program.

Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness
- Master and apply general management analytic processes and tools for decision making
- Integrate strategic business objectives within competitive industry dynamics
- Integrate strategic business objectives within the socio-political-economic-ecological-global context
- Understand functional areas' impact on business and departmental interaction issues
- Demonstrate integrated business level planning

- Additional learning outcomes may be developed based on the corporate sponsor's needs

Admission Process

Admission decisions will be made in consultation between the sponsoring organization, GGU's Admission Office, and the MBA program director. Admission decisions will be based upon information contained in the following documents:

- Prior academic history reflected on their academic transcripts
- Statement of Purpose
- Letter of recommendation from sponsoring organization
- CV/Resume

Requirements for the Master of Business Administration

The Master of Business Administration (MBA) requires completion of 6 units of foundation courses, 21 units of core courses, 9 units of strategic and capstone courses, and 6 units of elective courses for a total of 42 units, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Foundation Courses - 6 units

The two foundation courses provide the groundwork for the core and concentration courses. Both of the foundation courses may be waived if students have previously completed comparable undergraduate courses at regionally accredited colleges or universities with grades of "C" or better or through coursework deemed equivalent by the MBA Program Director. Students may enroll in core courses before completion of both foundation courses, but they must complete them by the time they have earned nine units from the business core courses.

- BUS 202 Fundamentals of Business 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Advanced Courses - 36 units

Core Courses - 21 units

- LEAD 300 Management and Leadership 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Strategic and Capstone Courses - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s)

Elective Courses - 6 units

Any two 300 or 400-level courses, as agreed upon by the corporate sponsor.

Executive Master of Business Administration

Executive Business Administration, EMBA

Program Information

The executive MBA program provides mid-level managers with an opportunity to learn and develop the management skills that will enable them to excel in today's competitive environment. Courses are taught by an enthusiastic faculty who have as their goal the students' growth and success. Our professors are academically qualified professionals involved in the field, providing students with the best of two worlds: they comprise full-time professors with an in-depth knowledge of business theory and philosophy, and adjunct professors, all with advanced degrees, who work in the field and share their knowledge and experience in the classroom.

Student Learning Outcomes

Graduates of the executive MBA program will be able to:

- Work effectively in teams
- Sell their ideas
- Apply theory to understand real practical situations
- Think "outside the box" and develop novel solutions
- Integrate the functional department issues into a coherent strategic whole
- Analyze and synthesize problems
- Manage the development of their own careers

Graduates will be knowledgeable about:

- Current international and global issues
- Ethical and diversity issues
- Current technology and environmental issues
- Leading change in an organization
- Current management trends

Admission to the Executive MBA Program

Admission to this cohort program is limited to individuals with managerial and practical experience from a variety of industries. Applicants are encouraged to submit all application materials simultaneously to ensure an admissions decision can be made before the start of the cohort. To be considered for the program, students must complete and submit the following, in addition to the admission materials for all degree programs:

- A written statement of purpose that explains the applicant's interests in how the executive MBA program will benefit his/her career
- A writing sample
- A detailed resume showing at least five years of full-time work experience with three years at the managerial or professional level
- A letter of recommendation from an officer of the applicant's employing organization

Candidates will be contacted by the program director to schedule an interview upon receipt of all applications documents.

Requirements for the Executive Master of Business Administration

The executive MBA requires completion of 39 trimester units to be earned in 13 three-unit seminars, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. To ensure maximum opportunity for shared learning and in-depth peer interaction, the participants in each entering class take all seminars as a group and in the sequence outlined below. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Candidate will demonstrate his/her writing and English language proficiency by:

- Submitting a statement of purpose
- Submitting an additional writing sample
- Participating in an interview with the Program Director as part of the application process

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Sequence of Courses

First Trimester

- EMBA 300 Accounting Essentials for Executives 3 unit(s)
- EMBA 301 Economics of Marketplace Transformation and Disruption 3 unit(s)
- EMBA 302 Data Analysis for Managers 3 unit(s)
- EMBA 303 Management and Teamwork 3 unit(s)

Second Trimester

- EMBA 304 Foundations of Business Analytics 3 unit(s)
- EMBA 305 Personal Leadership 3 unit(s)
- EMBA 306 Finance for Executive Decision Making 3 unit(s)

Third Trimester

- EMBA 307 Marketing for Executives 3 unit(s)
- EMBA 308 Operations and Supply Chain Management 3 unit(s)
- EMBA 309 Innovation and Technology Management 3 unit(s)

Fourth Trimester

- EMBA 310 Context and Legal Aspects of Business 3 unit(s)
- EMBA 311 Managing in a Global Environment 3 unit(s)
- EMBA 312 Formulating and Implementing Business Strategy 3 unit(s) (Capstone Course)

Master of Public Administration

Public Administration, Digital Technology and Security Concentration, MPA

Program Information

Offered by the oldest public administration department in the San Francisco Bay Area, the Master of Public Administration (MPA) is for working students interested in a thorough understanding of the processes, issues, policies, and practices associated with the management of inclusive, diverse, and equitable public service and nonprofit organizations at the city, county, state, federal and international levels of governance. The MPA will introduce students to real-world, real-time knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. The program will expose students to best

practices in resilient leadership, succession planning, benchmarking, intergovernmental relations, results-based budgeting, anti-corruption and ethics, privacy and cybersecurity, as well as business and community engagement.

The MPA program is accelerated, rigorous, and taught by professors who all have extensive public service experiences. These seasoned professor-practitioners provide in-depth, real-time exposure to executive and supervisory skills and knowledge common to middle and upper-level management in all public and nonprofit organizations. This includes city and urban planning; financial management; human resources and labor relations; organizational development and adaptive leadership; law and social justice; policy formulation, and implementation; accountability and ethics.

The goal of the MPA program is to provide students with the leadership, organizational, analytical and communication skills, problem-solving techniques and subject-based knowledge required to manage effectively complex organizations. In addition, the program provides a critical understanding of the cross-cutting political, social, economic and environmental problems confronted by communities and citizens particularly the poor, at-risk, minorities, and marginalized. A strong sense of professional commitment to the highest standards of ethical behavior, respect for others, and the core values upon which the profession of public administration is founded on are important goals of GGU's MPA program. For the opportunity to socialize and network within their fields, students are encouraged to join the American Society for Public Administration (ASPA) and the International City/County Management Association (ICMA). GGU also has a chapter of the national public administration honor society, Pi Alpha Alpha and ICMA and has been an institutional member of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) since 1973.

Student Learning Outcomes

Graduates will be able to demonstrate knowledge of the theory and practice of:

- Ethics and accountability;
- Policymaking and intergovernmental relations;
- Leadership and organizational resilience;
- Business and community engagement;
- Public finance and budgeting;
- Law and social justice;
- Urban planning and innovations;
- Law enforcement and security;
- Digital technology and security;
- Human resource management and labor relations; and
- Policy research, analytics, and communications.

Undergraduate Public Administration Pathway Program

Students who elect to pursue the **Public Administration Minor** have the option of taking graduate-level courses from the **Public Administration, General Concentration, MPA** program and applying them to both the minor requirements and the MPA program requirements. The Public Administration Minor provides a solid foundation in essential management concepts, techniques, communication, and organizational behavior, while the Master of Public Administration (MPA) provides a thorough understanding of the advanced processes, polices, and practices associated with the management of inclusive and diverse public service and nonprofit organizations at the municipal, regional, state, federal and international levels of governance. The MPA will introduce students to advanced real-world knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. Students will learn to engage, motivate, and lead individuals in diverse and inclusive public and private business enterprises. Those who complete both the minor and the MPA program will be in a unique position to understand and navigate the complex interactions between the public and private sectors, including policymaking, ethics, and the increasing privatization of the public sector.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- General
- Law Enforcement and Security
- Urban Innovations
- Digital Technology and Security

Requirements for the Master of Public Administration

The MPA requires completion of nine three-semester-hour courses for a total of 27 units, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Advanced Program - 27 units

Required Courses - 18 units

- PAD 301A Research Methods and Analysis 3 unit(s)
- PAD 302A Public Policy Analysis and Program Evaluation 3 unit(s)
- PAD 304A Public Enterprise Management and Public Sector Business Relations 3 unit(s)
- PAD 305A Budgeting and Financial Management 3 unit(s)
- PAD 307A Personnel Management and Labor Relations 3 unit(s)
- PAD 396A Graduate Research Project in Public Management 3 unit(s)

Digital Technology and Security Concentration (MPA-DTS) - 9 units

Designed for public service professionals who seek to gain advanced knowledge, critical thinking, advisory, as well as operational and managerial skills leading and serving digital technology and security departments and teams in the public and nonprofit sectors. Practitioners will benefit from the core MPA courses in leadership, organizational development, law, budgeting, public-private partnership, and policy research. The specialization courses in IT management, data structures and networks, software engineering leadership, and infrastructure security address evolving real-time issues and cases facing federal, state, municipal agencies as well as nonprofit and private organizations.

Complete the following:

- ITM 300 IT Management & Digital Transformation in the Business Enterprise 3 unit(s)
  And select two of the following:
- ITM 304 Managing Data Structures 3 unit(s)
- ITM 316 Software Engineering Leadership 3 unit(s)
- ITM 323 Security, Privacy and Compliance 3 unit(s)

Public Administration, General Concentration, MPA

Program Information

Offered by the oldest public administration department in the San Francisco Bay Area, the Master of Public Administration (MPA) is for working students interested in a thorough understanding of the processes, issues, policies, and practices associated with the management of inclusive, diverse, and equitable public service and nonprofit organizations at the city, county, state, federal and international levels of governance. The MPA will introduce students to real-world, real-time knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. The program will expose students to best practices in resilient leadership, succession planning, benchmarking, intergovernmental relations, results-based budgeting, anti-corruption and ethics, privacy and cybersecurity, as well as business and community engagement.

The MPA program is accelerated, rigorous, and taught by professors who all have extensive public service experiences. These seasoned professor-practitioners provide in-depth, real-time exposure to executive and supervisory skills and knowledge common to middle and upper-level management in all public and nonprofit organizations. This includes city and urban planning; financial management; human resources and labor relations; organizational development and adaptive leadership; law and social justice; policy formulation, and implementation; accountability and ethics.

The goal of the MPA program is to provide students with the leadership, organizational, analytical and communication skills, problem-solving techniques and subject-based knowledge required to manage effectively complex organizations. In addition, the program provides a critical understanding of the cross-cutting political, social, economic and environmental problems confronted by communities and citizens particularly the poor, at-risk, minorities, and marginalized. A strong sense of professional commitment to the highest standards of ethical behavior, respect for others, and the core values upon which the profession of public administration is founded on are important goals of GGU's MPA program. For the opportunity to socialize and network within their fields, students are encouraged to join the American Society for Public Administration (ASPA) and the International City/County Management Association (ICMA). GGU also has a chapter of the national public administration honor society, Pi Alpha Alpha and ICMA and has been an institutional member of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) since 1973.

Student Learning Outcomes

Graduates will be able to demonstrate knowledge of the theory and practice of:

- Ethics and accountability;
- Policymaking and intergovernmental relations;
- Leadership and organizational resilience;
- Business and community engagement;
- Public finance and budgeting;
- Law and social justice;
- Urban planning and innovations;
- Law enforcement and security;
- Digital technology and security;
- Human resource management and labor relations; and
- Policy research, analytics, and communications.

Undergraduate Public Administration Pathway Program

Students who elect to pursue the **Public Administration Minor** have the option of taking graduate-level courses from the **Public**

Administration, General Concentration, MPA program and applying them to both the minor requirements and the MPA program requirements. The Public Administration Minor provides a solid foundation in essential management concepts, techniques, communication, and organizational behavior, while the Master of Public Administration (MPA) provides a thorough understanding of the advanced processes, polices, and practices associated with the management of inclusive and diverse public service and nonprofit organizations at the municipal, regional, state, federal and international levels of governance. The MPA will introduce students to advanced real-world knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. Students will learn to engage, motivate, and lead individuals in diverse and inclusive public and private business enterprises. Those who complete both the minor and the MPA program will be in a unique position to understand and navigate the complex interactions between the public and private sectors, including policymaking, ethics, and the increasing privatization of the public sector.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- General
- Law Enforcement and Security
- Urban Innovations
- Digital Technology and Security

Requirements for the Master of Public Administration

The MPA requires completion of nine three-semester-hour courses for a total of 27 units, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Advanced Program - 27 units

Required Courses - 18 units

- PAD 301A Research Methods and Analysis 3 unit(s)
- PAD 302A Public Policy Analysis and Program Evaluation 3 unit(s)
- PAD 304A Public Enterprise Management and Public Sector Business Relations 3 unit(s)
- PAD 305A Budgeting and Financial Management 3 unit(s)
- PAD 307A Personnel Management and Labor Relations 3 unit(s)
- PAD 396A Graduate Research Project in Public Management 3 unit(s)

Elective Courses - 9 units

Select three of the following:

- PAD 300A Theory, Ethics and Practice in Public Service 3 unit(s)
- PAD 303A Organizational Development and Leadership 3 unit(s)
- PAD 306A Public Service and the Law 3 unit(s)
- PAD 397A Internship: Public Service 3 unit(s)

Public Administration, Law Enforcement and Security Concentration, MPA

Program Information

Offered by the oldest public administration department in the San Francisco Bay Area, the Master of Public Administration (MPA) is for working students interested in a thorough understanding of the processes, issues, policies, and practices associated with the management of inclusive, diverse, and equitable public service and nonprofit organizations at the city, county, state, federal and international levels of governance. The MPA will introduce students to real-world, real-time knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. The program will expose students to best practices in resilient leadership, succession planning, benchmarking, intergovernmental relations, results-based budgeting, anti-corruption and ethics, privacy and cybersecurity, as well as business and community engagement.

The MPA program is accelerated, rigorous, and taught by professors who all have extensive public service experiences. These seasoned professor-practitioners provide in-depth, real-time exposure to executive and supervisory skills and knowledge common to middle and upper-level management in all public and nonprofit organizations. This includes city and urban planning; financial management; human resources and labor relations; organizational

development and adaptive leadership; law and social justice; policy formulation, and implementation; accountability and ethics.

The goal of the MPA program is to provide students with the leadership, organizational, analytical and communication skills, problem-solving techniques and subject-based knowledge required to manage effectively complex organizations. In addition, the program provides a critical understanding of the cross-cutting political, social, economic and environmental problems confronted by communities and citizens particularly the poor, at-risk, minorities, and marginalized. A strong sense of professional commitment to the highest standards of ethical behavior, respect for others, and the core values upon which the profession of public administration is founded on are important goals of GGU's MPA program. For the opportunity to socialize and network within their fields, students are encouraged to join the American Society for Public Administration (ASPA) and the International City/County Management Association (ICMA). GGU also has a chapter of the national public administration honor society, Pi Alpha Alpha and ICMA and has been an institutional member of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) since 1973.

Student Learning Outcomes

Graduates will be able to demonstrate knowledge of the theory and practice of:

- Ethics and accountability;
- Policymaking and intergovernmental relations;
- Leadership and organizational resilience;
- Business and community engagement;
- Public finance and budgeting;
- Law and social justice;
- Urban planning and innovations;
- Law enforcement and security;
- Digital technology and security;
- Human resource management and labor relations; and
- Policy research, analytics, and communications.

Undergraduate Public Administration Pathway Program

Students who elect to pursue the **Public Administration Minor** have the option of taking graduate-level courses from the **Public Administration, General Concentration, MPA** program and applying them to both the minor requirements and the MPA program requirements. The Public Administration Minor provides a solid foundation in essential management concepts, techniques, communication, and organizational behavior, while the Master of Public Administration (MPA) provides a thorough understanding of the advanced processes, polices, and practices associated with the management of inclusive and diverse public service and nonprofit organizations at the municipal, regional, state, federal and international levels of governance. The MPA will introduce students to advanced real-world knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. Students will learn to engage, motivate, and lead individuals in diverse and inclusive public and private business enterprises. Those who complete both the minor and the MPA program will be in a unique position to understand and navigate the complex interactions between the public and private sectors, including policymaking, ethics, and the increasing privatization of the public sector.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- General
- Law Enforcement and Security
- Urban Innovations
- Digital Technology and Security

Requirements for the Master of Public Administration

The MPA requires completion of nine three-semester-hour courses for a total of 27 units, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Advanced Program - 27 units

Required Courses - 18 units

- PAD 301A Research Methods and Analysis 3 unit(s)
- PAD 302A Public Policy Analysis and Program Evaluation 3 unit(s)
- PAD 304A Public Enterprise Management and Public Sector Business Relations 3 unit(s)
- PAD 305A Budgeting and Financial Management 3 unit(s)
- PAD 307A Personnel Management and Labor Relations 3 unit(s)

- PAD 396A Graduate Research Project in Public Management 3 unit(s)

Law Enforcement and Security Concentration (MPA-LES) - 9 units

Designed for law enforcement, public safety and private security professionals, probation and correctional officers, military police and first responders and front liners who seek to gain advanced knowledge, critical thinking, as well as operational and managerial skills leading and serving diverse, inclusive, equitable, and resilient communities. Practitioners will benefit from the core MPA courses in leadership, organizational development, law budgeting, and research. The specialization courses in law enforcement, public safety, emergencies and pandemics, use of force, race and justice, community engagement, and security address issues and cases facing federal, state, municipal, nonprofit, and private agencies.

Select three of the following courses:

- PAD 311A Current Issues in Law Enforcement 3 unit(s)
- PAD 312A Disaster, Emergency and Security 3 unit(s)
- PAD 313A Law Enforcement Ethics, Training and Accountability 3 unit(s)
- PAD 397A Internship: Public Service 3 unit(s)

Public Administration, Urban Innovations Concentration, MPA

Program Information

Offered by the oldest public administration department in the San Francisco Bay Area, the Master of Public Administration (MPA) is for working students interested in a thorough understanding of the processes, issues, policies, and practices associated with the management of inclusive, diverse, and equitable public service and nonprofit organizations at the city, county, state, federal and international levels of governance. The MPA will introduce students to real-world, real-time knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. The program will expose students to best practices in resilient leadership, succession planning, benchmarking, intergovernmental relations, results-based budgeting, anti-corruption and ethics, privacy and cybersecurity, as well as business and community engagement.

The MPA program is accelerated, rigorous, and taught by professors who all have extensive public service experiences. These seasoned professor-practitioners provide in-depth, real-time exposure to executive and supervisory skills and knowledge common to middle and upper-level management in all public and nonprofit organizations. This includes city and urban planning; financial management; human resources and labor relations; organizational development and adaptive leadership; law and social justice; policy formulation, and implementation; accountability and ethics.

The goal of the MPA program is to provide students with the leadership, organizational, analytical and communication skills, problem-solving techniques and subject-based knowledge required to manage effectively complex organizations. In addition, the program provides a critical understanding of the cross-cutting political, social, economic and environmental problems confronted by communities and citizens particularly the poor, at-risk, minorities, and marginalized. A strong sense of professional commitment to the highest standards of ethical behavior, respect for others, and the core values upon which the profession of public administration is founded on are important goals of GGU's MPA program. For the opportunity to socialize and network within their fields, students are encouraged to join the American Society for Public Administration (ASPA) and the International City/County Management Association (ICMA). GGU also has a chapter of the national public administration honor society, Pi Alpha Alpha and ICMA and has been an institutional member of the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) since 1973.

Student Learning Outcomes

Graduates will be able to demonstrate knowledge of the theory and practice of:

- Ethics and accountability;
- Policymaking and intergovernmental relations;
- Leadership and organizational resilience;
- Business and community engagement;
- Public finance and budgeting;
- Law and social justice;
- Urban planning and innovations;
- Law enforcement and security;
- Digital technology and security;
- Human resource management and labor relations; and
- Policy research, analytics, and communications.

Undergraduate Public Administration Pathway Program

Students who elect to pursue the **Public Administration Minor** have the option of taking graduate-level courses from the **Public Administration, General Concentration, MPA** program and applying them to both the minor requirements and the MPA program requirements. The Public Administration Minor provides a solid foundation in essential management concepts, techniques, communication, and organizational behavior, while the Master of Public Administration (MPA) provides a thorough understanding of the advanced processes, polices, and practices associated with the management of inclusive and diverse public service and nonprofit organizations at the municipal, regional, state, federal and international levels of governance. The MPA will introduce students to advanced real-world knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. Students will learn to engage, motivate, and lead individuals in diverse and inclusive public and private business enterprises. Those who complete both the minor and the MPA

program will be in a unique position to understand and navigate the complex interactions between the public and private sectors, including policymaking, ethics, and the increasing privatization of the public sector.

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- General
- Law Enforcement and Security
- Urban Innovations
- Digital Technology and Security

Requirements for the Master of Public Administration

The MPA requires completion of nine three-semester-hour courses for a total of 27 units, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Advanced Program - 27 units

Required Courses - 18 units

- PAD 301A Research Methods and Analysis 3 unit(s)
- PAD 302A Public Policy Analysis and Program Evaluation 3 unit(s)
- PAD 304A Public Enterprise Management and Public Sector Business Relations 3 unit(s)
- PAD 305A Budgeting and Financial Management 3 unit(s)
- PAD 307A Personnel Management and Labor Relations 3 unit(s)
- PAD 396A Graduate Research Project in Public Management 3 unit(s)

Urban Innovations Concentration (MPA-URBAN) - 9 units

Designed for city, town, county, regional, and urban managers, planners, analysts, and consultants who seek to gain advanced knowledge, critical thinking, as well as operational and managerial skills in this rapidly evolving and dynamic field. Practitioners will benefit from the core MPA courses in leadership, organizational development, law, budgeting, data analytics, and policy research. The specialization courses on urban growth, technology, and competitiveness, inclusiveness, diversity, equity, and resilience address economic, social, climate change, and environmental issues and cases facing citizens and communities, and their business, government, and nonprofit agencies.

Select three of the following courses:

- PAD 320A Growth, Technology, and Competitiveness 3 unit(s)
- PAD 321A Inclusion, Diversity, Equity, and Accessibility 3 unit(s)
- PAD 322A Resilience, Livability, and Sustainability 3 unit(s)
- PAD 397A Internship: Public Service 3 unit(s)

Master of Science

Advanced Financial Planning, Estate Planning Concentration, MS

Program Information

The Master of Science in Advanced Financial Planning and Taxation is an innovative degree designed for financial planners who have already passed the CFP® examination and who wish to reinforce key planning skills, increase their expertise in the critical areas of taxation or estate planning, and add the academic weight of a graduate certificate and a master's degree to their professional credentials. Partnering with the nationally known Golden Gate Bruce F. Braden School of Taxation, GGU's financial planning program permits students to build on their CFP® background and move directly into advanced study in the field. This degree program is particularly well-suited for new or more experienced planners who aim to take their careers to a higher level.

Student Learning Outcomes

Graduates of the MS in advanced financial planning program will demonstrate the following skills and capabilities:

- Interpersonal skills necessary to maintain successful client relationship and to work effectively with colleagues, individually or in teams

- The quantitative, analytical, and technical skills needed to address complex financial situations
- The ability to apply their knowledge to real-world problems in financial planning
- Knowledge of the principles of managing a financial planning practice
- Knowledge of the legal and regulatory environment in which financial planning occurs and familiarity with relevant licensing, reporting and compliance requirements

Graduates with a concentration in Financial Life Planning will demonstrate the following skills and capabilities:

- Advanced interviewing skills for uncovering client history, vision, and values.
- Identify specific client behavioral biases and heuristics and adapt advice accordingly.
- Advanced coaching skills for helping clients affect positive change and achieve goals.
- Apply research on client trust and relationship commitment to develop and sustain highly-functional client relationships.
- Apply research on the impact of money scripts to facilitate better financial health for clients.

Graduates with a concentration in Taxation or Estate Planning will demonstrate the following skills and capabilities:

- Knowledge of essential tax principles and doctrines, including, but not limited to the following; and be able to critically apply these principles to practical situations:
  - Common law
  - Claim of right
  - Assignment of income
  - Realization
  - Constructive receipt
  - Related party transactions
  - Gross income
  - Tax benefit rule
- The ability to identify tax issues, to research these issues, and to communicate effectively the results orally and in writing

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' transcripts and diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- Estate Planning
- Financial Life Planning
- Taxation

Requirements for the Master of Science in Advanced Financial Planning

The Master of Science in Advanced Financial Planning and Taxation (MS FPT) is a 10-course degree built around the Graduate Certificate in Taxation or the Graduate Certificate in Estate Planning, depending on the student's concentration. The MS FPT requires completion of 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Applicants to this program must possess an undergraduate degree from an accredited college or university and have passed the Certified Financial Planner® examination at the time of admission. No foundation courses are required for this degree; passage of the CFP® examination provides adequate evidence of appropriate preparation for advanced study in financial planning and taxation.

All course prerequisites must be satisfied prior to enrolling in a given course; prerequisites are indicated in the section "Course Descriptions."

Advanced Program - 30 units

Core Courses - 6 units

- FP 230 Personal Financial Planning Cases 3 unit(s)
- FP 330 Business Development in Personal Financial Planning 3 unit(s)

Estate Planning Concentration - 24 units

Required Courses - 18 units

- TA 318 Advanced Federal Income Taxation 3 unit(s)
- TA 325 Estate and Gift Taxation 3 unit(s)
- TA 329 Tax Research and Decision Making 3 unit(s)
- TA 334 Estate Planning 3 unit(s)
- TA 337 Individual Retirement Plans and Distributions 3 unit(s)
- TA 344 Federal Income Taxation of Trusts and Estates 3 unit(s)

Electives - 6 units

- Take two courses (6 units) of 300- or 400-level FI or FP prefix courses.

Advanced Financial Planning, Financial Life Planning Concentration, MS

Program Information

The Master of Science in Advanced Financial Planning and Taxation is an innovative degree designed for financial planners who have already passed the CFP® examination and who wish to reinforce key planning skills, increase their expertise in the critical areas of taxation or estate planning, and add the academic weight of a graduate certificate and a master's degree to their professional credentials. Partnering with the nationally known Golden Gate Bruce F. Braden School of Taxation, GGU's financial planning program permits students to build on their CFP® background and move directly into advanced study in the field. This degree program is particularly well-suited for new or more experienced planners who aim to take their careers to a higher level.

Student Learning Outcomes

Graduates of the MS in advanced financial planning program will demonstrate the following skills and capabilities:

- Interpersonal skills necessary to maintain successful client relationship and to work effectively with colleagues, individually or in teams
- The quantitative, analytical, and technical skills needed to address complex financial situations
- The ability to apply their knowledge to real-world problems in financial planning
- Knowledge of the principles of managing a financial planning practice
- Knowledge of the legal and regulatory environment in which financial planning occurs and familiarity with relevant licensing, reporting and compliance requirements

Graduates with a concentration in Financial Life Planning will demonstrate the following skills and capabilities:

- Advanced interviewing skills for uncovering client history, vision, and values.
- Identify specific client behavioral biases and heuristics and adapt advice accordingly.
- Advanced coaching skills for helping clients affect positive change and achieve goals.
- Apply research on client trust and relationship commitment to develop and sustain highly-functional client relationships.
- Apply research on the impact of money scripts to facilitate better financial health for clients.

Graduates with a concentration in Taxation or Estate Planning will demonstrate the following skills and capabilities:

- Knowledge of essential tax principles and doctrines, including, but not limited to the following; and be able to critically apply these principles to practical situations:
  - Common law
  - Claim of right
  - Assignment of income
  - Realization
  - Constructive receipt
  - Related party transactions
  - Gross income
  - Tax benefit rule
- The ability to identify tax issues, to research these issues, and to communicate effectively the results orally and in writing

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' transcripts and diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- Estate Planning
- Financial Life Planning
- Taxation

Requirements for the Master of Science in Advanced Financial Planning

The Master of Science in Advanced Financial Planning and Taxation (MS FPT) is a 10-course degree built around the Graduate Certificate in Taxation or the Graduate Certificate in Estate Planning, depending on the student's concentration. The MS FPT requires completion of 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Applicants to this program must possess an undergraduate degree from an accredited college or university and have passed the Certified Financial Planner® examination at the time of admission. No foundation courses are required for this degree; passage of the CFP® examination provides adequate evidence of appropriate preparation for advanced study in financial planning and taxation.

All course prerequisites must be satisfied prior to enrolling in a given course; prerequisites are indicated in the section "Course Descriptions."

Advanced Program - 30 units

Core Courses - 6 units

- FP 230 Personal Financial Planning Cases 3 unit(s)
- FP 330 Business Development in Personal Financial Planning 3 unit(s)

Financial Life Planning Concentration - 24 Units

Required Courses - 15 units

- FI 360 Behavioral Finance 3 unit(s)
- FP 440 Introduction to Financial Life Planning 3 unit(s)
- FP 447 Facilitating Financial Health 3 unit(s)
- FP 449 Coaching Skills for Financial Professionals 3 unit(s)
- PSYCH 320 Therapeutic Communication and Counseling Skills 3 unit(s)

Electives - 9 units

- Take three courses (9 units) of 300- or 400-level FI, FP, or PSYCH prefix courses.

Advanced Financial Planning, Taxation Concentration, MS

Program Information

The Master of Science in Advanced Financial Planning and Taxation is an innovative degree designed for financial planners who have already passed the CFP® examination and who wish to reinforce key planning skills, increase their expertise in the critical areas of taxation or estate planning, and add the academic weight of a graduate certificate and a master's degree to their professional credentials. Partnering with the nationally known Golden Gate Bruce F. Braden School of Taxation, GGU's financial planning program permits students to build on their CFP® background and move directly into advanced study in the field. This degree program is particularly well-suited for new or more experienced planners who aim to take their careers to a higher level.

Student Learning Outcomes

Graduates of the MS in advanced financial planning program will demonstrate the following skills and capabilities:

- Interpersonal skills necessary to maintain successful client relationship and to work effectively with colleagues, individually or in teams
- The quantitative, analytical, and technical skills needed to address complex financial situations
- The ability to apply their knowledge to real-world problems in financial planning
- Knowledge of the principles of managing a financial planning practice
- Knowledge of the legal and regulatory environment in which financial planning occurs and familiarity with relevant licensing, reporting and compliance requirements

Graduates with a concentration in Financial Life Planning will demonstrate the following skills and capabilities:

- Advanced interviewing skills for uncovering client history, vision, and values.
- Identify specific client behavioral biases and heuristics and adapt advice accordingly.
- Advanced coaching skills for helping clients affect positive change and achieve goals.
- Apply research on client trust and relationship commitment to develop and sustain highly-functional client relationships.
- Apply research on the impact of money scripts to facilitate better financial health for clients.

Graduates with a concentration in Taxation or Estate Planning will demonstrate the following skills and capabilities:

- Knowledge of essential tax principles and doctrines, including, but not limited to the following; and be able to critically apply these principles to practical situations:
  - Common law
  - Claim of right
  - Assignment of income
  - Realization
  - Constructive receipt
  - Related party transactions
  - Gross income
  - Tax benefit rule
- The ability to identify tax issues, to research these issues, and to communicate effectively the results orally and in writing

Declaring Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' transcripts and diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Students may select from the following concentrations:

- Estate Planning
- Financial Life Planning
- Taxation

Requirements for the Master of Science in Advanced Financial Planning

The Master of Science in Advanced Financial Planning and Taxation (MS FPT) is a 10-course degree built around the Graduate Certificate in Taxation or the Graduate Certificate in Estate Planning, depending on the student's concentration. The MS FPT requires completion of 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Applicants to this program must possess an undergraduate degree from an accredited college or university and have passed the Certified Financial Planner® examination at the time of admission. No foundation courses are required for this degree; passage of the CFP® examination provides adequate evidence of appropriate preparation for advanced study in financial planning and taxation.

All course prerequisites must be satisfied prior to enrolling in a given course; prerequisites are indicated in the section "Course Descriptions."

Advanced Program - 30 units

Core Courses - 6 units

- FP 230 Personal Financial Planning Cases 3 unit(s)
- FP 330 Business Development in Personal Financial Planning 3 unit(s)

Taxation Concentration - 24 units

Required Courses - 12 units

- TA 318 Advanced Federal Income Taxation 3 unit(s)
- TA 329 Tax Research and Decision Making 3 unit(s)
- TA 330 Property Transactions 3 unit(s)
- TA 338 Tax Timing 3 unit(s)

Electives - 12 units

Finance Electives - 6 units

- Take any two courses (6 units) 300- or 400-level FI or FP prefix courses.

Tax Elective - 3 units

- Any course (3 units) with a TA prefix

General Elective - 3 units

- Any 300- or 400- level course (3 units)

Business Analytics, MS

Program Information

The Master of Science in Business Analytics (MSBA) degree program is to present students with an understanding of the many possibilities for applying data analytics to business problems. Data analytics, and the implications of this strategic discipline, give practitioners new opportunities for discovering insights that can support the strategic goals and decision making of the organization. The discipline has grown so fast that it is impossible to address all of its elements, so this degree should be viewed as a "toolkit" of statistical and analytic theory, processes, tools, and techniques, which can be integrated into the business depending on the discipline and needed outcomes.

The MSBA is relevant to multiple audiences, including: the business manager charged with using data analytics to derive value from data and/or leveraging analytics teams to get that value; the subject matter expert (SME) in a business discipline charged with using analytics on the job; the budding business analytics data scientist requiring understanding of a myriad of data analytics tools from which to draw, and the IT professional responsible for supporting the analytics infrastructure and addressing issues of data security, privacy and ethics. This program is a STEM-designated degree program.

Student Learning Outcomes

Graduates of the Master of Science in Business Analytics degree program will have the knowledge and skills to:

- Explain the differences between structured and unstructured data, aligning each with appropriate business applications.
- Articulate and align with corporate performance, the complexities of data management, including organizational structures, data policy, data governance, data ownership, and data strategies.
- Explain and give examples of the three analytic disciplines of descriptive, predictive, and prescriptive (optimization).
- Identify the different kinds of tools used in optimization and simulation and explain their appropriate usage in the work environment.
- Identify and explain the steps of the CRISP-DM process model.
- Anticipate challenges to data security, privacy and ethics, recommending reasonable solutions to issues when they occur.
- Recognize the challenges of Big Data and describe the use of supporting technologies.

- Use visual outcomes of analytics to communicate effective messages to members of the business community.
- Describe the different approaches to machine learning, demonstrating application of the most common algorithms.
- Explain Natural Language Processing, identifying potential uses and challenges.
- Interpret and analyze individual business problems, selecting the best analytic approach and appropriate tools for extracting value from the data.
- Promote data quality by effectively acquiring, cleansing, and organizing data for analysis.
- Plan and implement the use of self-service analytics in the workplace, addressing the challenges of stand-alone implementations.
- Explain the influence that AI has on business processes and execution.

Requirements for the Master of Science in Business Analytics

The Master of Science in Business Analytics requires completion of 36 units in the graduate program and a 3-unit graduate statistics course, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Foundation program courses may be waived in accordance with university policy regarding course waivers. Students must meet the foundation program requirement before starting any advanced program courses, with the exception of MSBA 300. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Foundation Program - 3 units

The foundation program provides the groundwork for the advanced program courses and concentration courses.

- BUS 240 Data Analysis for Managers 3 unit(s)

  (Must earn a "B" or better before starting advanced program courses.)

Advanced Program - 18 units

Core Courses - 15 units

- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MSBA 301 Enterprise Data and Performance Management 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- MSBA 305 Business Intelligence and Decision Support 3 unit(s)
- MSBA 320 Advanced Data Analytics with Python 3 unit(s)

Required Course - 3 units

- MSBA 395 Business Analytics Capstone 3 unit(s)

Elective Courses - 18 units

Select six of the following:

- MSBA 307 AI for Data Security, Integrity, and Risk Mitigation 3 unit(s)
- MSBA 321 Big Data Ecosystems 3 unit(s)
- MSBA 324 Data and Social Media Analytics 3 unit(s)
- MSBA 326 Machine Learning for Predictive Analytics 3 unit(s)
- MSBA 327 Natural Language Processing 3 unit(s)
- MSBA 328 Visualization and Communication 3 unit(s)
- MSBA 329 Prescriptive Analytics and Optimization 3 unit(s)
- MSBA 330 Self-Service Analytics With Artificial Intelligence 3 unit(s)
- MSBA 340 Artificial Intelligence in Business 3 unit(s)

Finance, MS

Program Information

The Master of Science in Finance is a specialized, technical degree program that provides in-depth exposure to the principles and practices of corporate finance. It is a primary objective of this program to ensure that, by the time they graduate, students will have acquired the specialized skills and knowledge needed to add immediate value to their organizations in their roles as financial managers. This degree is intended for students who have made a professional commitment to this key business discipline and who are interested in equipping themselves with the most comprehensive array of analytical tools and techniques.

Student Learning Outcomes

Graduates of the MS in Finance program will have the knowledge and skills to:

- Evaluate and explain financial decisions regarding the firm's investment and long- and short-term financing strategies by applying financial theory, quantitative decision-making tools, and analytical methods.
- Apply economic analysis to the firm's decision-making, taking into account the impact of markets, institutions, and international trends on these decisions. Understand whether or to what extent a financial market satisfies the conditions of an efficient market.
- Define and measure business and financial risk. Describe the relationship between risk and return, and distinguish between expected and required returns. Explain how risk affects the valuation of real and financial assets, and describe techniques for managing risk.
- Evaluate the corporate governance structures of firms and examine the interactions, from a governance perspective, among firm management, financial markets, and stakeholders.
- Describe and evaluate the ethical implications of financial decision-making and financial practices, assess alternative recommendations for solutions to ethical financial problems, and offer appropriate resolutions to those problems.

Requirements for the Master of Science in Finance

The Master of Science in Finance requires completion of 6 units in the foundation program and 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Foundation program courses may be waived in accordance with university policy regarding course waivers. Courses carry three semester units of credit unless otherwise noted. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

All course prerequisites must be satisfied prior to enrolling in a given course and are indicated in the course description for each course. Individual foundation program courses may be waived if the student has previously completed comparable courses at a regionally accredited college or university. Students may enroll in advanced program courses before they have completed the entire foundation program (provided they have met any course prerequisites) but must complete the foundation program by the time that they have enrolled in 12 units in the advanced program.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Foundation Program - 6 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Advanced Program - 30 units

Required Courses - 21 units

- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)
- ECON 380 Financial Markets and Institutions 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- FI 307 Financial Modeling 3 unit(s)
- FI 340 Investments 3 unit(s)
- FI 347 Financial Engineering and Risk Management 3 unit(s)
- FI 428 Business Valuation 3 unit(s)

Elective Courses - 9 units

Finance Electives - 6 units

Select two of the following:

- FI 315 Corporate Financial Planning and Analysis 3 unit(s)
- FI 318 Venture Capital and Start-Up Financing 3 unit(s)
- FI 350 Portfolio Management 3 unit(s)
- FI 360 Behavioral Finance 3 unit(s)
- FI 497 Internship: Finance 3 unit(s)

Other Elective - 3 units

Select one ACCTG, FI, or MSBA 300/400-level course.

Concentration

Instead of completing 9 units of elective courses, students may complete the following program concentration: Technical Analysis Concentration

Finance, Technical Analysis Concentration, MS

Program Information

The Master of Science in Finance is a specialized, technical degree program that provides in-depth exposure to the principles and practices of corporate finance. It is a primary objective of this program to ensure that, by the time they graduate, students will have acquired the specialized skills and knowledge needed to add immediate value to their organizations in their roles as financial managers. This degree is intended for students who have made a professional commitment to this key business discipline and who are interested in equipping themselves with the most comprehensive array of analytical tools and techniques.

Student Learning Outcomes

Graduates of the MS in Finance program will have the knowledge and skills to:

- Evaluate and explain financial decisions regarding the firm's investment and long- and short-term financing strategies by applying financial theory, quantitative decision-making tools, and analytical methods.
- Apply economic analysis to the firm's decision-making, taking into account the impact of markets, institutions, and international trends on these decisions. Understand whether or to what extent a financial market satisfies the conditions of an efficient market.
- Define and measure business and financial risk. Describe the relationship between risk and return, and distinguish between expected and required returns. Explain how risk affects the valuation of real and financial assets, and describe techniques for managing risk.
- Evaluate the corporate governance structures of firms and examine the interactions, from a governance perspective, among firm management, financial markets, and stakeholders.
- Describe and evaluate the ethical implications of financial decision-making and financial practices, assess alternative recommendations for solutions to ethical financial problems, and offer appropriate resolutions to those problems.

Requirements for the Master of Science in Finance

The Master of Science in Finance requires completion of 6 units in the foundation program and 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Foundation program courses may be waived in accordance with university policy regarding course waivers. Courses carry three semester units of credit unless otherwise noted. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

All course prerequisites must be satisfied prior to enrolling in a given course and are indicated in the course description for each course. Individual foundation program courses may be waived if the student has previously completed comparable courses at a regionally accredited college or university. Students may enroll in advanced program courses before they have completed the entire foundation program (provided they have met any course prerequisites) but must complete the foundation program by the time that they have enrolled in 12 units in the advanced program.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Foundation Program - 6 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Advanced Program - 30 units

Required Courses - 21 units

- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)
- ECON 380 Financial Markets and Institutions 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- FI 307 Financial Modeling 3 unit(s)
- FI 340 Investments 3 unit(s)
- FI 347 Financial Engineering and Risk Management 3 unit(s)
- FI 428 Business Valuation 3 unit(s)

Technical Analysis Concentration - 9 units

The Technical Analysis Concentration in the MS Finance Program focuses on using charts, technical indicators and statistical analysis to identify patterns and make investment decisions. The disciplined application of these methods are combined to analyze past market

data and predict future price movements. Technical analysis is often used in conjunction with other forms of analysis, such as fundamental analysis, to make informed investment decisions. This concentration covers the disciplines of chart pattern analysis, trend identification, momentum indicators, oscillators, moving averages, sentiment and risk management. Investment methodology development and peak performance trading are studied. This concentration prepares students to become skilled in interpreting financial data and making informed investment decisions.

- FI 352 Technical Analysis of Securities 3 unit(s)
- FI 358 Technical Market Analysis Strategies 3 unit(s)
- FI 360 Behavioral Finance 3 unit(s)

Financial Analytics, MS

Program Information

The Master of Science in Financial Analytics is a specialized, technical program that provides in-depth exposure to the principles and practices of corporate finance and business analytics. The primary objective of the program is to ensure that graduating students acquire the specialized skills and knowledge that they will need to add immediate value to their organizations in their roles as Financial Analysts. This program is a STEM-designated degree program.

Student Learning Outcomes

Graduates of the MS in the Financial Analytics degree program will have the knowledge and skills to:

- Evaluate and explain financial decisions regarding the firm's investment and long- and short-term financing strategies by applying financial theory, quantitative decision-making tools, and analytical methods.
- Apply economic analysis to the firm's decision-making, considering the impact of markets, institutions, and international trends on these decisions.
- Define and measure business and financial risk. Describe the relationship between risk and return, and distinguish between expected and required returns. Explain how risk affects the valuation of real and financial assets, and describe techniques for managing risk.
- Interpret and analyze individual business problems using data, selecting the best analytic approach and appropriate tools for extracting value from the data available.
- Use visual outcomes of analytics to communicate effective messages and recommendations for management teams.

Requirements for the Master of Science in Financial Analytics

The Master of Science in Financial Analytics requires completion of 6 units in the foundation program and 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Foundation program courses may be waived in accordance with university policy regarding course waivers. Courses carry three semester units of credit unless otherwise noted. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

All course prerequisites must be satisfied prior to enrolling in a given course and are indicated in the course description for each course. Individual foundation program courses may be waived if students have previously completed comparable courses at a regionally accredited college or university. Students may enroll in advanced program courses before they have completed the entire foundation program (provided they have met any course prerequisites) but must complete the foundation program by the time that they have enrolled in 12 units in the advanced program.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Foundation Program - 6 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- BUS 240 Data Analysis for Managers 3 unit(s)

Advanced Program - 30 units

Required Courses - 24 units

- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- FI 307 Financial Modeling 3 unit(s)
- FI 340 Investments 3 unit(s)
- FI 347 Financial Engineering and Risk Management 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MSBA 320 Advanced Data Analytics with Python 3 unit(s)

Capstone Course - 3 units

- FI 395 Financial Analytics Capstone 3 unit(s)

Elective Course - 3 units

Select any ACCTG, ECON, FI, or MSBA 300/400-level course, which may include FI 497 Internship: Finance.

Financial Planning, MS

Program Information

The Master of Science in Financial Planning is designed for students who aspire to become financial planners, investment advisers or money managers, or who may be interested in one of the many elements - estate planning, insurance, taxes, real estate, for example - of this broad and rapidly growing field. Golden Gate offers the oldest accredited Master of Science in Financial Planning degree in the country, having offered our first courses in 1980.

At the heart of this degree is a core of courses that examine the key functions of financial planning: financial planning principles, income tax planning, risk management, estate planning, investments, employee benefits, retirement planning, and the psychology of money. Not only do these courses provide the academic foundation of the discipline, they also satisfy the educational requirements necessary for the premier Certified Financial Planner™ designation; thus, students can prepare to sit for the CFP® exam while they are earning an advanced academic degree in financial planning.*

Student Learning Outcomes

Graduates of the MS in financial planning degree program will possess the following knowledge, skills, abilities, and values:

- The quantitative, analytical, and technical skills needed to address complex financial situations
- An appreciation of the role played by the emotional and psychological dimensions of the financial planning process, and the ability to integrate those elements into a comprehensive financial plan
- Interpersonal skills necessary to maintain successful client relationships and to work effectively with colleagues, individually or in teams
- The skills and knowledge of financial planning that are represented in the full range of topics covered by the CFP® examination
- The ability to apply their knowledge to real-world problems in financial planning
- Knowledge of the legal and regulatory environment in which financial planning occurs and familiarity with relevant licensing, reporting, and compliance requirements
- The ability to recognize the ethical dilemmas that may arise in financial planning practice, and familiarity with appropriate responses to those dilemmas

Requirements for the Master of Science in Financial Planning

The Master of Science in Financial Planning requires completion of 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Courses carry three semester units of credit unless otherwise noted. All course prerequisites must be satisfied prior to enrolling in a given course; prerequisites are indicated in the section "Course Descriptions." For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they are successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Waiver of Proficiency Requirements

The standard proficiency requirements above for the MS in Financial Planning will be waived for students who have completed the GGU Financial Planning Graduate Certificate within the last two years. In their place, the student is required to submit an official transcript of a completed undergraduate or graduate degree from a regionally accredited university in the United States, or the equivalent of such recognition from another English-speaking country, and to have earned a minimum GPA of 3.0. The student's transcript from the certificate program will also be considered in the admissions decision.

Advanced Program - 30 units

Core Courses - 21 units

- FP 220 Introduction to Personal Financial Planning 3 unit(s)
- FP 221 Personal Investment Management 3 unit(s)

- FP 222 Retirement and Employee Benefits Planning 3 unit(s)
- FP 223 Risk Management and Insurance Planning 3 unit(s)
- FP 225 Personal Income Tax Planning 3 unit(s)
- FP 226 Personal Estate Planning 3 unit(s)

One of the Following:

- FP 230 Personal Financial Planning Cases 3 unit(s)
  OR
- FP 450 Personal Financial Planning Practicum 3 unit(s)

Electives - 9 units

Take three 300- or 400-level graduate courses with FI or FP prefixes.

Note:

Students who satisfy their electives by taking FP 447, FP 440, and FP 449, will also satisfy the course requirements for the Graduate Certificate in Financial Life Planning.

*Golden Gate University is a "Registered Program," which provides authorized coursework covering all of the knowledge requirements of the CFP®. Golden Gate University does not award the CFP® and Certified Financial Planner™ designations. The right to use the marks CFP® and Certified Financial Planner™ is granted by the Certified Financial Planner Board of Standards to those persons who have met its rigorous educational standards, passed the CFP Board's certification examination, satisfied a work experience requirement and agreed to abide by the CFP Board's Code of Ethics and Professional Responsibility. Only persons registered with the CFP Board are permitted to sit for the certification examination. CFP® certificates and licenses are issued only by the CFP Board.

Human Resource Management, MS

Program Information

The Master of Science in Human Resource Management degree is designed for students interested in managing people at work and helping to solve business problems through the management of people. Students study the best practices in people management and learn how to consider the perspectives of both employees and employers. All students learn the principles of managing people both in the US and abroad; the U.S. laws and regulations pertaining to the employment relationship; information systems used to track workers and analyze their performance and placement in organizations; and how to manage people to aid in the attainment of organizational goals.

Student Learning Outcomes

Graduates of the Master of Science in Human Resource Management degree program will have the knowledge and skills to:

- Craft and carry out strategic solutions that align people, practices and business needs for successful organizational performance.
- Build ethical, sustainable and scalable partnerships with organizational business units that support enhanced employee satisfaction, efficiency and effectiveness.
- Identify and apply relevant federal, state and local laws and regulations to prevent and solve problems and ethically minimize risk.
- Facilitate the identification and execution of organizational change efforts as needed to meet organizational goals.
- Assimilate, manage and analyze demographic and business data and metrics using state-of-the-art Human Resource Management Systems (HRMS) to enable effective human capital recommendations and decision-making.
- Promote and facilitate inclusion and employee engagement as a means of expanding and improving people's contributions.

Admission Requirements

Applicants to the Master of Science in Human Resource Management program must:

- Provide a detailed resume reflecting all education, all work experience and relevant awards, certificates and other accomplishments; and
- Provide a written statement of purpose that addresses the following questions:
  1) Why the applicant believes the Master of Science in Human Resource Management is a good fit for their academic and professional development and goals
  2) What strengths and experiences the applicant has that demonstrate their likelihood to succeed in the program
  3) What circumstances or challenges in the applicant's background need additional explanation (if any)

- A personal interview may be required, and the interview may be conducted in-person or via video-conference.

Requirements for the Master of Science in Human Resource Management

The Master of Science in Human Resource requires completion of 27 units, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Each course listed carries three semester

units of credit. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Academic Program - 27 units

Core Courses - 24 units

- HRM 301 Work and Workforce Trends 3 unit(s)
- HRM 302 Acquiring and Retaining Human Resources 3 unit(s)
- HRM 303 HR as Legal Partner 3 unit(s)
- HRM 304 Technology Strategies for Human Resource Management 3 unit(s)
- HRM 305 Total Compensation 3 unit(s)
- HRM 306 Learning and Development 3 unit(s)
- HRM 308 Ethics in Managing People At Work 3 unit(s)
- HRM 309 HR as Strategic Business Partner 3 unit(s) (to be taken last)

Electives - 3 units

One of the following:

- HRM 307 International HRM 3 unit(s)
- HRM 398 Internship: Human Resources Management 3 unit(s)

Information Technology Management, MS

Program Information

Contemporary Information Technology (IT) managers are organizational leaders who bridge and integrate the worlds of business and IT. They engage business leaders in ongoing and innovative application of information technologies, and have the skill sets to function in a complex discipline with many facets.

The Master of Science in Information Technology Management (MS ITM) program is designed to develop professionals suited for the top positions in the IT management field. The degree meets the needs of the modern management-level technology professional responsible for the planning, budgeting, design, integration and deployment of strategic enterprise technologies and programs that contribute to the organization's success.

The MS ITM curriculum is grounded in the four foundational components of IT: 1) software, 2) infrastructure, 3) network/communications, and 4) data. The program addresses these foundations from both a contemporary and forward-looking perspective. Instructors with current field experience present courses that address strategic application of the foundation while integrating emerging technologies, e.g., unstructured data analytics (Big Data), cloud services, virtualization, mobile platforms, and social media. This program is a STEM-designated degree program.

Student Learning Outcomes

Graduates of the MS in Information Technology management program will have the knowledge and skills to:

- Explain the framework of the IT discipline, identifying both foundational and support organizations.
- Participate in management level discussions that cross IT departmental lines.
- Identify issues associated with each of the functional areas of IT and offer solutions.
- Engage in planning and budgeting processes for each of the foundational components of IT.
- Use their knowledge of IT organizations to break down barriers existing between IT silos in their work environment.
- Engage their business community in meaningful dialogue regarding possible solutions to IT/business problems.
- Integrate new and emerging technologies into each of the foundational components of IT.
- Describe the processes of digital transformation and business re-engineering.
- Explain modern software engineering approaches for minimum viable product, CI/CD, self-scaling and site reliability engineering.
- Demonstrate ability lead and govern the routine operational management functions of IT including tools for PMP, ITIL, SLA monitoring, compliance audit, risk, and security management.

Requirements for the Master of Science in Information Technology Management

The Master of Science in Information Technology Management requires completion of 3 units in the foundation program and 30 units in the advanced program, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Foundation program courses may be waived in accordance with university policy regarding course waivers. To facilitate scheduling, students may be admitted to advanced program courses before completion of the foundation program, but must complete the foundation courses by the time that nine units have been earned in the advanced program. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Foundation Program - 3 units

The foundation program course should be completed or in-progress before enrolling in any of the 300-level advanced program courses.

- BUS 240 Data Analysis for Managers 3 unit(s)

Advanced Program - 30 units

Students must complete ITM 300 in the first six units of the program. ITM 300 is a co-requisite for the following courses: ITM 304, ITM 316, and ITM 318.

Core Courses - 18 units

- ITM 300 IT Management & Digital Transformation in the Business Enterprise 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- ITM 316 Software Engineering Leadership 3 unit(s)
- ITM 318 Network and Infrastructure Management 3 unit(s)
- ITM 323 Security, Privacy and Compliance 3 unit(s)
- MSBA 321 Big Data Ecosystems 3 unit(s)

Capstone Course - 3 units

Select one of the following:

- ITM 395 Strategic Information Technology Planning, Organization and Leadership 3 unit(s)
- ITM 398 Internship: Information Technology Management 3 unit(s)

Elective Courses - 9 units

Select any three of the following:

Business Analytics Courses:

- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MSBA 320 Advanced Data Analytics with Python 3 unit(s)
- MSBA 328 Visualization and Communication 3 unit(s)
- MSBA 330 Self-Service Analytics With Artificial Intelligence 3 unit(s)

Leadership Courses:

- LEAD 300 Management and Leadership 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)
- LEAD 304 Leading Complex Change 3 unit(s)
- LEAD 305 Adaptive Decision Making 3 unit(s)

Project Management Courses:

- PM 340 Introduction to Project Management 3 unit(s)
- PM 342 Agile Management for Project Managers 3 unit(s)
- PM 343 Advanced Project Planning, Finance, and Control 3 unit(s)
- PM 344 Business Transformation Through Program Management 3 unit(s)
- PM 348 Project Risk Management 3 unit(s)

Security Courses:

- ITM 331 Securing the Technology Infrastructure 3 unit(s)
- ITM 332 Security Standards and Practices 3 unit(s)

Marketing, MS

Program Information

The Master of Science in Marketing (MS MKT) degree at GGU is designed for individuals seeking to advance, enhance, or change their careers in preparation for leadership roles in the marketing field and beyond. This innovative, cutting-edge program equips students with advanced skills to navigate the rapidly evolving marketing landscape while providing a strong foundation in fundamental business disciplines. The core curriculum covers best practices in consumer behavior, brand management, product development, and marketing data analytics. Students will engage with global business challenges, management, cultural and ethical practices, and gain hands-on experience with digital platforms and emerging digital tools essential for critical decision-making and creativity. Incorporating the latest industry trends, the program emphasizes the integration of artificial intelligence, communication and storytelling, and partnerships as key strategies for present and future marketing success.

MS MKT program stands out by offering its courses entirely online or through a hybrid synchronous format (HSF), making it accessible to working adults and adult learners. Weekend career development, networking events, and marketing related speaker series/workshops will be open to all Online and HSF students twice a semester. The degree can be completed in less than two years, allowing students to swiftly acquire the expertise needed to excel in various marketing and leadership roles. Graduates are prepared to excel in various marketing roles, from digital strategists to brand managers, product developers as well as CMO and other management leadership positions. With proximity to industry leaders from Silicon Valley and Bay Area and diverse business environments, students gain invaluable insights shared by leading practitioners/faculty, positioning them at the forefront of the dynamic field of marketing. The program emphasizes

practical application through interactive courses that foster engagement with peers and faculty.

Student Learning Outcomes

1. **Strategic Application and Planning**: Apply marketing theories and frameworks to real-world situations, and design, compile, and produce professional-quality marketing plans that include measurable objectives in global economy.
2. **Market Research and Analysis**: Conduct and employ marketing data analytics, qualitative, experimental, quantitative analysis and creative insights to support marketing decisions
3. **Analytical and Problem-Solving Skills**: Demonstrate analytical skills for decision-making in marketing, utilizing creativity, emotional intelligence, qualitative and quantitative analysis to support strategies.
4. **Consumer Behavior and Segmentation**: Obtain insights into consumer behavior, define customer segments, and identify specific target markets to create meaningful marketing messages.
5. **Integrated Marketing Communications**: Develop the structure of an integrated marketing communication plan, selecting appropriate media, platforms and methods for effective outreach.
6. **Brand and Product Management**: Understand brand management strategies, product development to that enhance brand value.
7. **Social, Digital Marketing and Innovation**: Engage with digital platforms and emerging tools, leveraging modern strategies such as artificial intelligence and influencer marketing. Demonstrate content marketing and storytelling and understanding of SEO/SEM.
8. **Communication and Collaboration**: Exhibit strong written, oral and visual communication skills while collaborating effectively with diverse teams on projects.
9. **Ethical, DEIB Awareness**: Evaluate ethical, environmental, and economic concerns related to marketing practices.
10. **Career Readiness**: Prepare for leadership roles in various marketing positions by developing essential skills in strategic thinking, team management, communication and personal branding.

Requirements for the Master of Science in Marketing

The Master of Science in Marketing requires completion of 27 units, with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Courses carry three semester units of credit unless otherwise noted. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Graduate Mathematics Proficiency Requirement

Students are expected to possess a level of mathematical proficiency at least equivalent to MATH 20 Applied Intermediate Algebra. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Mathematics Proficiency Requirement.

Core Courses - 18 units

- MKT 300 Marketing Management 3 unit(s)
- MKT 305 Integrated Marketing Communications 3 unit(s)
- MKT 336 Marketing Research 3 unit(s)
- MKT 337 Marketing Strategy and Planning 3 unit(s) *
- MKT 338 Consumer Behavior 3 unit(s)
- MKT 352 Digital Marketing and E-commerce 3 unit(s)

*This capstone course must be taken in last 9 units

Elective Courses - 9 units

Select three of the following:

- MKT 302 Communications and Presentations 3 unit(s)
- MKT 322 Social Media and Marketing 3 unit(s)
- MKT 323 Search Engine Marketing - Design, Implementation and Optimization 3 unit(s)
- MKT 324 Web and Social Network Analytics 3 unit(s)
- MKT 325 Brand and Product Management 3 unit(s)
- MKT 335 New-Product Decisions 3 unit(s)
- MKT 396A-ZZ Selected Topics in Marketing 3 unit(s) *
- MKT 398 Internship: Marketing 3 unit(s)

*Topic expected to change yearly

Graduate Certificate

Analytics for Competitive Advantage Graduate Certificate

Program Information

Business Analytics is a strategic discipline that gives practitioners new opportunities for discovering insights that can support strategic goals and decision making. This certificate is meant for managers and executives who need to understand how analytics fits into their

organization. Key learnings focus on defining and integrating business analytics into all aspects of the organization, managing the data assets of the company, aligning analytics with performance management metrics, and applying story telling techniques to communicate outputs of analytic insights in a clear, visual manner.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 12 units

- MSBA 300 Foundations of Business Analytics 3 unit(s)
- MSBA 301 Enterprise Data and Performance Management 3 unit(s)
  (Take the two courses above first.)
- MSBA 328 Visualization and Communication 3 unit(s)
- MSBA 330 Self-Service Analytics With Artificial Intelligence 3 unit(s)

Conflict Resolution and Coaching Graduate Certificate

Program Information

The Graduate Certificate in Conflict Resolution prepares students for work in mediation, negotiation and dispute resolution. Students will learn the skills and concepts of non-adversarial problem solving and apply them in both public and private sectors, including family law, business, commerce, tax, insurance and domestic disputes. Arrangements may be made for specific industries or interests to have a graduate certificate in conflict resolution especially designed to meet the regulatory requirements of that field.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 12 units

- PSYCH 349 Executive Coaching Theory and Practice 3 unit(s)
- PSYCH 356 Conflict Resolution: Ethics, Theory and Practice 3 unit(s)
- PSYCH 361 Coaching: Interpersonal Skills and Practices 3 unit(s)

Select one of the following:

- PSYCH 304 Cross-Cultural Aspects of Psychology 3 unit(s)
- PSYCH 355 Diversity in Organizations 3 unit(s)

Counseling Skills Graduate Certificate

Program Information

The Graduate Certificate in Counseling Skills is designed for students who wish to develop counseling skills without pursuing licensure as a psychotherapist. Counseling skill is a critical asset in many professions, especially those that involve working with people.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Undergraduate Psychology Pathway Programs

As a **pathway** to the graduate-level counseling programs, students who complete certain undergraduate-level courses with grades of "B" or better at Golden Gate University as a part of completing the **Bachelor of Arts in Psychology** or a **Psychology Minor** with another Bachelor's degree may receive internal transfer credit for the corresponding graduate-level courses for the **Master of Arts in Counseling Psychology** or the Graduate Certificate in Counseling Skills programs. Internal transfer credit will be recorded after students' Bachelor's degrees have been conferred. Note: Students who complete the courses below but who do not earn Bachelor's degrees at GGU with Psychology majors or minors (formerly concentrations) are not eligible for this incentive.

Students who complete the following undergraduate courses may receive internal transfer credit as shown below:

- **PSYCH 102 Lifespan Development: Theories and Applications** corresponds to **PSYCH 302 Lifespan Development: Theories and Applications for Therapists**.
- **PSYCH 120 Principles and Methods of Counseling** corresponds to **PSYCH 320 Therapeutic Communication and Counseling Skills**.

Required Courses - 12 units

- PSYCH 320 Therapeutic Communication and Counseling Skills 3 unit(s)

Select three of the following:

- PSYCH 302 Lifespan Development: Theories and Applications for Therapists 3 unit(s)
- PSYCH 304 Cross-Cultural Aspects of Psychology 3 unit(s)
- PSYCH 306 Group Models of Counseling 3 unit(s)
- PSYCH 308 Applied Psychological Research 3 unit(s)
- PSYCH 321 Psychopathology 3 unit(s)
- PSYCH 322 Psychological Assessment 3 unit(s)
- PSYCH 323 Psychodynamic Models of Counseling 3 unit(s)
- PSYCH 324 Child/Adolescent Psychology, Assessment and Treatment 3 unit(s)
- PSYCH 325 Principles of Couple and Family Counseling 3 unit(s)
- PSYCH 326 Legal and Ethical Responsibility for Counselors 3 unit(s)
- PSYCH 329 The Neuroscience of Counseling and Psychopharmacology 3 unit(s)
- PSYCH 331 Human Sexuality 1 unit(s)
- PSYCH 333 Substance Use, Co-Occurring Disorders and Addiction 1 unit(s)
- PSYCH 334 Relational Abuse: Assessment, Treatment and Reporting 1 unit(s)
- PSYCH 335 Special Issues in the Treatment of Families 2 unit(s)
- PSYCH 337 Community Mental Health 3 unit(s)
- PSYCH 339 Cognitive-Behavioral and Short-Term Models of Counseling 3 unit(s)
- PSYCH 351 Career Counseling and Development 3 unit(s)
Other courses, such as those in the MA in Industrial-Organizational Psychology program, may be selected instead of the elective courses listed above, in consultation with the program director.

Financial Life Planning Graduate Certificate

Program Information

The graduate certificate in financial life planning is available for those who are seeking tools and training to make them more effective as coaches, facilitators, and change agents in their clients' lives.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 9 units

- FP 440 Introduction to Financial Life Planning 3 unit(s)
- FP 447 Facilitating Financial Health 3 unit(s)
- FP 449 Coaching Skills for Financial Professionals 3 unit(s)

Financial Planning Graduate Certificate

Program Information

The graduate financial planning certificate requires the completion of seven courses (21 semester units), plus any necessary prerequisite courses. No comprehensive examination is required. The graduate financial planning certificate meets the educational requirement of the Certified Financial Planner® (CFP®) designation.*

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

* After successfully completing GGU's graduate financial planning certificate, students who hold a bachelor's degree from an accredited college or university are eligible to sit for the CFP® examination if they register with the CFP Board. Students can sit for the CFP® examination before completing the experience requirement. Golden Gate University does not award the CFP® and Certified Financial Planner™ designations. The right to use the marks CFP® and Certified Financial Planner™ is granted by the Certified Financial Planner Board of Standards (CFP Board) to those persons who have met its rigorous educational standards, passed the CFP Board's certification examination, satisfied a work experience requirement and agreed to abide by the CFP Board's Code of Ethics and Professional Responsibility. Only persons registered with the CFP Board are permitted to sit for the certification examination. CFP® certificates and licenses are issued only by the CFP Board (www.CFP-Board.org).

Required Courses - 21 units

The seven courses that make up the graduate financial planning certificate also comprise much of the core of the MS degree in financial planning. Thus, students who complete the certificate program need only three additional courses (as well as any foundation courses that may be required) in order to complete the MS degree. Students should speak with the director of the financial planning program about this exciting opportunity.

- FP 220 Introduction to Personal Financial Planning 3 unit(s)
- FP 221 Personal Investment Management 3 unit(s)
- FP 222 Retirement and Employee Benefits Planning 3 unit(s)
- FP 223 Risk Management and Insurance Planning 3 unit(s)
- FP 225 Personal Income Tax Planning 3 unit(s)
- FP 226 Personal Estate Planning 3 unit(s) (Must be taken as part of the final six units of the program)
- FP 230 Personal Financial Planning Cases 3 unit(s)

Human Resource Management Graduate Certificate

Program Information

This certificate is designed for people who are focused on a specific aspect of or interest in the field of human resource management. The focused program allows students to concentrate on certain skills and knowledge within the broad field of managing people at work. Students will work closely with advisors and faculty to ensure that they take the courses most relevant to their field of interest.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Graduate Certificate/Credential Proficiencies

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Required Courses - 9 units

Three of the following:

- HRM 301 Work and Workforce Trends 3 unit(s)
- HRM 302 Acquiring and Retaining Human Resources 3 unit(s)
- HRM 303 HR as Legal Partner 3 unit(s)
- HRM 304 Technology Strategies for Human Resource Management 3 unit(s)
- HRM 305 Total Compensation 3 unit(s)
- HRM 306 Learning and Development 3 unit(s)
- HRM 307 International HRM 3 unit(s)
- HRM 308 Ethics in Managing People At Work 3 unit(s)

Industrial-Organizational Psychology Graduate Certificate

Program Information

The Graduate Certificate in Industrial-Organizational Psychology provides students with a foundation in the field of Industrial-Organizational Psychology and its allied disciplines. Students pursue a course of study that exposes them to the field's essential theoretical frameworks while also facilitating the pursuit of Psychology, the certificate is ideally combined with the MA in Counseling Psychology for those students who seek to apply their skills to the workplace.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable

to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Course - 3 units

- PSYCH 345 Organizational Behavior and Development 3 unit(s)

Elective Courses - 9 units

Select three of the following:

- LEAD 301 Personal Leadership 3 unit(s)
- LEAD 304 Leading Complex Change 3 unit(s)
- PSYCH 308 Applied Psychological Research 3 unit(s)
- PSYCH 344 Tests and Measurements 3 unit(s)
- PSYCH 349 Executive Coaching Theory and Practice 3 unit(s)
- PSYCH 354 Consulting Skills 3 unit(s)
- PSYCH 355 Diversity in Organizations 3 unit(s)
- PSYCH 361 Coaching: Interpersonal Skills and Practices 3 unit(s)

Information Technology Management Graduate Certificate

Program Information

The Graduate Certificate in Information Technology Management can be configured to suit the student's unique professional goals and requirements. The flexible structure allows students to acquire new knowledge or to refresh their knowledge and skills in areas they need most. Courses in this certificate program can be applied to the **Master of Science in Information Technology Management** and other GGU Master of Science degree programs. However, students must still satisfy the graduate admission requirements for those degree programs.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 12 units

- ITM 300 IT Management & Digital Transformation in the Business Enterprise 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- ITM 316 Software Engineering Leadership 3 unit(s)
- ITM 318 Network and Infrastructure Management 3 unit(s)

Elective Courses - 6 units

Select two of the following:

- ITM 323 Security, Privacy and Compliance 3 unit(s)
- LEAD 300 Management and Leadership 3 unit(s)
- PM 342 Agile Management for Project Managers 3 unit(s)

Law Enforcement and Security Graduate Certificate

Program Information

The graduate certificate in Law Enforcement and Security is designed for law enforcement, public safety and private security professionals, probation and correctional officers, military police and first responders and front liners who seek to gain advanced knowledge, critical thinking, as well as operational and managerial skills leading and serving diverse, inclusive, equitable, and resilient communities. Practitioners will benefit from the core PAD courses in leadership, organizational development, law budgeting, and research. The specialization courses in law enforcement, public safety, emergencies and pandemics, use of force, race and justice, community engagement, and security address issues and cases facing federal, state, municipal, nonprofit, and private agencies.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 9 units

- PAD 311A Current Issues in Law Enforcement 3 unit(s)

- PAD 312A Disaster, Emergency and Security 3 unit(s)
- PAD 313A Law Enforcement Ethics, Training and Accountability 3 unit(s)

Project Management Graduate Certificate

Program Information

This certificate provides a concentrated course of study for students seeking to build their career in the growing profession of project management. Graduates leave with the following knowledge and skills: beginning and advanced project management technical skills based on the PMBOK (Project Management Body of Knowledge), agile management framework and tools, and the complex leadership and organizational skills to manage virtual and in-person project teams. The completion of just one GGU class fulfills PMI®'s education requirement to apply for either the Certified Associate in Project Management (CAPM®) or Project Management Professional (PMP®) exams.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

PMP®, CAPM®, PMBOK® and PMI® are registered trademarks of the Project Management Institute, Inc.

Student Learning Outcomes

Students who successfully complete this certificate program will be able to demonstrate:

- Managerial and leadership skills, e.g., leadership, team collaboration, planning, problem solving, communication, staffing and budgeting.
- Project-management skills, including planning, scope management, stakeholder analysis, quality assessment, risk management, team building and scheduling.
- Program and portfolio management skills, including understanding issues in project selection, vendor relationships, outsourcing, finance, purchasing and contract negotiations, as well as regulatory and compliance issues.

Required Courses - 9 units

- PM 340 Introduction to Project Management 3 unit(s)
- PM 342 Agile Management for Project Managers 3 unit(s)

One of the following:

- PM 343 Advanced Project Planning, Finance, and Control 3 unit(s)
- PM 344 Business Transformation Through Program Management 3 unit(s)
- PM 348 Project Risk Management 3 unit(s)

Public Administration Leadership Graduate Certificate

Program Information

The Graduate Certificate in Public Administration Leadership (GCPAL) requires the completion of four courses (12 semester units), plus any necessary prerequisite courses. With a graduate leadership certificate in public administration, students learn to do the right things. They gain real-world skills that allow them to identify, analyze, and evaluate political, managerial, and policy concerns faced by communities, governments, and citizens especially the poor, at-risk, minorities, and marginalized. Students also develop the necessary confidence and competencies needed to implement innovative best practices grounded on inclusion, diversity, equity, and accessibility as well as social justice and environmental responsibility.

See Admission to Certificate Programs for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See Graduate Student Academic Standing Standards for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Graduate Certificate/Credential Proficiencies

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Required Courses - 12 units

Required Course - 3 units

- PAD 397A Internship: Public Service 3 unit(s)

Elective Courses - 9 units

Complete any three 3-unit 300-level courses with the subject of **PAD**.

Security in Computer Systems Management Graduate Certificate

Program Information

The Graduate Certificate in Security in Computer Systems Management provides a concentrated course of study for students seeking to build their career in the growing area of Computer Security Management. Students complete the certificate with the following knowledge and skills: security audit, compliance and management including technical skills based on the Kali Linux tool set. The certificate covers three key areas: standards, business compliance auditing and technical monitoring. Students will gain essential security content including standards, compliance, assessment and defense. Certificate course can be applied toward a **Master of Science in Information Technology Management** or an MBA.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 9 units

- ITM 323 Security, Privacy and Compliance 3 unit(s)
- ITM 331 Securing the Technology Infrastructure 3 unit(s)
- ITM 332 Security Standards and Practices 3 unit(s)
  Note: These courses may be taken in any order.

Urban Innovations Graduate Certificate

Program Information

The Graduate Certificate in Urban Innovations is designed for city, town, county, regional, and urban managers, planners, analysts, and consultants who seek to gain advanced knowledge, critical thinking, as well as operational and managerial skills in this rapidly evolving and dynamic field. Practitioners will benefit from the core PAD courses in leadership, organizational development, law, budgeting, data analytics, and policy research. The specialization courses on urban growth, technology, and competitiveness, inclusiveness, diversity, equity, and resilience address economic, social, climate change, and environmental issues and cases facing citizens, communities, and their business, government, and nonprofit agencies.

See **Certificate Program Admission Policies** for more information.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Required Courses - 9 units

- PAD 320A Growth, Technology, and Competitiveness 3 unit(s)
- PAD 321A Inclusion, Diversity, Equity, and Accessibility 3 unit(s)
- PAD 322A Resilience, Livability, and Sustainability 3 unit(s)

Bruce F. Braden School of Taxation

Golden Gate University has earned a reputation for providing the most comprehensive and applicable tax education available today. GGU's tax program is the largest and one of the most respected graduate tax programs in the country. The Big Four and top global firms regularly hire GGU graduates and send their employees to GGU to update their tax education. Our offerings are highly focused and prepare students to be knowledgeable tax professionals. Students will gain a thorough and current understanding of tax law concepts and practices, as well as trends in the discipline in an environment that promotes the development of analytical and communication skills.

Since many of our students are already tax practitioners, our programs are designed to meet the needs of working professionals seeking to advance their careers. Our tax courses bring contemporary issues into the classroom, allowing for spirited investigation with peers. This relevant and practical curriculum combined with hands-on skills training gives students the necessary tools to be an effective leader in this very specialized field.

GGU's Bruce F. Braden School of Taxation provides one of the most cost-effective sources of high-quality continuing professional education for Certified Public Accountants (CPAs) and Enrolled Agents (EAs). Each academic unit equals 15 CPE hours, or 45 hours for the typical three-unit course. For lawyers, MCLE credit may also be earned. The MS in Taxation also fulfills the California State Bar's educational requirement for Certified Specialists in Taxation Law.

The Bruce F. Braden School of Taxation offers a Master of Science in Taxation that can be accomplished on a full-time, part-time, or accelerated schedule that gets around tax busy seasons.

The school also offers graduate certificates in estate planning, taxation, and advanced taxation. Students have the opportunity to take courses in data analytics for tax, automation and innovative technologies, and emerging technology. Courses in these online programs are well-designed and highly interactive. GGU also offers an LLM in Taxation and LLM in Estate Planning through the School of Law. For more information, refer to the **School of Law**.

Relevant Education

Tax courses are consistently updated for recent changes in the tax law. They are designed to give students the understanding and ability to handle tax planning, compliance, and controversies. Each class melds theory and practical experience by tackling real-world problems through a case study approach. Students learn by applying the Internal Revenue Code and administrative and judicial interpretations to a variety of realistic problem sets.

With a strong set of analytical, logical, and technical skills, combined with a comprehensive understanding of tax theory and concepts, students will be well prepared to tackle today's ever-changing laws and business environment.

Benefits

- Largest tax program in the nation.
- Faculty are leading tax accountants and tax attorneys.
- Courses built to fit the demands of career-minded adults.
- Courses specializing in tax analytics and innovative technologies.
- Continuing education credit for attorneys, CPAs and EAs.
- Tax season internship opportunities.

Contact

For further information, please contact the Bruce F. Braden School of Taxation:

Bruce F. Braden School of Taxation
Golden Gate University
536 Mission Street
San Francisco, CA 94105-2968
Phone: 415-442-7880
Email: **tax@ggu.edu**
Website: **www.ggu.edu/programs/taxation**

Masters

Taxation, MS

Program Information

The Master of Science in Taxation degree program at Golden Gate University is one of the finest tax programs in the nation. Our curriculum consists of courses covering general and specialized tax subjects such as estate and gift tax, partnerships, C corporations, LLCs and S corporations, California and multi-state tax, international tax, retirement plans, tax issues for individuals, and practical courses that bring together technology, data analytics, automation and taxation.

All of our classes are taught by expert tax accountants and tax lawyers. GGU offers convenient web-conference (live video interaction) and asynchronous online classes so students can earn their degree with a delivery mode that suits their learning style.

Student Learning Outcomes

Graduates of the Master of Science in Taxation program will possess the skills and knowledge to:

- Demonstrate the ability to identify tax issues, determine the applicable relevant primary authority, analyze relevant primary authority and apply the authorities to reach well-reasoned oral or written conclusions.

- Demonstrate technical tax knowledge in the areas of individual, corporate and partnership taxation.
- Demonstrate basic knowledge and understanding of IRS practice and procedure and be able to represent a client in a tax controversy.
- Demonstrate knowledge of the ethics and standards of professional responsibilities applicable to tax practitioners.

Path2CPA

The undergraduate *Path2CPA* option makes the journey to an advanced degree quicker and less expensive. Students can earn a Master of Science in Taxation (MST) in as little as one year after completing GGU's **BS in Accounting**. The *Path2CPA* option can also satisfy the 150-hour education requirement for CPA licensure. Pursuing this option eliminates the requirement to apply for the MST program and no GMAT/GRE test score is required.

The *Path2CPA* includes the following graduate-level courses: **TA 318 Advanced Federal Income Taxation** and **TA 329A Tax Research and Writing**. The graduate-level courses will be included in the unit totals and GPAs for both applicants' undergraduate Accounting and graduate Taxation degree programs. Students whose average GPA in these two graduate courses falls below a 3.00 GPA will be conditionally admitted to the Master's programs.

Admission Requirements

All Applicants

All applicants should have earned an undergraduate degree from an accredited institution with at least a 3.00 grade-point average (GPA). Individuals with an undergraduate GPA below 3.00 are welcome to apply and will be considered for admission based on employment history, professional accomplishments, recommendations, etc.

Requirements for the Master of Science in Taxation

The Master of Science in Taxation requires completion of 30 units in the graduate program with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Courses listed carry three semester units of credit unless otherwise noted. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the Graduate Writing Proficiency Requirement.

Academic Program - 30 units

Required Courses - 21 units

- TA 318 Advanced Federal Income Taxation 3 unit(s)
- TA 319 Federal Tax Procedure 3 unit(s)
- TA 322A Federal Income Taxation of Corporations and Shareholders I 3 unit(s)
- TA 328 Federal Income Taxation of Partners and Partnerships 3 unit(s)
- TA 329A Tax Research and Writing 1 unit(s) *
- TA 329B Advanced Tax Research and Writing 2 unit(s) *
- TA 330 Property Transactions 3 unit(s)
- TA 338 Tax Timing 3 unit(s)
  *Students may take TA 329 in lieu of these two courses with the permission of the dean.

Elective Courses - 9 units

Select 9 units of coursework with the TA prefix that are not a part of the program's core course requirements. The elective courses cover topics in data analytics, state, international, and estate taxation.

If eligible, students may take TA 398 Internship: Taxation (3-6). Up to 6 units of course credit may be obtained through internship experience. Eligibility is determined by the Bruce F. Braden School of Taxation. Please see **Internship Eligibility** for more information.

As an alternative to taking only taxation (TA) electives, students have the option to select one of their elective courses from the following list:

- ACCTG 335 Visualization of Accounting & Tax Data 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 340 Advanced Automation 3 unit(s)
- ACCTG 341 Emerging Technology in Tax and Accounting 3 unit(s)
- ACCTG 343 AI in Accounting and Tax 3 unit(s)
- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)
- ACCTG 377 Financial Accounting and Reporting 3 unit(s)
- ACCTG 380 Auditing and Attestation 3 unit(s)
  Students transferring credit from accredited law schools, colleges, and universities may be granted up to 6 units of credit toward the Master of Science in Taxation requirements for graduate tax courses successfully completed at those institutions.

Taxation, Technology and Analytics Concentration, MS

Program Information

The Master of Science in Taxation with Technology and Analytics Concentration is designed for tax professionals who seek to be innovators in the field. Students learn to leverage financial information to improve strategic and effective planning and decision-making. Students will obtain key skills in data analytics, automation, visualization and communication of financial data, and an understanding of emerging technologies. This concentration provides graduates with a competitive edge through the practical application of business tools-increasingly used in the tax, accounting, and finance professions. This program is a STEM-designated degree program.

Student Learning Outcomes

Graduates of the Master of Science in Taxation program with a Concentration in Technology and Analytics will possess the skills and knowledge to:

- Demonstrate the ability to identify tax issues, determine the applicable relevant primary authority, analyze relevant primary authority and apply the authorities to reach well-reasoned oral or written conclusions.
- Demonstrate technical tax knowledge in the areas of individual, corporate, and partnership taxation.
- Demonstrate basic knowledge and understanding of IRS practice and procedure.
- Demonstrate knowledge of the ethics and standards of professional responsibilities applicable to tax practitioners.
- Effectively communicate tax and financial information using analytics and automation technology.
- Demonstrate experience and skill in tax planning and analysis through the use of technology tools increasingly used in the tax and accounting professions.

Requirements for the Master of Science in Taxation

The Master of Science in Taxation with Technology and Analytics Concentration requires completion of 36 units in the graduate program with a cumulative grade-point average of 3.00 or better in courses taken at Golden Gate University that are applicable to the program's requirements. Courses listed carry three semester units of credit unless otherwise noted. For further information regarding graduation requirements, see **Academic Requirements for Graduate Programs**.

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students may meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Academic Program - 36 units

Required Courses - 21 units

Note: TA 319 may be waived for students with the dean's approval for students who are seeking to complete 6 units of internship credit.

- TA 318 Advanced Federal Income Taxation 3 unit(s)
- TA 319 Federal Tax Procedure 3 unit(s)
- TA 322A Federal Income Taxation of Corporations and Shareholders I 3 unit(s)
- TA 328 Federal Income Taxation of Partners and Partnerships 3 unit(s)
- TA 329A Tax Research and Writing 1 unit(s) *
- TA 329B Advanced Tax Research and Writing 2 unit(s) *
- TA 330 Property Transactions 3 unit(s)
- TA 338 Tax Timing 3 unit(s)
  *Students may take TA 329 in lieu of these two courses with the permission of the dean.

Concentration Courses - 15 units

Complete a minimum of 15 units from the following courses:

- ACCTG 335 Visualization of Accounting & Tax Data 3 unit(s)
- ACCTG 336 Introduction to Data Analytics for Accountants 3 unit(s)
- ACCTG 339 Automation and Innovative Technologies 3 unit(s)
- ACCTG 341 Emerging Technology in Tax and Accounting 3 unit(s)
- ACCTG 343 AI in Accounting and Tax 3 unit(s)
- TA 398 Internship: Taxation 3-6 unit(s)

Graduate Certificate

Advanced Studies in Taxation Graduate Certificate

Program Information

The Graduate Certificate in Advanced Studies in Taxation is for tax professionals who already have a graduate taxation degree and to update and broaden their knowledge of taxation law.

See **Certificate Program Admission Policies** for admission requirements.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Graduate Certificate/Credential Proficiencies

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Required Courses - 12 units

Twelve units of any course(s) with a TA prefix. (Qualifying courses include all those leading to the MS in Taxation at GGU.)

Estate Planning Graduate Certificate

Program Information

The Graduate Certificate in Estate Planning provides practitioners with a broad-based education in the specialized field of estate planning. Designed and administered by attorneys and accountants who are estate planners, the courses in the certificate program will give students a solid foundation in federal tax law and relevant state law. Students will acquire the tools they need to advise clients on how to formulate, implement and revise estate plans. They will hone their skills on contemporary case studies, using the same legal documents they will encounter in practice. GGU's courses qualify for CPE (for California CPAs and Enrolled Agents) and for CLE (for California attorneys).

See **Certificate Program Admission Policies** for admission requirements.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing Standards** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Graduate Certificate/Credential Proficiencies

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Required Courses - 12 units

- TA 325 Estate and Gift Taxation 3 unit(s)
- TA 334 Estate Planning 3 unit(s)
- TA 337 Individual Retirement Plans and Distributions 3 unit(s)
- TA 344 Federal Income Taxation of Trusts and Estates 3 unit(s)

Taxation Graduate Certificate

Program Information

The Graduate Certificate in Taxation program gives students a practical, general knowledge of taxation.

See **Certificate Program Admission Policies** for admission requirements.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Academic Requirements for Graduate Programs** for more information.

Course prerequisites are indicated in the course description for each course and must be satisfied prior to enrolling in a given course. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by taking the courses at GGU.

Graduate Certificate/Credential Proficiencies

Graduate Writing Proficiency Requirement

Students are expected to possess proficiency in writing to ensure they can be successful in their course of study. Students meet this requirement by satisfying one of the screening criteria listed under the **Graduate Writing Proficiency Requirement**.

Required Courses - 12 units

- TA 318 Advanced Federal Income Taxation 3 unit(s)
- TA 329A Tax Research and Writing 1 unit(s)
- TA 329B Advanced Tax Research and Writing 2 unit(s)
- TA 330 Property Transactions 3 unit(s)
- TA 338 Tax Timing 3 unit(s)

Electives - 3 units

Three units of any course(s) with a TA prefix.

School of Law

Founded in 1901, Golden Gate University School of Law was the first Northern California law school with an evening program and is one of the oldest law schools in the Western United States.

The School of Law provides exceptional, practical legal training combined with solid legal theory. Students are challenged to view law not merely as rules to be mastered, but also as social policies to be explored and questioned.

Graduate Law Programs

Effective Fall 2025, admissions to the LLM in Estate Planning and the LLM Dual Degree in Taxation and Estate Planning are paused until further notice.

Law graduates may continue their legal studies by enrolling in one of our LLM programs: taxation and estate planning. Students with an LLM may also earn an SJD (doctorate) in international legal studies through GGU Worldwide.

Our Faculty

Our School of Law faculty shares a strong commitment to both excellence in teaching and accessibility to students. The full-time and adjunct members of the faculty are dedicated to giving their students one of the best legal educations in the country. They are well respected within the legal community and have been trained at the nation's finest law schools. Their education, real-world legal experience and expert teaching skills prepare students for an exciting, successful career in law.

Masters

Estate Planning, LLM

Effective Fall 2025, admissions to the LLM in Estate Planning are paused until further notice.

Students may earn an LLM in Estate Planning by completing 24 units. To do so, the student must complete the required courses and the remaining units may be fulfilled by electives.

Student Learning Outcomes

- Students graduating from the LLM Program will be able to demonstrate that they understand the legal rules, principles, and theories in the respective field of substantive and procedural law.
- Students graduating from the LLM Program will be able to demonstrate that they can apply the legal rules, principles, and theories in the respective field of substantive and procedural law in order to resolve legal problems and provide advice for prospective clients.
- Students graduating from the LLM Program will be able to demonstrate that they can clearly and effectively communicate in a professional legal setting within the respective field of law.
- Students graduating from the LLM Program will be able to succeed in the respective field of law.

General LLM (Master of Laws) Requirements:

1. Successful completion of 24 or more units;
2. A cumulative GPA of 2.50 on a scale of 4.0;
3. Successful completion of the courses required for the degree program;
4. Completion of the program requirements within the number of years below:
    a. Taxation, 5 years
    b. Estate Planning, 5 years
    c. Dual LLM in Taxation and Estate Planning, 5 years

Note: Program Directors may exercise the right to administratively withdraw any student who withdraws from two (2) or more courses without demonstrating special circumstances.

Required Courses - 18 units

- LLM 317A Tax Research 1 unit(s)
- LLM 318 Advanced Federal Income Taxation 3 unit(s)
- LLM 330 Property Transactions 3 unit(s)
- LLM 325 Estate and Gift Taxation 3 unit(s)
- LLM 334 Estate Planning I 3 unit(s)
- LLM 334A Estate Planning II 2 unit(s)
- LLM 344 Federal Income Taxation of Trusts and Estates 3 unit(s)

Elective Courses - 6 units

Choose 6 units from any of the following courses:

- LLM 334I Combatting Financial Elder Abuse 1 unit(s)
- LLM 312 Estate Planning Externship 2-3 unit(s)
- LLM 334B Estate Planning for the Blended Family 1 unit(s)
- LLM 300B Estate Planning Practice Management 1 unit(s)
- LLM 319 Federal Tax Procedure 3 unit(s)
- LLM 337 Individual Retirement Plans and Distributions 3 unit(s)
- LLM 351 International Estate Planning 1 unit(s)
- LLM 334D Mediating Trust & Estate Disputes 2 unit(s)
- LLM 393 Probate Court Externship 2-3 unit(s)
- LLM 334C Probate Procedure 3 unit(s)

- LLM 300A Professional Responsibility for Trust & Estate Practice 2 unit(s)
- LLM 345 Trust Administration 2 unit(s)
- Additional Estate Planning elective courses as identified in the course schedule.

Internship/Externship

LLM in Estate Planning students may enroll in the tax and estate planning internship/externship programs and are allowed to apply up to six units of this type of non-classroom experience to their degree program. Students seeking to exceed this amount must receive the express permission of the LLM in Taxation and Estate Planning Program Director.

Law Studies, MLS

A wide range of careers today demand an understanding of law and legal principles, from corporate compliance and human relations positions to positions in government and social service agencies. In addition, many students seek legal training to prepare them to be better poised to attend and succeed in law school and become practicing lawyers. Golden Gate's MLS will allow students to acquire a basis in law that will help them secure a job where legal knowledge is required, to advance in a current career having obtained basic legal skills or to position themselves for success in law school and become a practicing lawyer. The MLS consists of 30 credits - a seven-course, 21-credit core covering the range of basic, substantive areas of legal knowledge, as well as three elective courses, each worth three credits, that will introduce students to specialty legal areas in high demand.

Student Learning Outcomes:

Apply legal analysis to critically interpret and explain legal issues;

- Demonstrate abilities to interpret and evaluate legal sources and fact-patterns to which those legal sources will be applied;
- Identify policy justifications for legal rules and principles;
- Apply existing legal responses to new problems and develop new legal theories and responses for new problems;
- Analyze and interpret the economic policy justifications for existing legal rules and regulations and explore those rules and regulations in analysis of novel fact patterns;
- Think critically about the ethical choices those employed in legal professions are required to make;
- Apply ethically sound principles and values to ameliorate and/or mitigate real-world personal and/or professional challenges;
- Demonstrate ability to research legal questions by locating, evaluating and applying appropriate sources to a wide range of legal questions;
- Draft basic legal documents that are clear, concise and thorough to address the defined task; and
- Demonstrate an ability to conduct oral arguments in defense of client interests and, conversely, to respond critically to an adversary's position.

Required Courses - 21 units

- LAWU 300 U.S. Legal System and Process 3 unit(s)
- LAWU 310 Contract Law 3 unit(s)
- LAWU 312 Procedure 3 unit(s)
- LAWU 314 Property Law 3 unit(s)
- LAWU 316 Administrative Law 3 unit(s)
- LAWU 318 Torts: the Law of Civil Harms 3 unit(s)
- LAWU 320 Constitutional Law 3 unit(s)

Elective Courses - 9 units

In addition to the core courses listed above, which must be taken by all students, students may choose from a wide range of electives for courses covering in-demand legal topics, such as:

- LAWU 332 Criminal Law 3 unit(s)
- LAWU 334 Introduction to Intellectual Property Law 3 unit(s)
- LAWU 336 Asylum and Refugee Law 3 unit(s)
- LAWU 338 Introduction to Entertainment Law 3 unit(s)
- LAWU 396A-ZZ Selected Topics in Law Studies 3 unit(s)
- LAWU 399 Directed Study 3 unit(s)

Taxation and Estate Planning, Dual LLM

Effective Fall 2025, admissions to the LLM Dual Degree in Taxation and Estate Planning are paused until further notice.

Students may earn both an LLM in Taxation and an LLM in Estate Planning by completing only 36 units. To do so, the student must complete the required courses for each degree and the remaining units may be fulfilled from electives.

Student Learning Outcomes

- Students graduating from the LLM Program will be able to demonstrate that they understand the legal rules, principles, and theories in the respective field of substantive and procedural law.
- Students graduating from the LLM Program will be able to demonstrate that they can apply the legal rules, principles, and theories in the respective field of substantive and procedural law in order to resolve legal problems and provide advice for prospective clients.
- Students graduating from the LLM Program will be able to demonstrate that they can clearly and effectively

communicate in a professional legal setting within the respective field of law.
- Students graduating from the LLM Program will be able to succeed in the respective field of law.

Dual LLM Requirements:

1. Successful completion of 36 or more units;
2. A cumulative GPA of 2.50 on a scale of 4.0;
3. Successful completion of the courses required for the degree program;
4. Completion of the program requirements within 5 years.

Note: Program Directors may exercise the right to administratively withdraw any student who withdraws from two (2) or more courses without demonstrating special circumstances.

Taxation Required Courses - 16 units

- LLM 317A Tax Research 1 unit(s)
- LLM 318 Advanced Federal Income Taxation 3 unit(s)
- LLM 330 Property Transactions 3 unit(s)
- LLM 322A Federal Income Taxation of Corporations and Shareholders I 3 unit(s)
- LLM 328 Federal Income Taxation of Partners and Partnerships 3 unit(s)
  And one of the following:
- LLM 338 Tax Timing 3 unit(s)
  or
- LLM 319 Federal Tax Procedure 3 unit(s)

Estate Planning Required Courses - 11 units

- LLM 325 Estate and Gift Taxation 3 unit(s)
- LLM 334 Estate Planning I 3 unit(s)
- LLM 334A Estate Planning II 2 unit(s)
- LLM 344 Federal Income Taxation of Trusts and Estates 3 unit(s)

Elective Courses - 9 units

Students in the dual program must complete the remaining 9 units from the elective courses listed for either program.

- Estate Planning Electives
- Taxation Electives

Internship/Externship

LLM Tax students may enroll in the tax and estate planning internship/externship programs and are allowed to apply up to six units of this type of non-classroom experience to their degree program. Students seeking to exceed this amount must receive the express permission of the LLM in Taxation and Estate Planning Programs Director.

Taxation, LLM

Students may earn an LLM in Taxation Law by completing 25 units. To do so, the student must complete the required courses and the remaining units may be fulfilled by electives.

Student Learning Outcomes

- Students graduating from the LLM Program will be able to demonstrate that they understand the legal rules, principles, and theories in the respective field of substantive and procedural law.
- Students graduating from the LLM Program will be able to demonstrate that they can apply the legal rules, principles, and theories in the respective field of substantive and procedural law in order to resolve legal problems and provide advice for prospective clients.
- Students graduating from the LLM Program will be able to demonstrate that they can clearly and effectively communicate in a professional legal setting within the respective field of law.
- Students graduating from the LLM Program will be able to succeed in the respective field of law.

LLM Taxation Requirements:

1. Successful completion of 25 units.
2. A cumulative GPA of 2.50 on a scale of 4.0.
3. Successful completion of the required courses
4. Completion of the program requirements within 5 years.

Note: Program Directors may exercise the right to administratively withdraw any student who withdraws from two (2) or more courses without demonstrating special circumstances.

Required Courses - 16 units

- LLM 317A Tax Research 1 unit(s)
- LLM 318 Advanced Federal Income Taxation 3 unit(s)
- LLM 330 Property Transactions 3 unit(s)
- LLM 322A Federal Income Taxation of Corporations and Shareholders I 3 unit(s)
- LLM 328 Federal Income Taxation of Partners and Partnerships 3 unit(s)
  And one of the following:
- LLM 338 Tax Timing 3 unit(s)
  or
- LLM 319 Federal Tax Procedure 3 unit(s)

Elective Courses - 9 units

Choose 9 units from any of the following courses:

Corporate Courses

- LLM 356 Choice of Entity 3 unit(s)
- LLM 322B Federal Income Taxation of Corporations and Shareholders II 3 unit(s)
- LLM 325 Estate and Gift Taxation 3 unit(s)
- LLM 334 Estate Planning I 3 unit(s)
- LLM 344 Federal Income Taxation of Trusts and Estates 3 unit(s)
- LLM 337 Individual Retirement Plans and Distributions 3 unit(s)
- LLM 351 International Estate Planning 1 unit(s)
- LLM 323 Multistate Tax of Individuals, Trusts/Estates and State Tax Research 3 unit(s)

International Tax Courses

- LLM 321 Principles of International Taxation 3 unit(s)
- LLM 315 Multistate Taxation of Business Entities (other States) 3 unit(s)
- LLM 320 Multistate Tax of Business Entities 3 unit(s)
- LLM 347 State Sales & Use Tax 3 unit(s)
- LLM 332 State Tax Research, Practice and Procedure 3 unit(s)
- LLM 306B Pro Bono Tax Clinic: Sales & Use Tax 1-3 unit(s)
- LLM 306A Pro Bono Tax Clinic: State Income Tax 1-3 unit(s)

Other Tax Electives

- LLM 319 Federal Tax Procedure 3 unit(s)
- LLM 340 Taxation, Politics & the Law 2 unit(s)
- Additional Tax Elective courses as identified in the course schedule.

Internship/Externship

LLM Tax students may enroll in the tax and estate planning internship/externship programs and are allowed to apply up to six units of this type of non-classroom experience to their degree program. Students seeking to exceed this amount must receive the express permission of the LLM in Taxation and Estate Planning Programs Director.

Graduate Certificate

Estate Planning Law Certificate

This certificate is offered under the auspices of the LLM in Taxation Program. Courses must be taken for credit (i.e., not as an auditor). The certificate is available to both degree and non-degree seeking students. A student pursuing the Estate Planning Certificate who decides to continue in the LLM Tax Program or LLM Estate Planning Program may apply all credits earned toward the LLM degree. Students in an LLM degree program may transfer to the Certificate in Estate Planning Program and all qualifying credits will be transferred. All courses must be completed within five years of matriculating and the student must receive a cumulative 2.5 grade point average. Students seeking the Certificate in Estate Planning are not eligible for Financial Aid or Merit Based Scholarships.

Required Courses - 10 units

The Estate Planning Certificate focuses on the topics for the State Bar of California exam. It is awarded to those students who complete the required courses below:

- LLM 300A Professional Responsibility for Trust & Estate Practice 2 unit(s)
- LLM 317A Tax Research 1 unit(s)
- LLM 334 Estate Planning I 3 unit(s)
- LLM 334A Estate Planning II 2 unit(s)
- LLM 345 Trust Administration 2 unit(s)

Taxation Law Certificate

This certificate is offered under the auspices of the LLM in Estate Planning, Trust, and Probate Law Program. Courses must be taken for credit (i.e., not as an auditor). The certificate is available to both degree and non-degree seeking students. A student pursuing the Certificate in Taxation who decides to continue in the LLM in Estate Planning Program may apply all credits earned toward the LLM in Estate Planning degree. Students in the LLM Estate Planning degree program may transfer to the Certificate in Estate Planning Program and all qualifying credits will be transferred. All courses must be completed within five years of matriculating and the student must receive a cumulative 2.5 grade point average. Students who received JD degrees from ABA accredited schools may apply no more than six qualifying units of LLM Estate Planning courses taken. Students seeking the Certificate in Taxation are not eligible for Financial Aid or Merit Based Scholarships.

Required Courses - 13 units

- LLM 317A Tax Research 1 unit(s)
- LLM 318 Advanced Federal Income Taxation 3 unit(s)
- LLM 319 Federal Tax Procedure 3 unit(s)
- LLM 330 Property Transactions 3 unit(s)
- Choose one additional 3 unit LLM Tax course.

GGU Worldwide

Inspired by the United Nations Sustainable Development Goal (SDG) of affordable and inclusive education for everyone on the planet, GGU Worldwide offers students a globally accessible education through online study. Launched in 2022, GGU's international programming platform includes a growing portfolio of practice-based degree programs taught by experienced practitioners and thought leaders in multiple languages. GGU Worldwide delivers the same high-quality degree programs taught from and influenced by our San Francisco and Silicon Valley location, meeting the diverse needs of today's international student population.

For degree programs taught in English, GGU Worldwide welcomes native English speakers, bilingual learners, students from countries where English is an official language, and those who studied in English language schools.

Partnerships

GGU Worldwide partners with mission-aligned leading education technology companies: **upGrad**, **University Hub**, and **Beacon**, along with several global universities, guided by the U.S. Department of Education and **WASC Senior College and University Commission** policies.

University Partnerships

GGU Worldwide partners with mission-aligned universities and academic institutions all over the world to offer affordable and accessible joint, dual, and cooperative programs and international campus agreements. Currently, GGU has memorandum of understanding (MOU) with these partner institutions:

- University of Suffolk (UK)
- Yorkville University (Canada)
- Haaga-Helia University of Applied Sciences (Finland)
- Loyola Institute of Business Administration (India)
- Atlas Skilltech University (India)
- Yenepoya University (India)
- Fu Jen Catholic University (Taiwan)
- De La Salle University - Manila
- University of the Philippines – National College of Public Administration
- University of the Philippines - Visayas
- University of Science and Technology, Southern Philippines
- Holy Name University
- Mindanao State University
- Batangas State University
- Palawan State University
- Ateneo de Zamboanga University
- Xavier University
- iAcademy
- Center for Global Best Practices (Philippines)
- University of Iringa (Tanzania)
- Bangkok University International (Thailand)
- Saigon International University (Vietnam)
- Van Lang University (Vietnam)

upGrad Partnership

upGrad Partner Programs

GGU Worldwide partners with **upGrad**, a global leader in online higher education, to serve degree-seeking students from around the world. Programs offered include the Doctor of Business Administration (DBA) and DBA in Emerging Technology (GenAI concentration), Master of Business Administration (MBA), Global Business Management Professional Certificate, Associate of Arts (AA) in General Studies, Business Management Undergraduate Certificate, and the Computer Science Undergraduate Certificate.

GGU-upGrad Partner Programs are available to students residing both outside and within the United States. However, these academic programs are not eligible for U.S. Federal Student Aid, Canadian Federal Aid, or Provincial Student Aid programs. Study abroad and immersion students must obtain non-immigrant visas to participate. GGU-upGrad Partner Programs are offered on a cohort basis, requiring continuous course enrollment through degree completion. To be affordable and accessible to students in developed and developing economies, generous scholarships are offered to lower tuition rates compared to GGU's traditional degree programs.

upGrad Study Abroad Program

GGU students enrolled in online degree programs offered in partnership with upGrad may opt to complete their last year of study at GGU's San Francisco Campus under the Study Abroad program. This provides students with experiences both inside and outside the classroom, including internships and US government-authorized Curricular Practical Training (CPT) and Optional Practical Training (OPT) programs.

upGrad Immersion Program

Students enrolled in GGU degree programs through the upGrad partnership have an opportunity to experience San Francisco and the Silicon Valley ecosystem through an intensive, academic immersion program. Students are immersed in the financial, technological, political, cultural, economic, environmental, and social justice experiences that make the San Francisco Bay Area one of the most innovative, competitive, and livable regions in the world.

Beacon Partnership

Artificial Intelligence, Global MS (Online in Chinese)

Program Information

The Global Master of Science in Artificial Intelligence (GMSAI) aims to equip students with technical, analytical, and business skills to bridge the gap between AI innovation and its practical application in varying industries, across diverse geographies. This STEM program will focus on the use of AI in strategic decision-making, operations, ethics, and innovation within enterprises. It is uniquely positioned to cater to the growing demand for AI expertise in the global workforce, particularly in business and entrepreneurship where AI applications drive competitive advantage and better customer care.

Student Learning Outcomes

Graduates of the program will demonstrate mastery of the following knowledge and skills:

- Develop advanced knowledge of AI technologies and their emerging, evolving, and disruptive applications in diverse business contexts.
- Analyze complex business situations and apply AI solutions to further organizational goals.
- Cultivate critical thinking, design thinking, predictive modeling, and decision-making skills to identify and provide innovative AI-driven solutions to complex business problems.
- Develop a deep understanding of the leadership, ethical implications, governance, and responsible practices in AI deployment, including mindfulness of bias and privacy.
- Understand the role and utility of predictive analytics and other related AI techniques to tackle real-world business challenges.
- Apply advanced research principles and methods to plan and execute AI-driven projects.
- Gain proficiency in selecting appropriate analytics and AI techniques for various industries, such as sales, marketing, finance, life sciences, healthcare, and public service.

Admissions Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 2 years of professional experience relevant to the program of study.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Science in Artificial Intelligence

The Global Master of Science in Artificial Intelligence requires the completion of a total of 30 units of courses. The culmination of skills, knowledge, and concepts developed in this program will be demonstrated in the capstone courses. Students must earn a cumulative grade point average of 3.00 or better in courses completed at GGU. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Required Courses - 30 units

- MSAI 300 Foundations of Artificial Intelligence 3 unit(s)
- MSAI 301 Artificial Intelligence Ecosystem 3 unit(s)
- MSAI 305 AI Ethics, Governance & Security 3 unit(s)
- MSAI 310 Prompt Engineering and Validation 3 unit(s)
- MSAI 315 ML & Predictive Analytics 3 unit(s)
- MSAI 320 Agentic AI 3 unit(s)
- MSAI 325 Advanced AI for Business 3 unit(s)
- MSAI 340 AI in Service Industries 3 unit(s)
- MSAI 350 AI in Manufacturing and Goods-Producing Industries 3 unit(s)
- MSAI 395 Capstone 3 unit(s)

Business Administration, Global DBA (Online in Chinese)

Program Information

More than 50-years old, Golden Gate University's Global DBA is an accelerated doctoral program that is dedicated to working professionals residing in China. Using a 7.5-week term format, this program is offered online in Chinese (Mandarin) through our partner,

Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global DBA (GDBA) is an action-based, language accessible, fast-paced 57-unit degree focusing on providing doctoral level tactical and strategic leadership and service skills necessary to navigate the rapidly evolving global business management and strategy ecosystem opportunities and threats. Offered in an accelerated delivery method, GDBA students take key courses that focus on management issues impacting the leadership and service of business, government, and nonprofit organizations. Building on existing GGU DBA courses, the GDBA program is designed for global management and marketplace. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the GDBA curriculum is delivered online and in language accessible format.

GGU Worldwide's Global DBA program is designed for working professionals who want to further their career with the most advanced business degree program GGU offers. The GDBA program addresses the learning needs and career objectives of founders, influencers, senior managers, consultants, researchers, thought leaders, and part-time or full-time faculty. Its primary objective is to produce graduates who can contribute to the advancement of their professions and to the expansion of knowledge and awareness of contemporary strategic issues and practices.

GGU Worldwide's Global DBA curriculum has a three-tiered focus. Students examine current theories, practices, and issues in business; learn how to apply advanced research techniques; and study the relationships between business, social and global issues. Doctoral students must be adept in all these skill-set areas as well as adopt critical thinking skills to be successful contributors to the expansion of knowledge and improvement of business practices. For the dissertation, students conduct original

research on a topic of current importance and personal interest. The dissertation must be novel, should impact add to the body of knowledge, and help illuminate the strategic issues they face in their professions.

GGU Worldwide's Global DBA program encourages students to accept the added responsibility of a shared commitment to the advancement of their professions and to upholding the highest ethical standards in the private or public sector.

Student Learning Outcomes

Graduates of the DBA program will achieve the following:

- Thorough knowledge of scientific, practical, and scholarly research methods and the ability to apply them in business as founders, senior managers, consultants, thought leaders, or professors.
- Advanced critical, transformational, and strategic thinking, conceptual and analytical skills.
- Strong understanding of both the seminal theories and the latest practices in business management including advanced and intensive knowledge of theory and practice in business.
- Advanced ability to use qualitative and quantitative tools to perform original applied research and analytics that advances business knowledge and technology.
- Appreciation of cultural, ethical, diversity, equity, justice, environmental, and global issues and their impact on business theory and practices.
- Advanced skills necessary for effective leadership and service in complex evolving, emerging, and disruptive environments through integrating theoretical insights with practical knowledge.

Admission Requirements

GGU seeks doctoral candidates with strong intellect, proper educational preparation, breadth and depth of managerial or professional experience and the capacity for disciplined scholarly investigation. While most applicants have a master's degree in a business-related field, applicants with academic preparation in other fields are welcome to apply.

Admission decisions are made by the GGU International Student Admissions Office and are based on a comprehensive review of each applicant's academic achievements and professional experience.

The following criteria apply:

- GPA Requirement: Applicants must have a cumulative GPA of 3.0 or higher in their most recent degree program for full admission.
- Resume: All applicants are required to submit a current resume/CV.
- Special Review Categories: The following applicants will undergo additional review by the Admissions Office, based on their professional experience and accomplishments:
    - Applicants with a GPA below 3.0 in their most recent degree program.
    - Applicants who do not hold a master's degree must have earned a bachelor's degree and possess a minimum of five years of professional work experience.
- Applicants in the Special Review Categories must also provide:
    - A resume;
    - A statement of purpose or complete an interview conducted by Beacon Education.
        - The statement of purpose or interview must address:
            - A minimum of five years of professional experience post-graduation;
            - How earning a GGU degree will support their career goals.

These materials will be reviewed by the International Student Admission Office and/or the appropriate GGU Faculty Director or Dean as part of the final admission decision.

Faculty

All faculty members who teach in our DBA program have doctoral degrees from leading universities in their fields and possess extensive practical experience. They bring theoretical and a real-world views to their teaching, research, and advising and a commitment to dynamic, leading-edge education.

Students

Our students are one of the program's greatest strengths. Typical doctoral students at GGU are working professionals. Without exception, they come from successful careers in top positions in the private, nonprofit and government sectors. They bring their experiences and knowledge to the classroom and, in turn, demand incisive instruction and intelligent, well-developed classroom discussions.

Format

In keeping with our commitment to support working adult professionals with accessible education, we have designed the GGU Worldwide DBA program as fully online, offering an engaging real-world, real-time curriculum delivered by experienced and highly qualified professors.

Requirements for the Doctor of Business Administration

The Doctor of Business Administration requires completion of 39 units of required courses and 18 units of dissertation work, for a total of 57 units. Students must earn a "B-" or better in each course and a cumulative grade-point average of 3.00 or better.

Required Courses - 39 units

- BUS 310 Business Law 3 unit(s)
- DBA 800A Doctoral Writing and Research Methods 3 unit(s)
- DBA 801A Quantitative Research and Analysis 3 unit(s)
- DBA 802A Qualitative Research and Analysis 3 unit(s)
- DBA 850A Managing Data as an Asset 3 unit(s)
- DBA 870A Marketing Management 3 unit(s)
- DBA 880A Leadership Theory, Research and Application 3 unit(s)
- ECON 301 Economics of Marketplace Transformation and Disruption 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- MGT 301 Entrepreneurship and New Business Development 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Dissertation Phase - 18 units

- DBA 810 Qualifying Exam 0 unit(s)
- DBA 890A Dissertation Topic Proposal 6 unit(s)
- DBA 891A Dissertation Proposal Defense 6 unit(s)
- DBA 892A Dissertation Completion and Approval by Committee 6 unit(s)

Business Administration, Global MBA (Online in Chinese)

Program Information

GGU Worldwide designed an accelerated graduate program that is dedicated to working professionals residing in China. Using intensive 7.5-week terms, this MBA program is offered online in Chinese (Mandarin) through our partner, Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global Master of Business Administration (GMBA) is a rigorous, fast-paced 30-unit degree focusing on providing tactical and strategic leadership and service skills necessary to navigate the rapidly evolving global business management and strategy ecosystem opportunities and threats. Offered in an accelerated delivery compared to GGU's traditional MBA program, students take key courses that focus on global issues impacting organizations and leadership. Building on existing GGU Leadership, EMBA, MBA, MS Finance, Operations, Marketing, and MSBA courses, the degree program is designed for the global marketplace. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the curriculum is delivered in online modality and language accessible format.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Apply leading edge business principles and practices to solve structured and unstructured problems to strengthen strategic positioning in the global economy.
- Apply responsible business practices and ethical principles to inform decision-making.
- Demonstrate use effective teamwork and collaboration skills.
- Deliver professional quality communications that demonstrate appropriate audience awareness.
- Demonstrate effective and strategic leadership performance.

Admission Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 5 years of professional work experience related to the field of study.
- Applicants with an associate's degree or equivalent degree are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience related to the field of study.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Business Administration

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Required Courses - 30 units

- LEAD 300 Management and Leadership 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- BUS 310 Business Law 3 unit(s)
- ECON 301 Economics of Marketplace Transformation and Disruption 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)
- MGT 301 Entrepreneurship and New Business Development 3 unit(s)

Finance, Global MS (Online in Chinese)

Program Information

Golden Gate University designed an accelerated graduate program that is dedicated to working professionals residing in China. Using a 7.5-week term format, this program is offered online in Chinese (Mandarin) through our partner, Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global Master of Science in Finance (GMSF) is an action-based, language accessible, 30-unit accelerated program focused on providing tactical and strategic leadership and service skills necessary to navigate the rapidly evolving global financial ecosystem and marketplace. Offered in an accelerated delivery method compared to Golden Gate University's established MS Finance program, GMSF students take key courses that focus on global issues impacting organizational leadership, finance, and service. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the GMSF curriculum is delivered in online modality and language accessible format.

Launch or extend your career in finance. The Global MS in Finance at Golden Gate University (GGU) Worldwide provides real-world and in-depth exposure to the principles and practices necessary for a career in investment management or corporate finance. The program focuses on specific, compelling areas necessary for success in careers in financial management, investment management, security analysis, corporate banking, and portfolio management, among others.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Evaluate and explain financial decisions regarding the firm's investment and long- and short-term financing strategies by applying financial theory, quantitative decision-making tools, and analytical methods.
- Apply economic analysis to the firm's decision-making, taking into account the impact of markets, institutions, and international trends on these decisions.

- Understand whether or to what extent a financial market satisfies the conditions of an efficient market.
- Define and measure business and financial risk. Describe the relationship between risk and return and distinguish between expected and required returns.
- Explain how risk affects the valuation of real and financial assets and be able to describe techniques for managing risk.
- Evaluate the corporate governance structures of firms and examine the interactions, from a governance perspective, among firm management, financial markets, and stakeholders.
- Describe and evaluate the ethical implications of financial decision-making and financial practices, assess alternative recommendations for solutions to ethical financial problems, and offer appropriate resolutions to those problems.

Admission Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 5 years of professional work experience related to the field of study.
- Applicants with an associate's degree or equivalent degree are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or resume must state the following:
            1. At least 5 years of professional work experience related to the field of study.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose reviewed or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Science in Finance

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Core Courses - 15 units

- LEAD 300 Management and Leadership 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MGT 301 Entrepreneurship and New Business Development 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)

Concentration Courses - 15 units

Select five of the following:

- ACCTG 351C Analysis of Financial Information for Accountants 3 unit(s)
- ECON 380 Financial Markets and Institutions 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- FI 307 Financial Modeling 3 unit(s)
- FI 315 Corporate Financial Planning and Analysis 3 unit(s)
- FI 340 Investments 3 unit(s)
- FI 347 Financial Engineering and Risk Management 3 unit(s)
- FI 350 Portfolio Management 3 unit(s)
- FI 360 Behavioral Finance 3 unit(s)
- FI 428 Business Valuation 3 unit(s)

Leadership, Global MS (Online in Chinese)

Program Information

Golden Gate University designed an accelerated graduate program that is dedicated to working professionals residing in China. Using a 7.5-week term format, this program is offered online in Chinese (Mandarin) through our partner, Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global Master of Science in Leadership (GMSL) is an action-based, language accessible, 27-unit accelerated program focused on providing tactical

and strategic leadership and service skills necessary to navigate the rapidly evolving global management and strategy ecosystem opportunities and threats.. Offered in an accelerated delivery method compared to the traditional MS in Leadership, GMSL students take key courses that focus on global issues impacting organizations and leadership. Building on existing GGU Leadership, MBA, Project Management, Psychology, Marketing, Human Resource Management, and MS Business Analytics courses, the GMSL degree is designed for the global marketplace. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the curriculum is delivered in online modality and language accessible format.

In this GGU Worldwide Global Master of Science in Leadership program, students will learn leadership skills that are critical to harnessing and directing the talents of a diverse workforce - critical skills such as adaptive decision-making, designing and leading complex change, and leveraging business data - plus soft skills that help influence decisions, build emotional intelligence, and bring out the best performance in employees.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Apply a variety of cutting-edge management and leadership frameworks and tools.
- Build and lead high performing, diverse, and inclusive teams.
- Demonstrate adaptive and transformational leadership capabilities in dealing with diverse audiences in rapidly changing, complex and chaotic organizational situations.
- Identify and defend which decision-making methods to use in a variety of common scenarios.
- Demonstrate an ability to think, act, and influence strategically.
- Demonstrate negotiation skills to achieve win-win outcomes.
- Integrate leadership and management knowledge, skills, and mindsets into an individualized leadership philosophy and toolkit.

Admission Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 5 years of professional work experience related to the field of study.
- Applicants with an associate's degree or equivalent degree are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience related to the field of study.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Science in Leadership

The degree program requires completion of a total of 27 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Core Courses - 15 units

- LEAD 300 Management and Leadership 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MGT 301 Entrepreneurship and New Business Development 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)

Elective Courses - 12 units

Select four of the following:

- LEAD 301 Personal Leadership 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)
- LEAD 304 Leading Complex Change 3 unit(s)
- LEAD 305 Adaptive Decision Making 3 unit(s)
- LEAD 306 Integrated Leadership Mastery 3 unit(s)

- LEAD 307 Strategic Leadership 3 unit(s)
- MGT 348 Negotiating in Business 3 unit(s)
- PSYCH 354 Consulting Skills 3 unit(s)

Management, Global MM (Online in Chinese)

Program Information

Golden Gate University designed an accelerated graduate program that is dedicated to working professionals residing in China. Using a 7.5-week term format, this program is offered online in Chinese (Mandarin) through our partner, Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global Master of Management (GMM) is an action-based, language accessible, fast-paced 27-unit accelerated program focused on providing tactical and strategic leadership and service skills necessary to navigate the rapidly evolving global management and strategy ecosystem opportunities and threats. . Offered in an accelerated delivery GMM students take key courses that focus on management issues impacting organizations, leadership, and service. Building on existing GGU MBA, courses, the GMM program is designed for global management and marketplace. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the curriculum is delivered in online and language accessible format.

GGU Worldwide's GMM program focuses on a particular area of business management. Unlike our MBA degree, it is a type of master's degree in business, alongside our Global MS in Finance, MS in Marketing, and MS in Leadership. The GMM offers some general business courses however most of the coursework will concentrate on management.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness.
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic management objectives within competitive industry dynamics.
- Integrate strategic management perspective within the global socio-political-economic-ecological context.
- Understand functional areas' impact on business and departmental interaction issues.

Admission Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 5 years of professional work experience related to the field of study.
- Applicants with an associate's degree or equivalent degree are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience related to the field of study.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose reviewed or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Management

The degree program requires completion of a total of 27 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Core Courses - 15 units

- LEAD 300 Management and Leadership 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)

- MGT 301 Entrepreneurship and New Business Development 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)

Elective Courses - 12 units

Select four of the following:

- BUS 202 Fundamentals of Business 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- ITM 300 IT Management & Digital Transformation in the Business Enterprise 3 unit(s)
- MBA 323 Information Technology 3 unit(s)
- MGT 345 Context of Business 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)
- PM 340 Introduction to Project Management 3 unit(s)

Marketing, Global MS (Online in Chinese)

Program Information

Golden Gate University designed an accelerated graduate program that is dedicated to working professionals residing in China. Using a 7.5-week term format, this program is offered online in Chinese (Mandarin) through our partner, Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global Master of Science in Marketing (GMSM) is a rigorous, language accessible, fast-paced 27-unit degree focusing on providing tactical and strategic leadership and service skills necessary to navigate the rapidly evolving global management, marketing, and strategy. . Offered in an accelerated delivery method, GMSM students take key courses that focus on global issues impacting organizations, markets, leadership, and service. Building on existing GGU marketing courses, the GMSM program is designed for the global marketplace. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the curriculum is delivered in online and language accessible format.

This GGU Worldwide's Global Master of Science in Marketing provides a rapid course of study for students seeking advanced knowledge and skills in marketing to build upon their careers in marketing or enhancing other career disciplines such as Leadership, Management, Project Management or Data Analytics. Understanding and utilizing the strategic role marketing within an organization and the global economy is crucial to every executive and management decision in business today. Upon completing the GMSM, students will have a solid foundation in marketing management and will be equipped to develop successful strategic plans through knowledge of more nuanced marketing skills and concepts.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Understand the place and contribution of marketing to the business enterprise, locally and globally.
- Describe major bases for segmenting consumer and business markets.
- Describe the major types of consumers buying behavior, the stages in the buyer decision process and completely outline the components of the marketing mix.
- Identify the roles of advertising, sales promotion, public relations, personal selling and direct marketing in the promotion mix; compare integrated marketing communications with a non-integrated approach to the promotional mix.

Admission Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 5 years of professional work experience related to the field of study.
- Applicants with an associate's degree or equivalent degree are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience related to the field of study.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose reviewed or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.

- The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Science in Marketing

The degree program requires completion of a total of 27 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Required Courses - 27 units

- MKT 300 Marketing Management 3 unit(s)
- MKT 305 Integrated Marketing Communications 3 unit(s)
- MKT 322 Social Media and Marketing 3 unit(s)
- MKT 324 Web and Social Network Analytics 3 unit(s)
- MKT 335 New-Product Decisions 3 unit(s)
- MKT 336 Marketing Research 3 unit(s)
- MKT 337 Marketing Strategy and Planning 3 unit(s)
- MKT 338 Consumer Behavior 3 unit(s)
- MKT 352 Digital Marketing and E-commerce 3 unit(s)

Project Management, Global MS (Online in Chinese)

Program Information

Golden Gate University designed an accelerated graduate program that is dedicated to working professionals residing in China. Using a 7.5-week term format, this program is offered online in Chinese (Mandarin) through our partner, Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global Master of Science in Project Management (GMSPM) is an action-based, language accessible, fast-paced 30-unit accelerated program focused on providing strategic and tactical project management leadership and service skills necessary to navigate the rapidly evolving global business ecosystem opportunities and threats. . Offered in an accelerated delivery method, GMSPM students take key courses that focus on global issues impacting organizations, markets, leadership, and service. Building on existing GGU project management, business, leadership, business analytics, and marketing courses, the GMSPM program is designed for the global marketplace. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the curriculum is delivered in online and language accessible format.

The Global Master of Science in Project Management prepares students for careers in the growing discipline of project management. The curriculum includes courses specific to the project management profession, along with courses providing additional essential skills and knowledge to be a successful project leader. Students will graduate with project management skills emphasizing an integrated relationship with an organization's functional areas.

The Worldwide Global Master of Science in Project Management degree provide formal training that prepares graduates to manage local, outsourced and global projects. Through enhanced communication skills, students are prepared to succeed in diverse organizational communities across the globe. Faculty with extensive practical experience and who have earned the PMP® designation teach all our courses.

Course materials align with the current edition of *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide), Project Management Institute, Inc. Students seeking PMI® certification, such as PMP® or CAPM®, are able to satisfy education requirements with just one 3-unit project management course, while current credential holders can earn PDUs (Professional Development Units).

PMP®, CAPM®, PMBOK® and PMI® are registered trademarks of the Project Management Institute, Inc.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Managerial and leadership skills, e.g., leadership, planning, problem solving, communication, staffing and budgeting.
- The ability to use technology to manage relationships across projects and with business function units, as well as analyze data.
- Project-management skills, including planning, scope management, stakeholder analysis, quality assessment, risk management, team building and scheduling.
- Program and portfolio management skills, including understanding issues in project selection, vendor relationships, outsourcing, finance, purchasing and contract negotiations, as well as regulatory and compliance issues.

Admission Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 5 years of professional work experience related to the field of study.
- Applicants with an associate's degree or equivalent degree are required to provide:
  1. Resume
  2. Statement of purpose or an interview conducted by Beacon Education.
     - The statement of purpose or interview must state the following:

            1. At least 5 years of professional work experience related to the field of study.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Science in Project Management

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Core Courses - 15 units

- PM 340 Introduction to Project Management 3 unit(s)
- PM 342 Agile Management for Project Managers 3 unit(s)
- PM 343 Advanced Project Planning, Finance, and Control 3 unit(s)
- PM 344 Business Transformation Through Program Management 3 unit(s)
- PM 348 Project Risk Management 3 unit(s)

Elective Courses - 15 units

Five of the following courses will be offered for each cohort, depending on availability:

- FI 300 Corporate Finance 3 unit(s)
- LEAD 300 Management and Leadership 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)
- LEAD 304 Leading Complex Change 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MGT 301 Entrepreneurship and New Business Development 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- MKT 322 Social Media and Marketing 3 unit(s)
- MKT 324 Web and Social Network Analytics 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)

Psychology, Global MA (Online in Chinese)

Program Information

Golden Gate University designed an accelerated graduate program that is dedicated to working professionals residing in China. Using a 7.5-week term format, this program is offered online in Chinese (Mandarin) through our partner, Beacon Education. Note: This program is available only to students who apply via the Beacon Education platform.

Aligned to GGU's leadership and service mission, the Global Master of Arts in Psychology (GMAP) is a counseling focused, action-based, language accessible, fast-paced 30-unit accelerated program. The GMAP is focused on providing a rigorous global education in counseling psychology, including an understanding of lifespan development, wellness, cross-cultural issues, differential diagnosis, and a range of therapeutic models, including group, family and couple, psychodynamic, and cognitive-behavioral therapies. Students will also develop a basic understanding of psychological research. Offered in an accelerated delivery, students in this degree take key courses in the discipline of counseling psychology. To be inclusive and accessible to the cross-cultural and inter-cultural marketplace, the curriculum is delivered in online and language accessible format. This program is not intended to prepare students for clinical practice or licensure in the field of Psychology or related disciplines.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Demonstrate comprehensive and integrative knowledge of the field of counseling psychology relevant to mental health professionals, including human development, psychopathology, and group, family, couple, and individual dynamics.
- Demonstrate knowledge of ethical and best practice standards that exist for professionals in their field.
- Demonstrate an understanding and capacity for cultural humility.
- Demonstrate an understanding of individual, couple, family, and group psychotherapy as practiced from a relational and systemic lens.
- Demonstrate knowledge of research designs and parameters of psychological research, particularly within the field of counseling psychology and the capacity to critically assess psychological research.

Admission Requirements

- Applicants must hold a bachelor's or a master's or equivalent degree.
- Completion of a 3-year undergraduate study degree (大专文凭) or equivalent will be accepted, but applicants are required to provide a resume demonstrating at least 5 years of professional work experience related to the field of study.
- Applicants with an associate's degree or equivalent degree are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience related to the field of study.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.
- 2.5 GPA or higher in their most recent degree program for full admission.
- If below 2.5 GPA, applicants are required to provide:
    1. Resume
    2. Statement of purpose or an interview conducted by Beacon Education.
        - The statement of purpose or interview must state the following:
            1. At least 5 years of professional work experience after school.
            2. How the GGU degree will help them in their professional career.
        - The statement of purpose or interview report is used by GGU Faculty Director/Dean in making an admission decision.

Requirements for the Global Master of Arts in Psychology

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Core Courses - 30 units

- PSYCH 302 Lifespan Development: Theories and Applications for Therapists 3 unit(s)
- PSYCH 304 Cross-Cultural Aspects of Psychology 3 unit(s)
- PSYCH 306 Group Models of Counseling 3 unit(s)
- PSYCH 308 Applied Psychological Research 3 unit(s)
- PSYCH 320 Therapeutic Communication and Counseling Skills 3 unit(s)
- PSYCH 321 Psychopathology 3 unit(s)
- PSYCH 323 Psychodynamic Models of Counseling 3 unit(s)
- PSYCH 324 Child/Adolescent Psychology, Assessment and Treatment 3 unit(s)
- PSYCH 325 Principles of Couple and Family Counseling 3 unit(s)
- PSYCH 339 Cognitive-Behavioral and Short-Term Models of Counseling 3 unit(s)

LIBA Partnership

Business Administration, DBA (Hybrid/Chennai)

Program Information

More than 50-years old, GGU's Doctor of Business Administration (DBA) program is designed for working professionals who want to further their career with the most advanced business degree program GGU offers. The DBA program addresses the learning needs and objectives of senior business managers, consultants and university professors. Its primary objective is to produce graduates who can contribute to the advancement of their professions and to the expansion of knowledge and awareness of contemporary strategic issues and practices. Note: This program is available only to students who apply via the LIBA platform.

Our curriculum has a three-tiered focus. Students examine current theories, practices, and issues in business; train in research methods; and study the relationships between business and social and global issues. We believe doctoral students must be adept in all these areas to be successful contributors to the expansion of knowledge and improvement of business practices. For the dissertation, students conduct original research on a topic of current importance and personal interest. The dissertation should impact and help illuminate the strategic issues they face in their professions.

The program encourages students to accept the added responsibility of a shared commitment to the advancement of their professions and to upholding the highest ethical standards in the private or public sector.

Student Learning Outcomes

Graduates of the DBA program will achieve the following:

- Thorough knowledge of scientific, practical, and scholarly research methods and the ability to apply them in business

as founders, senior managers, consultants, thought leaders, or professors.
- Advanced critical, transformational, and strategic thinking, conceptual and analytical skills.
- Strong understanding of both the seminal theories and the latest practices in business management including advanced and intensive knowledge of theory and practice in business.
- Advanced ability to use qualitative and quantitative tools to perform original applied research and analytics that advances business knowledge and technology.
- Appreciation of cultural, ethical, diversity, equity, justice, environmental, and global issues and their impact on business theory and practices.
- Advanced skills necessary for effective leadership and service in complex evolving, emerging, and disruptive environments through integrating theoretical insights with practical knowledge.

Admissions Requirements

GGU seeks doctoral candidates with strong intellect, proper educational preparation, breadth and depth of managerial or professional experience and the capacity for disciplined scholarly investigation. While most applicants have a master's degree in a business-related field, applicants with academic preparation in other fields are welcome to apply.

Doctoral candidates must be fluent in English and are expected to write at a level that meets the standards of scholarly publications. They are expected to understand contemporary practices in business and the economic, social, and political context in which they are conducted.

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 3.0 GPA in their most recent degree program.
- Admission of the following categories will be subject to the admission committee's review of the applicants' work experience and professional accomplishment:
    - Applicants who have earned less than 3.0 GPA in their most recent program;
    - Applicants who do not hold a Master's degree must hold a Bachelor's degree and possess a minimum of 5 years of work experience.
- Experience: Applicants with responsible managerial or professional work experience will be given preference. A professional resume is required.
- Statement of Purpose: All applicants are mandated to share a Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University DBA Program degree?
    - How do you think the Golden Gate University experience will benefit your career?
- An admission panel will review applications and recommend applicants for admission to the GGU DBA Committee for approval.

Requirements for the Doctor of Business Administration

The Doctor of Business Administration requires completion of 12 units of foundation courses, 12 units of concentration courses, and 32 units of dissertation work, for a total of 56 units. Students must earn a "B-" or better in each course and a cumulative grade-point average of 3.00 or better. Although research papers, reports and examinations may be required in doctoral seminars, the major assessment points in the DBA program are the qualifying examination, taken after the foundation curriculum is completed, and the dissertation research. Students must receive a passing score on the qualifying examination and successfully complete all required courses before they are allowed to present a dissertation proposal and officially advance to candidacy. Students must complete and successfully defend their dissertations within five years of beginning the program.

Mathematics Proficiency Requirement

BUS 240 Data Analysis for Managers (Waived with documentation of student's having completed equivalent course covering statistics and regression analysis with grade of "B" or better.)

Foundation Courses - 12 units

- DBA 800 Doctoral Writing and Research Methods 4 unit(s)
- DBA 801 Quantitative Research and Analysis 4 unit(s)
- DBA 802 Qualitative Research and Analysis 4 unit(s)

Qualifying Examination

After the foundation curriculum course work is completed, students must successfully pass a qualifying examination. This integrative examination will test the student's mastery of the skills and disciplines of doctoral level research methods and analysis.

- DBA 810 Qualifying Exam 0 unit(s)

Concentration Courses - 12 units

Select one of the following concentrations:

Business & Data Analytics

- DBA 850 Managing Data as an Asset 4 unit(s)
- DBA 851 Operational Performance Management 4 unit(s)
- DBA 852 Application of AI in Solving Business Problems 4 unit(s)

Digital Strategy

- DBA 831 Leadership 4.0: Mastering Agility and Resilience in the Digital Age 4 unit(s)
- DBA 832 Navigating the B.A.S.I.Cs of Tomorrow: Mastering New Age Technologies 4 unit(s)
- DBA 834 Decision Clarity: Data-Driven and Bias-Proof Decision-Making 4 unit(s)

Finance

- DBA 820 Corporate Finance 4 unit(s)
- DBA 821 Financial Theory and Applications 4 unit(s)
- DBA 822 International Finance 4 unit(s)

Leadership & Strategy

- DBA 880 Leadership Theory, Research and Application 4 unit(s)
- DBA 881 Leading Complex Change 4 unit(s)
- DBA 882 Strategic Leadership 4 unit(s)

Marketing

- DBA 870 Marketing Management 4 unit(s)
- DBA 871 Consumer Behavior 4 unit(s)
- DBA 872 Digital Marketing and New Media 4 unit(s)

General

Select three courses from any of the concentrations listed above.

Dissertation Phase - 32 units

Students may register for DBA 890 Dissertation Topic Proposal only after having first completed all required doctoral foundation coursework and having passed the qualifying examination.

- DBA 890 Dissertation Topic Proposal 8 unit(s)
- DBA 891 Dissertation Proposal Defense 8 unit(s)
- DBA 892 Dissertation Completion and Approval by Committee 12-16 unit(s)

Business Administration, MBA (GGU - LIBA Pathway Program)

Program Information

Golden Gate University (GGU) is excited to partner with the Loyola Institute of Business Administration (LIBA) in Chennai, India, to offer an accessible and globally recognized pathway to an MBA.

Through this partnership, students begin their journey by enrolling in LIBA's Graduate Certificate in General Management, delivered fully online. Students who meet admission requirements and achieve strong academic performance in the Graduate Certificate in General Management at LIBA can transfer credits toward their MBA program at GGU.

Students have the flexibility to complete their GGU MBA either online from India or on campus in San Francisco, depending on their goals and circumstances.

Course Transfer and Academic Progression

Students must earn a grade of "B" or higher in each LIBA course to transfer credits to GGU.

	LIBA courses	**GGU Courses**
Foundation Courses (6 units)	PGOL11 - Principles of Management	BUS 202 Fundamentals of Business
	PGOL12 - Financial Accounting	
	PGOL15 - Managerial Economics	
	PGOL13 - Quantitative Methods for Management	BUS 240 Data Analysis for Managers
Core MBA Classes (15 Units)	PGOL23 - Corporate Finance	FI 300 Corporate Finance
	PGOL14 - Marketing Management	MKT 300 Marketing Management
	PGOL33 - Management Information System	MBA 323 Information Technology
	PGOL22 - Organizational Behavior	LEAD 303 Teamwork in Organizations
	PGOL31 - Strategic Management	LEAD 300 Management and Leadership

After completing the Graduate Certificate in General Management at LIBA, students take the remaining courses (24-27 units) at GGU to earn their MBA, including a concentration in areas like Business Analytics, Finance, Marketing, or Project Management.

Learn more about the **GGU MBA Program** to see how this pathway can elevate your career-and bring a U.S. degree within your reach.

Finance, MS (GGU - LIBA Pathway Program)

Program Information

Golden Gate University (GGU) is proud to partner with the Loyola Institute of Business Administration (LIBA) in Chennai, India, to offer an innovative academic pathway for students pursuing careers in finance.

Through this collaboration, students first complete a Graduate Certificate in Global Finance at LIBA, which serves as a stepping stone to GGU's Master of Science in Finance. Students who meet admission requirements and achieve strong academic performance in the Graduate Certificate in Global Finance at LIBA can transfer credits toward their MS Finance degree at GGU.

Students may choose to complete the GGU MS Finance degree online or on campus in San Francisco, offering flexibility for diverse learner needs. This partnership combines LIBA's regional expertise and GGU's global academic leadership to create a high-impact, affordable, and internationally accessible finance education.

Transferable Courses from LIBA to GGU MS Finance

Students must earn a grade of "B" or higher in each of the following LIBA courses to transfer them into the GGU MS in Finance program.

	LIBA Graduate Certificate in Global Finance Courses	**GGU MS Finance Course Equivalency**
Foundation Courses	PGOL12 - Financial Accounting	ACCTG 1A Introductory Financial Accounting
	PGOL25 - Business Research Methods	BUS 240 Data Analysis for Managers
Core classes	PGOL424 - Financial Markets and Institutions	ECON 380 Financial Markets and Institutions
	PGOL23 - Corporate Finance	FI 300 Corporate Finance
	PGFOL21 - Investments	FI 340 Investments
	PGFOL13 - Financial Statement Analysis	ACCTG 351C Analysis of Financial Information for Accountants

Learn more about the **GGU MS in Finance program** and how this pathway can accelerate your finance career.

University Hub Partnership

Business Administration, Professional MBA (Hybrid/San Francisco)

Program Information

Golden Gate University has partnered with **University HUB** to co-design professional graduate programs that educate working professionals and international students. These programs are offered in a Hybrid teaching modality, which requires international students to fulfill in-person residency requirements at Golden Gate University's San Francisco campus for two weekends during each 15-week academic trimester. This program is offered with two tracks: General & Internship. The Internship Track requires an additional five units of internship coursework to be completed concurrently with the academic coursework over the duration of the program. Note: This STEM-designated degree program is available only to students who enroll via the University HUB platform.

Aligned to GGU's leadership and service mission, the Professional Master of Business Administration is a comprehensive, rigorous, and interdisciplinary program designed to equip current and future business leaders with the essential knowledge, skills, STEM-focused training, and strategic mindset required to excel in today's dynamic and competitive global business environment. Inspired by innovative practices from San Francisco and the nearby Silicon Valley, this program draws from existing courses from GGU's Leadership, MBA, Finance, Operations, ITM, Project Management, Marketing, and Business Analytics programs in creating a balanced blend of core business disciplines, specialized functional areas, and real-world experiential learning opportunities, enabling advanced students to develop an interdisciplinary management science approach to making decisions and solving problems.

Students can directly apply their learning in their jobs as they pursue their degrees. Unlike traditional master's degrees, professional master's programs emphasize technical training and developing in-demand business and leadership skills.

Learning Outcomes

Graduates of the program will have the knowledge and skills to:

- Apply leading edge business principles and practices to solve complex and evolving problems in the local and global economy.
- Apply responsible business practices and ethical principles to inform decision-making and problem-solving.
- Demonstrate effective teamwork and collaboration skills.
- Deliver professional quality communications that demonstrate appropriate audience awareness and messaging.

- Demonstrate effective and strategic leadership performance, collaboration, and teamwork.

Admission Criteria

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 2.5 GPA in their undergraduate degree program.
- If below a 2.5 GPA, applicants need to submit a Resume and Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University Degree Program?
    - How do you think the Golden Gate University experience will benefit your career?

Requirements for the Professional Master of Business Administration

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Required Courses - 27 units

- LEAD 300 Management and Leadership 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- DSCI 310 Emerging Technologies 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- MGT 345 Context of Business 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- PM 340 Introduction to Project Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Capstone Project - 3 units

Complete three units with one of the following courses:

- BUS 396 Capstone 3 unit(s)
- BUS 397 Internship 1-3 unit(s)
  Note: taking the internship course may affect students' eligibility for Optional Practical Training (OPT). Interested prospective students should contact their enrollment counselors for further information.

Computer Science, Professional MS (Hybrid/San Francisco)

Program Information

Golden Gate University has partnered with **University HUB** to co-design professional graduate programs that are dedicated to facilitating working professionals and international students. These programs are offered in Hybrid mode, which requires international students to fulfill in-person residency requirements at the Golden Gate University San Francisco campus for two weekends during every 15-week trimester academic period. This program is offered with two tracks: General & Internship. The Internship Track requires an additional five units of internship coursework to be completed concurrently with the academic coursework over the duration of the program. Note: This is a STEM-designated degree program that is available only to students who enroll via the University HUB platform.

Aligned to GGU's leadership and service mission, the Professional Master of Science in Computer Science (MSCS) is a comprehensive and leading-edge 30-unit master's degree program designed to equip students with the knowledge, skills, and practical experience required to excel in the rapidly growing field of computer science. Inspired by innovative, resilient, and competitive practices from the San Francisco Silicon Valley, the Professional Master of Science in Computer Science incorporates courses from GGU's ITM, Leadership, Project Management, Data Science, Business Analytics, AI/ML programs, among others to help students develop the skills to leverage deep learning, algorithms, artificial intelligence, programming languages, machine learning, and network computing to extract valuable insights, drive decision-making, and solve complex problems across various industries, locally and globally.

Students are able to directly apply their learning in their jobs as they pursue their degrees. Unlike traditional master's degrees, professional master's programs emphasize technical training and the development of in-demand business and leadership skills.

Student Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Ability to apply deep statistics and probability modeling and analysis.
- Understanding of advanced topics in computer science including deep learning, algorithms, artificial intelligence, programming languages, machine learning, networking, and low-level systems.
- Ability to design, implement, debug, and secure large-scale software application.
- Ability to evaluate and understand advanced research from computer science literature and practices.
- Effective communication, leadership, teamwork skills with respect to software development and computer science.

Admission Criteria

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 2.5 GPA in their undergraduate degree program.
- If below a 2.5 GPA, applicants need to submit a Resume and Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University Degree Program?
    - How do you think the Golden Gate University experience will benefit your career?

Requirements for the Professional Master of Science in Computer Science

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Required Courses - 27 units

- AIML 306 DevOps and MLOps 3 unit(s)
- AIML 315 Computer Vision Fundamentals and Deep Learning Applications 3 unit(s)
- DSCI 300 Statistics and Probability 3 unit(s)
- DSCI 310 Emerging Technologies 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- LEAD 300 Management and Leadership 3 unit(s)
- MSBA 307 AI for Data Security, Integrity, and Risk Mitigation 3 unit(s)
- PM 340 Introduction to Project Management 3 unit(s)
- STATS 303 Statistics and Probability in Decision Modeling 3 unit(s)

Capstone Project - 3 units

Complete three units with one of the following courses:

- BUS 396 Capstone 3 unit(s)
- BUS 397 Internship 1-3 unit(s)
  Note: taking the internship course may affect students' eligibility for Optional Practical Training (OPT). Interested prospective students should contact their enrollment counselors for further information.

Data Science, Professional MS (Hybrid/San Francisco)

Program Information

Golden Gate University has partnered with **University HUB** to co-design professional graduate programs that are dedicated to facilitating working professionals and international students. These programs are offered in Hybrid mode, which requires international students to fulfill in-person residency requirements at the Golden Gate University San Francisco campus for two weekends during every 15-week trimester academic period. This program is offered with two tracks: General & Internship. The Internship Track requires an additional five units of internship coursework to be completed concurrently with the academic coursework over the duration of the program. Note: This is a STEM-designated degree program that is available only to students who enroll via the University HUB platform.

Aligned to GGU's leadership and service mission, the Professional Master of Science in Data Science is a comprehensive and leading-edge degree program designed to equip students with the knowledge, skills, and practical experience required to excel in the rapidly growing field of data science and analytics. Inspired by innovative, resilient, and competitive practices from the San Francisco Silicon Valley, the Master of Science in Data Science incorporates courses from GGU's ITM, Leadership, Project Management, Business Analytics programs, among others to help students develop the skills to leverage data to extract valuable insights, drive decision-making, and solve complex problems across various industries, locally and globally.

Students are able to directly apply their learning in their jobs as they pursue their degrees. Unlike traditional master's degrees, professional master's programs emphasize technical training and the development of in-demand business and leadership skills.

Learning Outcomes

Graduates of the program will have the knowledge and skills to:

- Apply leading edge business principles and practices to solve complex and evolving problems in the local and global economy.
- Apply responsible business practices and ethical principles to inform decision-making and problem-solving.
- Demonstrate effective teamwork and collaboration skills.
- Deliver professional quality communications that demonstrate appropriate audience awareness and messaging.
- Demonstrate effective and strategic leadership performance, collaboration, and teamwork.

Admission Criteria

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 2.5 GPA in their undergraduate degree program.
- If below a 2.5 GPA, applicants need to submit a Resume and Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University Degree Program?
    - How do you think the Golden Gate University experience will benefit your career?

Requirements for the Professional Master of Science in Data Science

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Required Courses - 27 units

- LEAD 300 Management and Leadership 3 unit(s)
- DSCI 300 Statistics and Probability 3 unit(s)
- DSCI 305 Applied Data Science and Analysis 3 unit(s)
- DSCI 310 Emerging Technologies 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- MSBA 328 Visualization and Communication 3 unit(s)
- DSCI 315 Data Mining and Warehousing 3 unit(s)
- PM 340 Introduction to Project Management 3 unit(s)
- MSBA 307 AI for Data Security, Integrity, and Risk Mitigation 3 unit(s)

Capstone Project - 3 units

Complete three units with one of the following courses:

- BUS 396 Capstone 3 unit(s)
- BUS 397 Internship 1-3 unit(s)
  Note: taking the internship course may affect students' eligibility for Optional Practical Training (OPT). Interested prospective students should contact their enrollment counselors for further information.

Engineering Management, Professional MS (Hybrid/San Francisco)

Program Information

Golden Gate University has partnered with **University HUB** to co-design professional graduate programs that are dedicated to facilitating working professionals and international students. These programs are offered in Hybrid mode, which requires international students to fulfill in-person residency requirements at the Golden Gate University San Francisco campus for two weekends during every 15-week trimester academic period. This program is offered with two tracks: General & Internship. The Internship Track requires an additional five units of internship coursework to be completed concurrently with the academic coursework over the duration of the program. Note: This is a STEM-designated degree program that is available only to students who enroll via the University HUB platform.

Aligned to GGU's leadership and service mission, the Professional Master of Science in Engineering Management is a comprehensive and cross-disciplinary degree program designed from concepts and skills introduced through GGU's leading edge Leadership, Business Analytics, Project Management, Marketing and Operations Supply Chain Management program courses. Inspired by innovative, resilient, and competitive practices from the San Francisco Silicon Valley, the degree program is designed to bridge the gap between engineering and management, equipping students with the skills and knowledge necessary to lead and manage engineering projects and organizations effectively. This program is tailored for individuals seeking to advance their careers in engineering while developing strong managerial and leadership capabilities, locally and globally.

Students are able to directly apply their learning in their jobs as they pursue their degrees. Unlike traditional master's degrees, professional master's programs emphasize technical training and the development of in-demand business and leadership skills.

Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Apply leading edge business principles and practices to solve complex and evolving problems in the local and global economy.
- Apply responsible business practices and ethical principles to inform decision-making and problem-solving.
- Demonstrate effective teamwork and collaboration skills.
- Deliver professional quality communications that demonstrate appropriate audience awareness and messaging.
- Demonstrate effective and strategic leadership performance, collaboration, and teamwork.

Admission Criteria

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 2.5 GPA in their undergraduate degree program.
- If below a 2.5 GPA, applicants need to submit a Resume and Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University Degree Program?
    - How do you think the Golden Gate University experience will benefit your career?

Requirements for the Professional Master of Science in Engineering Management

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Required Courses - 27 units

- LEAD 300 Management and Leadership 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- OP 302 Business Process Improvement Methods and Analysis 3 unit(s)
- DSCI 310 Emerging Technologies 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- EMBA 301 Economics of Marketplace Transformation and Disruption 3 unit(s)
- PM 340 Introduction to Project Management 3 unit(s)
- OP 300 Operations and Supply Chain Management 3 unit(s)

Capstone Project - 3 units

Complete three units with one of the following courses:

- BUS 396 Capstone 3 unit(s)
- BUS 397 Internship 1-3 unit(s)
  Note: taking the internship course may affect students' eligibility for Optional Practical Training (OPT). Interested prospective students should contact their enrollment counselors for further information.

Information Technology Management, Professional MS (Hybrid/San Francisco)

Program Information

Golden Gate University has partnered with **University HUB** to co-design professional graduate programs that are dedicated to facilitating working professionals and international students. These programs are offered in Hybrid mode, which requires international students to fulfill in-person residency requirements at the Golden Gate University San Francisco campus for two weekends during every 15-week trimester academic period. This program is offered with two tracks: General & Internship. The Internship Track requires an additional five units of internship coursework to be completed concurrently with the academic coursework over the duration of the program. Note: This is a STEM-designated degree program that is available only to students who enroll via the University HUB platform.

Aligned to GGU's leadership and service mission, the Professional MS in Information Technology Management program designed to advance professionals to leadership positions in the IT management field. The curriculum is grounded in the knowledge and skills for managing the four foundational components of IT: 1) software, 2) infrastructure, 3) network/communications, and 4) data. Inspired by innovative, resilient, and competitive practices from the San Francisco Silicon Valley, the program blends courses from GGU's ITM, Leadership, Project Management, Business Analytics programs, among others creating a STEM degree tailored to meet the needs of advanced ITM leaders, locally and globally.

Students are able to directly apply their learning in their jobs as they pursue their degrees. Unlike traditional master's degrees, professional master's programs emphasize technical training and the development of in-demand business and leadership skills.

Learning Outcomes

Graduates of this program will have the knowledge and skills to:

- Apply leading edge business principles and practices to solve complex and evolving problems in the local and global economy.
- Apply responsible business practices and ethical principles to inform decision-making and problem-solving.
- Demonstrate effective teamwork and collaboration skills.
- Deliver professional quality communications that demonstrate appropriate audience awareness and messaging.
- Demonstrate effective and strategic leadership performance, collaboration, and teamwork.

Admission Criteria

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 2.5 GPA in their undergraduate degree program.
- If below a 2.5 GPA, applicants need to submit a Resume and Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University Degree Program?
    - How do you think the Golden Gate University experience will benefit your career?

Requirements for the Professional Master of Science in Information Technology Management

The degree program requires completion of a total of 30 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better.

Required Courses - 27 units

- LEAD 300 Management and Leadership 3 unit(s)
- ITM 300 IT Management & Digital Transformation in the Business Enterprise 3 unit(s)
- ITM 318 Network and Infrastructure Management 3 unit(s)
- DSCI 310 Emerging Technologies 3 unit(s)
- ITM 304 Managing Data Structures 3 unit(s)
- ITM 316 Software Engineering Leadership 3 unit(s)
- DSCI 315 Data Mining and Warehousing 3 unit(s)
- PM 340 Introduction to Project Management 3 unit(s)
- ITM 323 Security, Privacy and Compliance 3 unit(s)

Capstone Project - 3 units

Complete three units with one of the following courses:

- BUS 396 Capstone 3 unit(s)
- BUS 397 Internship 1-3 unit(s)
  Note: taking the internship course may affect students' eligibility for Optional Practical Training (OPT). Interested prospective students should contact their enrollment counselors for further information.

upGrad Partnership

Artificial Intelligence, MS (Asynchronous Online)

Program Information

The Master of Science in Artificial Intelligence (MSAI) aims to equip students with technical, analytical, and business skills to bridge the gap between AI innovation and its practical application in varying industries, across diverse geographies. This STEM program will focus on the use of AI in strategic decision-making, operations, ethics, and innovation within enterprises. It is uniquely positioned to cater to the growing demand for AI expertise in the global workforce, particularly in business and entrepreneurship where AI applications drive competitive advantage and better customer care.

Student Learning Outcomes

Graduates of the program will demonstrate mastery of the following knowledge and skills:

- Develop advanced knowledge of AI technologies and their emerging, evolving, and disruptive applications in diverse business contexts.
- Analyze complex business situations and apply AI solutions to further organizational goals.
- Cultivate critical thinking, design thinking, predictive modeling, and decision-making skills to identify and provide innovative AI-driven solutions to complex business problems.
- Develop a deep understanding of the leadership, ethical implications, governance, and responsible practices in AI deployment, including mindfulness of bias and privacy.
- Understand the role and utility of predictive analytics and other related AI techniques to tackle real-world business challenges.
- Apply advanced research principles and methods to plan and execute AI-driven projects.
- Gain proficiency in selecting appropriate analytics and AI techniques for various industries, such as sales, marketing, finance, life sciences, healthcare, and public service.

Admissions Requirements

- Applicants should hold a bachelor's degree from a regionally accredited US institution or the equivalent from a recognized foreign (outside the US) institution and provide official transcripts.
- Applicants whose native language is not English must meet the English Language Proficiency Admission Requirement.
- Applicants are required to submit a statement of purpose and a resume.

- Applicants with a bachelor's degree GPA below 3.0 may also submit master's degree transcript for consideration.

Requirements for the Master of Science in Artificial Intelligence

The Master of Science in Artificial Intelligence requires the completion of a total of 30 units of courses. The culmination of skills, knowledge, and concepts developed in this program will be demonstrated in the capstone courses. Students must earn a cumulative grade point average of 3.00 or better in courses completed at GGU. For further information regarding graduation requirements, see Academic Requirements for Graduate Programs.

Required Courses - 30 units

- MSAI 300 Foundations of Artificial Intelligence 3 unit(s)
- MSAI 301 Artificial Intelligence Ecosystem 3 unit(s)
- MSAI 305 AI Ethics, Governance & Security 3 unit(s)
- MSAI 310 Prompt Engineering and Validation 3 unit(s)
- MSAI 315 ML & Predictive Analytics 3 unit(s)
- MSAI 320 Agentic AI 3 unit(s)
- MSAI 325 Advanced AI for Business 3 unit(s)
- MSAI 340 AI in Service Industries 3 unit(s)
- MSAI 350 AI in Manufacturing and Goods-Producing Industries 3 unit(s)
- MSAI 395 Capstone 3 unit(s)

Business Administration, DBA (Asynchronous Online)

Program Information

More than 50-years old, GGU's Doctor of Business Administration (DBA) program is designed for working professionals who want to further their career with the most advanced business degree program GGU offers. The DBA program addresses the learning needs and career objectives of founders, influencers, senior managers, consultants, researchers, thought leaders, and part-time or full-time faculty. Its primary objective is to produce graduates who can contribute to the advancement of their professions and to the expansion of knowledge and awareness of contemporary strategic issues and practices.

Our curriculum has a three-tiered focus. Students examine current theories, practices, and issues in business; train in research methods; and study the relationships between business and social and global issues. We believe doctoral students must be adept in all these areas to be successful contributors to the expansion of knowledge and improvement of business practices. For the dissertation, students conduct original research on a topic of current importance and personal interest. The dissertation should impact and help illuminate the strategic issues they face in their professions.

The program encourages students to accept the added responsibility of a shared commitment to the advancement of their professions and to upholding the highest ethical standards in the private or public sector.

Student Learning Outcomes

Graduates of the DBA program will achieve the following:

- Thorough knowledge of scientific, practical, and scholarly research methods and the ability to apply them in business as founders, senior managers, consultants, thought leaders, or professors.
- Advanced critical, transformational, and strategic thinking, conceptual and analytical skills.
- Strong understanding of both the seminal theories and the latest practices in business management including advanced and intensive knowledge of theory and practice in business.
- Advanced ability to use qualitative and quantitative tools to perform original applied research and analytics that advances business knowledge and technology.
- Appreciation of cultural, ethical, diversity, equity, justice, environmental, and global issues and their impact on business theory and practices.
- Advanced skills necessary for effective leadership and service in complex evolving, emerging, and disruptive environments through integrating theoretical insights with practical knowledge.

Admissions Requirements

GGU seeks doctoral candidates with strong intellect, proper educational preparation, breadth and depth of managerial or professional experience and the capacity for disciplined scholarly investigation. While most applicants have a master's degree in a business-related field, applicants with academic preparation in other fields are welcome to apply.

Doctoral candidates must be fluent in English and are expected to write at a level that meets the standards of scholarly publications. They are expected to understand contemporary practices in business and the economic, social, and political context in which they are conducted.

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 3.0 GPA in their most recent degree program.
- Admission of the following categories will be subject to the admission committee's review of the applicants' work experience and professional accomplishment:
    - Applicants who have earned less than 3.0 GPA in their most recent program;
    - Applicants who do not hold a Master's degree must hold a Bachelor's degree and possess a minimum of 5 years of work experience.

- Experience: Applicants with responsible managerial or professional work experience will be given preference. A professional resume is required.
- Statement of Purpose: All applicants are mandated to share a Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University DBA Program degree?
    - How do you think the Golden Gate University experience will benefit your career?
- An admission panel will review applications and recommend applicants for admission to the GGU DBA Committee for approval.

DBA Program

The DBA program has been designed with a focus on the "practitioner educational model," which distinguishes Golden Gate University from other institutions. This focus is consistent with the position adopted by the Association of Business Schools, which can be summarized as follows:

- The DBA is a professional practice doctorate and is concerned with researching real business and managerial issues via the critical review and systematic application of appropriate theories and research to professional practice.
- The DBA may often be interdisciplinary in approach and/or content.
- It is further intended to provide an opportunity for considerable personal development, such that the participant achieves a greater level of effectiveness as a professional practitioner or manager.
- The DBA primary mode of assessment is through the production of a dissertation/thesis.

Faculty

All faculty members who teach in our DBA program have doctoral degrees from leading universities in their fields and possess extensive practical experience. They bring theoretical and a real-world views to their teaching, research, and advising and a commitment to dynamic, leading-edge education.

Students

Our students are one of the program's greatest strengths. Typical doctoral students at GGU are working professionals. Without exception, they come from successful careers in top positions in the private, nonprofit and government sectors. They bring their experiences and knowledge to the classroom and, in turn, demand incisive instruction and intelligent, well-developed classroom discussions.

Format

In keeping with our commitment to support working adult professionals with accessible education, we have designed the GGU Worldwide DBA program as fully online, offering an engaging real-world, real-time curriculum delivered by experienced and highly qualified professors.

Student Manual

Students must abide by the policies stated in the **DBA Student Manual**.

Requirements for the Doctor of Business Administration

The Doctor of Business Administration requires completion of 12 units of foundation courses, 12 units of concentration courses, and 32 units of dissertation work, for a total of 56 units. Students must earn a "B-" or better in each course and a cumulative grade-point average of 3.00 or better. Although research papers, reports and examinations may be required in doctoral seminars, the major assessment points in the DBA program are the qualifying examination, taken after the foundation curriculum is completed, and the dissertation research. Students must receive a passing score on the qualifying examination and successfully complete all required courses before they are allowed to present a dissertation proposal and officially advance to candidacy. Students must complete and successfully defend their dissertations within five years of beginning the program.

Mathematics Proficiency Requirement

BUS 240 Data Analysis for Managers (Waived with documentation of student's having completed equivalent course covering statistics and regression analysis with grade of "B" or better.)

Foundation Courses - 12 units

- DBA 800 Doctoral Writing and Research Methods 4 unit(s)
- DBA 801 Quantitative Research and Analysis 4 unit(s)
- DBA 802 Qualitative Research and Analysis 4 unit(s)

Qualifying Examination

After the foundation curriculum course work is completed, students must successfully pass a qualifying examination. This integrative examination will test the student's mastery of the skills and disciplines of doctoral level research methods and analysis.

- DBA 810 Qualifying Exam 0 unit(s)

Concentration Courses - 12 units

Select one of the following concentrations:

Business & Data Analytics

- DBA 850 Managing Data as an Asset 4 unit(s)
- DBA 851 Operational Performance Management 4 unit(s)
- DBA 852 Application of AI in Solving Business Problems 4 unit(s)

Finance

- DBA 820 Corporate Finance 4 unit(s)
- DBA 821 Financial Theory and Applications 4 unit(s)
- DBA 822 International Finance 4 unit(s)

Leadership & Strategy

- DBA 880 Leadership Theory, Research and Application 4 unit(s)
- DBA 881 Leading Complex Change 4 unit(s)
- DBA 882 Strategic Leadership 4 unit(s)

Marketing

- DBA 870 Marketing Management 4 unit(s)
- DBA 871 Consumer Behavior 4 unit(s)
- DBA 872 Digital Marketing and New Media 4 unit(s)

General

Select three courses from any of the concentrations listed above.

Dissertation Phase - 32 units

Students may register for DBA 890 Dissertation Topic Proposal only after having first completed all required doctoral foundation coursework and having passed the qualifying examination.

- DBA 890 Dissertation Topic Proposal 8 unit(s)
- DBA 891 Dissertation Proposal Defense 8 unit(s)
- DBA 892 Dissertation Completion and Approval by Committee 12-16 unit(s)

Business Administration, MBA (Asynchronous Online & Study Abroad)

Program Information

The GGU Master of Business Administration (MBA) program will advance your leadership skills and business knowledge using an activity-based learning approach. Our faculty members are seasoned professionals in their respective fields and will prepare you to lead in today's complex business environment.

The GGU MBA builds business decision making and leadership skills that provides an integrated perspective of management and allows you to tailor your program with one of several concentrations to meet your interest and goals.

Since the founding of its MBA program over half a century ago, GGU has pioneered evening and online programs for working professionals to achieve their career objectives. You will proceed at your own pace in deciding how many courses to take in a given trimester and study fully in-person, completely online or a combination of both.

Student Learning Outcomes

Graduates of the Master of Business Administration program will have the knowledge and skills to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics.
- Integrate strategic business objectives within the socio-political-economic-ecological-global context.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.

Admissions Requirements

- Applicants should hold a bachelor's degree from a regionally accredited US institution or the equivalent from a recognized foreign (outside the US) institution and provide official transcripts.
- Master's degree holders only need to submit transcripts from previous graduate programs. However, applicants are

encouraged to submit all transcripts to maximize transfer credit.
- Applicants whose native language is not English must meet the **English Language Proficiency Admission Requirement**.
- Applicants with an undergraduate GPA below 3.0 should submit a statement of purpose and a resume.
- The GMAT/GRE is NOT Required. A statement of purpose and Resume are required for applicants with an undergraduate GPA below 3.0.

Student Manual

Students must abide by the policies stated in the **MBA Student Manual**.

Requirements for the Master of Business Administration

The Master of Business Administration (MBA) requires completion of 33 units in the core program, and 9 units in the concentration, for a total of 42 units. Students must earn a grade of "C-" or better in each course and cumulative grade-point average of 3.00 or better. Study abroad program students who are unable to obtain a visa to study in the U.S. will be awarded the **Global Business Management Professional Certificate (Asynchronous Online)** upon completion of the online portion of the program. They are eligible to complete the rest of the MBA program online.

Mathematics Proficiency Requirement

BUS 240 Data Analysis for Managers. (Waived with documentation of student's having completed equivalent course covering statistics and regression analysis with grade of "C" or better.)

Business Core - 24 units

The core courses are taken by all MBA students. This ensures that all MBA graduates have an understanding of the important skills for effective management and an integrative knowledge of the core area of business, regardless of their area of concentration.

- BUS 202 Fundamentals of Business 3 unit(s) *
- LEAD 300 Management and Leadership 3 unit(s) *
- MKT 300 Marketing Management 3 unit(s) *
- MSBA 300 Foundations of Business Analytics 3 unit(s) *
- FI 300 Corporate Finance 3 unit(s) *
- LEAD 303 Teamwork in Organizations 3 unit(s) *
- MBA 323 Information Technology 3 unit(s) *
- OP 300 Operations and Supply Chain Management 3 unit(s)
  *These courses will be completed online via upGrad's learning management system.

Strategic Courses and Capstone Course - 9 units

- MGT 345 Context of Business 3 unit(s)
- MBA 311 Strategic Analysis and Design 3 unit(s)
- MBA 350 Business Planning 3 unit(s)

Concentration Courses - 9 units

To progress to the concentration courses, students must have successfully completed the first eleven courses in the program with a grade of "C-" or better and have earned a cumulative GPA of 3.00 or better.

Adaptive Leadership

- LEAD 301 Personal Leadership 3 unit(s)
- LEAD 304 Leading Complex Change 3 unit(s)
- LEAD 307 Strategic Leadership 3 unit(s)

Business Analytics

- MSBA 301 Enterprise Data and Performance Management 3 unit(s)
- MSBA 305 Business Intelligence and Decision Support 3 unit(s)
- MSBA 324 Data and Social Media Analytics 3 unit(s)

Finance

- FI 305 Financial Reporting and Analysis 3 unit(s)
- FI 340 Investments 3 unit(s)
- FI 428 Business Valuation 3 unit(s)

Marketing

- MKT 305 Integrated Marketing Communications 3 unit(s)
- MKT 336 Marketing Research 3 unit(s)
- MKT 352 Digital Marketing and E-commerce 3 unit(s)

General

Select three courses from any of the concentrations listed above.

Business Administration, MBA to DBA Pathway (Asynchronous Online)

Program Information

GGU Worldwide's MBA to DBA pathway combines the practical business and strategy skills and knowledge of an MBA with the advanced research and analytical capabilities of a DBA, offering a comprehensive education for leadership and strategic roles in business and academia, globally. This pathway is particularly valuable for those aiming for senior leadership, advising, and teaching positions in complex organizations, consulting, research, or higher education.

Student Learning Outcomes

Graduates of the DBA program will achieve the program's primary objectives through the development of:

- A thorough knowledge of the scientific and scholarly research methods and their application in the business setting in a senior management position, as a consultant, as a professor at the university level;
- Advanced critical thinking, conceptual and analytical skills;
- A strong understanding of both the seminal theories and the latest practices in business management including an advance and intensive knowledge of theory and practice in one field of business;
- Intensive knowledge of theory and practice in a chosen field of business or public management;
- Advanced ability to use qualitative and quantitative tools to perform original applied research that advances business knowledge;
- An appreciation of cultural, ethical, and global issues and their impact on business theory and practices; and
- Advanced skills necessary for effective decision-making in complex environments through integrating theoretic insights with practical knowledge.

Admissions Requirements

- Applicants must hold a GGU MBA from upGrad.
- Applicants must have a minimum a 3.0 GPA or higher in their most recent degree program for full admission.
- Applicants are required to provide:
    - A resume
    - A Statement of Purpose: All applicants are mandated to share a Statement of Purpose (SOP) of approximately 500 words detailing the following:
        - What is your motivation to pursue the Golden Gate University DBA Program degree?
        - How do you think the Golden Gate University experience will benefit your career?
- An admission panel will review applications and recommend applicants for admission to the GGU DBA Committee for approval.

Requirements for the Doctor of Business Administration

Foundation Courses - 16 units

- DBA 809 Doctor of Business Administration Bridge and Assessment 4 unit(s)
  Note: DBA 809 must be taken before any other DBA course in the program.
- DBA 800 Doctoral Writing and Research Methods 4 unit(s)
- DBA 801 Quantitative Research and Analysis 4 unit(s)
- DBA 802 Qualitative Research and Analysis 4 unit(s)

Qualifying Examination

After the foundation curriculum coursework is completed, students must successfully pass a qualifying examination. This integrative examination will test the student's mastery of the skills and disciplines of doctoral-level research methods and analysis. Students must earn a grade of 85% on the qualifying exam to pass the class. Students may take the exam twice. Students who do not pass the exam on the second attempt, will be withdrawn from the program.

- DBA 810 Qualifying Exam 0 unit(s)

Dissertation Phase - 32 units

- DBA 890 Dissertation Topic Proposal 8 unit(s)
- DBA 891 Dissertation Proposal Defense 8 unit(s)
- DBA 892 Dissertation Completion and Approval by Committee 12-16 unit(s)

Business Management Undergraduate Certificate (Hybrid/Online)

Program Information

The Certificate in Business Management program consists of ten courses that will teach students the fundamentals of business management, including critical thinking, communication, mathematics, economics, finance, accounting, and information systems. The certificate can be completed in two terms, and it can be applied towards a Bachelor's Degree at Golden Gate University.

Students must complete all 30 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

Students enrolled in this program may not audit any of the courses required for this program.

Student Learning Outcomes

Students who successfully complete this certificate program will be able to:

- Identify assumptions and claims in arguments. Identify, categorize, and distinguish among elements of ideas, concepts, theories, or practical approaches to standard problems.
- Draw warranted inferences and formulate hypotheses from evidence; assess strengths and weaknesses of inferences.
- Present accurate arithmetic and algebraic calculations and symbolic operations.
- Present accurate interpretations of quantitative information on political, economic, health-related, or technological topics and explain how both calculations and symbolic operations are used in those offerings.
- Explain how both calculations and symbolic operations are used in quantitative information on political, economic, health-related, or technological topics.
- Create and explain graphs or other visual depictions of trends, relationships or changes in status.
- Identify and describe ethical issues. Describe common theories, concepts, and approaches to moral problems. Apply ethical perspectives/concepts/theories to ethical questions accurately. Articulate positions on ethical issues and/or rationale for decisions taking into account differing ethical perspectives and concepts.
- Identify, categorize, evaluate, and cite multiple resources to create projects and papers with respect to a general theme within the arts, sciences, or professional practice.
- Identify and examine connections between values, interests, strengths, prior learning (including academic learning), and professional goals.
- Demonstrate attitudes and habits productive of lifelong learning, including curiosity, initiative, independence, and transfer (adapting and applying learning skills and knowledge gained in one situation to a new situation).
- Develop cogent, coherent, and substantially error-free writing for effective communication to general and specialized audiences.
- Effectively deliver formal and informal oral presentations appropriate to an audience in various contexts.
- Describe a key debate or problem relevant to each core field, explain the significance of the debate or problem to the wider society, and show how concepts from the core field can be used to address the selected debates or problems.
- Use recognized methods of each core field studied, including the gathering of evidence, in the execution of analytical, practical, or creative tasks.
- Define, explain, and correctly apply concepts, theories and practices in business management.
- Apply knowledge of managerial finance and economics to business problems.
- Apply concepts, theories, standards, and practices of business management to develop tactics and strategies and develop innovative solutions to business challenges.

Admissions Requirements

- Have a cumulative grade point average (GPA) of 2.0 (C) or better. The GPA includes all grades received, including those for classes that have been repeated.
    - An applicant whose GPA is slightly below 2.0 may still be conditionally admitted but must submit a resume/CV and personal statement demonstrating how they can be successful in an advanced university degree program to be considered.
- Satisfy the **English Language Proficiency Admission Requirement**.
- Submit official transcripts of all accredited college coursework.
    - Applicants may be admitted with "subject to documentation" status based on the submission of unofficial transcripts. See **Subject to Documentation** status for more information.
- Submit an application.

Required Courses - 30 units

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- COMM 50 Media Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- ECON 1 Principles of Microeconomics 3 unit(s)
- ECON 2 Principles of Macroeconomics 3 unit(s)
- FI 100 Financial Management 3 unit(s)
- ITM 125 Management Information Systems 3 unit(s)
- MATH 40 Statistics 3 unit(s)
- MATH 73 Calculus I 3 unit(s)
- MGT 140 Management Principles 3 unit(s)

Computer Science Undergraduate Certificate (Hybrid/Online)

Program Information

The Certificate in Computer Science at Golden Gate University introduces students to the core concepts and skills of computer science. The certificate can be completed in two semesters, and it can be applied towards a Bachelor's Degree at Golden Gate University.

Students must complete all 30 units of the program at Golden Gate University and must earn a minimum GPA of 2.0 "C" or better.

Students enrolled in this program may not audit any of the courses required for this program.

Student Learning Outcomes

Students who successfully complete this certificate program will be able to:

- Communicate concepts in computer science effectively to general and specialized audiences through structured written, oral and visual presentations.
- Identify, categorize, and analyze problems and issues using computer science, and draw warranted conclusions.
- Perform accurate calculations using symbolic operations, and provide accurate interpretations and explanations of data.
- Correctly identify, categorize, evaluate, and cite multiple resources to create projects, papers, or performances.
- Describe ethical issues in computer science and apply ethical principles or frameworks in judgment and decision-making.
- Describe and analyze relationships between academic learning and problems outside the classroom.
- Explore, connect, and apply concepts and methods across multiple fields of study that relate to or inform the field of computer science.
- Examine connections between academic learning and professional goals in the field of computer science and demonstrate attitudes such as curiosity, self-awareness, adaptability, and motivation.

Admissions Requirements

- Have a cumulative grade point average (GPA) of 2.0 (C) or better. The GPA includes all grades received, including those for classes that have been repeated.
    - An applicant whose GPA is slightly below 2.0 may still be conditionally admitted but must submit a resume/CV and personal statement demonstrating how they can be successful in an advanced university degree program to be considered.
- Satisfy the **English Language Proficiency Admission Requirement**.
- Submit official transcripts of all accredited college coursework.
    - Applicants may be admitted with "subject to documentation" status based on the submission of unofficial transcripts. See **Subject to Documentation** status for more information.
- Submit an application.

Required Courses - 30 units

- COMM 50 Media Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- CS 70 Computer Science I 3 unit(s)
- CS 71 Computer Science II 3 unit(s)
- DATA 50 Introduction to Business & Data Analytics 3 unit(s)
- DATA 102 Business Intelligence & Data Mining 3 unit(s)
- DATA 110 Introduction to Python Programming for Machine Learning 3 unit(s)
- MATH 40 Statistics 3 unit(s)
- MATH 73 Calculus I 3 unit(s)
- MGT 140 Management Principles 3 unit(s)

Emerging Technologies with Concentration in Generative AI, DBA (Synchronous Online)

Program Information

More than 50-years old, GGU's Doctor of Business Administration (DBA) program is the most advanced business degree program at GGU that is designed for working professionals who wish to further their careers. The DBA program addresses the learning needs and career objectives of founders, influencers, senior managers, consultants, researchers, thought leaders, and part-time or full-time faculty. Its primary objective is to produce graduates who can contribute to the advancement of their professions and to the expansion of knowledge and awareness of contemporary strategic issues and practices. This is a STEM-designated degree program.

The curriculum includes a three-tiered focus. Students examine current theories, practices, and issues in business; train in research methods; and study the relationships between business, social and global issues. It is critical for doctoral students to be adept in these areas and to contribute to the expansion of knowledge and improvement of business practices. For the dissertation, students conduct original research on a topic of current importance and personal interest. They also have an option to file a patent and gain provisional status only in countries who are World Intellectual Property Organization (WIPO) signatories or submit and get preliminary approval of their scholarly manuscript to produce and be published by an academic publisher into a book. These should impact and help illuminate the strategic issues they face in their professions.

The program encourages students to accept the added responsibility of a shared commitment to the advancement of their professions and to upholding the highest ethical standards in the private or public sector.

Student Learning Outcomes

Graduates of the DBA program will achieve the program's primary objectives through the development of:

- A thorough knowledge of the scientific and scholarly research methods and their application in the business setting in a senior management position, as a consultant, as a professor at the university level;
- Advanced critical thinking, conceptual and analytical skills;
- A strong understanding of both the seminal theories and the latest practices in business management including an advance and intensive knowledge of theory and practice in one field of business;
- Intensive knowledge of theory and practice in a chosen field of business or public management;
- Advanced ability to use research tools to perform original applied research that advances business knowledge;
- An appreciation of cultural, ethical, and global issues and their impact on business theory, privacy and practices;
- Advanced skills necessary for effective decision-making in complex environments through integrating theoretic insights with practical knowledge; and
- Ability to apply these tools in an ethical and responsible manner as it impacts society and humanity.

Admissions Requirements

GGU seeks doctoral candidates with strong intellect, proper educational preparation, breadth and depth of managerial or professional experience, and the capacity for disciplined scholarly investigation. While most applicants have a master's degree in a business-related field, applicants with academic preparation in other fields are most welcome to apply.

Doctoral candidates must be fluent in English and are expected to write at a level that meets the standards of scholarly publications. They are expected to understand contemporary practices in business and the economic, social, and political context in which they are conducted.

The admission decision is made by a faculty committee and is based on the applicant's total accomplishments and skills. Specifically, admission to the program requires:

- A minimum 3.0 GPA in their most recent degree program.
- Admission of the following categories will be subject to the admission committee's review of the applicant's work experience and professional accomplishment:
    - Applicants who have earned less than 3.0 GPA in their most recent program;
    - Applicants who do not hold a Master's degree must hold a Bachelor's degree and possess a minimum of 5 years of work experience.
- Experience: Applicants with responsible managerial or professional work experience will be given preference. A professional resume is required.
- Statement of Purpose: All applicants are mandated to share a Statement of Purpose (SOP) of approximately 500 words detailing the following:
    - What is your motivation to pursue the Golden Gate University DBA Program degree?
    - How do you think the Golden Gate University experience will benefit your career?
- An admission panel will review applications and recommend applicants for admission to the GGU DBA Committee for approval.

DBA Program

The DBA program has been designed with a focus on the "practitioner educational model," which distinguishes Golden Gate University from other institutions. This focus is consistent with the position adopted by the Association of Business Schools, which can be summarized as follows:

- The DBA is a professional practice doctorate and is concerned with researching real business and managerial issues via the critical review and systematic application of appropriate theories and research to professional practice.
- The DBA may often be interdisciplinary in approach and/or content.
- It is further intended to provide opportunities for considerable personal development, such that the participant achieves a greater level of effectiveness as a professional practitioner or manager.
- The DBA primary mode of assessment is through the production of a dissertation/thesis or a product idea.

Faculty

All faculty members who teach in our DBA program have doctoral degrees from leading universities in their fields and possess extensive practical experience. They bring theoretical and a real-world views to their teaching, research, and advising and a commitment to dynamic, leading-edge education.

Students

Our students are one of the program's greatest strengths. Typical doctoral students at GGU are working professionals. Without exception, they come from successful careers in top positions in the private, nonprofit and government sectors. They bring their experiences and knowledge to the classroom and, in turn, demand incisive instruction and intelligent, well-developed classroom discussions.

Format

In keeping with our commitment to support working adult professionals with accessible education, we have designed the GGU Worldwide DBA program as fully online, offering an engaging real-

world, real-time curriculum delivered by experienced and highly qualified professors.

Student Manual

Students must abide by the policies stated in the upGrad Student Manual.

Requirements for the Doctor of Business Administration

The Doctor of Business Administration in Emerging Technologies with Concentration in Generative AI requires completion of 20 units of major courses, 8 units of dissertation foundation courses, and 28 units of dissertation work, for a total of 56 units. Students must earn a "B-" or better in each course and a cumulative grade-point average of 3.00 or better. Although research papers, reports and examinations may be required in doctoral seminars, the major assessment points in the DBA program are the qualifying examination, taken after the foundation curriculum is completed, and the dissertation research. Students must receive a passing score on the qualifying examination and successfully complete all required courses before they are allowed to present a dissertation proposal and officially advance to candidacy. Students must complete and successfully defend their dissertations within five years of beginning the program.

Mathematics Proficiency Requirement

BUS 240 Data Analysis for Managers (Waived with documentation of student's having completed equivalent course covering statistics and regression analysis with grade of "B" or better.)

Immersion Sessions

This program includes three, week-long global immersion sessions to enable learners to network, interact with thought leaders, and exchange ideas among their peer groups. The immersion sessions will occur at the end of year one in Mumbai/Bangalore; end of year two in Singapore (tentative); and end of year three in San Francisco.

Dissertation Foundation Courses - 8 units

- DBA 805 Doctoral Research Methods and Analysis 4 unit(s)
- DBA 808 Emerging Digital Technologies 4 unit(s)

Qualifying Examination

The integrative examination will be offered to students prior to the start of dissertation research courses.

- DBA 810 Qualifying Exam 0 unit(s)

Major Requirements - 20 units

After successfully completing the dissertation foundation courses and passing the qualifying examination, students may begin the major requirements.

- DBA 860 Foundations of Machine Learning and AI 4 unit(s)
- DBA 861 Deep Learning and its Variants 4 unit(s)
- DBA 862 Generative AI Using Pre-Trained Models 4 unit(s)
- DBA 863 AI Project Design and Execution 4 unit(s)
- DBA 864 Responsible AI 4 unit(s)

Dissertation Phase - 28 units

Students may register for DBA 890 Dissertation Topic Proposal only after completing the dissertation foundation coursework, passing the qualifying examination, and then completing the major requirements.

- DBA 890 Dissertation Topic Proposal 8 unit(s)
- DBA 891 Dissertation Proposal Defense 8 unit(s)
- DBA 892 Dissertation Completion and Approval by Committee 12-16 unit(s)

General Studies, AA (Hybrid/Online)

Program Information

The Associate of Arts (AA) in General Studies provides a well-rounded foundation of knowledge designed to prepare students for employability and/or further academic work. Students can focus their skill set by choosing between two emphases specifically designed to support their professional goals.

The AA program is taught by practicing professionals, with a curriculum that integrates the liberal arts with knowledge of management principles, leadership strategies and organizational theory. Coursework emphasizes practical business applications, while providing a strong educational foundation for lifelong learning. Students develop the capacity to think critically and creatively in preparation for a successful future in business or management.

Student Learning Outcomes

Students who complete the Associate of Arts in General Studies will be able to:

- Communication: Communicate effectively to general and specialized audiences through structured written, oral and visual presentations.
- Critical thinking: Identify, categorize, and analyze problems and issues, and draw warranted conclusions.

- Quantitative fluency: Perform accurate calculations using symbolic operations, and provide accurate interpretations and explanations of data.
- Information literacy: Correctly identify, categorize, evaluate, and cite multiple resources to create projects, papers, or performances.
- Ethical reasoning: Describe ethical issues and apply ethical principles or frameworks in judgment and decision-making.
- Applied learning: Describe and analyze relationships between academic learning and problems outside the classroom.
- Broad integrative knowledge: Explore, connect, and apply concepts and methods across multiple fields of study.
- Lifelong learning: Examine connections between academic learning and professional goals and demonstrate attitudes such as curiosity, self-awareness, adaptability, and motivation.

Admissions Requirements

- Have a cumulative grade point average (GPA) of 2.0 (C) or better. The GPA includes all grades received, including those for classes that have been repeated.
    - An applicant whose GPA is slightly below 2.0 may still be conditionally admitted but must submit a resume/CV and personal statement demonstrating how they can be successful in an advanced university degree program to be considered.
- Satisfy the **English Language Proficiency Admission Requirement**.
- Submit official transcripts of all accredited college coursework.
    - Applicants may be admitted with "subject to documentation" status based on the submission of unofficial transcripts. See **Subject to Documentation** status for more information.
- Submit an application.

Requirements for the Associate of Arts in General Studies

The degree requires completion of 60 units as follows: 30 units of general education, 9 units of foundation, 3 units of capstone, and 18 units of elective courses. Each course listed carries three semester units of credit, unless otherwise noted.

A cumulative grade-point average of 2.00 ("C" grade) or higher is required in all courses taken at Golden Gate University. Prerequisites to a course, if any, are listed in the course descriptions.

Students enrolled in this program may not audit any of the courses required for this program.

General Education - 30 units

Lifelong Learning and Self Development - 3 units

- UGP 10 Gateway to Success 3 unit(s)

Communication and Critical Thinking - 12 units

- COMM 35 Speech Communication 3 unit(s)
- CRTH 10 Critical Thinking 3 unit(s)
- ENGL 50 Expository Writing 3 unit(s)
- ENGL 60 Research Writing 3 unit(s)

Liberal Studies - 15 units

- ARTS 50 Contemporary Arts and Culture 3 unit(s)
- HIST 50 Contemporary American Economic History 3 unit(s)
- HUM 50 Examining the Humanities 3 unit(s)
- PHIL 50 Professional and Personal Ethics 3 unit(s)
- SCI 50 Science, Technology and Social Change 3 unit(s)

Foundation Courses - 9 units

- ECON 1 Principles of Microeconomics 3 unit(s)
- MATH 40 Statistics 3 unit(s)
- MATH 73 Calculus I 3 unit(s)

Capstone Course - 3 units

- UGP 80 Pathway to Success 3 unit(s)

Emphasis Courses - 18 units

Business Emphasis

- ACCTG 1A Introductory Financial Accounting 3 unit(s)
- ACCTG 1B Introductory Managerial Accounting 3 unit(s)
- ECON 2 Principles of Macroeconomics 3 unit(s)
- FI 100 Financial Management 3 unit(s)
- ITM 125 Management Information Systems 3 unit(s)
- MKT 100 Principles of Marketing 3 unit(s)

Computing Emphasis

- CS 70 Computer Science I 3 unit(s)
- CS 71 Computer Science II 3 unit(s)
- DATA 50 Introduction to Business & Data Analytics 3 unit(s)
- DATA 101 Data Visualization for Business 3 unit(s)
- DATA 102 Business Intelligence & Data Mining 3 unit(s)

- DATA 110 Introduction to Python Programming for Machine Learning 3 unit(s)
  Note: Although students have a choice between the two emphases above, the emphasis chosen will not appear on the student's transcript nor diploma upon graduation.

Global Business Management Professional Certificate (Asynchronous Online)

Program Information

The Professional Certificate in Business Management will advance participants leadership/management skills and general business knowledge. The GGU MBA program demands a substantial long-term commitment of time. This certificate program is designed for individuals seeking business management knowledge who are not yet ready to make a commitment to the full MBA program. Secondarily completion of the certificate would enable students to articulate to the GGU MBA program or to on-campus programs across the globe that accept the credits of the certificate program.

All courses must be completed at Golden Gate University with a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements. See **Graduate Student Academic Standing** requirements for more information.

Student Learning Outcomes

Students who successfully complete this certificate program will be able to:

- Demonstrate a general management "holistic" perspective.
- Demonstrate managerial and leadership skills, such as teamwork, critical thinking and problem solving, communications and presentations, self-awareness
- Master and apply general management analytic processes and tools for decision making.
- Integrate strategic business objectives within competitive industry dynamics.
- Integrate strategic business objectives within the socio-political-economic-ecological-global context.
- Understand functional areas' impact on business and departmental interaction issues.
- Demonstrate integrated business level planning.
- Demonstrate an understanding and ability to identify the ethical, environmental, and social implications of business issues and formulate appropriate responses.

Admissions Requirements

- Applicants should hold a bachelor's degree from a regionally accredited US institution or the equivalent from a recognized foreign (outside the US) institution and provide official transcripts.
- Master's degree holders only need to submit transcripts from previous graduate programs. However, applicants are encouraged to submit all transcripts to maximize transfer credit.
- Applicants whose native language is not English must meet the **English Language Proficiency Admission Requirement**.
- Applicants with an undergraduate GPA below 3.0 must submit a statement of purpose and a resume.
- The GMAT/GRE is NOT Required.

Requirements for the Global Business Management Professional Certificate (Worldwide)

All courses must be completed at Golden Gate University with a grade of "C-" or better and a cumulative grade-point average (GPA) of 3.00 ("B" average) or better in courses taken at Golden Gate University that are applicable to the program's requirements.

Required Courses -18 units

- BUS 202 Fundamentals of Business 3 unit(s)
- LEAD 300 Management and Leadership 3 unit(s)
- MKT 300 Marketing Management 3 unit(s)
- MSBA 300 Foundations of Business Analytics 3 unit(s)
- FI 300 Corporate Finance 3 unit(s)
- LEAD 303 Teamwork in Organizations 3 unit(s)

Library

Otto and Velia Butz University Library

The Otto and Velia Butz University Library at Golden Gate University includes resources, services, and facilities supporting the university's two major fields of study - Business and Law. Resources and research assistance are tailored to the disciplines served. Resources are available predominantly online to better serve researchers when and where they choose to study. Some print resources remain part of library collections. Current Business students, Law students, and Business & Law Alumni are welcome to use the Library and its Learning Commons area for study during regular business hours.

Resources and Services

The library provides an array of services and resources to help students develop information literacy skills and technological competence leading to academic success and the ability to perform effective research well after graduation.

Library collections cover all disciplines taught at the university and include professional practitioner materials and databases graduates would expect to use in career settings. Resources encompass more than 100 research databases, 325,000 e-books, 68,000 e-Journal titles, 78,000 print items, and course reserves available to currently enrolled students.

The library's Law collection includes special sections on tax law, law and literature, and international law. Specialized databases such as Lexis, Hein-Online, CEB Onlaw, VitalLaw, and CALI (an interactive educational tool) are also available for legal research.

Librarians provide group research instruction in online classes and are available for individual research assistance via email, video, phone, and instant messenger.

More information about the library's services and resources, including operating hours, can be found at: **http://ggu.edu/libraries/**.

Access Policies

Access to the library is limited to the following:

- GGU students currently enrolled or who were enrolled the previous term.
- Full-time faculty.
- Part-time faculty during the term in which they are teaching and the terms immediately preceding and following that term.
- University trustees.
- GGU staff.
- GGU alumni.

A valid GGU identification card is required to enter the library. Library cards are nontransferable. For more information about access, contact **askalibrarian@ggu.edu**.

Admission

Applicant Classification

Golden Gate University welcomes applications from around the world. For the purpose of distinguishing domestic from international students, applicant classification is determined as follows:

1. Domestic applicants: Individuals who indicate on their application that they are U.S citizens, U.S Permanent residents (Green card holders), asylees, or refugees.
2. International applicants: Individuals who indicate they are not U.S citizens or U.S permanent residents. This includes applicants who will require a visa to enter the United States.
    - Applicants who will come to the U.S with the primary intention of enrolling in an academic program need an F-1 (student) visa.
    - Applicants residing in the U.S under pre-existing visa categories may be eligible to enroll in a program without changing their visa status.
    - Prospective students are encouraged to review the official **guidelines** provided by U.S. Immigration and Customs Enforcement (ICE) to determine their eligibility to study based on their current or intended visa type.

Students enrolled exclusively in online programs from their home country will be determined by citizenship. Any questions about classification or eligibility can be directed to **internationaladmit@ggu.edu**.

How to Apply

Applicants should use the **online application portal** to submit all required documents and accept or decline their offer of admission. Emailed application documents will not be accepted. Official transcripts and test scores are preferred to be received electronically at **documents@ggu.edu**. International students can submit official transcripts and test scores electronically to **internationaladmit@ggu.edu**. Physical documents can be sent to: Golden Gate University, 536 Mission St, San Francisco, CA 94105. For help with questions about the application process, applicants may contact their enrollment advisor.

Admission Process

Admission to the university is based on a holistic assessment of applicants' educational and professional credentials and an evaluation of their potential to benefit from and succeed in the particular academic programs to which they have applied. The Office of Enrollment Services, in consultation with the faculty, reviews all documents, including official academic credentials from other institutions, scores on any required tests, personal statements, professional resumes, letters of recommendation, personal interviews, and any other relevant information. Applicants are subject to additional policies based on the academic levels to which they have applied. See **Undergraduate Admission Policies** or **Graduate Admission Policies** for more information.

Application Documents for Domestic Applicants

To be considered for admission to a degree program, domestic applicants must provide the following. (Please note: All application materials become the property of the university and cannot be returned. Acceptance of documents is the sole discretion of the admissions personnel.)

1. **Online application**
2. Official Academic Transcripts:
    - Applicants must submit transcripts from all institutions as listed on their online application.
    - **Graduate applicants** must list and provide the degree-granting undergraduate institution in their application. The transcript must clearly state that a bachelor's degree or an industry standard equivalent has been conferred. Undergraduate applicants must list all previously attended institutions including high school, General Education Development (GED) examination or the California High School Proficiency Examination (CHSPE).
    - **Undergraduate applicants** who are enrolled in their last semester of high school may apply and be admitted with **Subject to Documentation** status but must have a verification letter attesting that they have one semester remaining sent directly from the university registrar or controller of examinations to **documents@ggu.edu**.
3. English Language Proficiency:
    - Applicants whose first (native) language is not English must satisfy the **English Language Proficiency Admission Requirement**. English Language Proficiency test score reports must be sent directly from the testing service office to the Office of Enrollment Services.
    - English Language Proficiency scores should not exceed 2 years from the date in which the assessment was completed.
4. Statement of Purpose:
    - The statement should give a realistic appraisal of any academic work completed since graduation from high school. Note any inconsistencies in the academic record and the reasons for them. In addition, include a plan to affirm a commitment to academic success while attending Golden Gate University. Applicants are encouraged to be as forthright and open as possible and should feel free to discuss unusual circumstances or situations of adversity that may have influenced their current values. Applicants' statements will be evaluated on both the quality of the writing and the thoughtfulness of the content.
5. Professional Resume

6. **GGU Admissions Enrollment Agreement Form**:
    - All students, both domestic and international, are required to sign the GGU Admissions Enrollment Agreement form before enrolling with GGU.
7. Test Scores (if applicable)
    - Programs reserve the right to request additional admissions documentation such as a GMAT or GRE test score to determine admission for applications that do not meet the standard admission requirements.
    - GMAT or GRE scores should not exceed 5 years from the date in which the assessment was completed.
8. Commitment Fee
    - Domestic students who are offered admission will be required to submit a $250 Commitment Fee in order to accept their offer of admission. The fee may be waived if a domestic student is admitted and accepts their offer of admission prior to the Early Admission Deadline or is granted a special waiver from the Office of Enrollment Management.

Application Documents for International Applicants

To be considered for admission to a degree program, international applicants must provide the following. All application materials become the property of the university and cannot be returned. Acceptance of documents is the sole discretion of the admissions personnel.

1. **Online application**
2. Official Academic Transcripts:
    - Applicants must submit transcripts from all institutions as listed on their online application.
    - Official transcripts must be sent directly from the institution to the Office of International Admissions. If sent by mail, the official transcript must originate from the school (for undergraduate applicants), university registrar, or controller of examinations in an envelope sealed by the institution.
    - Alternatively, official transcripts can be sent to **internationaladmit@ggu.edu** via the institution's official platform, preferably Parchment or Clearinghouse. Applicants graduated from universities outside of the US may send official transcripts through the institution's official platform or directly to **internationaladmit@ggu.edu** from the official email address of the University Registrar or Controller's office.
    - Unofficial transcripts may be used for admissions decisions. Students admitted with unofficial transcripts will have a Subject to Documentation hold. Official transcripts, test scores, and foreign credential evaluations (if applicable) must be received no later than the **Official Transcript & Test Score Deadline**. Non-compliance will result in termination of SEVIS record and/or admissions. See Subject to Documentation section for more information.

Undergraduate international applicants

- Must be at least 20 years old and have completed the equivalent of a US associate of arts degree (60 units) or 60 units of undergraduate-level credits.

Graduate international applicants

- Graduates of U.S. colleges or universities who are applying for admission to graduate degree programs must have a bachelor's or higher-level degree from a regionally accredited college or university. International applicants who graduated from accredited colleges or universities outside the United States must have degrees that are equivalent to a U.S. bachelor's degree or higher.
- **Chinese Academic Documents**: Applicants must submit credential reports in English for transcripts and degree certificates, issued by the **China Academic Degree & Graduate Education Development Center**. The documents should be sent directly to Golden Gate University, Office of Admissions.

3. GGU reserves the right to request transcript evaluation through approved credential evaluation services, attestation from the Department/Ministry of Education or higher education commission/authority in the country where transcript was issued, or any additional documents depending on the requirements for each country. Options for credential evaluations are as follows:
    - **Spantran**
    - **International Education Evaluations** (IEE)
    - **International Education Research Foundation** (IERF)
    - **Education Credential Evaluators** (ECE)
    - **World Education Services** (WES)
4. English Language Proficiency:
    - Applicants whose first (native) language is not English must satisfy the **English Language Proficiency Admission Requirement**. English Language Proficiency test score reports must be sent directly from the testing service office to the Office of Enrollment Services.
    - English Language Proficiency scores should not exceed 2 years from the date in which the assessment was completed.
5. Statement of Purpose (SOP):

A statement of purpose is required for admission and will be evaluated based on the quality of writing and depth of content. The statement should provide clear overview of the applicant's academic and professional background and address the following:

- Reason for applying to the program,

- Relevant academic and professional experience and how those experiences prepared the applicant for success in the program,
- Future academic or career goals following completion of the degree.

Applicants with a GPA below 3.0 (Graduate) or 2.0 (Undergraduate) musty also address the following:

- Explanation for the low GPA,
- Plans to ensure academic success in the academic program,
- How the program aligns with and supports the applicant's professional goals.

6. Professional Resume
7. **GGU Admissions Enrollment Agreement Form**:
   All students, both domestic and international, are required to sign GGU Admissions Enrollment Agreement form before enrolling with GGU.

8. Test Scores (if applicable)
   - Programs reserve the right to request additional admissions documentation such as a GMAT or GRE test score to determine admission for applications that do not meet the standard admission requirements.
   - GMAT or GRE scores should not exceed 5 years from the date in which the assessment was completed.
9. Commitment fee
   - Admitted students are required to submit a non-refundable $250 commitment fee . Commitment fee will be credited towards the student's first term tuition once enrolled.
   - Students who request deferral should refer to the "Deferral Exception Appeal" section for additional details. Commitment fee will be forfeited either one (1) year after the payment date or after two (2) consecutive deferrals.

International applicants seeking to study in the U.S. on an F-1 student visa or J-1 scholar visa will also need:

1. Copy of Passport
2. Certificate of Finance Form
   - Fill out the Certificate of Finance Form and upload it to the **applicant portal**.
   - Sponsor(s) and students must provide a wet signature in the sponsor agreement section.
   - The funding will be calculated for nine (9) months, not for the whole program. Thus, the amount of GGU scholarship (if any) will be reflected differently in the I-20 than the amount listed in the scholarship letter.
3. Financial Documentation - submit at least one of the following acceptable documents:
   - Bank Letter(s)
   - Bank Statements (Only for US bank account or when requested)
   - Loan Letter(s)
   - Scholarship Letters (individual, government, employer/company, school, or institution/organization)
   - Financial documents that demonstrate proof of funding must.
     - Be in English or be accompanied by a certified English translation
     - Be on official bank/financial institution letterhead, with bank stamp or bank officer's signature
     - Show at least minimum funding required for one academic year and type of currency
     - Include the account holder's name (if account is not in student's name, then name on financial document must match name of sponsor in Sponsor Agreement section of the Certificate of Finances Form)
     - Financial documents must be less than one-year old at the time of I-20 application
   - Golden Gate University reserves the right to request additional financial documents and/or deny the issuance of a Form I-20 if there is reasonable concern regarding the authenticity of submitted materials. Students whose documents deemed by GGU as fraudulent, altered, plagiarized, or having produced using generative AI technologies will have their admission revoked and may result in permanent ban from future application. Commitment fee will not be refunded in such cases.

5. For students transferring from universities in the US: Transfer-In form
   - Part 1 will be filled by the student.
   - Part 2 will be filled by the DSO from the universities the student is transferring from.
   - GGU School code: SFR214F00623000
   - GGU will issue the I-20 form after all financial documents are satisfied and SEVIS record has been transferred over to GGU.

* F-1/J-1 students are assessed the $275 international student fee per academic period.

** International applicants planning to study in the U.S. using an F or J visa are not eligible to apply for open enrollment status or certificate programs.

International Application Deadlines

The application deadlines found below are due by 11:59 pm PT and are applicable to all applicants. Late applications will not be accepted.

	2025 Fall Term: 09/07/2025	2026 Spring Term: 01/11/2026	2026 Summer Term: 05/10/2026	2026 Fall Term: 09/06/2026	2027 Spring Term: 05/09/2027
Final International Application Completion Deadline (includes study abroad)	07/06/2025	12/21/2025	03/08/2026	07/05/2026	12/20/2026
Commitment Fee Deadline	07/20/2025	01/02/2026	03/22/2026	07/19/2026	01/01/2027
Last Day for Initial I-20 Issuance	08/10/2025	01/04/2026	04/12/2026	08/09/2026	01/03/2027
Final International Transfer-in / Beacon / upGrad (non-study abroad) Application Deadline	08/24/2025	01/04/2026	04/26/2026	08/23/2026	01/03/2027
Final International Transfer-in / Beacon / upGrad (non-study abroad) Acceptance Deadline	08/31/2025	01/05/2026	05/03/2026	08/30/2026	01/04/2027
Official Transcript & Test Score Deadline	09/27/2025	01/31/2026	05/30/2026	09/26/2026	01/30/2027

Enrollment Eligibility Restrictions

All applicants, both domestic and international, are encouraged to review the **state authorization list**, as GGU is not authorized to offer online instruction and/or internships/practicums in all states. Any applicant residing in a state that is not authorized at the time of their application is not eligible to be admitted.

Minor Applicants (under 18 years of age)

GGU requires minor applicants (those under the age of 18) to submit written and signed consent of their parent or legal guardian to be admitted to the university and to enroll in courses. If it is learned that this requirement was not fulfilled, the student's admission may be rescinded at any time. GGU does not assume parental responsibilities for these students and does not supervise or care for the personal needs of its students, including any special needs, of those who are under the age of 18. Domestic applicants must be at least 15 years old at the time of the application submission if they intend on applying to a campus (face-to-face) based program. International applicants must be at least 20 years old and have completed the equivalent of a US associate of arts degree (60 units) or 60 units of undergraduate-level credits at the time of application submission.

Transfer of Credit Request

Transferring Credits to Golden Gate University

Golden Gate University welcomes transfer students and provides a streamlined process to evaluate and award eligible transfer credits. At this time, Golden Gate University evaluates transfer credit only from regionally accredited institutions located in the United States and Canada. Academic credit earned at institutions outside these countries is not eligible for transfer consideration.

To be considered for credit transfer, applicants must disclose all previously attended institutions on their application. While GGU does not offer pre-evaluation of transcripts, students are encouraged to explore potential course equivalencies using our transfer credit tool, **Transferology**. For additional information, please contact our enrollment team.

Steps to request for transfer credits:

1. Disclose all prior academic institutions
    - All previously attended colleges and universities must be disclosed in the admission application at the time of submission. This information is essential for conducting an accurate and comprehensive transfer credit evaluation. GGU will not apply transfer credit for courses completed at another institution after the student completes first term.
2. Submit Enrollment Service Petition Form and course description/syllabus
    - In addition to the official transcripts, students are required to submit a completed Enrollment Petition Form and course description or syllabus for each course that needs to be evaluated for transfer credits.
3. Transcript Submission
    - Official transcripts from previously attended institutions are required to finalize transfer-of-credit eligibility.
4. Transfer-of-Credit Evaluation

    - A formal transfer-of-credit evaluation is provided at no cost upon admissions. This evaluation determines which previously completed courses and credentials may be applied toward the selected program of study at Golden Gate University.
5. Notification of Transfer Credits
    - Applicants will be notified of the total number of approved transfer credits. This information will be available through the applicant portal following the completion of the evaluation.
6. Academic Planning
    - Following acceptance of admissions, newly admitted students will review their academic plan in consultation with a Student Success Coach and Academic Advisor. This process includes discussion of applicable transfer credits and an estimated timeline for program completion.

Transfer Credit Policy

1. GGU does not accept transfer credit from institutions outside of the United States unless an articulation agreement is in place.
2. Partnership programs will not accept any transfer credits unless specified or approved by the Dean or Provost.
3. To be eligible for transfer credits, courses must have grades of C- or above for undergraduate courses, and grade B or above for graduate courses, unless otherwise noted.
4. Transfer of credit will not be reviewed until the official documents from institutions documenting the courses for which transfer credit is being requested have been received, along with corresponding course descriptions/syllabi for each course.
5. Golden Gate University does not award transfer credit for previously completed coursework from other institutions after the student's first term of enrollment. All prior academic history must be fully disclosed and processed at the time of application or within the first term of enrollment.
6. Transfer credit requests involving future coursework at another institution, provided the student obtains prior written approval from the Program Chair or Dean, with the support of their academic advisor. Such requests must be coordinated through the advisor.
7. GGU does not grant transfer credits from another institution for courses that the student has previously attempted at GGU, regardless of the grade earned in that course, unless approval is granted by the dean or program chair.

Admission Decisions and Timeline

- Admission decisions are typically made within three business days after all required documents have been received.
- Application files that require an academic department review typically take five or more business days.
- Applications are reviewed individually and, under certain circumstances, may be conditionally admitted. See **Conditional Admission** for more information.
- Applicants are subject to additional policies based on the academic levels to which they have applied. See **Undergraduate Admission Policies** or **Graduate Admission Policies** for more information.
- All documents submitted become the property of the university and will not be returned or released to the student or other parties.
- The commitment fee is nonrefundable.
- Applicants may apply for admission up to one calendar year prior to their intended enrollment start terms. Students may begin their enrollment in the Fall, Spring, or Summer term.
- Admission to academic programs and eligibility to enroll is valid only when verified and confirmed in writing in the letter of acceptance sent by the Office of Enrollment Services or Office of International Admissions.
- Domestic applicants to undergraduate and graduate programs may enroll in courses under **Open Enrollment Status** while their admission decisions are pending. They must comply with all **Open Enrollment Status** rules until their admission decisions have been made. Students who are subsequently denied admission will be dis-enrolled from their courses and from the institution. International students are not eligible for Open Enrollment.
- Applicants who have been denied admission may not register for classes at any level or status and must wait a minimum of one year before reapplying. It is strongly recommended that applicants who are denied admission strive to improve their academic profile by completing additional courses at another regionally accredited institution or approved program.
- Students' academic program requirements are associated with their admission start terms per their admission applications.
- International students who need to apply for an F-1/J-1 visa typically receive their I-20 within 10 business days pending that all documentation is accurate and submitted through the online application process. Students who are missing information or need additional information re-submitted/verified may delay the issuance of their I-20. Students are encouraged to apply early to ensure they have enough time to schedule Visa Interview Appointments. GGU does not offer expedited I-20 services.
- International applicants planning to study in the U.S. on an F or J visa are not eligible to apply for open enrollment status or hybrid certificate programs.

Full Admission (with Official Transcripts)

If the application meets standard admissions requirements and the University has received all official transcripts, from all institutions entered on their online application, the student will receive an offer of full admission in approximately three business days after the University has received the completed application. The student will

receive an official email from their Enrollment Advisor and be able to view and accept/decline the admission decision via their online Application Portal.

Subject to Documentation (with Unofficial Transcripts and/or Test Scores)

If the application fully meets the standard admissions requirements, the student may be admitted with "subject to documentation" status if the University has received and accepted the unofficial transcripts for all institutions attended, as entered on their online application, and/or the student's official test scores (if required). Unofficial transcripts may be considered acceptable only if the document is in a pdf format and **ALL** of the following items are legible on the transcript document:

- Name of the institution
- Student name
- Cumulative Grade Point Average (preferred)
- Course numbers
- Course names
- Credit hours earned
- Grades earned
- Degree conferred with date (if applicable)
- Transcript legend

No other documents will be accepted.

All documents must be submitted via the online application portal.

If a student was admitted with subject to documentation using unofficial documents, the University **MUST** receive the student's official transcripts from all institutions attended, as entered on their online application, along with any other missing official documents by the Official Transcript/Test Score deadline as shown in the **Application Deadlines**.

Applicants may be admitted with "subject to documentation" status under the following circumstances:

1. They have submitted only unofficial transcripts, or they have not submitted official transcripts from their bachelor's degree-granting institutions.
2. Their U.S. bachelor's degrees are in-progress and have not yet been conferred.

Students who are admitted with this status are subject to the following:

1. They may enroll in courses for only their first term under this status.
2. They must submit their official transcripts to the University no later that the Official Transcript/Test Score deadline.
3. They are ineligible for **Federal Financial Aid** in accordance with federal regulations until all official transcripts are received.

Official Documents Not Received

If a student's official transcripts, official test scores, and/or other official application documents are not received by the deadline:

1. A student will be removed from their course and receive a "W".
2. A student may be administratively withdrawn and be reinstated for the next available term if the University receives the student's official transcript.
3. A student may owe a tuition balance from being withdrawn and must have their tuition bill paid in full before being eligible for reinstatement.
4. Students on F-1/J-1 status will have their SEVIS terminated in accordance with federal regulations.

Conditional Admission

Applicants' admission decisions may specify conditions and requirements as determined by the school or academic department, which may include: additional admission requirements, and/or admission conditions, and/or achieving additional academic progress standards. Applicants whose academic preparation does not meet the university admission criteria, but who have potential for academic achievement, may be conditionally admitted with the approval of the academic department. See the Academic Standing requirements for **Conditionally Admitted Students** for more information. See also course enrollment limitations for **Conditionally Admitted Students**. Students under F-1 visa status are not eligible for Conditional Admission.

Cancellation of Application/Admission

All applications that are not submitted and complete by the final deadline for the term requested will be automatically withdrawn and students will need to submit a new application for a future term. Submitted application materials will expire and the documents associated with that application will be destroyed after one calendar year. Admission is only valid for the term for which the applicant was admitted, unless a deferral exception was approved. If applicant fails to accept their offer of admission within fourteen (14) calendar days and/or does not enroll during that term, the offer of admission is canceled and the documents associated with that application will be destroyed. Re-applying after that time will require a new application, application fee (if applicable), commitment fee, and the submission of all transcripts and other required credentials.

Accepting Admission Offer and Registration for Courses

When a student's admission decision has been made, the student will receive an official Admissions decision email which includes the next steps for accepting their offer. Students can also view the admissions decision via the online application portal found **here**. A student's Enrollment Advisor will guide them through the next steps to accept their offer of admission and pay their non-refundable enrollment

deposit (if applicable). Once a student accepts their offer, they will have until the first day of instruction for the term for which they were admitted to register. If a new student fails to register by this deadline, the student's admission will be rescinded and the application will be withdrawn.

Students will have fourteen (14) calendar days to accept their offer of admission by accepting or declining via the student portal. If a student fails to accept their offer of admission within the fourteen (14) calendar-day-time frame according to the Acceptance Date on the official Admission letter, the student's admission will be rescinded and the application will be withdrawn.

Students who apply late will forfeit the full (14) calendar day acceptance policy and will be required to accept their offer no later than the last official Deposit Deadline as set in the **Application Deadlines**, which may be less than (14) calendar days. Students should refer to their official Admissions letter for their exact acceptance deadline. If a student does not accept their offer of admission, or they do not register by the first day of instruction for the term for which they were admitted, they may choose to reapply for a future term. Deferrals are not automatic and not typically permitted; however, a student may apply for a deferral exception.

Oregon Enrollment Agreement

Following the policies as outlined by the State of Oregon for Oregon residents, students are to sign and submit an enrollment agreement with GGU for their specific degree/certificate programs.

Enrollment agreements are provided for varying graduate levels and/or programs but do not include financial aid enrollment agreements, online admissions weblinks or offers of admissions acceptance forms.

The sample enrollment agreement includes the following:

- School catalog-version, year, identifying information of when student enrolled.
- Program student enrolling in, number of credits, start and estimated end date.
- Applicable itemized tuition and fees for program student enrolled in.
- Student's right to cancel or withdraw.
- Procedures for cancellation, refunds and withdrawal.
- Refund policy - Oregon's modified refund policy (refer to Section 3.2).
- Transferability of credits and credentials earned at institution.
- Policy for accepting transfer credit from other institutions.
- Complaint language and contact information.

At time of admission, the student will receive their program specific enrollment agreement, which will provide information on the above. Students are required to review and acknowledge receipt of this information prior to enrollment completion.

Deferral Policy

In extenuating circumstances, students may choose to defer their application.

Students who would like to wait to start in future terms should contact their Enrollment Advisor for their intent to defer the admission. Any student who has already been withdrawn due to missing their acceptance deadline, failing to register, or by voluntarily submitting a withdrawal request will not be eligible to defer and must reapply for admission to enroll in courses.

- International students requesting deferral must submit their request through **internationaladmit@ggu.edu**.
- Domestic students requesting deferral must submit their request through **info@ggu.edu**.
- Students may be granted a deferral for up to two (2) consecutive terms. Students who request deferral for more than two (2) consecutive terms will be required to submit a new application and pay an additional commitment fee. Commitment fee will be forfeited either one (1) year after the payment date or after two (2) consecutive deferrals.
- Any student who chooses to reapply for a future term **is not guaranteed admission** and will be subject to any changes in tuition, scholarships, and/or admissions requirements for that term.

Offer of Admission Expiration

Offers of Admission are **valid for one term.** To officially accept the offer of admission, a student must log into the application portal and accept their offer of admission. Email messages will not be accepted. If a student has not accepted an offer of admission within the fourteen-day (14) timeframe/deadline on their official Admissions Letter, he/she must reapply to the University and program after sitting out one additional term. Students should contact the Enrollment Office to verify what documents must be submitted for consideration.

Reapplying/Readmission

Students must reapply to a program under the following circumstances:

- A student's original offer of admission has expired, and the student never started the program.
- A student requests to change to a different program.
- A student failed to meet the requirements of a Conditional Admission or Subject to Documentation admission.
- A student's Deferral Exception Appeal was denied.

To reapply, students can login and start the online application using their previous login credentials. A student should contact the Enrollment Office if they have questions regarding the application.

Change of Program

Degree-seeking students wishing to change their credential objectives in terms of degree or major must complete a new application for admission. Students seeking admission to new degree programs will be required to fulfill the admission requirements for their desired programs that are in effect at the time of application. In addition to prior school records and test scores, performance in their current program coursework completed at GGU may be used as a criterion for admission to a new degree program.

Students who wish to change or add concentration to their program may contact their advisor and do not need to submit a new application.

Students who are on academic probation may request a change of program. If the dean of the school of the requested program approves the change, the student must still achieve the minimally acceptable grade point average by the end of the probationary period.
See **Academic Standing standards** for more information.

Changing from Certificate-Seeking to Degree-Seeking Status

Certificate-seeking students who wish to pursue degree programs should submit the appropriate admission application and all required supporting documents and fees. Students seeking admission to degree programs will be required to fulfill the admission requirements for their desired programs that are in effect at the time of application. In addition to prior school records and test scores, performance in certificate program coursework completed at GGU is used as a criterion for admission to degree programs. International students under F-1 status may not be eligible for certificate programs. Please, contact **internationaladmit@ggu.edu** for further information.

Changing from Open Enrollment Status to Degree or Certificate-Seeking Status

Open Enrollment status permits students with limited enrollment opportunities at GGU but does not constitute admission to the university. Students who wish to pursue degree or certificate programs should submit the appropriate admission application and all required supporting documents and fees. Students seeking admission to degree and certificate programs will be required to fulfill the admission requirements for their desired programs that are in effect at the time of application. In addition to prior school records and test scores, performance in coursework completed at GGU is used as a criterion for admission to degree programs. International applicants planning to study in the U.S. using an F or J visa are not eligible to apply for open enrollment status or certificate programs.

Maximum Number of Degree Programs

Students may be admitted to a maximum of seven GGU degree programs, as indicated below:

Degree Level	Maximum Number of Degree Programs
Associate's Degree	One (1)
Bachelor's Degree	One (1)
Master's Degree	Two (2)
Doctoral/Juris Doctor Degree	One (1)
Graduate Law	One (1)
DBA	One (1)

A student may be admitted to an additional degree program at the same degree level in excess of the maximums listed above (if offered) only upon approval of the dean of the school that offers the desired program. Students must provide adequate justification for how the additional degrees will assist them in their career goals in order for their requests to be approved. Students may not be admitted to additional degree programs at the same degree level that are significantly similar to programs which they have already completed. Students may seek admission to additional degree programs during their final terms of their in-progress degree programs.

Undergraduate Admission Policies

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

Undergraduate Admission Criteria

To be considered for full admission for any undergraduate program:

Applicants seeking to transfer with 12 or more semester units must:

- Have a cumulative grade point average (GPA) of 2.0 (C) or better*. The GPA includes all grades received, including those for classes that have been repeated.
- Satisfy the **English Language Proficiency Admission Requirement**.
- Submit official† transcripts of all accredited‡ college coursework.
- Submit an application.

In addition to the undergraduate admission criteria, International students on F-1 visas applying for undergraduate programs must:

- Be at least 20 years of age.

- Have completed the equivalent of a US associate of arts degree (60 units) or 60 units of undergraduate-level credits.
- Have a cumulative GPA of 2.0.

An applicant who does not satisfy admissions requirements may result in denial or withdrawal of the application.

In rare cases, students may have completed more than 12 prior semester units but are not eligible for admission based on the requirements above. In this case, prior to admissions denial, students may instead be reviewed for admission based on their high school GPA and the requirements below.

Applicants seeking to transfer with fewer than 12 semester units will be considered for admission in certain cases. Such applicants must:

- Have a cumulative GPA of at least 3.00 (B) for all academic high school work. Note: any college coursework completed is considered when making an admission decision.
- Satisfy the **English Language Proficiency Admission Requirement**.
- Submit official† transcripts of all accredited‡ college coursework.
- Provide results from the General Education Development (GED) examination or the California High School Proficiency Examination (CHSPE) for those who have not completed high (secondary) school.
- Submit an application.

Domestic students seeking to transfer with fewer than 12 semester units must submit:

- A resume/CV showing three or more years of professional experience or military service.
- A statement of purpose stating why Golden Gate University is the right institution to meet the applicant's personal and professional goals; in some cases, participate in an interview (by telephone, video conference, or in person) with the dean.

*An applicant whose GPA is slightly below 2.0 may still be conditionally admitted but must submit a resume/CV and personal statement demonstrating how they can be successful in an advanced university degree program to be considered.

†Applicants may be admitted with "subject to documentation" status based on the submission of unofficial transcripts. See **Subject to Documentation** status for more information.

‡Coursework completed in the U.S. must be from "regionally" accredited institutions to be eligible for transfer.

Undergraduate Advanced Placement Credit

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

Choice of Major

Bachelor's degree program applicants must choose a degree (i.e., Bachelor of Arts or Bachelor of Science) and a major at the time of application. See the list of available **Academic Programs** for more information. Applicants may not be admitted as "undecided" and may not choose to double major. However, students may pursue one or more minors. See **Declaring Minors** for more information.

Declaring Minors

Students may declare up to two minors for their bachelor's degree programs. Students seeking to declare more than two minors will be required to appeal to the dean for approval.

Students will not be permitted to declare minors at the point of application but may do so following admission or prior to degree conferral. Students should make their minor declarations by submitting a **Declaration of Minor Request** form.

Students' diplomas will list the minors that they had successfully completed at the time their degrees were conferred. Students may not declare additional minors after their degrees have been conferred.

Bachelor's degree-seeking students may declare the minors shown below. Note: students may not declare minors that are the same as their majors.

- Accounting
- Business
- Finance
- Human Resource Management
- Information Technology
- International Business
- Literature
- Management
- Marketing
- Operations and Supply Chain Management
- Psychology
- Public Administration

Automatic Admission to Bachelor's Degree Programs for Associate of Arts Program Students

Current GGU Associate of Arts program students who are nearing the completion of their programs may be automatically admitted into their choice of bachelor's programs by submitting the **Associate of Arts/Bachelor's Degree Program Request** form. Alumni of the Associate of Arts program may submit this form after their degrees have been conferred but must do so within one calendar year following the conferral of their Associate of Arts degrees to be eligible for automatic admission. Alumni who fail to submit the form in a timely manner will be required to apply for admission to a bachelor's program through the regular admission process.

Conferral of Associate of Arts Degrees for Bachelor's Program Students

Current bachelor's program students who have completed the Associate of Arts program requirements may submit the **Associate of Arts/Bachelor's Degree Program Request** form in order to have their Associate of Arts degrees conferred. Students must also apply for graduation via **GGU4YOU** from the Associate of Arts program after the program has been added to their records.

Earning a Second Bachelor's Degree

Applicants who have previously earned a bachelor's degree at Golden Gate University or other regionally accredited institution in the United States are not encouraged to pursue a second bachelor's degree. A second bachelor's degree has little educational or professional value. Except in the rare case of a student who is looking to earn a second degree in a discipline with a distinct difference from their first degree, a second bachelor's degree would require duplication of course work previously taken. It is highly recommended that students who have completed a bachelor's degree explore educational opportunities at the graduate level. Applications for a second bachelor's degree may be denied admission by the dean, regardless of prior academic qualifications.

Pathway Programs

Applicants to certain GGU "Pathway" programs may take designated courses and have them applied to both their Bachelor's and Master's degree or graduate certificate programs. These courses will be included in the unit totals and GPAs for both applicants' Bachelor's and graduate degree programs.

Through the *Path2CPA* option, graduates of either the **Accounting, BS** or **Accounting Minor** program may reapply up to 12 units of designated graduate-level coursework toward the **Master of Science in Accounting Data & Analytics (MSADA)** program or the **Master of Science in Taxation** program. See the **Accounting, BS** or **Accounting Minor** program descriptions for course-related information.

Students who elect to pursue the **Public Administration Minor** have the option of taking graduate-level courses from the **Master of Public Administration (MPA)** program and applying them to both the minor requirements and the MPA. The **Public Administration Minor** provides a solid foundation in essential management concepts, techniques, communication, and organizational behavior, while the **Master of Public Administration (MPA)** provides a thorough understanding of the advanced processes, issues, and practices associated with the management of high-performing public service and nonprofit organizations at the municipal, regional, state, federal and international levels of governance. The MPA will introduce students to the relevant set of real-world knowledge and skills required to function effectively in a managerial or executive role within such organizational settings. Students will learn to organize, motivate, and lead individuals in diverse public and private business enterprises. Those who complete both the minor and the MPA program will be in a unique position to understand and navigate the complex interactions between the public and private sectors, including policy-making, ethics, and the increasing privatization of the public sector.

Applicants to some graduate Psychology degree or certificate programs who have previously earned Bachelor's degrees from GGU with majors or minors (formerly concentrations) in Psychology may receive internal graduate-level transfer credit for certain courses. See the program descriptions for the list of specific courses that are eligible for this incentive: **Master of Arts in Counseling Psychology** or **Counseling Skills Graduate Certificate**.

Note: these programs are not available for international students on F-1/J-1 visas.

Graduate Admission Policies

This section pertains to admission to master's degree programs.

Graduate Admission Criteria

For admission to degree and certificate programs the applicant must:

- Have earned a bachelor's degree from a regionally accredited US institution or the equivalent from a recognized non-US institution.
    - Applicants with degrees from US institutions that are not regionally accredited may be considered for admission on an exception basis. Admission and/or transfer of credit from unaccredited institutions is not guaranteed.
    - International applicants who graduated from accredited colleges or universities outside the United States must have degrees that are equivalent to a U.S. bachelor's degree. Three-year international baccalaureate degrees that are equivalent to a US bachelor's degree may be considered for admission.
- Have a cumulative grade point average (GPA) of 3.0 (B) or better*. The GPA includes all grades received, including those for classes that have been repeated.
- Demonstrate academic and professional capability to study at the graduate level.
- Possess quantitative, writing, and computing skills needed to succeed in a competitive and dynamic environment.
- Graduate programs may request submission of additional items, such as scores from the GMAT or GRE, to supplement support demonstrating strong academic capabilities.

*Applicants whose academic preparation does not meet the university admission criteria, but who have potential for academic achievement, may be conditionally admitted with the approval of the academic department. Conditionally admitted students must achieve a 3.00 cumulative GPA within their first nine units of their academic programs. Failure to do so will result in academic disqualification.

See **Graduate Student Academic Standing Standards** for more information.

Note: International students, who require F-1 or J-1 Visas to study in the United States, may not be conditionally admitted due to U.S. Immigration regulations.

*Graduate Record Exam (GRE) may be accepted in lieu of the GMAT.

Declaring Graduate Program Concentrations

Students may declare up to two concentrations in a given degree program. Students seeking to declare more than two concentrations will be required to appeal to the dean for approval. Students' diplomas will list the concentrations that they had successfully completed at the time their degrees were conferred. Students may not declare additional concentrations after their degrees have been conferred.

Additional Master's Degrees

Applicants to master's programs who have earned master's degrees from other regionally accredited institutions may transfer-in up to 12 units of prior coursework to GGU and have it apply toward their GGU master's degree programs, with the approval of their program directors or deans. However, the requirements for the GGU program, including academic residency, must still be satisfied. Applicants to master's programs who have earned master's degrees from GGU may have up to 12 units of coursework waived from each additional program, with the approval of their deans. However, the requirements for subsequent programs, including academic residency, must still be satisfied. See **Graduate Transfer Credit** for more information. See **Graduate Academic Residency Requirement** for more information.

Program-Specific Admission Requirements

The following programs have additional admission requirements:

- **Accounting Data & Analytics, MS**
- **Human Resource Management, MS**
- **Taxation, MS**

English Language Proficiency Admission Requirement

All international student applicants (undergraduate and graduate) must provide evidence of English language proficiency in the classroom by securely submitting their test scores from any of the following:

- **TOEFL** (Test of English as a Foreign Language)
- **IELTS** (International English Language Testing System)
- **PTE** (Pearson Test of English Academic)
- **Duolingo English Test**
- **iTEP** (International Test of English Proficiency)
- **Oxford ELLT** (English Language Level Test)

Test	Graduate Minimum Score	Undergraduate Minimum Score
TOEFL Internet-based (iBT)*	79	60
IELTS*	6.5	6.0
Person Test of English (PTE)	57	48
Duolingo	110	90
iTEP (Academic)	3.8	3.5
Oxford ELLT	7	6

*Home editions are also accepted.

English Language Proficiency scores should not exceed 2 years from the date in which the assessment was completed.

Applicants may satisfy this English Language Proficiency requirement by one of the following:

- Accumulated five years of documented employment experience(s) in the U.S. or a country, territory, or commonwealth where **English is an official language**.
- Completed **ENGL 50** or **ENGL 60** (or equivalent) at an accredited college/university where a medium of instruction is English with grades of "B+" or better in both.
- For undergraduate applicants, attended a secondary school where a medium of instruction is English or a country, territory, or commonwealth where **English is an official language**.
- Completed undergraduate, or graduate credits, certificate, or degree from an accredited college/university where a medium of instruction is English or a country, territory, or commonwealth where **English is an official language**.
- Waived by the dean or Provost.

GGU reserves the right to request additional English proficiency exams/testing from any applicant based on the entirety of the application review; or, if the applicant's proficiency in English should prove inadequate after admission to a program.

English is an Official Language

The following is a list of countries, territories, or commonwealths where English is an official language: American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada, Dominica, Gambia, Ghana, Grand Cayman Islands, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Mariana Islands, Marshall Islands, Micronesia, Montserrat,

Namibia. New Zealand, Nigeria, Palau, Philippines, Saint Kitts and Nevis, Sierra Leone, Singapore, South Africa, St. Lucia, St. Vincent & the Grenadines, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, United States, Zambia, and Zimbabwe.

English Language Schools

Golden Gate University have partnered with several English Language Schools in San Francisco Bay Area as options to satisfy English Language Proficiency Admission Requirement. English Conditional Admit students are required to complete the required course(s) at English Schools below before they can start their program in Golden Gate University.

1. Intercultural Institute of California - San Francisco, CA
2. EC English - San Francisco, CA
3. English Language Institute - San Francisco

Certificate Program Admission Policies

Certificate program applicants should apply online via **the application portal**.

- Undergraduate certificate program applicants must submit official transcripts documenting that they have been awarded the equivalent of high school diplomas from approved institutions. Students who have earned 12 semester units or 18 quarter units or more from regionally accredited U.S. institutions must submit complete official transcripts detailing this coursework.
- Graduate certificate program applicants must certify that they have been awarded undergraduate degrees from regionally accredited U.S. institutions or the equivalent from recognized non-U.S. institutions. Applicants with degrees from U.S. institutions that are not regionally accredited may be considered for admission on an exception basis. Some certificate programs may require students to submit unofficial transcripts from prior institutions to demonstrate that they satisfy proficiency, foundation, or prerequisite course requirements.
- Official test score reports or other proof of fulfillment of GGU's **English Language Proficiency Admission Requirement** are required for all applicants whose native language is not English.
- Many certificate program courses have prerequisite course requirements that must also be satisfied. Prerequisites may be satisfied through transfer of equivalent coursework from external institutions or by successful completion of the courses at GGU. It is not guaranteed that every course required for a given certificate program will be offered every term.
- Admitted certificate program students are required to meet the academic standing requirements applicable to their academic levels, undergraduate or graduate. See the applicable **Academic Standing** policies for more information.
- All courses required for graduate certificate programs must be completed at Golden Gate University. No transfer credit is granted for graduate certificate programs. Students may transfer a limited number of units toward undergraduate certificate programs. See **Undergraduate Transfer Credit Policies** for more information.
- Courses completed at GGU toward certificate programs may also be used toward the completion of degree programs at the university.
- Certificates are awarded at the end of the trimester terms during which students successfully complete all of the coursework and submit **Certificate of Completion Request** forms to the Registrar's Office.

Note: Certificate programs may not meet residency requirements for either Veteran Affairs Education Benefits or the F-1 Visa.

Open Enrollment Status (Non-Matriculated)

Prospective students who are seeking to earn degrees or certificates (i.e., academic credentials), who have applied for admission to the university but whose applications have not been processed, may enroll in courses through open enrollment status. In addition, students who desire to enroll in courses for personal enrichment but are not seeking to earn academic credentials may request to do so through open enrollment status. Permission to register for individual courses is based on prior academic performance and preparation in appropriate prerequisites.

- Registration under open enrollment status does not constitute admission to degree or certificate programs offered by Golden Gate University.
- Open enrollment students are required to submit **Open Enrollment Applications**. Students must have their courses approved prior to registering each term.
- For credential-seeking students, open enrollment registration is limited to a maximum of 2 terms while their admission applications are being processed. However, there are no limitations on the number of terms or units for which non-credential-seeking students can register under open enrollment status.
- Open enrollment graduate-credential-seeking students may attempt and earn a maximum of 9 graduate units, which can also be applied toward completing graduate degree or certificate program requirements.
- Open enrollment undergraduate-credential-seeking students may attempt and earn a maximum of 12 units, which can also be applied toward completing undergraduate degree or certificate program requirements.
- Doctoral level courses may not be taken under open enrollment status.
- Open enrollment is not a permitted status for international students studying in the U.S. on student visas (F-1 or J-1).

- Open enrollment status students are not eligible for financial aid, including federal, state, grant and scholarship programs.
- For credential-seeking students, the student's academic performance in the open enrollment term(s) may be used as a factor in the admission decision. If the student's GPA falls below the required minimum during the open enrollment term and the student is later admitted to the university, the student will be placed on academic probation upon admission and will be required to comply with the university's probation policies.
- Open enrollment students who plan to enroll in graduate level courses must have earned bachelor's degrees or equivalent. Open enrollment students who plan to enroll in undergraduate courses must have earned high school diplomas or GEDs. No admission test scores are required for either graduate or undergraduate open enrollment students.
- Open enrollment students who are non-native speakers of English must meet the **English Language Proficiency Admission Requirement** prior to registration.
- Students who seek to enroll in English or Mathematics courses should complete a placement test prior to registration to make sure that they are enrolled in courses that are appropriate for their level of ability. See **Academic Requirements** for more information.
- Open enrollment students are allowed to make the **Credit/No Credit Grade Election** and to audit courses.
- Open enrollment students are required to maintain good academic standing to register for courses and to remain enrolled. See the applicable **Academic Standing** polices for more information.

Open enrollment students who do not meet all the requirements as noted above are not permitted to register and will be dis-enrolled in the event that ineligibility is determined after the term begins.

Readmission Policies (Applicable to Returning Students)

Golden Gate University requires students to enroll in and complete courses on a regular basis to remain actively enrolled in their academic programs. At a minimum, students must enroll in and complete at least one unit of academic credit every third consecutive academic period (i.e., fall, spring, summer). Students who fail to satisfy this enrollment requirement are deemed to be stopped-out and their academic programs are made inactive, and they become ineligible to enroll in courses. Students whose academic programs become inactive under this policy are required to apply for readmission in order to resume their academic studies at GGU. See the **Regular Enrollment Requirement** for more information.

Applicants for readmission must meet the admission requirements in effect at the time of readmission. See **How to Apply for Admission** for more information. Since many of the student records covered by the **Student Records Retention Plan** contain confidential information protected by federal and state law, the Office of the Registrar is required to dispose of them appropriately to protect student privacy. Consequently, students that are reapplying for admission that have been inactive for five or more years will likely be required to resubmit all necessary documents.

Students who were on academic probation at the time they stopped enrolling at the university may be readmitted into the same academic program but will remain on probation and will be subject to the probation-retention plan in effect when they were last enrolled. Such students who are seeking admission into different academic programs may remain on probation if their prior course work is applicable to their new program's requirements and if the resulting grade point average (GPA) is below the university's standards. See **Academic Standing** for more information. All other readmitted students will be subject to the degree requirements in effect at the time of readmission.

Programs that have been discontinued or are undergoing teach-out are not eligible for readmissions.

Golden Gate University Teach-Out Policy

Golden Gate University is committed to ensuring that all students can complete their academic programs. If the administration and faculty decide to discontinue a program, GGU will stop accepting new applications and notify the affected students. Students enrolled in a program undergoing teach-out must maintain continuous enrollment to complete their degree. Students who become inactive will not be eligible for readmission to the discontinued program.

A teach-out plan, adhering to **WSCUC's teach-out policy**, will be developed and communicated to impacted students, faculty, and staff. This plan will outline the steps for program completion, the timeline, and any deadlines for meeting the degree completion requirements. As needed, the teach-out plan will also include agreements with other institutions for student transfers or institutions with which GGU has articulation agreements, allowing students to finish their coursework. Academic advisors will work with students to create personalized plans tailored to their individual needs.

Undergraduate Transfer Credit

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

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

Transfer credit from all available sources cannot exceed 90 units for bachelor's degree programs and 45 units for associate's degree programs. Students must complete a minimum of 30 units of GGU courses for bachelor's degree programs and 15 units of GGU courses for associate's degree programs.

Specific articulation references are available at **https://ggu.edu/admissions/**. This site includes information on pre-approved courses and their equivalent Golden Gate courses from over 100 colleges and universities located world-wide. If the institution you attended is not in this list, please contact the Admissions Office at GGU.

All transfer credits are subject to the **Transfer Credit Policy**.

Associate of Arts (AA) or Science (AS) Block Transfer

Students with a completed Associate of Arts (AA) degree or an Associate of Science (AS) degree from a regionally accredited college or university at the time of admission may be eligible for a block transfer program of 60 units that completes many of the general education and liberal studies core requirements in the GGU bachelor's degree programs.

Associate Degree for Transfer (ADT)

Golden Gate University participates in the California Community Colleges-Associate Degree for Transfer (CCC-ADT) program. California community college graduates participating in these programs who pursue the Bachelor of Arts or Science at GGU will typically have 60 or fewer units to complete the degree. More information can be found at **https://icangotocollege.com/associate-degree-for-transfer.**

GGU Aspire Program

Golden Gate University's Aspire Program is a collaboration with **Study.com** that empowers students to get a high-quality bachelor's degree on their own timeline and at a manageable price. In this program, students will take up to 90 units with study.com and transfer those units toward a bachelor's degree at GGU. To complete the program, the student will take a minimum of 30 units with GGU.

Intersegmental General Education (IGETC) or CSU GE Breadth Block Transfer

Students with a documented certification for IGETC or CSU GE Breadth at the time of admission may be eligible for a block transfer program that completes the general education and liberal studies core requirements. The Intersegmental General Education Transfer Curriculum (IGETC) is a transfer preparation process in which all California community and junior colleges participate. GGU honors IGETC guidelines for general education requirements. Information regarding IGETC can be obtained from all California community and junior colleges, and most of those institutions indicate IGETC approved courses in their course catalogs. The policies in effect at the time the student applies for certification at his or her community college campus will determine eligibility. Completion of either IGETC or CSU Breadth requirements must be verified through the certification process to maximize transfer credit. Students without that certification will be eligible for course-by-course evaluation.

Non-Coursework Transfer Credit

Golden Gate University recognizes and grants credit for educational programs offered by alternative and nationally-recognized providers. Such programs include:

- Advanced Placement Examinations of the College Board.
- CLEP Examinations from the College Board.
- DSST Exams from Prometric.
- Military Certifications, Training, and Education evaluated by the American Council on Education (ACE).
- Training programs, certifications, and educational programs evaluated and recommended for credit by the American Council on Education's CREDIT Service (ACE Credit) or the National College Credit Recommendation Service (NCCRS).
- Prior Learning Assessment Portfolios completed through LearningCounts.

Undergraduate Transfer Credit Policies

- A student may apply up to 45 semester units of external credit from other colleges and all other recognized sources toward an associate's degree or 90 semester units toward a bachelor's degree. For a course to transfer, a minimum grade of "C-" must be earned.
- A student may apply the maximum number semester units of external credit from other colleges and all other recognized sources toward certificate programs shown below:

Undergraduate Certificate Length (in units)	Maximum Number of Units Accepted in Transfer
9	3
12	3
15	6
18	6

- Credits may be transferred from regionally-accredited community colleges, two-year and four-year institutions, ACE- and NCCRS-recommended education and training providers, and national testing services as noted above.
- Transfer credits for cooperative education units earned at other accredited U.S. institutions are subject to the approval of the appropriate school dean.
- The maximum number of transfer credits from any single source may be limited by Enrollment Services.

- Credits earned in certain subjects more than ten years before admission to Golden Gate University may not be accepted or may be subject to review or additional documentation.
- Courses that are not specifically articulated with GGU courses may transfer as elective credit; additional courses may fulfill the Liberal Studies Core requirement based on content and units earned.
- A student may file a petition regarding disputes.

See **Transferability of Credits** for information regarding the transferability of credit earned at Golden Gate University.

Graduate Transfer Credit (Except MPA Program Students)

Graduate degree program students may transfer up to six 300-400 level units to the advanced program from graduate coursework completed at other regionally accredited institutions, or the number of transfer units stipulated in corporate or government contracts or agreements, with the approval of their program directors or deans. Students who have earned master's degrees at regionally accredited institutions may be eligible to transfer up to 12 graduate-level units to GGU master's degree programs, with the approval of their program directors or deans. While it is strongly recommended that the final six units be completed at GGU, those units may be transferred with prior faculty approval of the specific coursework if the twelve-unit transfer limit has not yet been met. Students should note that certain 300-400 level course requirements may not be fulfilled by courses taken at other institutions, as determined by the faculty. See **Graduate Academic Residency Requirement** for more information.

Students who have earned master's degrees from GGU may have up to 12 units of coursework waived from each additional graduate program, with the approval of their deans. However, this coursework will not be used in calculating students' program GPAs for those additional programs. See **Graduate Student Academic Standing Standards** for more information.

Graduate certificate program students must complete all courses required for their certificates at GGU. There is no limit on the number of GGU units that can be applied from a degree program to a certificate program, regardless of whether the degree has been conferred or not. Exceptions to these requirements will be made only on petition to and approval by students' program directors or deans.

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

- The course(s) were earned at the graduate level with a grade of "B" or better and not used toward the completion of a bachelor's degree. Courses with a grade below "B" including "B-" are not transferred.
- The course(s) are applicable to the GGU degree objective.
- The course(s) were earned at a regionally accredited institution.
- The course(s) are approved by the faculty.
- Cooperative education units earned may be transferred with faculty approval.
- Professional Military Education (PME) or training courses evaluated by the American Council on Education (ACE) may qualify for transfer credit. In considering the ACE recommendation, the university assesses the level and determines the amount of credit.
- Courses taken by correspondence are not acceptable for advanced program graduate transfer credit.

MPA Program Students

Students enrolled in the **Master of Public Administration** (MPA) program may transfer up to eighteen (18) units of graduate-level coursework completed at GGU or other accredited institutions, subject to the grade requirements above.

See **Transferability of Credits** for information regarding the transferability of credit earned at Golden Gate University.

Financial Planning

Students' financial plans are developed based on the students' current financial circumstances. An array of financial choices for meeting the students' financial needs are considered, and eligible students may choose the best options to support meeting their educational goal.

Obligation for Payment

Enrollment constitutes a financial contract between the student and the University. Students are responsible for paying all registration charges associated with their enrollment in a given term after the "Last Day to Drop Course Without Tuition Charge" for that term, as specified in the **Academic Calendar**. See the **Withdrawal Refund Policy** for more information.

Students' rights to university services and benefits are contingent upon their making all payments as agreed upon. If payments of amounts owed to the University are not made when they become due, GGU has the right to cancel a student's registration, administratively withdraw the student from the current term, and withhold diplomas and certificates of completion. Failure to maintain good financial standing with the University may cause students to become ineligible for any deferred payment plans and/or some forms of financial aid. In addition, balances due the University will be reported to the credit agencies, which may impact students' credit ratings.

Prior Balances

Prior to registering for a new term, students must pay any outstanding balances from any preceding terms. Students who do not pay their outstanding balances or make payment arrangements satisfactory to the university will not be permitted to register. This policy applies to any outstanding balances with Golden Gate University, including those with the Golden Gate University Bookstore, or any other company that operates a concession or service contracted by the university.

Payment Due Date

To complete the enrollment process, students must pay all registration charges (tuition and fees) in-full by means of one of the university's accepted payment options or qualify for an alternative **financing option** by the payment due date for the term as published in the **Academic Calendar**. Failure to do so may result in the cancellation of the student's registration.

Withdrawal Refund Policy

Enrollment constitutes a financial contract between a student and the University. Students are responsible for paying all registration charges by the due date for the term per the **Academic Calendar** or by the due dates for the **financing options** they have selected, or their enrollment may be canceled. Failure to attend class meetings, participate in an online course, or oral notification of intent to withdraw, is not considered official withdrawal from a course.

The following financial policies apply when students officially withdraw from courses. Withdrawal from a course (commonly known as "dropping" if done by the end of the third week of the term) is official once the university registrar has been notified. Notification must be made in writing by "dropping" the course online via **myGGU/Student Self-Service**, by sending an email to **registration@ggu.edu**, or by submission of a **Registration Request** form, which may be delivered to the Registrar's Office in person, by standard mail, by fax or by email. If notification is made by email, the message must originate from the student's email address on record with the university. The date the written notice is received will be the official withdrawal date. Oral (spoken) notification of intent to withdraw is insufficient.

Tuition will be credited as shown below. Fees are not credited except in the case of a course being canceled by the university. Tuition credits remain in the student's account. Payments of credit balances are issued upon written request from the student as described in the **Credit Balance Payment Policy**. Federal Student Aid recipients who withdraw completely from the payment period (typically a trimester term) will be subject to the **Return of Federal Student Aid** policy calculations. Golden Gate University may be required to return funds for which the student is no longer eligible based on these calculations. This may leave the student owing a balance to the university.

Standard Refund Formula

One week of instruction is defined as the seven-day period that commences at midnight on the start date of the course section. The following refund formula applies to all students residing outside of the State of Oregon:

Week of Instruction	Amount of Credit
Week one through end of week three of instruction	100% Credit
Week four to end of term	0% Credit

Oregon Resident Refund Formula

The following refund formula applies to all students residing in the State of Oregon:

Trimester Term (15 Week) Course Refund Formula	
Withdrawal by End of Week of Instruction	**Amount of Credit**
Week 1	100% Credit
Week 2	100% Credit
Week 3	100% Credit
Week 4	80% Credit

Week 5	75% Credit
Week 6	70% Credit
Week 7	65% Credit
Week 8	60% Credit
After End of Week 8	0% Credit

Sub-Trimester Term (7.5-Week) Course Refund Formula	
Withdrawal by End of Week of Instruction	**Amount of Credit**
Week 1	100% Credit
Week 2	100% Credit
Week 3	100% Credit
Week 4	60% Credit
After End of Week 4	0% Credit

Financial Petitions

If you are confronted with an unexpected and serious circumstance that requires you to withdraw from your courses, you may submit a Financial Petition to the Financial Petition Committee to reverse a portion of your tuition charges. Your petition should explain, in detail, the circumstances, the correlation between these circumstances and the need for you to withdraw from the course(s), and what actions you have taken to resolve or prevent such an event from occurring in subsequent terms. In addition, you must provide any relevant third-party documentation. The university will not consider petitions that are undocumented or that are based upon pre-existing conditions. All petitions must be submitted to the Office of Student Accounting Services no later than 60 days after the last day of the term in which the course(s) was dropped.

The university will respond to all petitions in writing. You should allow a minimum of 10 working days to hear from us as we are required to verify all facts from university sources prior to review by the Financial Petition Committee. If your petition is approved and any adjustments to your tuition result in a credit balance on your account, the university will apply this credit balance toward future tuition charges. If you are a financial aid recipient and you have a financial petition approved, credit balances typically are refunded to the appropriate financial aid program or lender.

Student Account Disputes

All disputes concerning student accounts should be submitted in writing to the Office of Student Accounting Services, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968 or **sas@ggu.edu**. The university will respond within 30 working days of receipt of the student's letter or e-mail.

Credit Balance Payment Policy

Payment of a credit balance resulting from tuition adjustment in accordance with the above stated **Withdrawal Refund Policy** will be made if requested in writing by the student. Requests should be sent to Student Accounting Services at **sas@ggu.edu**. Payments are processed either as a direct deposit to the student's checking or savings account or as a physical check mailed to the student's address on record in the university's student information system. Students are encouraged to request the payment be made via direct deposit, as it is the most efficient and expeditious way to receive it. To sign up for direct deposit, students must provide their bank account information via GGU's secure website. To get started, students should log into their **myGGU** account and select "Banking Information" from the "Student Self-Service" menu.

Federal Student Aid recipients who withdraw completely from the payment period (typically a trimester term) will be subject to the **Return of Federal Student Aid** calculations. Golden Gate University may be required to return funds for which the student is no longer eligible based on these calculations. Financial Aid funds are typically returned to the appropriate financial aid program or lender.

Payment Options

The university accepts payment online using electronic check, credit/debit card, and wire transfer. The student's GGU issued-ID number must appear on (or be submitted with) all forms of payment to ensure they are credited to the appropriate account.

- **Electronic Check Payments**
  - Electronic check payments may be made via myGGU under the "Student Self-Service" menu. There is no fee for using this service. Payments made in amounts greater than actual or anticipated registration charges for the term cannot be processed and will be returned.
- **Credit/Debit Card Payments & Service Fee**
  - The following credit cards are accepted: MasterCard, Visa, American Express or Discover via the student's myGGU account. Debit cards are treated the same as credit cards. All credit and debit card transactions will incur a non-refundable service fee equal to 2.75% of gross charges.
  - Payments in amounts greater than actual or anticipated registration charges for the term will be canceled.

- **International Wire Transfer**
    - The university has partnered with Flywire to streamline the tuition payment process for our international students.
    - Payments in amounts greater than actual or anticipated registration charges for the term cannot be processed and will be rejected and returned.

Financing Options

Installment Payment Plan

Nelnet Campus Commerce (Nelnet) is the exclusive payment plan provider for Golden Gate University. Plans are available to students with satisfactory financial standing. Eligible students must register with Nelnet either by calling 800-609-8056 or by going to **mycollegepaymentplan.com/ggu** and paying a $55 nonrefundable processing fee per enrollment term. The balance is due in two to five equal installment payments over the course of the term. The number of installment payments is based upon the date of enrollment on the plan. Installment payments are due to Nelnet on the first of each month. In all cases, final payment is due on December 1 for fall term, April 1 for spring term, and August 1 for summer term. Nelnet will send statements directly to the student.

Nelnet does not accept checks. Students have the option of electing an automatic debit from their checking /savings accounts or credit card payment. International students can send payments via wire transfer. For wire transfer information, please contact Nelnet for details.

Late payments incur an additional $40 late fee per occurrence. International students (F and J visa) are not eligible for the installment payment plan in their first term at the University.

Employer Reimbursement Plan

Golden Gate University offers an employer reimbursement plan through Nelnet Campus Commerce (Nelnet) to students in good financial standing. To be eligible for this plan, the student's employer must be a third party (other than the student) and agree to pay for tuition and/or fees prior to the student's registration.

An authorization form can be obtained from the Student Accounting Services Office. This form must be completed each term and submitted along with the business card of the authorizing officer to the Student Accounting Services Office. The form can be downloaded from GGU's **Financing Options** webpage. In addition, in order to participate in this plan, the student must enroll in the corresponding payment plan with Nelnet either by calling 800-609-8056 or by going to **mycollegepaymentplan.com/ggu** and paying a $100 nonrefundable processing fee each term. Payment is due on February 5 for the fall term, June 5 for the spring term, and October 5 for the summer term.

Nelnet does not accept checks. Students have the option of electing an automatic debit from their checking accounts or credit card payment.

Nelnet will send statements to students. The University will not bill the student's employer. If, for any reason, the employer fails to reimburse the student, the student remains responsible for payment of the full tuition and fees. A late payment fee of $40 will be assessed if payment is not received by the final due date indicated on the authorization form and a 1.5 percent finance charge per month after 30 days past due.

Corporate/Agency Direct Bill Plan

If the student's employer agrees to pay tuition and/or fees upon registration and without grade or course completion limitations, the University will bill the student's employer directly for all authorized costs. Payment in full is due 30 days after billing. To be eligible for this plan, the employer must be a third party other than the student; Golden Gate University and the student's employer must execute a contract agreeing to payment terms prior to completing registration. A standard contract agreement is available from the Student Accounting Services Office or can be downloaded from GGU's **Financing Options** webpage. The form must be submitted and approved prior to registration. If the company authorizes less than 100 percent payment of registration charges, the student will be required to utilize one of the University's other payment plans for that portion of the total charges not covered. If, for any reason, the employer fails to pay the University, the student remains responsible for payment of the full tuition and fees. Golden Gate will assess the account a late payment fee of $40 if not paid within 30 days of billing.

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

Federal Financial Aid

GGU strongly encourages all students to apply for financial aid as part of a financial plan to finance educational costs. The Financial Aid Office provides guidance throughout the financial aid application process.

Please note: GGU is not authorized to offer online instruction and/or internships/practicums in certain states. For a list of these states, see our **state authorization list**.

Eligibility Requirements for U.S. Government Federal Aid Programs

All students must meet the following criteria:

- Be a U.S. citizen, permanent resident, or eligible non-citizen of the United States.
- Have earned a high school diploma, GED or state certificate, or have completed homeschooling at the secondary level as defined by state law.
- Be admitted (excluding **Subject to Documentation** status) and matriculated in a degree program at GGU; certificate programs and open enrollment status are ineligible.
- Be enrolled in courses with at least half-time enrollment status at GGU per trimester (minimum 15-week period), with the following exception: Eligible undergraduate students may receive the Federal Pell Grant with less than half-time enrollment status; if repeating a course (that the student previously passed) in order to earn a better grade, the student's first repeat attempt only may be included in the enrollment status calculation.
- Be registered to earn a letter grade or credit in each course; Audit statuses are not eligible for financial aid.
- Maintain satisfactory academic progress (SAP) as required by the financial aid policy.
- Not be in default on a federal student loan or owe a federal grant overpayment.
- Disclose to the Financial Aid Office if you plan to receive financial aid at another institution at the same time.
- Please note: GGU is not authorized to offer online instruction and/or internships/practicums in certain states. For a list of these states, see our **state authorization list**.

Application Process Steps

- Student completes the Free Application for Federal Student Aid, commonly known as the FAFSA. The application is available online at **https://studentaid.gov/h/apply-for-aid/fafsa**; the student should include GGU's Title IV school code 001205 in step six of the FAFSA (students should not use forms from other websites as fees might be charged).
- FAFSA information is processed and results are sent to the institution(s) and to the student (average time 2-4 business days). GGU reviews the FAFSA information and may request other required documents.
- Student must also complete the GGU financial aid application available on our website.
- GGU reviews the financial aid application and prepares a financial package for eligible students. Note: Students may be required to submit additional paperwork and forms after the application review.
- GGU prepares a financial aid offer letter and sends an email to the student to view and accept their award online through **myGGU/Student Self-Service**. The type and amount of the awards are dependent upon the student's grade level, anticipated enrolled units and trimesters, and aid program eligibility requirements.
- Direct Loans offered can be either accepted or rejected. Student can also send an email to lower the amount. GGU originates accepted loans with the U.S. Department of Education.
- Eligibility is verified and financial aid is disbursed to a student's account. The timing of the disbursement is dependent upon the date the student accepts the awards as well as the date the loans are originated.
- Once financial aid is disbursed to a student's account, if a credit balance results, the Finance Office transmits the amount to the student's bank account by direct deposit or mails a paper check to the student; the Finance Office remits the credit balance within 10 business days after it appears in the student's GGU account.

Calculation of Financial Aid

A general budget is created based upon an average cost of housing, food, books/supplies, transportation, personal expenses, tuition and fees. The tuition expenses are based upon the total unit enrollment the student indicated on the GGU Financial Aid Application. This budget is called cost of attendance (COA).

Beginning with the FAFSA year 2024-2025, the Student Aid Index (SAI) replaces the Expected Family Contribution (EFC) formula which was utilized in previous years. The SAI calculator will require many of the same factors as the EFC calculator.

The Student Aid Index (SAI) is an eligibility index number that will be used to determine how much federal student aid you would receive. This number is not a dollar amount of aid eligibility or what your family is expected to provide. A negative SAI indicates the student has a higher financial need.

In some instances, financial aid awards are not sufficient to finance total tuition expense. Additional financing options, such as the installment payment plan, are described above in this section of the catalog, or students may contact the Financial Aid Office or Student Accounting Services for further assistance.

Types of Federal Financial Aid

Grants based upon student financial need

Federal Pell Grant

The Federal Pell Grant is available to undergraduate students who are pursuing their first bachelor's degree and have high financial need (low SAI), as calculated by the FAFSA formula. The U.S. Department of Education will notify the student about Pell Grant eligibility by sending a Student Aid Report (SAR) to each student who files the FAFSA. For 2025-26, the Federal Pell Grants maximum is $7,395 per academic year and are awarded based upon the student's Student Aid Index (SAI) and verified enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG awards are offered to undergraduate students who are pursuing their first bachelor's degree and who demonstrate high financial need (based on SAI), are enrolled at GGU for at least six units per trimester and are Federal Pell Grant recipients. Awards for the academic year are dependent on the federal funding allocation for that year. Once the funds are allocated for the year, no further funds can be awarded. Currently, the maximum award for FSEOG is up to $500 per trimester. However, amounts may be lowered once funding has been allocated.

Loans

William D. Ford Federal Direct Loan Annual Borrowing Limits

Academic Level	Dependent Students*	Independent Students*
Freshmen (29 or fewer units)	**$ 5,500**	**$ 9,500**
Sophomores (30-59 units)	**$ 6,500**	**$ 10,500**
Juniors/Seniors (60 or more units)	**$ 7,500**	**$ 12,500**
Graduates (have bachelor's degree)	**not applicable**	**$ 20,500**

*Dependent or independent status is determined by the U.S. Department of Education criteria on the FAFSA.

Even though the Department of Education has not established an aggregate limit on the Federal Direct Graduate PLUS loan, Golden Gate University has set an aggregate limit of $400,000. In addition, the Financial Aid Office reserves the right to review a student's situation, including overall student loan debt, and to limit or refuse certification of future federal student loans as determined appropriate on a case-by-case basis. This could include a consideration of aggregate loan debt, enrollment history, borrowing history and other factors as appropriate. The authority for this review is granted by Section 479A(c) of the Higher Education Act, as amended (HEA), and the Direct Loan Program regulations at 34 CFR 685.301(a)(8).

Students have the right to appeal the Financial Aid Office's decision to limit or refuse certification of future borrowing. All appeals must be submitted in writing, and should include the following:

- The student's current academic program.
- The student's remaining degree requirements and the anticipated cost to complete the student's academic program.
- The student's anticipated graduation date.
- A projection of the student's future employment and debt management plans, and the student's rationale for increasing their student loan debt.

Direct Subsidized Loans

Direct Subsidized Loans are awarded only to undergraduate students who meet the financial need criteria established by the U.S. Department of Education. Students must be enrolled at least half-time per trimester. The U.S. Department of Education pays the interest on the loans while students are enrolled in school, at least half-time, and for the first six months after dropping below half-time, withdrawing from school or graduating. Typically, half-time status for undergraduate students requires enrollment in six or more units. Important note: Interest rates are subject to change each July 1. Interest rate on Direct Subsidized Loans for 2024-25 are 6.53%. ONLY undergraduate students are eligible for Direct Subsidized Loans.

Direct Unsubsidized Loans

Direct Unsubsidized Loans are non-need based loan awarded to both Undergraduate and Graduates. Students must be enrolled at least half-time per trimester. A student may pay the interest while in school or allow the interest to accrue and the interest will be added to the principal amount of the loan.

The interest rate for 2024-25 is 6.53% for undergraduates and 8.08% for graduates and is subject to change each July 1. Students must begin repaying the loan, principal and interest six months after graduation or when a student ceases to be enrolled at least half-time. Half-time status for undergraduate students requires enrollment in six or more units per semester. Half-time status for graduate students requires enrollment in four or more units per semester. The U.S. Department of Education may charge an origination fee, which the student must repay. This fee is deducted during disbursement and is included when repayment begins.

Loan entrance counseling is required by the U.S. Department of Education before federal loans are disbursed to first-time borrowers. Entrance loan counseling will advise students of their responsibilities, loan information and the requirement that the loan must be repaid. Visit studentloans.gov for more information.

Loan exit counseling is required for GGU borrowers who drop below half-time status or graduate. Loan exit counseling is required by the U.S. Department of Education to ensure that students understand their rights and obligations and repayment processes and requirements. Visit studentloans.gov for more information.

Federal Parent Loans for Undergraduate Students (PLUS)

PLUS loans are available to parents or stepparents of dependent undergraduate students. Parents may borrow up to the cost of attendance, minus any other aid their dependent may receive. Parental applicants for this program must be creditworthy as assessed by the U.S. Department of Education. PLUS loans are not subsidized by the U.S. Department of Education.

The interest rate is variable, adjusted each year on July 1, and maximized at 9 percent. The interest rate for 2024-25 is 9.08% and is subject to change each July 1. Interest accrues from the date the loan funds are disbursed and until the loan is repaid in full. The U.S.

Department of Education may charge fees, which will be paid at the time loans repayment commences. Students are required to file a FAFSA but financial need is not a factor in the parental application process.

Graduate PLUS (Grad-PLUS)

Graduate students may apply for the GradPLUS loan. Graduate students who attend at least half-time per trimester may be eligible. To calculate a GradPLUS loan, subtract all financial aid from the student's cost of attendance (COA). An example is shown below.

Cost of Attendance	**$25,000**
Minus Scholarship	**- $500**
Minus Stafford Loans	**- $20,500**
Amount of G-PLUS	**$4,000**

GradPLUS loans are always unsubsidized. Students may pay the interest while in school. Students are required to file a FAFSA but financial need is not a factor. There is an organization fee for the loan. For more information, please visit https://ggu.edu/admissions/tuition-and-financial-aid/ and go to "Federal Direct Graduate PLUS loan or G-PLUS loan."

Federal Work Study

Federal Work Study (FWS) is a need-based fund available from the U.S. Department of Education. Students must complete a FAFSA and must be eligible to work in the U.S. and provide documents to substantiate employment eligibility. FWS jobs may be located on or off campus. Pay rates are competitive and vary depending on the position and skills required. FWS jobs are limited to the total amount shown on the offer letter. Awards for the academic year are dependent on the federal funding allocation to GGU for that year.

GGU Scholarship and Grant Policy

Eligible students who are U.S. citizens and permanent residents or other eligible noncitizens are required to submit a **Free Application for Federal Student Aid (FAFSA)** to be considered for scholarships and grants. On the FAFSA, students must indicate Golden Gate University's Title IV code 001205 in order for the FAFSA information to be received at GGU. The FAFSA must be completed and be on file at GGU at the beginning of the trimester. International students are exempted from the FAFSA requirement.

To be eligible, undergraduate scholarship and grant recipients must:

- Maintain a minimum half-time enrollment status (typically, six units minimum in a trimester term, or three units in each of the 7.5-week terms).
- Earn a minimum of six units in each enrolled term or three units each in consecutive 7.5-week term that are scheduled within a trimester term.
- Maintain a cumulative GPA of 2.0.

To be eligible, graduate scholarship and grant recipients must:

- Maintain minimum half-time enrollment status (typically, three or more units per trimester).
- Earn a minimum of three units each term.
- Maintain a cumulative GPA of 3.0.

For all scholarship and grant recipients:

- Students in the last term of enrollment (graduation candidates) will have the scholarship or grant prorated in the event that half time enrollment status is not required for graduation.
- Scholarships and grants are not awarded for repeated classes.
- Students who interrupt enrollment or who fail to earn the required minimum units forfeit the scholarship or grant. However, students may appeal for reinstatement of their grant or scholarship with their financial aid advisor.
- Typically, a student will be awarded one scholarship or grant. Students who demonstrate exceptional need that is not met by the financial aid package and have already received one scholarship or grant may be awarded an additional scholarship or grant.
- Students receiving other grants, scholarships or other financial assistance intended for tuition costs (i.e., other grants, tuition remission) will have their scholarships or other grants prorated. Total scholarship or grant and/or tuition remission amount cannot exceed the total tuition cost.
- Satisfactory academic progress (SAP) must be maintained to remain eligible.
- Scholarships and grants may not exceed the total cost of tuition in a trimester or other term.
- GGU scholarships and grants are applied towards tuition costs. No award shall exceed the amount of tuition.
- The total amount of scholarships and GGU grants are dependent on yearly contributions, budgets and other funding issues and are subject to change.
- Scholarships and grants are subject to budget control and/or donor contributions.

Scholarships and Grants

GGU scholarships and grants cover a portion of tuition costs. Typically, applicants and students receive partial scholarships/ grants and are eligible to receive one scholarship or grant.

For 2025-26, the following GGU Scholarship and Grants are offered. Information about the scholarship and grants are available online at **https://ggu.edu/admissions/tuition-and-financial-aid/#scholarship** and from the Financial Aid Office.

- Alumni Referral Grant
- California City, County, and State Employee Grant in EMPA and ITM programs
- Enterprise Learning Agreement Grant

- FPA Scholarship
- GGU Community Grant
    - Graduates' Tuition Grant
    - Graduates' Family Tuition Grant
    - Regular Full-time Faculty and Staff Tuition Grant
    - Regular Adjunct Family Tuition Grant
- International Scholarships:
    - President's Scholars
    - Dean's Scholars
    - Welcome Grant
- Masters of Science in IT Management Day Cohort Grant
- Masters of Science in Taxation Grant
- Military Family Tuition Assistance Grant Program
- Tax Grant for Public Employees
- Veterans Pathway Grant

Endowed and Gift Scholarships

Endowed and gift scholarships are funded through the generosity of GGU alumni, friends, foundations and corporations. Our Special Scholarship Applications are open from June 15 to August 15 every year and are awarded for the following academic year. Information is posted on our website at **www.ggu.edu** and an invitation to apply will be emailed to current and new students.

Scholarships and grants amounts vary and may depend upon merit and academic achievement, financial need, enrolled units per trimester and funds availability. Scholarships are applied toward a portion of GGU tuition expense only and are not transferable. International students (F and J Visa) are eligible provided they meet the requirements above. U.S. citizens and permanent residents must have a completed FAFSA. Students may complete the FAFSA online at **https://studentaid.gov/h/apply-for-aid/fafsa**.

The following scholarships are offered through our Special Scholarships Program and are offered annually. New scholarships may be added as they become available. Information about the requirements for each scholarship is available online at **www.ggu.edu** and the Financial Aid Office:

- Alumni Association Endowed Scholarship
- Bita Darybari Scholarship
- William Enderlein Endowed Scholarship
- Gurmehar Foundation Scholarship
- Handlery Endowed Scholarship
- Huguenot Foundation Scholarship
- Isaacson Endowed Scholarship
- Masud Mehran Endowed Scholarship
- Lois Myers Endowed Scholarship
- Nagel Miner Scholarship
- Robert J. Shaw Scholarship
- TEI Scholarship
- Tritasavit Accounting Scholarship
- Janice and Alvin Wilkins Scholarship

Alternative/Private Loans

GGU has a list of lenders who offer loans to students as an alternative to Direct Loans. These loans can supplement the gap between the cost of attendance minus all financial aid awards. Participating lenders have their own criteria for loan eligibility. Typically, students must be U.S. citizens or permanent residents and demonstrate creditworthiness. Repayment may be required to begin immediately; interest rates and deferment options will differ from lender to lender. GGU recommends that students compare the variables and options of each lender before making a decision to pursue an alternative/private loan. Visit **https://ggu.edu/admissions/tuition-and-financial-aid/** for further information on Private Loans.

International Students Loans

A limited number of lenders offer loan programs to international (F and J visa) students. These loans are private or alternative loans. For most private loans, international students are required to have a U.S. citizen or permanent resident as a cosigner. Deferment, repayment, loan limits and other options vary from lender to lender. If approved, the loan amount may not exceed the cost of attendance for an academic year. Lenders reserve the right to make changes to these loans without prior notice. Visit **https://ggu.edu/admissions/tuition-and-financial-aid/** for further information on private loans.

Financial Aid Disbursements

Federal Grant Programs, Federal Direct Loans and Scholarships

Students must meet all of the eligibility requirements of the program or loan before a disbursement is made. Enrollment verification is performed each trimester prior to the disbursement of funds. The student's financial aid award is based on the information provided on the GGU Financial Aid Application at the time the award is calculated. If there are changes in the enrollment information at the time of disbursement, the student's award will have to be recalculated. Recalculation may result in changes to the original award amounts and delay disbursements and credit balance payments.

All loans, grants and GGU scholarships are applied to tuition costs first and are not automatically released directly to the student. If the disbursement of funds to the student's account produces a credit balance, a deposit will be made to the students' bank account or a check will be mailed to the student. Credit balances can be provided through direct deposit to a student's checking or savings account if the student enrolled in the direct deposit option prior to the disbursement of funds to the student's account. Students should log into Self Service at myGGU to enroll in Direct Deposit. Payments by mailed check or direct deposit occur within 10 business days after the credit balance appears on the student's GGU account record.

Direct Loans

Federal Direct Subsidized and Unsubsidized loans are sent electronically to the university by the U.S. Department of Education. Disbursement dates of the loans are dependent on the start date of the trimester, when the student's enrollment status has been verified, and when the loan process has been completed. Federal direct loans are disbursed in two equal amounts for two terms. If the U.S. Department of Education charges fees, the disbursed amount will be minus the fees. First-time Federal Direct Loan borrowers must complete entrance loan counseling before funds can be disbursed.

Federal PLUS funds are disbursed based upon the trimester start date, when the student's enrollment status has been verified, and when the loan process has been completed. The U.S. Department of Education may charge fees that will have to be repaid. The fees will be included in the amount to repay. If you do not request a deferment, you will be expected to begin making payments after the loan is fully disbursed (paid out). If a federal PLUS is applied to the student's account and a credit balance occurs, the credit balance will be sent to the student's parent(s).

Graduate PLUS loans can be awarded to students who request additional funds beyond their direct subsidized/unsubsidized loan eligibility. Credit worthiness is checked by the U.S. Department of Education. The Graduate PLUS award is COA minus the amount of all financial aid awarded. Graduate PLUS requires a separate loan application. If a credit balance is produced, Graduate PLUS loan funds are applied to the student's account and the credit balance is released to the student.

Current financial aid funds cannot be applied retroactively to past due balances greater than $200 per federal regulations.

Return of Federal Student Aid Policy

Recipients of U.S. Department of Education **Federal Student Aid** (FSA) who withdraw completely from all of their courses for a payment period (typically a trimester term) must notify the Financial Aid Office by email at **finaid@ggu.edu** after submitting the proper withdrawal notification to the Registrar's Office. Students are deemed to have withdrawn completely from a payment period by taking any of the following actions: dropping or withdrawing from all enrolled courses by the "Last Day to Withdraw" as specified in the **Academic Calendar**, receiving "W" grades in all enrolled courses, receiving "F" grades in all enrolled courses with last dates of attendance prior to the term's end date, or any combination of the three. When students withdraw completely from a payment period, U.S. Department of Education regulations specify the method that GGU must use to determine the amount of Federal Student Aid assistance the student has earned. The following Federal Student Aid programs are subject to this policy: Federal Pell Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Education Opportunity Grants (FSEOG).

The amount of assistance earned is determined on a pro-rata basis. For example, if a student completes 30% of the payment period, the student will have earned 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student has earned all the assistance that the student was scheduled to receive for that period. Students who withdraw completely before 60% of the payment period has elapsed may end up owing a balance to GGU after their unearned Federal Student Aid funds have been returned to the U.S. Department of Education.

Federal financial aid awarded to the student and not earned at the time of the effective date of withdrawal or leave of absence will be returned to the Federal Student Financial Aid program from which it was received. Both the student and the university may be required to return all or a portion of the federal financial aid disbursed for the specified payment period. For withdrawal procedures, students should refer to the university's **Withdrawal Refund Policy**.

The University is required to return unearned Federal Student Aid funds to the U.S. Department of Education as soon as possible, and no later than 45 days after determining that the student has withdrawn.

The University will determine if a student is eligible for part or all the student's Federal Student Aid award that has not been disbursed by the withdrawal date. If the student is eligible for a post-withdrawal disbursement of Federal Student Aid grant funds, the university will disburse the grants to the student account within 45 days of the date of determination of withdrawal. If the student is eligible for a post-withdrawal disbursement of Federal Student Aid loans, the university will notify the student of their eligibility within 30 days. The student will have at least 14 days to respond whether they want to receive the post-withdrawal disbursement of loan funds.

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

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

If the Return of Federal Student Aid calculation for the withdrawal results in a credit balance on the student's account, the university will disburse the credit balance as a refund within 14 calendar days of when the credit balance was created. If a tuition adjustment occurs after the return of Federal Student Aid funds has occurred that produces a credit balance on the student's account, the credit balance payment will be issued to the student. The student may request Direct Loan funds to be returned to the U.S. Department of Education to reduce the student's outstanding loan balance. For additional credit balance payment information, students should refer to the **Credit Balance Payment Policy**.

Federal Student Aid recipients should consult with the Financial Aid Office at 415-442-7270 or **finaid@ggu.edu** before making schedule changes after FSA funds have been disbursed to their accounts. They are strongly encouraged to consult with a Financial Aid advisor before dropping/withdrawing if:

- They intend to withdraw completely from the academic period by dropping (or withdrawing from) all courses; OR
- Less than 60% of the payment period (trimester) has elapsed.

60% of a trimester is approximately ten weeks; 60% of a 7.5-week term is approximately five weeks. Students may refer to the **Academic Calendar** to determine the "Last Day to Withdraw" from a course for a given term.

Satisfactory Academic Progress (SAP) Policy

To be eligible for federal and State of California financial aid (loans and grants), students must be making satisfactory academic progress (SAP) in accordance with U.S. Department of Education regulations. Students are evaluated for SAP at the end of each enrolled trimester for which they received state or federal aid. Students must continue to meet the university's SAP standards as they pursue their academic programs in order to remain eligible for financial aid. A student's SAP is measured in three ways:

1. Qualitatively - Cumulative Grade Point Average
    - Undergraduate students must maintain a minimum cumulative GPA of 2.00.
    - Graduate and doctoral students must maintain a minimum cumulative program GPA of 3.00.
2. Quantitatively - Completion Rate (Pace)
    - Undergraduate students must achieve a minimum 67 percent completion rate for all units attempted toward their academic programs. Transfer units that count toward the degree program are included as both attempted and earned units in the pace calculation. In addition, they must achieve a minimum 67 percent completion rate for all GGU institutional units (not including transfer units) attempted toward their academic programs. This rate is equivalent to successfully completing two out of three courses attempted.
    - Graduate students must achieve a minimum 75 percent completion rate for all units attempted toward their academic programs. This rate is equivalent to successfully completing three out of four courses attempted. Transfer units that count toward the degree program are included as both attempted and earned units in the pace calculation.
3. Maximum Attempted Units Allowed
    - Students must complete the requirements for their academic programs within 150 percent of the minimum units required to complete their academic programs. (For example, a student enrolled in a degree program that requires a minimum of 123 units may attempt up to 185 units to complete the program). Units attempted also include all units transferred into GGU from prior institutions that can be used to satisfy students' academic program requirements. Students who have reached their maximum attempted units allowed are ineligible for additional financial aid. Students may appeal for financial aid probation status if they feel their circumstances warrant an exception to this standard.

Effects of Repeating Courses

When students repeat courses for which they failed to earn passing grades, or when students repeat courses to earn better grades, all course attempts are calculated in the students' quantitative measure of progress (standard #2 above), and total units attempted toward their maximum units allowed (standard #3 above).

Effects of Non-Letter Grades

"I" (incomplete), "UW" (unofficial withdrawal), "UX" (unofficial withdrawal) and "W" (withdrawal) grades award no academic credit and have no grade point value and are not used in the calculation of the student's grade point average.

"CR" (credit) and "NC" (no credit) grades have no grade point value and are not used in the calculation of the student's grade point average. However, "CR" (credit) grades do award academic credit, while "NC" (no credit) grades do not.

All courses with non-letter grades are included in the calculation of the quantitative measure of progress (standard #2 above) and in the maximum attempted units (standard #3 above).

If a student receives a temporary grade of "I" (incomplete), the units are included in the SAP Status calculation as attempted units but not as earned units. Please refer to **Grading Policies and Procedures** for how grade changes are handled for incomplete grades. The grade of "I" (incomplete) has no effect on the student's GPA. However, if the student allows the grade to expire and convert to an "IF" grade, it will affect the student's GPA the same as an "F" grade.

If a student withdraws from a course after the "Last Day to Drop Course Without "W" Grade deadline per the **Academic Calendar**, the student will receive a "W" (withdrawal) grade for the course. The units for the course are included in the SAP Status calculation as attempted units but not as earned units. The grade of "W" (withdrawal) has no effect on the student's GPA.

Refer to **Grading Policies and Procedures** for further information.

Financial Aid Warning Status

Students who fail to make satisfactory academic progress (SAP) will be placed on financial aid warning status for one trimester following the trimester after which they did not meet the university's SAP standards. Students must meet the SAP standards at the end of the warning trimester or they will become ineligible for additional financial aid. Students on financial aid warning status are eligible for financial aid for only one trimester. If a student has already been awarded aid for two trimesters at the time of the SAP evaluation, the financial aid for the 2nd trimester will be placed on hold until the SAP is evaluated at the end of the warning term.

Financial Aid Probation Status Without an Academic Plan

Students who become ineligible for financial aid due to failure to achieve satisfactory academic progress at the end of a warning trimester or due to reaching the maximum units allowed for their academic program (standard #3 above) may appeal in writing for financial aid probation status. To be eligible for financial aid probation status, it must be mathematically possible for students to achieve satisfactory academic progress by the end of the subsequent trimester. The calculation assumes enrollment in a maximum of nine units. Students should appeal in writing to the Financial Aid Appeals Committee and explain the reason for their failure to make SAP and what has changed that will allow them to make SAP at the end of the next enrolled trimester. Some possible reasons for appeal include: a death in the family, injury, illness or other unusual or unexpected circumstances. In support of the appeal, students should submit at least one professional reference letter on letterhead or other record (such as a death certificate) to document their changed circumstances. Students may obtain professional references from doctors, counselors, clergy, lawyers, school officials, therapists, social workers, etc. Students who experienced illness or injury should submit copies of medical records in support of their appeals. The Financial Aid Appeals Committee will review each appeal on its own merits and will send a response to each appeal via e-mail within 10-14 business days.

Students approved for financial aid probation status will be eligible for financial aid for one trimester only. At the end of the financial aid probation trimester, students will be evaluated against all three SAP standards. Students who fail to meet the SAP standards at the end of a probation trimester become ineligible for additional aid. Students in this circumstance may see the section "**How to Reestablish Financial Aid Eligibility**" in this catalog for further information.

Financial Aid Probation Status with Academic Plan

Students for whom it is mathematically impossible to achieve satisfactory academic progress at the end of the subsequent trimester by attempting 6 to 9 units and who would require two or three trimesters (maximum of 27 units) in order to achieve satisfactory academic progress may be eligible for probation status with an academic plan. Students may appeal for probation status with an academic plan as described above. If approved, students may receive financial aid for up to three trimesters (maximum of 27 units) in order to achieve the university's satisfactory academic progress (SAP) standards or graduate. All other financial aid program eligibility requirements, such as aggregate loan limits, continue to apply.

Students approved for probation with an academic plan must meet with their student services advisers and have their schedules approved prior to registration. Students will be allowed to register once their student services adviser notifies the Financial Aid Office of their approved academic plans. In addition to completing the approved courses, students must satisfy the following requirements each trimester while on an academic plan:

1. Qualitatively - Grade Point Average
    - Undergraduate students must earn a minimum trimester GPA of 2.00; if the student is not required to repeat any courses, the academic plan may require the student to earn a higher trimester GPA in order to raise the student's cumulative GPA.
    - Graduate and doctoral students must earn a minimum trimester GPA of 3.00; if the student is not required to repeat any courses, the academic plan may require the student to earn a higher trimester GPA in order to raise the student's cumulative GPA.
2. Quantitatively - Completion Rate

Students must achieve a 100 percent completion rate each trimester for all courses attempted in accordance with the student's academic plan.

Students are evaluated at the end of each probationary trimester to determine whether they have met the requirements of the academic plan. Students who meet the requirements of the academic plan may continue on financial aid probation status for the next trimester. Students who fail to meet the requirements of the academic plan after any probationary trimester become ineligible for additional aid. Students in this circumstance may see the section "**How to Reestablish Financial Aid Eligibility**" in this catalog for further information.

SAP Status Notification

If a student who receives federal aid fails to meet SAP, an email notification will be sent to the student after the SAP evaluation.

How to Reestablish Financial Aid Eligibility

Students may reestablish financial aid eligibility by enrolling at Golden Gate University and completing one or more trimesters of at least half-time status (usually six units per trimester for undergraduate students, and four units per trimester for graduate students) without federal or state financial aid and achieve the applicable cumulative GPA and completion rate standards.

Unsatisfactory Academic Progress Example

A student who fails to meet the qualitative (GPA) and/or quantitative (completion rate) standards at the end of the fall semester will be placed on financial aid warning status for the spring semester. If the student fails to meet either of these two standards at the end of the spring semester, the student becomes ineligible for financial aid. If the student submits an appeal for probation and the appeal is approved, the student will be allowed one trimester on probation status. At the end of the probation trimester, if the student fails to meet either of these standards, the student is again ineligible for financial aid. In order for the student to reestablish eligibility after a probation semester, the student must complete at least one trimester at Golden Gate University without the use of financial aid. Once the student has achieved each of these standards, the student is again eligible to receive financial aid, provided the student has not exceeded the maximum attempted units allowed for program standard.

Veterans Affairs (VA) Educational Benefits

The following Veterans Affairs Educational Assistance Programs are available to eligible veterans and dependents:

- Chapter 1606 Montgomery GI Bill®*: Selected Reserve
- Chapter 30 Montgomery GI Bill®*: Active Duty
- Chapter 31 Veteran Readiness and Employment
- Chapter 33 GI Bill®*
- Chapter 35 Survivors' and Dependents' Educational Assistance

* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about the education benefits offered by VA is available at the official U.S. government website, at **www.benefits.va.gov/gibill**.

Financial Responsibility

Students are ultimately responsible for any expense incurred while attending Golden Gate University, both to the school and the VA. This includes any tuition, fees, or expenses not covered by VA, as well as overpayments by VA. Please use VA funds for the purposes for which they are intended. Please note that the VA pays in arrears for your schooling (i.e., you'll receive September's payment in October, and October's payment in November). There is no pay over breaks, so it is very important to be financially prepared for the Fall, Spring and Summer breaks, when school is not in session.

The VA pays for only the time you are attending school, and you will be paid a pro-rated amount for the month. For instance, if fall term begins on September 22, you will only be paid from the 22nd to the 30th for your first month. You are strongly encouraged to carefully consider these policies and practices as you budget your funds while attending school.

If you are a Chapter 33 student, the VA may only be responsible for a percentage of your tuition. Your Certificate of Eligibility Letter will include the percentage the VA will pay. For example, if the VA pays 70%, you are responsible for paying the other 30%.

With other Chapters, such as 30, 35, and 1606, the VA pays you, the student, directly every month. It is your responsibility to pay your tuition, books, and other expenses.

VA students are highly encouraged to apply for financial aid while attending Golden Gate University to see if they qualify for other types of funding. Federal Title IV financial does not affect VA benefits. Some examples of expenses that the VA does not cover include, but are not limited to, application fees, graduation fees, late registration fee, and parking. Please make sure you have the funds to take a program.

VA Pending Payment Compliance

In accordance with Title 38 U.S. Code 3679 subsection (e), Golden Gate University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee.
- Require student secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Submit the GGU **VA Certification Request** form online before the payment deadline.
- Provide additional information needed to properly certify the enrollment and ascertain eligibility for Post 9/11 or Chapter 31.

Transfer Students

For Chapters 30, 33, and 1606: If you have used your benefits at another school, you will have to complete VA Form 22-1995, Request for Change of Program or Place of Training, online at **vets.gov**.

For Chapter 35: If you have used your benefits at another school, you will have to complete VA Form 22-5495, Dependents' Request for Change of Program or Place of Training, online at **vets.gov**.

Path to Completion

Consult with your advisor for the list of classes required to complete your program. VA benefits are applicable to academic program requirements only. Each course for which you enroll must be required by the academic program in which you are enrolled to qualify for benefits. Electives are permitted, up to maximum indicated in the published curriculum.

Adding/Dropping Classes

You are encouraged to enroll in courses which are required for your degree and to avoid adding and dropping classes without prior approval from your academic advisor. Enrolling in courses which are not required by your program initially or adding or dropping classes can result in a VA benefits overpayment for which you will be responsible to repay to the VA or GGU. You must notify the GGU's VA certifying official immediately if you add or drop courses which can result in changes to your certification.

Golden Gate University will not be responsible to repay any overpayment or underpayment that may result from adding or dropping classes. Faculty may drop students who have stopped attending their class(es). For VA purposes, this process is equivalent to the student dropping that class.

Academic Progress

All VA students are required to meet the academic progress standards established by Golden Gate University. Educational benefits to veterans and other eligible persons will be discontinued when the student ceases to make satisfactory progress toward their training objectives.

The grades reported by the faculty will be the same grades that are reported to the VA. Any grade disputes must be resolved between the instructor and the student, and at no time will the Certifying Official become involved in a grading dispute. If a grade is changed at a later date, the new grade will be reported to VA.

Termination of Benefits

If you are academically disqualified, GGU will notify VA and terminate your last term's certification.

GI Bill® payments will stop immediately and you may owe money to the school and may have to repay any GI Bill® benefits you received for that enrollment. You can re-enroll for a future term at the same school in the same education field and receive GI Bill® benefits if the school allows you to. If you enroll in a different school OR a different education program the VA must find that the cause of the unsatisfactory attendance, progress or conduct has been removed and that the program of education or training to be pursued is suitable to your aptitudes, interests and abilities.

Withdrawal from Classes

Students receiving a "W" grade will likely accrue an overpayment from VA. If you receive an administrative withdrawal "UW" for non-attendance, GGU will report the course as withdrawn retroactively to the first day of that term.

Failing Grades

Failing grades "(F)" are reported to the VA including the last date that you were physically present or participating in the class. You will incur an overpayment of GI Bill® benefits you received if this date is prior to the last date of the term for both earned tuition and housing allocations. You will be responsible to repay GGU for any earned tuition the VA considers an overpayment of benefits. You may retake the class and receive GI Bill® benefits in cases for which a higher grade is required to successfully complete the program.

Auditing a Class

Non-punitive grades including, NC, "no credit" or "no pass", may result in an overpayment because no credit is awarded and will require repayment of any GI Bill® benefits for that class.

Incomplete Grades

Incomplete grades are given when you do not complete the class requirements prior to the end of a term and as a result, credit is not awarded. The VA will not take any action for up to 12 months from the end of the term. If, after 12 months or the school's time limit (whichever is shorter) the incomplete class is changed to a standard evaluated grade along with credit, you may have to repay any GI Bill® benefits you received for that class. Since you did not receive credit for the class, you are not eligible for GI Bill® benefits. It is your responsibility to notify the School Certifying Official when the "I" is changed to a standard evaluated grade with credit.

Class Attendance and Performance

Every student is expected to attend class and maintain satisfactory progress in that class. Class attendance is expected to occur consistently throughout the term. If a student receiving VA benefits ceases attendance and receives a failing "F" grade, the student's last date of attendance will be reported to the VA. If a student is absent from a class that requires physical presence, then the last date that the student was physically present will be reported to the VA as the last date of attendance.

Students who fail classes due to non-attendance or poor attendance or lack of participation will likely incur overpayments and may be required to repay to VA and GGU including tuition and any other payments made associated with your enrollment in that class. The official date of last attendance will be the date reported to the VA.

Guest or Concurrent Enrollment

If approved to take courses at another institution, a formal request must be submitted to a GGU SCO to use your benefits at both schools. Submit a request for a Parent School Letter, which allows certification at both schools. Include institution, school official name and email address.

Break Pay

The VA does not pay for any breaks in instruction. For example, if winter break in December is eight days, the VA will only pay for 22 days (VA always counts a month as 30 days, regardless of the actual number of days in the month).

Round Out

A VA student can round out a schedule with courses that are included within the program and would count toward graduation requirements in their **last term prior to program completion only.** This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program. **This procedure can be done only once per program**. See **Enrollment Status Classifications and Reporting** for more information.

EXAMPLE: A claimant needs to complete 60 credit hours to obtain a BA degree. After passing 57 credit hours, the claimant enrolls in four 3-credit-hour courses. VA may pay the veteran educational assistance for full-time training during this last term. Chosen classes must be specified by name in the curriculum.

Enrollment Status Classification

Undergraduate

Semester	Less Than Half-Time	Half-Time	Three-Quarter Time	Full-Time
Fall, Spring, and Summer	Less than 6 units	6 units	9 units	12 or more units
7.5 Weeks	2 units	3 units	4-5 units	6 units

Graduate

Semester	Less Than Half-Time	Half-Time	Three-Quarter Time	Full-Time
Fall, Spring, and Summer	Less Than 3 units	3 units	4-5 units	6 units
7.5 Weeks	n/a	1 units	2 units	3 units

Term Definition

The VA considers all the classes that start in the same calendar week to be in the same "term," while classes that start in a different calendar week are in a different "term," regardless of what the school calls them. So, if you were in two classes that ran August - December and one class that ran October - December, then your school submitted it correctly with two classes in one term and one class in another term.

When the VA calculates payment, they will consider each term independently, and also the overlapping period when two or more terms overlap the same dates. In the case of an overlap, the VA will add the enrollment of both terms for the overlap period only. So, if an undergraduate student was in 6 units for the full term and another 6 units for the 2nd half-term, then the VA will count that as 1/2 time for the first half and full time for the second half (because of the overlap). If an undergraduate student was enrolled originally in 12 units for the full term, and then switched it to 6+6, then the student may owe a debt to the VA for BAH received during the first half.

Overpayments

Generally, overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 911 GI Bill® when an over-payment is created on a school and funds need to be refunded to VA.

A debt is established on a school when:

- The student never attended classes for which they were certified regardless of the reason for non-attendance.
- The student completely withdraws on or before the first day of the term.
- The school received payment for the wrong student.
- The school received a duplicate payment.
- The school submitted an amended enrollment certification and reported reduced tuition and fee charges
- The student died during the term, or before start of the term.
- VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error).
- The student withdrew after the first day of the term (FDOT).
- If the student completely withdrew on the FDOT, treat as if student never attended.
- The student reduced hours whether the reduction occurred before or during the term.
- The school submitted a change in enrollment (1999b) and reported a reduction in tuition/ fees due to student action reducing or terminating training.
- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition/fees, and/or Yellow Ribbon.

Chapter 33 Housing Information

To Qualify for FULL Housing:

- Enroll in what VA considers full time enrollment.
- At least one course must be considered resident learning.
- Be 100% eligible for the GI Bill®.

To Qualify for ANY Housing:

- Rate of pursuit must be over half time (credits>51%).
- If all of your courses in a term are distance learning, you will get 50% of the national average.

Rate of Pursuit

VA calculates rate of pursuit by dividing the credit hours (or credit hour equivalents) being pursued by the number of credit hours considered to be full-time by the school. The resulting percentage is the student's rate of pursuit.

For undergraduate, 12 credits are generally required for full-time training. For graduate students, 6 credits are full-time. The school submits the term dates and credit hours of the enrollment to VA and we calculate the rate of pursuit.

Undergraduate example: If 12 credits is considered full-time, a course load of 6 credits yields a rate of pursuit of 50% (6 ÷ 12 =.50), whereas a course load of 7 credits yields a rate of pursuit of 58% (7 ÷ 12 =.58). In this scenario, a Veteran would need to enroll for at least

7 credits (such as two 3-credit classes and a 1-credit lab) in order to receive the housing allowance benefits.

For non-standard terms (less than 15 weeks), a student's rate of pursuit or training time is determined by the Equivalent Credit Hour. VA uses the following formula to calculate the ECH: (number of credits x 8) ÷ number of weeks in the term = ECH.

Monthly Housing Allowance

Once the training time is determined, the monthly housing allowance is paid at the nearest 10% level. For instance, if your training time is determined to be 58% as calculated above you will be paid 60% of the applicable housing allowance. If your training time is calculated to be 84% you will be paid 80% of the applicable housing allowance.

BAH is based on the zip code of the primary school or in cases where all courses at the primary school are distance courses the BAH would be based on the zip code of the school where in residence courses are being taken. Students whose enrollment is exclusively distance learning will be eligible for a monthly housing allowance equal to 50% of the national average of all Basic Allowances for Housing.

Payments are made at the first of each month for the prior month's attendance. For example, you would receive a payment in March for attendance during the month of February. Please note that under the following circumstances, you may receive only a partial payment:

- If you drop a course or courses and it affects your overall training time, you will be paid at your new training time rate.
- If you attend courses for less than a full month, such as at the beginning or end of a semester, your payment for that month will be prorated based on the number of days you attended.

Yellow Ribbon Program

GGU is proud to participate in the Yellow Ribbon Program, a provision of the GI Bill®. Under the Yellow Ribbon Program, the school will award a grant up to 50% of unmet tuition costs, up to $14,000 per semester, to eligible Yellow Ribbon Program veterans. The Veterans Administration will provide the other 50%.

Merit scholarships awarded by GGU will be applied to tuition costs only. The combination of merit scholarships, VA tuition benefits, and GGU's Yellow Ribbon grant may not exceed the total cost of tuition. Eligible students should contact the University's designated VA certifying officer as soon as possible to receive a comprehensive review of how VA benefits may assist with tuition and to initiate the certification of enrollment to the Veterans Administration. GGU's VA certifying officer may be reached at (415) 442-7283 or via email at **va@ggu.edu**.

Washington State Student Loan Advocate

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit **www.wsac.wa.gov/loan-advocacy** or contact the Student Loan Advocate at **loanadvocate@wsac.wa.gov**.

Code Of Conduct

Golden Gate University Student Financial Services Employees:

- Do not receive anything of value from any lending institution, servicer or guarantee agency in exchange for an advantage sought by the lending institution, servicer or guarantee agency.
- Do not accept anything, of more than nominal value, from any lending institution, servicer or guarantee agency.
- Do not receive anything of value for serving on advisory boards of any lending institution, servicer or guarantee agency.
- The Golden Gate University Office of Financial Aid hires its own employees and not employees of lenders, servicers or guarantee agencies in staffing the office.

Contact and Schedule Appointments

The GGU Student Financial Services Offices have an open-door policy. We have financial aid counselors, student accounts and VA certifying officials continuously available during our business hours. Our staff is here to assist any student who has questions, needs forms, is seeking additional information, is looking for guidance on the financial aid process, or would like to talk about a financial plan to cover expenses throughout their educational career. You may reach us or schedule appointments with us as follows:

Financial Aid
Phone: 415-442-7270
Email: **finaid@ggu.edu**

Student Accounting
Phone: 415-442-7839
Email: **sas@ggu.edu**

VA Educational Benefits
Phone: 415-442-7283
Email: **va@ggu.edu**

Enrollment

Academic Calendar

Golden Gate University operates on a trimester **Academic Calendar,** offering fifteen-week trimester terms ("A") in the fall, spring, and summer. Each trimester is divided into two consecutive seven and a half-week sub term ("B" and "C"). An **Academic Period** includes the full trimester term and its two sub-trimester terms.

Classes are offered during the daytime, evenings and weekends, and are available in both in-person and online formats. Students should view the online **Course Schedule** for detailed information on class meeting locations, days, and times and the availability of online options.

GGU provides a variety of instructional formats, including **synchronous (live/scheduled)** and **asynchronous (self-paced)** instruction, as well as **hybrid** courses that combine both modes. For more information, students are encouraged to review GGU's **Instruction Modes** for detailed descriptions and guidance.

Registration and academic advising begin approximately eight weeks prior to the start of each trimester term. Students may enroll at the beginning of any academic term in which applicable courses are offered for their degree program. Some programs do not offer courses in the "B" and "C" terms, making the "A" term the only available start term for those programs. While students have the option to attend year-round, continuous enrollment is not required. However, all students must adhere to the university's **Regular Enrollment Requirement** policy.

Instruction Modes

GGU delivers course instruction via the following modes:

- **Hybrid[1] (In-Person/Online) (Section Code: HSF):** Instruction includes a combination of in-person and online (synchronous or asynchronous) coursework. **At least 20% of the instruction time must include in-person class meetings. In-person class meetings cannot be attended remotely.** In-person and synchronous online class meeting dates and times are listed on the schedule and course syllabus. Satisfies "in residence" requirements for Veteran Affairs Education Benefits and residency requirements for international students (F-1 Visa holders).
- **In-Person[1] (Section Codes: SF):** Instruction is delivered through in-person class meetings. Satisfies "in residence" requirements for Veteran Affairs Education Benefits and residency requirements for international students (F-1 Visa holders).
- **Online-Asynchronous[2] (Section Code: C):** Instruction is delivered primarily through asynchronous coursework but may include optional synchronous online class meetings. Does not satisfy "in residence" requirements for Veteran Affairs Education Benefits. Does not satisfy residency requirements for international students (F-1 Visa holders).
- **Online-Synchronous[2] (Section Code: WC):** Instruction is delivered primarily through live online class meetings but may include asynchronous coursework. Does not satisfy "in residence" units for Veteran Affairs Education Benefits. Does not satisfy residency requirements for international students (F-1 Visa holders).

[1]Satisfies the U.S. Department of Veteran Affairs definition of a "hybrid" class for BAH benefits, so long as recipients attend the in-person class meeting(s).

[2]International students (F-1 Visa holders) may count a maximum of 1 course (or 3 units) of these instruction modes toward their "full course of study."

Class Meetings that Coincide with GGU Holidays

When a scheduled synchronous class meeting falls on a GGU-recognized holiday, faculty may choose one of the following options:

- Reschedule the class meeting within the same term at a day and time that works for the majority of students.
- Substitute the class with equivalent asynchronous online coursework to ensure the required instructional time is maintained.

Prerequisites and Corequisites

Prerequisites are courses that students must successfully complete prior to enrolling in the courses for which they are required. These requirements ensure that students have the necessary foundational knowledge. Prerequisites, if applicable, are listed immediately after the course description.

Corequisites are courses that students must take either prior to or at the same time as another course. If not completed beforehand, they must be taken concurrently. Like prerequisites, corequisites are listed following the course description.

Undergraduate Course Number System

Each undergraduate course is assigned a number according to the following plan:

1-99	Lower-division courses
100-199	Upper-division courses

Uppercase "A" and "B" following a number indicate related courses that may be taken out of sequence (unless prerequisites are noted).

Directed study courses are available with permission of the instructor, department chair or program director and the school's dean.

Courses carry from one to six units of credit in one trimester or term, depending upon the number of semester hours assigned to that course. Primary focus and consideration are given to expected learning outcomes and the way in which they are affected. Generally, for traditional in-person instruction, academic credit is assigned based on one semester credit hour for each 15 hours of classroom contact. However, credit is not entirely derived by a simple arithmetic conversion of contact hours, but considers factors such as learning outcomes, course assignments and activities, course materials, and the nature of the learning experience, required outside preparation and assessment instruments. These factors are the sole factors for determining credit hours for classes involving distance learning.

Graduate Course Numbering System

Graduate courses are assigned numbers according to the following plan:

200-299	Foundation Program Courses
300-499	Advanced Program Courses
800-899	Doctoral Seminars

Only one **directed study** course may be applied toward a master's degree program. The dean's approval is required.

Academic courses carry from one to four units of credit in one trimester or term, depending upon the number of semester hours assigned to that course. Primary focus and consideration are given to expected learning outcomes and the way in which they are affected. Generally, for traditional in-person instruction, academic credit is assigned based on one semester credit hour for each 15 hours of classroom contact. However, credit is not entirely derived by a simple arithmetic conversion of contact hours, but considers factors such as learning outcomes, course assignments and activities, course materials, and the nature of the learning experience, required outside preparation and assessment instruments. These factors are the sole factors for determining credit hours for classes involving distance learning.

Enrollment Status Classifications and Reporting

The university determines students' enrollment status based on their academic levels (e.g., undergraduate, graduate, doctoral) and the total number of units in which they are enrolled during an academic period. Academic periods include the fifteen-week (trimester) "A" terms and corresponding seven and a half-week "B" and "C" sub-terms.

Enrollment Status Classification	Less Than Half Time	Half Time	Three-quarter Time	Full Time
Undergraduate	5 or fewer units	6-8 units	9-11 units	12 or more units
Graduate	2 or fewer units	3 units	4-5 units	6 or more units
Doctoral	2 or fewer units	3 units	4-5 units	6 or more units

For the purpose of awarding Federal Student Aid, these classifications do not apply to students who are registered in only one seven and a half-week term (e.g., Fall B). Students must also register for another term in the same academic period, which can be either the other seven and a half-week term or the fifteen-week trimester term, to be awarded financial aid. Otherwise, the student will be classified as "less than half time," regardless of the number of registered units.

The Office of the Registrar reports the enrollment statuses for all enrolled students to the National Student Clearinghouse (NSC) on a monthly basis. The reports include the start and end dates of each student's actual enrollment period, as well as their enrollment status (e.g., half time, full time, less-than full time, graduated, withdrawn). The NSC shares this information with the U.S. Department of Education (NSLDS), lending institutions, prospective employers, verification agencies, and other entities requesting enrollment verification.

The information reported includes directory information as defined under **Student Rights Under FERPA** policy. Students who do not want their directory information released by NSC or the university to inquirers (except to lenders), must submit a **Request to Prevent Disclosure of Directory Information** form to the Office of the Registrar. The form is available on the **Registrar's Office Confidentiality** page.

Credit Hour (Academic Unit) Definition

All Golden Gate University courses must adhere to the federal definition of a credit hour, which serves as the basis for determining the number of academic units awarded per course.

Federal Credit Hour Definition

A credit-hour is defined as an amount of work that reasonably approximates, but is not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for a semester or trimester hour (or the equivalent amount of work over a different amount of time);
2. Or at least an equivalent amount of work as required in paragraph (1) above for other academic activities such as laboratory work, internships, practica, studio work, or other

academic work leading to the award of credit-hours. (34 CFR 600.2)

eLearning

eLearning is GGU's online learning platform. The online instruction mode allows students to complete coursework asynchronously, providing a great deal of flexibility to complete assignments and engage with the instructor and other students within a specified period (many of GGU's online courses run on a week-to-week schedule). Through eLearning, students access course materials, view video or other multimedia content, submit assignments and participate in other course activities and projects. Students communicate with the instructor and with each other through threaded discussion forums, an essential part of every online course. Students are expected to contribute thoughtful, meaningful dialog in the threaded discussions at least once a week. In addition, opportunities for synchronous learning and collaboration via Zoom web conferencing software are increasingly available for office hours, tutoring and instructor-led review sessions.

Entirely online courses (no in-person class meetings) may have at least one supervised (proctored) exam per term. The supervised exams are typically Web-based and can be supervised by using **ProctorU**, an online proctoring service. Supervised exams are required for courses for which they are the most appropriate pedagogical means for assessing students' learning. Some courses will require projects, papers, or other assessments in lieu of supervised exams.

All students, including those enrolled in distance education, are required to authenticate through our institutional Identity Provider (IDP), which uses secure Single Sign-On (SSO) and multi-factor authentication (MFA). This system governs access to our learning management system (LMS), student information system (SIS), and other academic platforms. Each student is issued a unique institutional credential, and access is monitored and restricted through MFA protocols.

Enrollment Minimum and Maximum Requirements

Fully Admitted Students

Fully admitted students may enroll in the maximum number of units per academic period indicated below:

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

Students may be permitted to enroll in additional units with the approval of their dean. This approval must be submitted to the Office of the Registrar prior to enrolling in the excess units.

Conditionally Admitted Students

Conditionally admitted undergraduate students may enroll in a maximum of twelve (12) units per trimester period. Conditionally admitted graduate students may enroll in a maximum of nine (9) units per trimester period. It is strongly recommended that conditionally admitted students take no more than two courses per trimester period until their conditional admission requirements are satisfied. Due to SEVP policy guidance S13.1, F-1 students are ineligible for Conditional admission.

Admitted Subject to Documentation

Students who were admitted with "Subject to Documentation" status may enroll in only one academic period while awaiting receipt of their official Transcripts, test scores, and foreign credential evaluations. These documents must be received no later than the Official Transcript/Test Score deadline per the **Application Deadlines** calendar. Students who are admitted with "Subject to Documentation" are not eligible for federal aid. Official documents must be sent directly from the university registrar or controller of examinations to GGU Admissions office. These students may not enroll in subsequent academic periods until their official transcripts have been received and their records have been updated accordingly. See **Subject to Documentation** status for more information. These students have the same maximum unit enrollment limitations as **fully admitted students**.

International Students

Students who are not US Citizens or permanent residents of the US and want to study at Golden Gate University require obtaining a visa. A domestic student is defined as a U.S citizen or a lawful permanent resident (green card holder).

Students who come to the U.S with the primary intention of enrolling in an academic program will need an F-1 (student) visa. The F-1 visa is a non-immigrant visa specifically issued to individuals who have been accepted into a full-time academic program at a U.S. institution approved by the Student and Exchange Visitor Program (SEVP).

Students residing in the U.S under pre-existing visa categories may be eligible to enroll in a program without changing their visa status. It is important to understand that not all visa categories permit enrollment in academic programs, and restrictions may vary based on the visa classification. Prospective students must review the official guidelines provided by **U.S. Immigration and Customs Enforcement (ICE)** to determine their eligibility to study based on their current or intended visa type.

Students enrolled exclusively in online programs from their home country will be determined by citizenship. Any questions about classification or eligibility can be directed to **internationaladmit@ggu.edu**.

U.S. Department of Homeland Security **regulations** require international students residing in the U.S. with either F-1 (student) visas or J-1 (scholar) visas to enroll in a full course of study, meaning

that these students must enroll at GGU on a full-time basis. The minimum number of units required to satisfy the full course of study requirement are dependent on students' degree levels, as follows:

- Undergraduate students are required to enroll in a minimum of twelve units per academic period.
- Graduate students are required to enroll in a minimum of six units per academic period.
- Doctoral students must be enrolled in a minimum of six units per academic period while they are completing their coursework and four units per academic period while completing their dissertations.

Failure to maintain a full course of study may result in a violation of visa status. Students are advised to consult with the Office of International Student Services or their designated school official (DSO) prior to making any travels or changes to their course load.

Students with F-1/J-1 visas are eligible for vacation periods (equivalent to one academic period) after having completed two consecutive academic periods of full-time coursework. Note: grades of W (Withdrawal), WF (Withdrawal Failure), AU (Audit), NC (No Credit), and I (Incomplete) are not calculated as earned units for full course of study requirement compliance purposes.

Golden Gate University operates on a trimester **Academic Calendar** and offers fifteen-week trimester terms ("A") in the fall, spring, and summer, and two consecutive seven and a half-week sub terms ("B" and "C") within each trimester term. An **Academic Period** consists of the trimester term and the two sub-trimester terms. To be deemed enrolled on a full-time basis during a given period, international students must enroll in course sections with any of the following **Instruction Modes**: In-Person (i.e., on-campus), that span the length of the "A" term. Students may satisfy this obligation by enrolling in "A" term course sections or a combination of "A" term and sub-term (i.e., "B" and "C" Term) course sections.

Per academic period, F-1/J-1 students may use only one course of the online-type **Instruction Modes** (i.e., Online-Asynchronous, or Online-Synchronous) toward satisfying the full-time enrollment requirement. International students may take more than one online-type course, but only during an approved vacation period or in addition to a full-time course load.

F-1/J-1 students must obtain prior approval from their DSO (Designated School Official) before dropping or withdrawing from courses. International students who are unable to fulfill the full course of study requirement should contact their DSO without delay to prevent violation of their immigration status.

F-1/J-1 students may be permitted to fulfill their enrollment requirements by taking courses at other institutions while they are pursuing their academic programs at GGU. Before enrolling elsewhere, students must first receive approval from their academic advisors and DSO by submitting "**International Student Request to Take Courses At Another Institution**" forms to their academic advisors.

F-1/J-1 students in valid immigration status at other institutions may enroll in courses at Golden Gate University with written authorizations from their home institutions' DSO. These students must meet the minimum enrollment requirements of their home institutions and will be required to provide proof of having fulfilled GGU's **English Language Proficiency Admission Requirement**.

Students Enrolling Concurrently at Other Institutions

Students may be permitted to fulfill some requirements of their academic programs by taking courses at other regionally accredited institutions. The courses will be transferred into Golden Gate University provided the following three conditions are met:

1. The student has not reached (and will not exceed) the maximum number of allowable transfer units; and
2. The student is in good academic standing; and
3. The student has no outstanding financial obligations to the University.

The Admissions Office uses Transferology to identify courses that may transfer from other institutions on the website at: **http://www.ggu.edu/admissions/undergraduate/transfers/**. Students are not required to petition for permission to take previously articulated courses if they meet the requirements above.

If the courses students want to take at other institutions are not found via **Transferology**, they are required to petition for permission to enroll in those courses. Before enrolling at other institutions, students must complete and submit the "Domestic Student Request to Take Courses at Other Institution" form to the Admission's Office, if the student has not yet commenced taking courses at GGU, or to their academic advisors, if they have already commenced taking classes at GGU. Students must include adequate documentation (course descriptions, syllabus information, etc.) to support their requests. Students who wish to receive financial aid for courses taken concurrently at other institutions must submit a separate petition to the Financial Aid Office. International students must follow the policy for concurrent enrollment as described in the **International Students** section above.

Regular Enrollment Requirement

Golden Gate University requires continuing students to enroll in and complete courses on a regular basis to remain actively enrolled in their academic programs. At a minimum, these students must enroll in and complete at least one unit of academic credit every third consecutive academic period (i.e., fall, spring, or summer). Domestic students may be absent for two consecutive academic periods without consequence. However, international students attending GGU on F-1 or J-1 visas must comply with additional enrollment requirements as described in the **International Students** section above.

Continuing students who fail to satisfy this enrollment requirement are deemed to be stopped-out, and their academic programs are made inactive. Accordingly, they become ineligible to enroll in courses. Students whose academic programs become inactive under this policy are required to apply for readmission to resume their academic studies at GGU. See the **Readmission Policies** for more information.

Registration Policies and Procedures

Internet and Email Access Required of All Students

Golden Gate University expects all students who register for courses to have access to a computer and the Internet either at work, at home, or through the Business Library. Most, if not all, courses offered at GGU have some online content and tasks that must be completed online.

The University communicates important information-such as registration details, payment deadlines, and other administrative matters-via official GGU-issued student email account. Students are responsible for regularly checking their GGU-issued student email accounts.

To ensure effective communication, students must keep their personal email address and contact information current. Updates can be submitted through **myGGU/Student Self-Service** or by submitting a **Change of Student Information** form to the Office of the Registrar.

The University will accept registration requests submitted by email only if the email originates from an email address on record for the student.

Registration Request Procedures

Students must submit all registration-related requests, including course drop/withdrawal requests in one of the following official channels:

- **Online:** Via **myGGU/Student Self-Service** at **https://portal.ggu.edu/**
- **Email** (or phone call/text): To the student's assigned enrollment counselor or academic advisor
- **Email**: To **registration@ggu.edu**
  Note: Message must originate from one of the student's email addresses on record at Golden Gate University
- **Fax**: To 415-442-7223
- **Mail**: Office of the Registrar, 536 Mission St., San Francisco, CA 94105.

Requests That Will Not Be Processed

The following types of requests are considered unofficial and will not be acted upon:

- Oral/verbal requests.
- Requests submitted to instructors, deans or academic department chairs or staff.
- Requests submitted by anyone other than the student, including family members.

Enrollment and Payment

Students are not officially enrolled until tuition and fees have been paid for all registered courses or other acceptable payment arrangements have been made, such as enrolling in a deferred payment plan. Students must pay in full or make other arrangements by the payment due date for the term, as published in the **Academic Calendar**, or their registrations may be canceled. A student whose registration is canceled due to failure to pay and wishes to be reinstated will be assessed a $100 **Late Registration** fee. Payment in full or other satisfactory payment arrangements must be made before a student's registration will be reinstated.

Pre-Registration Academic Advising

The following students are required to have their schedules approved by their enrollment counselors or academic advisor prior to registering:

- Students enrolling under **open enrollment status** (Note: Enrollment counselor or academic advisor approval is required.).
- Students making the **credit/no credit grade election.**
- Students who have yet to satisfy the terms of their conditional admission.
- Students on academic probation.

Undergraduate students must consult with their academic advisor in their first or returning trimester at GGU. Undergraduate students may register for subsequent terms without seeking approval but are encouraged to consult with their academic advisors.

Graduate students either when beginning a new academic program or planning to graduate at the end of the term for which they are registering should consult with their academic advisor.

International Students (F-1 and J-1 Visa)

International students on F-1 or J-1 visas must consult with their academic advisor and a Designated School Official (DSO) to ensure compliance with U.S Immigration laws and Department of Homeland Security (DHS) regulations prior to taking any of the following actions:

- Registering for their first term.
- Dropping or withdrawing from a course.
- Requesting a vacation term.
- Requesting authorization for an internship (Curricular Practical Training or Optional Practical Training, as applicable).

Failure to obtain prior approval may result in a violation of visa status.

Math or English Conditional Admissions

Students who have not satisfied the math or English admissions requirements must receive advising and obtain the approval of an academic advisor prior to registration.

Open Enrollment Status

Prospective degree-seeking students, who have applied for admission to the university but who have not yet been admitted, may enroll in courses through open enrollment status. In addition, students who desire to take courses from GGU to transfer back to their home institutions or for personal enrichment and who are not seeking to earn academic credentials may request to enroll through open enrollment status. Permission to register for individual courses is based on prior academic performance and preparation in appropriate prerequisites. See the **Open Enrollment Status** policies for more information.

Adding or Dropping Courses

Adding During the Add Period

Students may register for courses after the terms begin during the Add Period, which extends through the first week of classes for both trimester ("A") and sub-trimester terms ("B" and "C"). Students seeking to register after the applicable Add Period has ended may be able to do so by completing the **Late Registration** process. Students are not allowed to register for intensive courses (i.e., courses that are shorter than 7.5-weeks in length) after the first day instruction, without completing the **Late Registration** process. Specific Add Period end dates are published in the **Academic Calendar**. Students may submit add requests online through **myGGU/Student Self-Service**, in writing to **registration@ggu.edu** (or to their academic advisors), or by submitting **Registration** forms by fax, email, or in person to the Office of the Registrar. Making oral/verbal requests or submitting written requests to course instructors is not acceptable.

Adding After the Add Period (Late Registration Process)

Students seeking to register for course sections after the "Last Day to Register/Add Course" as indicated in the **Academic Calendar,** may be allowed to do so by completing the Late Registration process. To initiate the process, students must submit **all** of the following with their registration requests:

- Written or emailed approval from the course's instructor.
- Written or emailed approval from a senior administrator of the school that is offering the course, such as the dean, program director, or department chair.
- A $100 late registration fee. This fee will be charged once per academic period (fall, spring, or summer), regardless of whether students have already registered for courses that same academic period. Each academic period includes the trimester "A" term and the two sub-trimester "B" and "C" terms.

The late registration fee will be waived only if a student provides written evidence of extenuating circumstances that prevented the student from registering before the end of the applicable Add Period. Only a senior administrator can authorize the waiver of this fee, not the course instructor.

Dropping During the Refund Period

Students who drop courses before the "Last Day to Drop Course Without Tuition Charge or 'W' Grade" as specified in the **Academic Calendar** will have the tuition charges for the dropped courses reversed, and their accounts will be credited. In cases where students have paid their registration charges, the credit balance will be applied toward future registration charges. If students prefer to receive a refund instead of applying the credit toward future charges, they must submit a written request to Student Accounting Services via email to **sas@ggu.edu**. Note: Oral/spoken requests will not be processed.

Students who are subject to sanctions due to violations of the **Academic Integrity Policy** may be re-enrolled in courses (free of charge) for the grade of "F" to be recorded on their transcripts.

Dropping After the Refund Period

After the "Last Day to Drop Without Tuition Charge or 'W' Grade," courses that are dropped are automatically assigned a "W" grade by the registrar. The only exceptions are for courses that are canceled by the university or when students change from one section to another section of the same course (provided both sections are offered in the same academic term). Students are financially liable for all courses dropped after the "Last Day to Drop Without Tuition Charge or 'W' Grade." The date for this deadline can be found in the **Academic Calendar**. Additionally, courses dropped after this deadline are included in the calculation of Satisfactory Academic Progress (SAP) for financial aid recipients.

Dropping and Withdrawing from Course Sections

Students may withdraw from courses according to the following deadlines:

- **Trimester ("A") Term Courses**: Withdrawals may be made prior to the second-to-last week of the term.
- **Sub-Trimester ("B" and "C") Term Courses**: Withdrawals may be made prior to the last week of the term.
- **Non-Standard Course Sections**: Specific withdrawal deadlines for non-standard courses will be provided in the **"Non-Standard Course Sections"** documents, published along with the **Academic Calendar**.

Students who have been conditionally admitted or are on academic probation must consult with their academic advisors before dropping or withdrawing from courses, or before withdrawing from the university completely.

Official Withdrawal Procedures

To officially withdraw from courses, students must:

1. **Drop or withdraw online** through **myGGU/Student Self-Service**.
2. Alternatively, submit a **written request** by **email** or **in-person** to the **Office of the Registrar**.

Note: Oral or spoken requests, or written requests submitted to instructors or any other university office, are insufficient.

Requests for withdrawal or changes to audit status will not be processed after the **"Last Day to Withdraw from Course, Change to Audit Status, or Elect CR/NC (pass/fail) Grading"** as specified in the **Academic Calendar**.

Tuition and Grade Records

- Courses dropped before the **"Last Day to Drop Course Without Tuition Charge or 'W' Grade"** will not be recorded on students' transcripts, and tuition will be fully credited.
- Courses from which students withdraw after this deadline will be recorded on their transcripts with a **"W"** grade. Students will remain financially responsible for tuition charges for these courses.

Last Date of Attendance (LDA)

When students withdraw from courses after the "Last Day to Drop Course without Tuition Charge or 'W' Grade," as published in the **Academic Calendar**, their withdrawal dates will be recorded as their last dates of attendance (LDA) for these courses. When students cease to attend class meetings or participate in online courses without officially withdrawing from them, their instructors will assign them "F" grades, and will submit their last dates of attendance (LDA) to the Registrar's Office. When applicable, the university will report students' LDAs to 3rd parties that have provided funding for their education, such as the U.S. Department of Education or the U.S. Department of Veteran Affairs.

When determining students' LDAs for submission in association with "F" grades, instructors will select the latest of either: 1. Students' last dates of physical presence in the classroom; or 2. Students' last dates of participation in academically related activities.

Academically related activities include but are not limited to the following:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do not include activities where students may be present but not academically engaged, such as:

- logging into an online course without active participation,
- participating in academic counseling or advisement.

See the **Attendance Requirements** policy for more information regarding the potential consequences of "Last Dates of Attendance" for Federal Student Aid and VA Education Benefits recipients.

Changing to Audit Status

Students may change their registration to audit status under the following conditions:

- For **trimester term courses**, students may change to audit status **up to two weeks before the course's end date**.
- For **7.5-week courses**, students may change to audit status **up to one week before the course's end date**.

For specific deadlines, students should consult the **Academic Calendar**. Please note, doctoral courses may not be audited.

Students who register for courses in credit status (i.e., non-audit status) and later change to audit status will not receive the audit discount.

All requests to change to audit status must be submitted in writing to the Office of the Registrar. An oral/spoken request, or a written request submitted to the instructor, is insufficient to process the change.

Students who elect audit status may not change their registration status later to receive a letter grade or a "CR" (Credit) grade without the approval of the dean, program director, or department chair that oversees the student's academic program. Refer to **Auditing Courses** for additional policies relating to auditing courses.

Financial Aid Recipients Who Withdraw Completely from All Courses

Financial aid recipients who withdraw from all courses during a financial aid award period (fall, spring, summer) must notify the Financial Aid Office by email at **finaid@ggu.edu** after submitting the proper withdrawal request to the registrar. Complete withdrawal may be accomplished by dropping or withdrawing from all enrolled courses.

Section Waitlists

Students attempting to register for full/closed course section(s) will be given the option of placing themselves on the section's waitlist. Tuition is not assessed when students are added to a waitlist. Students may remove themselves from course waitlists via **myGGU/Student Self-Service** if they no longer want to be enrolled in the waitlisted course.

Course waitlists are managed by each school or academic department. Students are registered from the waitlist if seats become available or the section capacity is expanded. Students who are already registered for another section of the same course or who are registered for a conflicting course section will not be registered from the waitlist. Students will be notified by email if they are registered from the waitlist. Students who do not want to be enrolled in the previously waitlisted course must drop it using **myGGU/Student Self-Service** or by contacting the school or department that added them to the course.

A course section may have a waitlist even though the capacity of the section may be greater than the number of students currently registered. This situation may occur when the course section was full at a prior time and a waitlist was created, after which students dropped the course section, making seats available. However, students may not bypass the waitlist, as there may still be students ahead of them on it. Students who seek to register for a closed course section should add themselves to the waitlist and wait for the school or department to respond.

Course Cancellation

The university reserves the right to cancel any course section in which the number of students enrolled is deemed insufficient or for which an instructor cannot be secured. All tuition and any associated fees for canceled course sections are immediately credited to students' accounts at the time of cancellation. Students affected by course cancellations are notified via their GGU-issued student email accounts. Students affected by course cancellations may adjust their enrollment via **myGGU/Student Self-Service** in accordance with the deadlines published in the **Academic Calendar**.

Administrative Withdrawal

The university reserves the right to administratively withdraw a student from courses in the event of any of the following:

- Failure to meet financial obligations with the university.
- Course prerequisites are not met.
- Violations of academic or administrative policies.

If a student is administratively withdrawn, the student's withdrawal date will be recorded as the first day of the term. All registration charges (tuition and fees) associated with the course will be reversed. Golden Gate University must return the funds for students who are administratively withdrawn who have received any form of **Federal Student Aid**, including loans, if the withdrawal results in complete withdrawal from the trimester term. The **Return of Title IV Funds** may result in a balance due on the student's account.

See **Attendance Requirements** for the consequences of failing to begin attending class meetings or participating in online courses.

Military Service Policies

GGU Commitment to Military Service Members and Veterans

Golden Gate University signed a Department of Defense Memorandum of Understanding (DOD MOU). The DOD MOU allows the University to accept federal tuition assistance (TA) specifically for service members. Additionally, GGU abides by the Principles of Excellence set forth within Executive Order 13607 issued in April 2012 ensuring that student veterans, service members and their family members have certain information, support and protections while using federal education benefits. The latest revisions reflect updates to regulations for higher education institutions within the Johnny Isakson and David P. Row, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (Isakson and Roe Act).

In accordance with the Department of Defense Memorandum of Understanding, Golden Gate University "bans inducements to any individual or entity (other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws) for the purpose of securing enrollments of Service members or obtaining access to TA funds as part of efforts to eliminate aggressive marketing aimed at Service members.

Additionally, GGU will refrain from high-pressure recruitment tactics as part of efforts to eliminate aggressive marketing aimed at Service members. GGU will refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or Federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These tactics are discouraged as part of efforts to eliminate aggressive marketing aimed at Service members."

Per Executive Order 13607, the same aggressive marketing policy to ban predatory recruitment tactics will be implemented to support and protect student veterans and their family members using federal education benefits.

With the ratification of the Isakson and Roe Act of 2020, the University will abide by the amended recruitment policy, which prohibits the University from making three or more unsolicited contacts to covered [by VA education benefits] individuals, including by phone, email, or in-person, during any one-month period. Covered individuals are those who are eligible to receive federal educations benefits through the U.S. Department of Veterans Affairs.

Military Service Withdrawal from Courses

Full tuition refunds (100%) are granted to students who withdraw from courses due to military service, provided they have not received grades for their courses prior to their military service start dates. Students should contact their academic advisors if they need to request a military withdrawal. There should be no refund of tuition for courses for which grades have been recorded.

If students receive federal financial aid and withdraw before they complete 60% of the term, a pro-rated calculation will determine the amount of financial aid they have earned, which is based on the amount of time they were enrolled. This calculation is independent of any charges incurred at the University.

Readmission in Courses after Military Service Withdrawal

Students who withdrew due to military service are eligible to enroll in courses within the next two academic periods directly following their withdrawal period without needing to apply for readmission. Students should contact their academic advisors no later than the first day of instruction for the academic period for which they want to enroll in courses to have enough time to process their registration requests.

If students do not enroll in courses within the two academic period timeframe directly after their withdrawal periods, they will automatically be deemed as "stopped out" and their academic programs will be made inactive and they will become ineligible to enroll in courses. Students whose academic programs become inactive under this policy are required to apply for readmission to resume their academic studies at GGU. However, students who withdrew due to military service and are subsequently stopped-out will be guaranteed readmission to the University but will be subject to changes made in their academic programs. GGU will work directly with these students to ensure the best path to timely completion of their programs if their requirements have been changed since they last enrolled. Students who have been stopped-out should contact the Enrollment Services Office to start the readmission process.

Directed Study

Students may study a topic not offered in the course catalog individually under the guidance of a faculty member by requesting a directed study. To register for a directed study class, the student must obtain the approval of the supervising faculty member and the appropriate school administrator and submit the approvals and a Registration form to the Office of the Registrar. Directed study classes are subject to the following restrictions:

- Undergraduate students may register for only three units of directed study coursework per term.
- Graduate students may register for only three units of directed study coursework per degree program.
- Directed study classes must be taken for letter grades only; making a credit/no credit election and auditing are not allowed.

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

Custom Study

On rare occasions, the university will need to alter the meeting times of a course section from those that were published in the course schedule or on the GGU website. Students registered for the course will be offered the option of dropping out of the course along with a full tuition credit, or continuing with an altered schedule that is agreed upon by the instructor and all of the students. This course section is referred to as a "custom study," as its meeting dates and times are customized by the participants. This change may result in less frequent contact between the instructor and students, but in no way alters the course's learning objectives, unit load, tuition amount or administrative requirements.

Internships

Internships are structured learning experiences that allow students to work while attending the university. The internship program at Golden Gate University integrates students' academic and career interests with work experience. The objectives of the program are to provide students with opportunities to apply academic theory in their major to the work world by gaining relevant field experience, earn academic credit toward degree requirements, and further their career and professional growth. Internships may be either paid or unpaid. Internships are subject to the same registration, financial and grading policies as regular courses.

Units earned may be applied to fulfill degree requirements; students may complete one or more academic internships per degree program. Students should contact their academic advisor or school or academic department for more information. The Undergraduate and Graduate Career Center staff members, deans, department chairs and faculty are available to help students identify internship opportunities that match their academic program and career interests. Students can learn more about the internship program and how to locate and prepare and register for an internship by accessing the **Internship Information** webpage via GGU4YOU. All internship course registrations must be approved by the department chair or the designated faculty internship supervisor and the academic advisor for international students.

Internship Academic Credit (Varies by Academic Program)*

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

*Your academic department will determine the maximum number of internship hours and units applicable toward degree and certificate programs. **Contact** your school or department for more information. All students approved for internships must complete the minimum required work hours within the dates of the term in which the course is taken, unless otherwise approved by the department.

Internship Grading Criteria

The schools and departments will determine the criteria used for grading. The department chairs or the designated faculty internship supervisor will provide students with their internship assignments and

inform them of the grading criteria when they receive approval for the internship.

Internship Eligibility Requirements for Undergraduate Degree Students

- Must have accumulated at least 60 units.
- Must have successfully completed at least 12 units at Golden Gate with a 2.50 GGU GPA or higher.
- Must have completed major subject area requirements.
- Must be fully admitted.
- Undergraduate students must receive a letter grade (A-F) for internship units taken to satisfy "Required for the Major" courses or "Business Core" courses.
- Must meet departmental guidelines for qualifications for the internship.

Internship Eligibility Requirements for Graduate-Degree Students

- Must have successfully completed at least nine graduate units at Golden Gate University.
- Must be in **good academic standing**.
- Must have completed degree graduate proficiency and foundation program requirements. Since individual degree programs have exceptions, the appropriate catalog sections should be consulted.
- Must be fully admitted.
- Must meet departmental guidelines for qualifications for the internship.

Internship Eligibility Requirements for Certificate Students

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

Internship Eligibility Requirements for International Students on F-1 or J-1 Visas

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

Students residing in the United States under any type of nonimmigrant visa status who intend to participate in the internship program at Golden Gate University may be eligible to participate if they are maintaining their immigration status and have permission in writing from their academic advisors. Specific information regarding the eligibility requirements is available from students' academic advisors.

Immigration rules and regulations generally control the following:

- The length of time the student must be present in the US before being eligible for an internship.
- The relationship between the degree level, major, concentration or field of study and the internship field.
- The number of hours the student may be employed each week.
- The number of credit hours the student must be enrolled - in addition to the internship credit hours.
- The length of time permissible for each internship period.

International students should consult the resources provided by their academic advisor or designated school official (DSO) to determine their eligibility and to obtain detailed information concerning immigration regulations for the internship program.

Undergraduate Students Taking Graduate Courses

Undergraduate students enrolling in their final term prior to graduation may concurrently register for both undergraduate and graduate courses, provided they are within six units of earning the bachelor's degree and are in good academic standing. An exception is made to this restriction if students are enrolled in established Pathway Programs. Such students may take graduate courses at any time, with the approval of their academic advisor or the department chair. Except for students in a **Pathway Programs**, students must have been admitted to a graduate program or apply for open enrollment at the graduate level prior to registration. Tuition is based on the academic level of the course, and not the student's academic level. Academic credit for a course is granted for either the graduate level or the undergraduate level, but not both, except for certain **Pathway Programs**. This policy does not apply to graduate proficiency, foundation program courses, or accounting foundation courses.

Grading Policies and Procedures

Grading Scale

Final course grades will be assigned according to the following scale:

GRADE	PERCENTAGE
A	93% - 100%
A-	90% - 92.9%

B+	87% - 89.9%
B	83% - 86.9%
B-	80% - 82.9%
C+	77% - 79.9%
C	73% - 76.9%
C-	70% - 72.9%
D+	67% - 69.9%
D	63% - 66.9%
D-	60% - 62.9%
F	0% - 59.5%

Students should also review the following which may affect the calculation of their final grades:

- The weighted grading policy for coursework and activities as indicated by the instructor in the course syllabus.
- The Online Discussion Forum Participation grading policy that is applicable to online-asynchronous courses.

Grading System

The university uses a four-point scale, including plus (+) and minus (-), to calculate a grade point average (GPA). Grade point values are assigned as follows:

GRADE	DESCRIPTION	POINTS PER UNIT
A+	Outstanding	4.0
A	Outstanding	4.0
A-	Outstanding	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Fair	2.3
C	Fair	2.0
C-	Fair	1.7
D+	Poor	1.3
D	Poor	1.0
D-	Poor	0.7
F	Failure	0.0
IF	Incomplete Failure	0.0

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

Grade Point Average Calculation

Students' grade point averages (GPAs) are calculated by dividing the total grade points they have earned by the total letter-graded units they have completed. Only Golden Gate University courses are used in the calculation of students' GPAs. Courses completed at other institutions that are transferred into GGU are recorded with "CR" grades on students' GGU transcripts and are therefore excluded from their GGU GPA calculations. In addition, courses that are graded on a CR/NC (pass/fail) basis are not included in students' GPA calculations.

The table below illustrates how a student's GPA would be calculated in accordance with these policies and the grading system above:

COURSE	GRADE	UNITS	GRADE POINTS	GRADE POINT AVERAGE
Course 1	A-	3.0	11.1	
Course 2	B+	3.0	9.9	
Course 3	A	1.0	4.0	
TOTAL		7.0	25.0	GPA = 3.57

GGU's courses are assigned one of the following default academic levels: undergraduate, graduate, or doctoral. However, when a student enrolls in a course, the default level that is recorded in the student's academic record may be overridden by the academic level corresponding to the student's academic program. For example, the default academic level for MATH 30 is "undergraduate" and if the course is taken by a student who is pursuing an undergraduate program, the course will be assigned the "undergraduate" academic level; however, if the course is taken by a student who is pursuing a graduate program, it will be assigned the "graduate" academic level.

Undergraduate students' cumulative GPAs are calculated using all their GGU coursework that is used to satisfy their degree program requirements. This coursework is not typically used to satisfy the requirements of any subsequent graduate academic programs that they may pursue, and it is not typically included in their graduate program GPA calculations, except for certain Pathway Programs. Undergraduate students' cumulative GPAs are used for evaluating them for academic standing and for degree conferral purposes, and they are recorded on students' transcripts when their degrees are

conferred. See **Undergraduate Student Academic Standing Standards** for more information.

Graduate and doctoral students' GPAs are calculated by academic level and academic program, and they may have more than one graduate-level GPA if they pursue more than one graduate program. Graduate students' program GPAs are used for evaluating them for academic standing and for degree conferral purposes on a program-by-program basis, but they are not recorded on students' transcripts. See **Graduate Student Academic Standing Standards** for more information.

Students' GPA calculations are frozen at the point in time when their degrees are awarded. Courses taken after their degrees are awarded are not included in their degree program GPAs, even if they are associated with the same academic level for which their degrees were conferred. For example, if students go on to take undergraduate-level courses after having been awarded undergraduate degrees, the grades from those courses will not be retroactively included in their undergraduate degree program GPAs.

Auditing Courses

Students who audit courses are not required to participate in class or to take examinations and do not receive academic credit or grades for the courses. An "AU" grade is recorded on the student's transcript and has no effect on the student's grade point average. Students may initially register to audit a course or change their registration to audit status through two weeks before the end of trimester term course, or one week before the end of a 7.5-week term course. For specific dates, students should consult the **Academic Calendar**. Doctoral courses may not be audited.

However, if the student registers for a course in non-audit status and later changes to audit, no audit discount will be given. Doctoral courses may not be audited. Requests for changes to audit status should be submitted in writing to the Office of the Registrar. An oral (spoken) request or a written request submitted to the instructor is insufficient. Students who elect to audit courses may not change their registration status later to receive a letter grade or make the **Credit/No Credit Grade Election** without the approval of the dean, program director, or department chair that oversees the student's academic program.

The tuition assessed for audited courses is two-thirds of the tuition for non-audited courses. This discount is only available at the time of initial registration, and students who change to audit status after initial registration are not eligible for this discount. Consequently, a change to "audit" status after initial registration will not result in a reduced tuition charge.

International students (F and J visa) with a student or scholar visa may audit courses; however, these units are not included in their full-time unit load calculation.

Credit/No Credit Grade Election

Under certain circumstances, students may elect to receive Credit/No Credit (pass/fail) grades instead of letter grades. Neither a "CR" (credit) grade nor an "NC" (no credit) grade is used in the student's grade point average calculation. However, a "CR" grade counts as academic credit, whereas an "NC" grade does not.

To make the Credit/No Credit Grade Election, students must obtain the permission of their academic advisor. Students may make the Credit/No Credit Grade Election at the time of registration by forwarding their advisor's approval to **registration@ggu.edu**. Students must make the Credit/No Credit Grade Election no later than two weeks prior to the end of an A Term course, or one week prior to the end of a B or C Term course. For specific dates, students should consult the **Academic Calendar**.

Once a student has made the Credit/No Credit Grade Election, the decision may not be revoked unless a grade of "NC" (no credit) is received. Students receiving a grade of "NC" may submit a written request to restore the actual letter grade received. Requests should be submitted to **records@ggu.edu**.

The following restrictions apply to the Credit/No Credit Grade Election:

- Undergraduate students may make the Credit/No Credit Grade Election for general elective courses only. A grade of "C-" or better must be earned to receive a "CR" grade and to earn academic credit for the course.
- Graduate students may make the Credit/No Credit Grade Election for 200-level foundation courses or courses used to fulfill proficiency requirements only. A grade of "C-" or better must be earned to receive a "CR" grade and to earn academic credit.
- Doctoral students may make the Credit/No Credit Grade Election for **DBA 899 Dissertation Research** only.
- Doctoral students who register for **DBA 899 Dissertation Research** for zero units are always graded on a Credit/No Credit basis.
- Students who were conditionally admitted or who are on academic probation are not allowed to make the Credit/No Credit Grade Election. See the Academic Standing standards for **Conditionally Admitted Students/Academic Probation Students** for more information.

Failing (F) Grades

When a student fails to earn academic credit for a course and does not withdraw by the "Last Day to Withdraw from Course" as published in the **Academic Calendar**, the instructor will assign an "F" grade. In addition, the instructor will record the student's **last date of attendance (LDA)** in class or participation online. When applicable, the student's LDA will be reported to 3rd parties that have provided funding for the student's education, such as the U.S. Department of Education or the U.S. Department of Veteran Affairs.

Incomplete (I) Grades

A student may request an instructor to assign a temporary "I" (Incomplete) grade for a course. The instructor has full discretion as to whether to grant an incomplete grade request. The instructor should not assign an incomplete grade unless the student explicitly requests it. The assignment of an incomplete is allowed only if all the following criteria are met:

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

Coursework must be completed and the grade submitted to the Registrar's Office by the deadline date established by the instructor, which can be no later than the end of the following trimester term.

If the coursework is not completed by the established deadline, the "I" grade will convert automatically to "IF" (Incomplete Failure), which counts the same as an "F" in the student's GPA. If eligible to enroll, and the student chooses to repeat the same course in a subsequent academic period, he/she will be required to pay all applicable tuition and fees.

International Students (F and J Visa) with student or scholar visas may receive "I" grades; however, these units are not included in their full-time unit load calculations.

Graduation applicants may not have their degrees conferred so long as they have any "I" grades in their academic records (as reflected on their transcripts) even if the courses for which they have received those grades are not required to complete their degree programs.

Withdrawal (W) Grades

A student, who ceases to attend a course after the "Last Day to Drop Course Without Tuition Charge or 'W' Grade" has passed, as published in the **Academic Calendar**, may withdraw from the course by dropping it online via **myGGU/Student Self-Service** or by submitting a withdrawal request to the Office of the Registrar. The student must withdraw from the course prior to the "Last Day to Withdraw from Course" as published in the **Academic Calendar**, which is approximately two weeks before the end of the fifteen-week trimester term and one week before the end of the seven and a half week "B" or "C" term. The registrar will automatically assign the grade of "W" for courses from which students withdraw. The instructor may not assign the grade of "W" to students. A grade of "W" has no effect on the student's GPA. If eligible to enroll, and the student chooses to repeat the same course in a subsequent academic period, he/she will be required to pay all applicable tuition and fees.

Federal Student Aid recipients are advised that "W" grades affect their Satisfactory Academic Progress (SAP) evaluation, a regulation established by the U.S. Department of Education. The Department authorizes Golden Gate University to award federally subsidized loans. It requires that Federal Student Aid recipients satisfy the following completion rates: undergraduate students must complete at least 67% of attempted units; graduate and doctoral students must complete at least 75% of attempted units. Courses graded with "W" grades count toward the attempted units, but do not count toward completed units. Students who do not meet the SAP requirement will not be eligible to receive Federal Student Aid. International Students (F and J Visa) with a student or scholar visa may receive "W" grades; however, these units are not included in their full-time unit load calculation.

Transferability of Credits

Golden Gate University makes no guarantee regarding transferability of credits or academic credentials to other colleges, universities, or educational institutions. The acceptance of credits, degrees, certificates, diplomas, or other credentials earned at GGU is solely at the discretion of the receiving institution.

Students intending to transfer to another institution should not assume that credits earned in any program of study at Golden Gate University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Golden Gate University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Golden Gate University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Course Repeat Policy

Students may repeat courses to improve their grades by enrolling in the same courses (or equivalent courses) one time without their dean's permission. Students must obtain their dean's permission to repeat courses a second time (i.e., third attempt).

When students repeat courses, the original and the subsequent grades earned will appear on their academic transcripts. However, only the most recent graded attempts will be used to fulfill students' academic program requirements, and only those grades will be used in their cumulative grade point average (GPA) calculations. The term or cumulative grade point average (GPA) will not be recalculated for the term in which the original grade was earned.

When GGU grants transfer credit for external coursework (including CLEP or DSST exams) that is equivalent to courses that students have previously completed at GGU, the "CR" (credit) grades recorded for the transfer credit will not replace the grades they have earned at GGU in their cumulative grade point average (GPA) calculations.

There is no discount in tuition or fees for repeated courses. Note: there are restrictions on the number of course attempts that students may use for Federal Student Aid eligibility. See **Eligibility Requirements** for more information.

Grade Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions. The grade grievance process can be used to dispute or appeal a course grade that a student believes was given unfairly or in error, unless the grade was given as a result of a student having violated the Academic Integrity Policy. In that situation, the appropriate appeal process is detailed in the **Academic Integrity Policy**.

In all other situations where the student wishes to appeal a course grade, the student is encouraged to contact the course instructor. Students must contact the instructor within 15 calendar days of the beginning of the term following the term in which the grade in question was received. It is hoped that a satisfactory resolution can be reached through meaningful and respectful dialog between the student and faculty member. However, in cases where a satisfactory resolution cannot be achieved, a student may file a grievance using the **Grade Grievance** form within 45 calendar days of the beginning of the term following the term in which the grade in question was received. In cases where a student wishes to grieve a grade for a class in which an incomplete was initially awarded, the grievance must be filed within 45 calendar days of the date the letter grade for the course is recorded by the Office of the Registrar.

A student who is academically disqualified as a result of not meeting GPA requirements will be withdrawn from the university. Should the student wish to file a grade grievance, the student will remain withdrawn and ineligible to enroll in classes while the grade grievance is under review. If the approval of a grade grievance results in a higher grade, and the student's GPA subsequently meets the university's standard, the student will be readmitted the term after the grade grievance is resolved, and the academic disqualification notation will be removed from the student's record.

A submitted grade grievance form will be forwarded to the appropriate review committee. The committee's decision will be communicated to the student and instructor within 20 working days of receipt of the form.

The decision of the review committee is final and is not subject to further appeal.

Grade Submission Deadlines

All instructors are required to submit grades within five (5) business days after the end of the term. The Office of the Registrar notifies the schools regarding instructors who have not submitted grades by this deadline. Students who do not see their grades via **myGGU/Student Self-Service** after this deadline should contact the school that offered the course for assistance. When the instructor fails to submit a final grade by a reasonable amount of time after the deadline, the university registrar records an administrative "NC" grade. The instructor may change the administrative "NC" grade to an "I" grade or the grade earned by the student if the student completed the course.

Grade Reports

Students may view grades online through **myGGU/Student Self-Service** within one business day after the instructor submits them. The Office of the Registrar will mail out grade reports only upon individual request from the student and will mail them only to the address on record as the student's preferred address. To request a grade report, students should email **records@ggu.edu** or call 415-442-7200. The Office of Records & Registration will not fax grade reports, nor give out grades or grade point averages over the telephone.

Dean's List

Dean's List for Undergraduate Students

Undergraduate students who have matriculated into a degree or certificate program who demonstrate academic excellence are included on the School of Undergraduate Studies' Dean's List. The Dean's List notation appears on the academic transcript when the student has met the following criteria:

- Achievement of at least a 3.50 grade point average (GPA) in one academic period (e.g., fall, spring, summer) when completing a minimum of six units for that period;
- Students' course grades for the trimester term and its corresponding sub-trimester term course grades are included in their GPA calculations for the academic period.

Only courses completed at Golden Gate University are considered for the Dean's List. Eligible students will receive a letter from the Dean of the School of Undergraduate Studies and their names will be posted on the Golden Gate University website.

Dean's List for Graduate Students*

Graduate students who demonstrate academic excellence are included on the Dean's List for the respective school in which they are enrolled. To qualify for the Dean's List, a graduate student must have completed at least six units per trimester term period for the previous two trimester term periods and maintained a 4.00 grade point average. Eligible students will receive a letter of recognition from the dean of their school after all grades have been posted.

*Non-law students only

Chosen Names

Golden Gate University recognizes that some students prefer to be known by chosen or preferred names rather than their legal names. The university strives to use and display chosen names wherever and whenever possible in its student records, learning management systems, and communications information systems. To that end, once declared, chosen names will appear in Self-Service, GGU4YOU, eLearning and other information systems where students' instructors or classmates can see their names. In addition, if students have declared preferred pronouns, they too will appear on instructors' Self-

Service class rosters. In addition to declaring their chosen names and preferred pronouns, students may enter their nicknames and gender identities via the **Personal Identity** form by following the steps below.

To declare chosen names and pronouns, students should complete the following steps:

- Login to **myGGU**.
- Click on the **Self-Service** resource icon.
- Click on the **User Profile** icon, located in the upper-right hand corner of the page.
- Click on the **Edit Personal Identity** button.

The following policies apply to the declaration of chosen names:

- When entering chosen names into Self-Service, the first letter of each declared name must be capitalized, i.e., all lower-case names are not allowed.
- Students who want to be known by two first names, name (e.g., Mary Beth), should enter them together into the First Name field.
- After students have declared their chosen names by entering them into Self-Service, they may obtain student ID cards showing their chosen names from the GGU Hub, free of charge.
- Submitting a chosen name via Student Self-Service will automatically generate a new GGU student email address. Consequently, it is recommended that students enter their chosen names between academic periods to ensure there is no disruption in communications.
- Chosen names will not be used where legal names are required by law or institutional policy, such as: financial aid records, official transcripts, payroll records, and federal immigration records.
- Chosen names may appear on students' diplomas so long as they have been entered by the students into Self-Service. However, if students need copies of their diplomas with their legal names, they will be required to pay for additional copies of their diplomas. Notarized copies of diplomas must display the student's legal name on record.
- Students may change their chosen names or delete them from their records by updating the Personal Identity form via Self-Service.
- The use of chosen names for purposes of misrepresentation or fraud will be considered a violation of the student code of conduct.

Official Academic Transcripts

An official academic transcript is a legal document, and therefore, student's' legal names (not their **chosen names**) must appear on their Golden Gate University transcripts. Students who need to update their legal names on their transcripts must submit the **Student Information Change Request** form along with supporting legal documentation, such as a birth certificate, marriage license, divorce decree, diver license, passport, or court order to **records@ggu.edu**.

An official academic transcript is a copy of a student's permanent academic record, which includes all graded academic work attempted and/or completed at GGU or accepted as transfer credit from other post-secondary institutions, credit awarded for tests such as CLEP, honors received, and certificates or degrees earned. Only those courses completed at GGU will appear with letter-grades and will be used in the student's grade point average (GPA) calculations. Academic records are listed chronologically by trimester term. Transcripts are issued in their entirety, meaning all courses listed on the student's record will be included. However, students enrolled in both the School of Law and another GGU school (e.g. the School of Undergraduate Studies or Graduate Schools) will receive separate transcripts for their School of Law and university coursework. For example, students completing the JD/MBA program will receive two separate transcripts, one for JD program coursework and another for MBA coursework. GGU does not issue unofficial transcripts, but current students can download unofficial transcripts through **myGGU/Student Self-Service**.

Transcript Ordering

Golden Gate University has authorized the **National Student Clearinghouse** (NSC) to provide an online transcript ordering service. Students can order transcripts using any major credit card; the credit card will only be charged after the order has been completed. The Clearinghouse website will guide students through placing orders, selecting processing and delivery options, and reviewing associated fees. Students can order multiple copies of their transcripts in one order, but each order can only have one recipient. A processing fee of $2.50 will be charged per order. Students will receive email updates on their order status as it is processed. Order tracking is also available online.

How to Order a Transcript

Students should place transcript orders online via **myGGU/Student Self-Service** using the "**Order an Official Transcript**" link in the left side menu. Students who do not have a myGGU account may submit requests online at **studentclearinghouse.org**. Students unable to submit an online request may submit the PDF request form† for an additional charge. The PDF request forms may be submitted via email (**records@ggu.edu**), or mailed to the Office of the Registrar, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968. The student must sign and date the request and provide payment in the form of cash, check, or money order (made out to "Golden Gate University") or a credit card number with expiration date and billing address. Students submitting the form via email must call the office at 415-442-7260 to provide the credit card payment information rather than entering it into the form.

The Registrar's Office offers the following delivery options:

Type of Delivery	Estimated Processing and Delivery Time Frames	Transcript Fee (non-refundable)	Delivery Fee (non-refundable)
PDF via Email	Order must be submitted via the **National Student Clearinghouse**. Transcript will be sent to the recipient via email within one business day of the order date, unless it has to be recreated* from archived records.	Online order: $10 per transcript + $2.90 online processing fee	Per address: $0
U.S. Postal Service	Order may be submitted via the **National Student Clearinghouse** or offline via PDF request form. Transcript will be mailed to the recipient via first-class U.S. mail within one business day of the order date, unless it has to be recreated* from archived records.	Online order: $10 per transcript + $2.90 online processing fee Offline† order: $15 per transcript	Per address: $0
Hold for Pickup	Order may be submitted via the **National Student Clearinghouse** or offline via PDF request form. Transcript will be available for pickup at the Registrar's Office within one business day of the order date, unless it has to be recreated from archived records, in which case it will be available within ten business days of the order. You must present photo identification at the time of pick up.	Online order: $10 per transcript + $2.90 online processing fee Offline† order: $15 per transcript	Per address: $0
Express United States	Order may be submitted via the **National Student Clearinghouse** or offline via PDF request form. Transcripts that do not have to be recreated* will be sent to recipients in accordance with the following time frames: • Express orders requested on Monday-Friday by 10:00 am, will be mailed the same day for delivery the next business day via U.S. mail. • Express orders requested on Monday-Friday after 10:00 am, will be mailed the next day (Monday-Saturday) for delivery the next business day via U.S. mail.	Online order: $10 per transcript + $2.90 online processing fee Offline† order: $15 per transcript	Per address: $27
Express Canada and Mexico	Order may be submitted via the **National Student Clearinghouse** or offline via PDF request form. Transcripts that do not have to be recreated* will be sent to recipients in accordance with the following time frames: • Express orders requested on Monday-Friday by 10:00 am, will be mailed the same day for delivery the next business day via U.S. mail. • Express orders requested on Monday-Friday after 10:00 am, will be mailed the next day (Monday-Saturday) for delivery the	Online order: $10 per transcript + $2.90 online processing fee Offline† order: $15 per transcript	Per address: $47

Type of Delivery	Estimated Processing and Delivery Time Frames	Transcript Fee (non-refundable)	Delivery Fee (non-refundable)
	next business day via U.S. mail. • **Delivery time may vary for international destinations.**		
Express Other International	Order may be submitted via the **National Student Clearinghouse** or offline via PDF request form. Transcripts that do not have to be recreated* will be sent to recipients in accordance with the following time frames: • Express orders requested on Monday-Friday by 10:00 am, will be mailed the same day for delivery the next business day via U.S. mail. • Express orders requested on Monday-Friday after 10:00 am, will be mailed the next day (Monday-Saturday) for delivery the next business day via U.S. mail. • **Delivery time may vary for international destinations.**	Online order: $10 per transcript + $2.90 online processing fee Offline† order: $15 per transcript	Per address: $60

*Transcripts for students who first enrolled at GGU in the year 2000 or later are typically complete and generally do not require additional processing time. Transcripts for students who enrolled at GGU prior to the year 2000 require archival review and may have to be recreated from archived records, which may require up to ten business days processing time.

†The PDF Transcript Request Form is available upon request from the **Registrar's Office**.

The Office of the Registrar will mail out, free of charge, one transcript per student to all certificate and degree recipients upon completion of their programs. These copies cannot be requested or individually expedited. Students wanting copies of their transcripts before receiving their free copies must submit orders and pay the applicable fees, as shown above.

Transcript, processing, and delivery fees are subject to change without notice.

Student Records Retention Plan

The Office of the Registrar follows the records retention plan below, which is based on recommendations developed by the American Association of Collegiate Registrars and Admission Officers' (AACRAO) as published in the *Retention, Disposal, and Archive of Student Records* (2014 Edition).

Many of the student records covered by this retention plan contain confidential information protected by federal and state law. The office staff is required to dispose of these confidential records appropriately to protect student privacy. This retention plan provides a schedule for the length of time these records are to be maintained.

Records not Maintained by the Records Office:

- Letters of recommendation

Records Maintained by the Records Office After Admission:

Record Type	Retention Period
Application for Admission	One year if student does not enroll after admission or readmission Five years after graduation or last attendance date
Other schools' transcripts	Five years after graduation or last attendance date
Change of degree program forms	Five years after graduation or last attendance date
Academic petitions	Five years after graduation or last attendance date
Certificate of completion request forms (certificate programs)	Five years after graduation or last attendance date
Advanced placement and other placement tests reports	Five years after graduation or last attendance date
Standardized test score reports (GMAT, TOEFL, CLEP, etc.)	Five years after graduation or last attendance date

Withdrawal request forms	Five years after graduation or last attendance date
Transfer credit evaluation	Five years after graduation or last attendance date
Program evaluation reports (degree audit)	Five years after graduation or last attendance date
Registration records	Five years after graduation or last attendance date
Golden Gate University Transcript	Permanent

Student Completion and Graduation Rates (Enrollment Retention Rate)

The information is provided in compliance with the Federal Student Right-to-Know and Campus Security Act of 1990. Questions should be directed to the director of planning, resources, and analysis.

Golden Gate University admits very few first-time freshmen. The completion or graduation rate is a projection based on actual enrollment retention data for a defined group of newly matriculated students (including those who transferred in credit from other institutions). This information for undergraduate students can be found at **http://www.ggu.edu/admissions/undergraduate/student-success/retention-and-graduation/**. The information for graduate students is available at **http://www.ggu.edu/admissions/graduate/student-success/retention-and-graduation/**.

Academic Requirements

Undergraduate Programs

Minimum Grade-Point Average

To maintain good academic standing and to be eligible for degree conferral or certificate award, undergraduate students must achieve a cumulative grade-point average (GPA) of 2.00 "C" or higher for all coursework completed at Golden Gate University. For more information, please refer to the **Undergraduate Student Academic Standing Requirements**.

General Education at Golden Gate University

Golden Gate University's undergraduate curriculum is designed to prepare graduates with the intellectual skills, critical thinking abilities, and broad-based liberal education necessary for leadership in their professional careers and for responsible citizenship in an increasingly interconnected world. The General Education and Liberal Studies Core requirements are structured to develop the skills essential for independent, effective learning and action. The Liberal Studies Core helps foster a comprehensive understanding of the fundamental areas of human knowledge, the methodologies used to explore them, and their relevance to real-world professional applications. To ensure that all graduates have obtained an education that will serve them as thinkers and as doers, all baccalaureate students must complete these foundational requirements in addition to acquiring specialized knowledge within a professional major.

The General Education and Liberal Studies Core courses are designed to equip students with a strong foundation of essential skills, knowledge, and intellectual habits. Through this curriculum, students will develop:

- Effective communication skills, including the ability to articulate ideas clearly and persuasively in both written and oral forms.
- Competence in critical thinking, analysis, and problem-solving skills.
- Ability to access, evaluate, and apply information using a wide variety of research tools, including print and electronic resources (information literacy).
- Proficiency in quantitative skills.
- An understanding of how knowledge is acquired and applied through the lenses of the arts, humanities, social sciences, and natural sciences.
- Ability to identify ethical issues in professional and personal life, to analyze ethical reasoning, and to formulate responsible, well-reasoned opinions and positions on questions related to ethics.
- Understanding of the methodologies for lifelong learning and self-reflection, with respect for education as a continuous and evolving process.

Each subject area within the Liberal Studies Core explores a distinct field of knowledge and the methods used to study and apply it. Courses are designed to highlight the practical relevance of each subject to professional domains such as business, technology, and students' chosen fields of study.

General Education and Liberal Studies Core Requirements

Degree-seeking undergraduate students must complete their English, mathematics, critical thinking, and Gateway course requirements within their first 27 units at Golden Gate University, unless they are transferring those courses or equivalent credits from another institution or acceptable source. Students who do not place into **ENGL 50** or **ENGL 60** must complete the prerequisite courses with grades of "C-" or better before taking **ENGL 50** or **ENGL 60**. Students who do not place into the required mathematics course(s) for their programs must satisfactorily complete the prerequisite **MATH 10** or **MATH 20** course before enrolling in the required courses.

In compliance with the standards set for accreditation by the WASC Senior College and University Commission, the basic General Education and Liberal Studies Core requirements for students admitted to Golden Gate University are as follows:

1. Students must complete 33 units of General Education and Liberal Studies Core coursework.
2. A course used to fulfill a General Education or Liberal Studies Core requirement may also be used to fulfill other degree requirements.
3. All courses taken for General Education or Liberal Studies Core requirement at GGU must be taken for letter grades. Students may not use the **Credit/No Credit Grade Election** for these courses.

English Placement Test and CLEP Exam

Students wishing to enroll in **ENGL 50** or **ENGL 60** and who have not satisfied their English requirements through courses completed elsewhere must take the English Placement Test. The results of the test will be used to determine if the student will be required to complete **ENGL 10A** and/or **ENGL 10B** prior to enrolling in **ENGL 50**. If a student qualifies for **ENGL 50**, they have the option to complete a second assessment to place into **ENGL 60**. Students are allowed an hour and a half to complete each test, and no outside materials may be brought in to assist with these computer-based tests. Tests are offered by GGU Testing Services and can be arranged by email at **ggutesting@ggu.edu**. These tests are administered free of charge. Students may also place out of **ENGL 50** with a score of 50 or higher on the CLEP English Composition with Essay exam. For more information, visit **Testing Services** on the GGU4YOU website (login required).

Math Placement Test and CLEP Exam

The math placement test, **ALEKS**, is an online artificial intelligence-based system designed to place students into the math class that best suits their current skills. Based on this test, students are either placed

into (or waived out of) one of the following algebra courses: **MATH 10**, **MATH 20**, **MATH 50**, or **MATH 30**. Students must test out of **MATH 30** in order to be placed into the introductory statistics course **MATH 40**. Students may register for **MATH 10** without taking the placement test. Students should email Testing Services at **ggutesting@ggu.edu** to obtain a class code and to sign up for an ALEKS PPL student account. To schedule an exam session, students should visit **Testing Services** on the GGU4YOU website (login required).

Students may also place out of the required Math courses with a score of 50 or higher on the CLEP College Mathematics, College Algebra, or Precalculus exams, depending on the course. For more information, visit **https://clep.collegeboard.org/**

Lower- and Upper-Division Requirements

Students are strongly encouraged to complete lower-division requirements (courses numbered 1-99) before enrolling in upper-division courses (courses numbered 100-199). This sequencing supports academic success, as many upper-division courses require lower-division prerequisites that must be completed successfully prior to enrollment.

General Electives

The number of general elective units required varies by degree program. The number depends on the total coursework already required for basic proficiencies, major requirements, concentration (if applicable) and other program-specific components. General electives offer students the flexibility to explore courses across any academic discipline, allowing for academic exploration, the development of new skills, or the pursuit of personal or professional interests.

Academic Residency Requirement

To earn a degree from Golden Gate University, students must complete a minimum number of units in residence at GGU, as outlined below:

- Bachelor of Arts (BA) and Bachelor of Science (BS) Degrees: Minimum of 30 units must be completed at GGU.
- Associate of Arts (AA) Degree: Minimum of 15 units must be completed at GGU.

These units may be drawn from any part of the degree requirements, unless the degree program specifies that certain courses must be completed at Golden Gate University.

Note: Students who wish to request an exception to this policy must submit a petition to the Dean of the School of Undergraduate Studies. Students should first consult with their academic advisors before submitting a petition.

Graduate Programs

Minimum Grade Point Average

To maintain "good" academic standing and to be eligible for degree conferral or certificate award, graduate students must achieve a minimum cumulative grade-point average (GPA) of 3.00 in the academic programs in which they are enrolled.

Students who fall below this GPA requirement may be subject to academic probation or dismissal as outlines in the **Graduate Student Academic Standing Requirements**.

Time Limit for Completion of Master's Degrees

Students are generally expected to complete all requirements for a master's degree within six calendar years from the date of admission to the graduate program. An extension of this time may be granted with approval from the appropriate school dean. In such cases, students may be required to fulfill updated degree or program requirements that have been implemented since their original admission.

Graduate Academic Residency Requirement

Graduate degree-seeking students may transfer up to six units of 300-400 level graduate coursework completed at other regionally accredited institutions into GGU, with the approval of their program directors or deans. Transfer allowances may differ if stipulated by corporate or government contracts or agreements. Students who have previously earned master's degrees at regionally accredited institutions may be eligible to transfer up to 12 graduate-level units to GGU master's degree programs, with the approval of their program directors or deans. The remaining coursework must be completed at GGU. While it is strongly recommended that the final six units be completed at GGU, those units may be transferred with prior faculty approval of the specific coursework if the twelve-unit transfer limit has not yet been met. Students should note that certain 300-400 level course requirements may not be fulfilled by courses taken at other institutions, as determined by the faculty. See **Graduate Transfer Credit** for more information.

Students who hold a master's degrees from GGU may have up to 12 units of coursework waived toward a second or subsequent GGU graduate program, with dean approval. However, such coursework will not be included in the program GPA for the additional degree. See **Graduate Student Academic Standing Requirements** for more information.

For graduate certificate programs, students must complete all required coursework at GGU. There is no limit to the number of GGU units from a degree program that can be applied toward a certificate, regardless of whether the degree has been conferred.

Exceptions to these policies may be made only on petition to and approval by students' program directors or deans.

Proficiency Requirements

To support academic success in graduate-level coursework, all graduate students at GGU must demonstrate proficiency in writing and mathematics.

Admitted students are expected to:

- Complete any required proficiency tests or assessments during their first term of enrollment.
- Fulfill all outstanding proficiency requirements within their first nine (9) units of coursework at GGU.

Graduate Writing Proficiency Requirement

Graduate students are expected to possess strong writing skills. This requirement can be satisfied by one of the following:

- Students whose first (native) language is not English must satisfy the **English Language Proficiency Admission Requirement**, or
- Earned an undergraduate or graduate degree from a regionally accredited U.S. institution of higher learning, or
- Earned at least the grade of "B" in a graduate-level writing course from a regionally accredited U.S. institution, or
- Passed a U.S. nationally recognized professional/career exam that includes a significant written component such as the CPA, CFP, Bar Exam, or Foreign Service Officer exam, or
- Waived by Dean, Department Chair, or Program Director, based on the applicant's submission of an **Enrollment Services Petition** form.

Graduate Mathematics Proficiency Requirement

Graduate students must also meet GGU's mathematics proficiency standard. Newly admitted students are expected to enroll in appropriate coursework to meet this requirement in their first term, and complete the mathematics proficiency requirement within their first nine units of GGU coursework. For more information, see the **Graduate Mathematics Proficiency Tests** for specific placement options and requirements.

MATH 20 Applied Intermediate Algebra

Applicants to the following programs are required to possess a level of mathematical skill equivalent to GGU's **MATH 20 Applied Intermediate Algebra** course:

- **Executive Master of Business Administration**
- **Master of Business Administration** (All concentrations.)
- **Master of Science in Accounting Data & Analytics** (All concentrations.)
- **Master of Science in Business Analytics** (All concentrations.)
- **Master of Science in Financial Analytics**
- **Master of Science in Financial Planning**
- **Master of Science in Finance**
- **Master of Science in Information Technology**

Students who are unable to demonstrate adequate mathematical proficiency will be required to enroll in and successfully complete appropriate mathematical courses and/or noncredit workshops offered or recommended by Golden Gate University's Mathematics Department. This requirement is designed to ensure students possess the foundational quantitative skills necessary for success in their academic programs.

To assess minimum required mathematics proficiency, the university uses the following alternative criteria:

- Transfer of **MATH 20** (or higher-level mathematics course) from a regionally accredited college or university with a grade of "C-" or better.
- Completion of **MATH 20** at GGU with a grade of "C-" or better; *note: graduate students must maintain a cumulative grade point average of 3.00 ("B") to remain in good academic standing.*
- Pass GGU's Math Proficiency Exam with a score of 70 percent or better.
- Pass the College Mathematics CLEP Exam with a score of 50 or better.
- Score at or above the 50th percentile on the Quantitative Section of the GMAT Exam.
- Score at or above the 50th percentile on the Quantitative Section of the GRE Exam.

Graduate Mathematics Proficiency Tests

Students who have not received credit for **MATH 20** (or a higher-level mathematics course), either through transfer credit or by successfully completing the course at Golden Gate University, may satisfy this requirement by passing one of the following exams: GGU Math Proficiency Exam or College Mathematics **CLEP exam**. For additional options and eligibility criteria, refer to the **Graduate Mathematics Proficiency Requirement** section.

Proficiency Test for MATH 20

This math proficiency test is available exclusively to graduate students and is designed to assess proficiency in algebra at the level required to waive **MATH 20**. Students who achieve a passing score may satisfy the **MATH 20** requirement without taking the course. The test is administered by GGU Testing Services free of charge and timed for 2.5 hours. For more details and scheduling information, please visit **Testing Services** and view the "**Math Placement & Proficiency Assessment**" information.

Graduate Program Foundation Course Waivers

The graduate foundation courses below may be waived based on undergraduate coursework transferred from a regionally accredited institution with a grade of "C-" or better, by passing the applicable CLEP exam with a score of 50 or greater, or by completion of the equivalent GGU undergraduate course with a grade of "C-" or better. The number and type of foundation course waivers granted will vary depending on the student's academic background and the specific course. An initial waiver evaluation is conducted upon admission, and results are communicated in the acceptance letter. If students believe additional waivers should be granted, they may submit a written petition to the Office of Enrollment Services, accompanied by supporting documentation such as course descriptions, syllabi, and lists of required texts, etc.

Waivable Foundation Courses and Equivalent Undergraduate Coursework

Graduate Course	GGU Undergraduate Equivalent	Waiver Criteria/Notes
BUS 240 Data Analysis for Managers	**MATH 40** and **MATH 104**	Minimum of six semester units in statistics and regression, including coverage of: probability theory, estimation, hypothesis testing, multiple regression analysis, and forecasting.

Note for MS Business Analytics Applicants:

- For students applying to the **Master of Science in Business Analytics**, **BUS 240** may also be waived based on relevant work experience. The Program Director will review applicants' resumes to determine eligibility for this waiver.

Student Services

Golden Gate University provides resources and services for the benefit of its students and faculty. Programs and services complement the academic programs, promote student learning and personal development, and help students address special needs or difficulties. They also help to motivate and inspire students to devote time and energy to educationally purposeful activities, both inside and outside the classroom. Programs and services are designed to promote student success, satisfaction, and a sense of belonging and connection to GGU.

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

Office of Enrollment Services

The Office of Enrollment Services includes the following services: applications processing; admissions; evaluation of transfer credit; services for international students.

Admissions & Re-Admit Advising

Phone: 415-442-7800

Fax: 415-442-7807

Email: **info@ggu.edu**

University Advising Center

Academic advisors are available to explain academic program requirements, to help students select classes to be taken in a timely and appropriate order, and to help students satisfy their program requirements without delay or conflict. All new students are required to have their schedules approved in advance of registration in **myGGU/Student Self-Service**. For more information about making an appointment or speaking to your assigned advisor visit our **Academic Advising** web page.

Phone: 415-369-5206

Email: **uac@ggu.edu**

Division of Student Success

The Division of Student Success is responsible for many student services, such as the student success orientation for new students, international student orientation, disability resources & academic accommodations, commencement ceremony, student life, personal counseling, judicial and conflict resolution, wellness resources, and special events. It also oversees the Student Government Association (SGA), student clubs, and activities. For more information regarding the division, visit the **Student Services** web page or contact the office at **divofstudentsuccess@my.ggu.edu** or 415-442-7288.

Office of International Student Services

Phone: 415-442-7288

Email: **international@ggu.edu**

The Office of International Student Services (ISS) provides services and programs to students from countries throughout the world. ISS assists international students with understanding and interpreting US immigration regulations governing their status; designs and implements programs and services to enhance their educational, personal, and professional experience; and promotes and facilitates intercultural exchange and understanding among all at Golden Gate University - students, faculty, and staff.

Designated School Officials (DSOs) counsel students and visiting scholars regarding employment regulations, immigration matters, travel, and more. There are many rules, regulations and policies that apply to international students studying in the United States on nonimmigrant visas. All international students enrolling at GGU are encouraged to contact a DSO to obtain information regarding their rights and responsibilities.

Health Insurance for International Students

At Golden Gate University, students with an F-1 visa are not required to have health insurance. However, Golden Gate University encourages all students with an F-1 visa to maintain health insurance from the first day that they enroll at the University through their last day of enrollment.

Students and visiting scholars with a J-1 visa and their accompanying dependents (J-2 visa holders) are required to have health insurance coverage during the entire period of time they are in the US in J-1 or J-2 non-immigrant status with the minimum benefits established in the CFR - Exchange Visitor Program (https://www.ecfr.gov/current/title-22/chapter-I/subchapter-G/part-62/subpart-A/section-62.14).

Health insurance options for international students are posted on the Golden Gate University Student Service's website (https://www.ggu.edu/experience/student-services/).

General Information and Student Resources

Phone: 415-442-7288

Email: **divofstudentsuccess@my.ggu.edu**

Student Government Association (SGA)

Location: 536 Mission St., Plaza-69

Email: **sga@ggu.edu**

Clubs and Organizations

Student clubs and organizations offer many opportunities to Golden Gate University students. Clubs can form around career related interests (ex: accounting, ITM, data analytics) or social (ex: running club, ping pong club). To form a new club or organization, or to renew an old club charter, the group must register with the Student Government Association. For a list of currently active clubs and organizations, see the **GGU4YOU Clubs and Government** web page, or email **divofstudentsuccess@my.ggu.edu**.

Commencement

The University provides annual commencement exercises for graduating students. Speakers of national and local merit are frequent guests. Commencement exercises are held in the San Francisco after the spring trimester. For questions regarding the commencement ceremony, call 415-442-7288, email **commencement@ggu.edu**, or visit the **Commencement Ceremony** web page. For questions regarding the graduation requirements and/or diploma and degree status, contact the Office of the Registrar at 415-442-7278 or email **graduation@ggu.edu**.

Office of Accessible Education

Phone: 415-442-7076

Email: **gguds_shared@ggu.edu**

Golden Gate University continuously seeks to ensure that its programs and services are fully accessible to all students. The Office of Accessible Education will work with students to clarify their needs and help them identify and utilize appropriate accommodations. Students are also provided University guidelines for the documentation of a disability that requires academic accommodations. Students are strongly encouraged to meet early in the term with the Office of Accessible Education to most effectively use the following services:

- Testing accommodations and other services
- Individualized accommodations per medical recommendation
- Guidance to faculty regarding classroom and academic accommodations
- Individual counseling and support
- Referrals to outside resources and advocacy, as needs are identified
- Assistive technology provided for note taking and recording of lectures

Health Insurance for Domestic Students

GGU encourages all students to maintain health insurance. Students who do not have coverage through work, spouse or another resource, are encouraged to check the state of California's health insurance exchange: **https://www.coveredca.com/**

The Helen Diller Center for Veterans of U.S. Military Service

The veterans center at GGU is staffed by a team of veterans and military spouses who work closely with other university offices such as the VA Certifying Officials and Student Services. The Diller Center is a resource for our military connected students and assists with new student onboarding, VA benefits optimization, career readiness and more. You can find more information, schedule an appointment with our staff, and register for upcoming events by visiting **military.ggu.edu**.

Phone: 415-442-5204

Email: **dillercenter@ggu.edu**

Leadership Programs

The Student Government Association provides scholarships for student leaders. Contact the Division of Student Success for more information at **divofstudentsuccess@my.ggu.edu** or 415-442-7288.

Orientation Programs

Prior to each trimester, newly admitted students are invited to attend a New Student Success Orientation where they receive information about university services, academic advising, and success strategies. All new students are encouraged to attend.
Visit **https://www.ggu.edu/experience/student-services/special-events/orientation/** or contact **divofstudentsuccess@my.ggu.edu** for more information.

Student Activities, Programs and Events

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

Student Government

All students are invited to participate in the Student Government Association. The SGA represents students on a variety of university

decision-making committees such as the Board of Trustees and the faculty senate. More information about the SGA can be found on our **GGU4YOU Student Government Association** web page.

Student Information and Regulations

A university requires an environment conducive to the intellectual and personal growth of its students. Golden Gate University seeks to cultivate a sense of personal integrity in each of its students. Students are expected to strive toward this objective and to develop as individuals in a manner consistent with the educational purposes of the university. Most of the university's student-related policies and regulations are found in this catalog, including the **Alcohol and Drug-Free Policy**. Students should pay particular attention to the **Student Code of Conduct**, the **Academic Integrity Policy**, and the **Discrimination & Harassment, Sexual Harassment, and Title IX Policy** as these policies govern appropriate behavior inside and outside the classroom. Additional policies by which students must abide are found on the GGU Website on the **Policies** page. Questions about university policies pertaining to students should be directed to the Division of Student Success at **divofstudentsuccess@my.ggu.edu** or 415-442-7288.

Vending, Printing, and Copying Services

An assortment of vending machines can be found throughout the academic building on the San Francisco. Facilities for printing and copying are located in the libraries.

Undergraduate and Graduate Career Center

The Undergraduate and Graduate Career Center provides students and alumni with the support, resources, and opportunities to make informed career decisions. Students and alumni have free access to career coaching, workshops and events, networking opportunities, online career resources and tools, and access to jobs and internships posted on **The Bridge**. See the **Career Services** web page for more information.

Phone: 415-442-7299

Email: **careers@ggu.edu**

While Golden Gate University provides the necessary resources and support, we do not guarantee employment upon completion of offered programs.

Career Coaching

Career coaches are available to meet with students and alumni either in-person, online, over the phone, or during our drop-in hours. We provide students with the tools and resources to turn curiosity into action. We work closely with students in the interactive process of professional development and work/life integration.

Individual sessions are available by appointment via **The Bridge**. Career services are free for students and alumni.

The Bridge

Career planning resources and tools are available to all students and alumni and can be accessed anytime via **The Bridge**, GGU's online career portal, through the **myGGU** portal. Our virtual career center includes job and internship listings, an events calendar, and access to online resources. New students will automatically be enrolled in The Bridge during their first term of enrollment. Alumni can also register by emailing **careers@ggu.edu** and requesting access.

Online Career Resources

Our **eLearning course** has a wide variety of brief webshops on selected topics. These webshops are accessible 24/7. Simply login through the **myGGU** portal and locate the eLearning option under the Student GGU Resources block.

Internships

Career coaches work with students on defining their career goals and assisting in the internship search. A list of employers who have hired GGU students as interns can be found **here**.

Learning Support Services

Tutoring is available throughout the academic year from the following departments:

- **Math:** Online tutoring via ZOOM. For more information, login to **GGU4YOU**: STUDENT SERVICES/Tutoring/Math
- **Writing:** Online tutoring via ZOOM and OWL. For more information, login to **GGU4YOU**: STUDENT SERVICES/Tutoring/Writing
- **Finance:** Online tutoring via ZOOM. For more information, login to **GGU4YOU**: STUDENT SERVICES/Tutoring/Finance
- **Accounting and Taxation:** Online tutoring via ZOOM. For more information, login to **GGU4YOU**: STUDENT SERVICES/Tutoring/Accounting and Taxation

These services are available at no cost to all Golden Gate University students.

Alumni Association

After graduating from GGU, your connection to your alma mater does not end. The GGU Alumni Association welcomes you into the alumni family of more than 68,000 members. The mission of the Golden Gate University Alumni Association is to facilitate rewarding engagement opportunities between alumni, students, and the university community. The Alumni Association Board of Directors works with the Office of Alumni Engagement to create meaningful

activities that support the mission of Golden Gate University and encourage continued success for our graduates. Alumni can apply for election to the Alumni Association Board and are encouraged to attend virtual and in-person alumni events in your area. The Alumni Association encourages GGU graduates to support the achievement of current students and to remain connected to each other and the university throughout their lifetime.

All graduates of Golden Gate University are members of the Alumni Association. Membership is free to all who hold a degree, diploma, or certificate from Golden Gate University. Alumni are encouraged to update their contact information by emailing **alumni@ggu.edu**, so that they may receive the alumni e-newsletters and event invitations. Alumni can remain connected to GGU happenings through university social media pages on Facebook, Twitter, Instagram, and LinkedIn.

Alumni engagement promotes strong bonds within our alumni body and helps ensure GGU success for years to come. To learn more on how you can get involved and support GGU, please visit the alumni website at **www.ggu.edu/alumni** or email us at **alumni@ggu.edu**.

Bookstore

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

The bookstore carries all the required course materials (new and used texts, readers, study guides) as well as the faculty's recommended selections. In addition, a variety of study aids, reference books, federal and state codes, and other specialized and professional titles are offered.

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

To access the Golden Gate University Online Bookstore, go to **https://www.bkstr.com/goldengatestore/home**.

Complaint Resolution Procedures

We encourage students and others to first address their concerns by contacting the individual student, professor, department, or employee involved to try to resolve the issue.

Students have several options for filing complaints at the University:

Grade Grievance - the grade grievance process is for students who feel that their final grade in a course was incorrect for one (or more) of the following reasons:

- The instructor deviated from written grading policies outlined in the course syllabus;
- The mathematical means by which a final course grade was calculated was not consistent with policies outlined in the course syllabus (including factual and calculation errors);
- Deviation from University policies pertaining to grading;
- The final course grade was influenced by factors other than published criteria (i.e., the decision was discriminatory);
- Factual errors or errors in judgment regarding the academic quality of a student's work; and/or,
- An academic sanction for academic dishonesty was unfair, improper or unwarranted.

General Student Grievance - the general grievance process can be used when you feel that you have not been treated fairly or you have a complaint about a decision that was made (there are several exceptions where this procedure is not used because there is another process in place already). For more information or to report a grievance, contact the Division of Student Success at **divofstudentsuccess@my.ggu.edu** or 415-442-7288.

Discrimination & Harassment, Sexual Harassment, and Title IX Policy - this policy and process is applicable if you believe that you have been discriminated against or harassed due to a number of reasons, including your race, color, national origin, ancestry, gender, marital status, religion and/or age. This policy provides information about applicable federal and state standards that apply to the Golden Gate University community regarding discrimination and harassment. For more information or to report an incident, contact the Division of Student Success at **divofstudentsuccess@my.ggu.edu** or 415-442-7288.

Student Code of Conduct - If you believe that a fellow student may have violated the student code of conduct, you should report that to the Division of Student Success at **divofstudentsuccess@my.ggu.edu**.

Academic Integrity Policy - If you are aware of a student who has violated GGU's academic integrity policy, please contact the course instructor or the dean of the school in which you are enrolled. If you are unsure who to reach out to, please contact the Academic Integrity at **academicintegrity@ggu.edu**.

General Student Grievance

Because it is committed to administering its policies in a sound and equitable manner, Golden Gate University has developed this general grievance procedure to assist in resolving student complaints. There are separate complaint and appeal procedures for disagreements over disability services for students; for appeals **Student Code of Conduct** violations; for complaints of **discrimination or sexual harassment**; for appeal of sanctions under the **Academic Integrity Policy**; and for appeals concerning the **Grade Grievance Policy**. This grievance procedure applies to all students taking courses in the Schools of Business, Taxation, Accounting, and/or in Undergraduate Programs.

Any student who believes that he or she has a valid complaint regarding any decision, other than those specified above, made by or on behalf of the University may use this grievance procedure. Any student who believes that the University did not properly administer a

GGU policy, other than those specified above, may use this grievance procedure. All students are expected to exhaust these grievance procedures before utilizing external avenues of redress.

Step-1: Informal Resolution: The student should discuss the matter with the responsible decision-maker within 30 days of the decision or event giving rise to the complaint. If no acceptable resolution results from this discussion, the student should consult with the head of the department or administrative office responsible for the decision. If the matter remains unsettled after that discussion, the student may proceed to Step 2. The student should make every effort to resolve the matter at Step 1 before proceeding to Step 2.

Step-2: Administration Review: The grieving student ("grievant") shall notify the Dean of Student Affairs in writing via email of the intention to file a complaint and the nature of the problem. This written notification must occur within 60 calendar days of the decision or event about which the student is complaining. Within 14 calendar days after notifying the Dean of Students, the grieving student shall transmit to the Dean of Students a written statement documenting the basis for the complaint, including:

- all facts
- related documents
- persons involved
- adverse consequences
- informal efforts at resolution made to date, and
- corrective action sought.

The Dean of Student Affairs (or designee) shall transmit a copy of the grievant's written statement to the Vice President for Academic Affairs (or designee).

Within three (3) workdays of receipt of the written grievance, the Vice Provost of Academic Affairs shall appoint a reviewer from among the administration and faculty who are employed by the University and whom s/he believes are qualified to conduct meetings and arrive at an equitable determination of the merits of the grievance. Within 10 calendar days of the date assigned to review the matter, the reviewer will afford the grievant and the responsible decision-maker an opportunity to present information and explanation in a business meeting, but without the presence of attorneys. Within 15 business days of such meeting(s) the reviewer shall issue a written report and recommendation, and send a copy to both the grievant and the Associate Vice Provost for Academic Affairs.

Step-3: Decision of the Vice Provost of Academic Affairs: The Vice Provost of Academic Affairs will promptly review the report and recommendation of the administration reviewer and, following an opportunity for written comment from the grievant, will issue final decision, with copy to the grievant. The decision of the Vice Provost of Academic Affairs will be final.

Student Consumer Complaints

If you are unable to resolve your complaint through the informal or formal procedures within Golden Gate University, you may choose to escalate the matter by contacting the appropriate oversight agency. The agency you contact will depend on the physical location from which you are attending GGU.

WASC Senior College and University Commission (Accrediting Agency)

Website: **https://www.wscuc.org/comments**

California

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd.
Suite 225
Sacramento, CA 95834

Telephone: 888-370-7589/916-574-8900
FAX: 916-263-1897

Online complaint form: **https://www.bppe.ca.gov/enforcement/complaint.shtml**
Website: **www.bppe.ca.gov**

Connecticut

Emily Bjornberg
Senior Consultant
Academic Affairs
Connecticut Office of Higher Education
450 Columbus Blvd, Suite 707
Hartford, CT 06103

Telephone: 860-575-1127 (cell); 860-947-1824 (office)
Email: **Emily.Bjornberg@ct.gov**

Kansas

Kansas Board of Regents
1000 SW Jackson Street Ste 520
Topeka, KS 66612-1368

Telephone: 785-430-4240

Complaint website: **https://www.kansasregents.gov/academic_affairs/private_out_of_state/complaint_process**

Maryland

GGU is registered with the Maryland Higher Education Commission

Maryland Higher Education Commission
217 East Redwood Street, Suite 2100
Baltimore, MD 21202

Telephone: 410-767-3300
Email: collegiatecomplaint.mhec@maryland.gov

Complaint website: **https://onestop.md.gov/forms/mhec-student-complaint-portal-5f74bfc0ab0f9d00fc796766**

Oklahoma

Oklahoma State Regents for Higher Education
655 Research Parkway
Suite 200
Oklahoma City, OK 73104

Telephone: 405-225-9100

Complaint website: **https://okhighered.org/current-college-students/complaints/**

Oregon

Higher Education Coordinating Commission
ATTN: Complaints-ODA
3225 25th St. SE
Salem, OR 97302

Complaint email address: **complaints@hecc.oregon.gov**

Online complaint form: **https://www.oregon.gov/highered/about/Pages/complaints.aspx**

Rhode Island

Commissioner of Postsecondary Education
RI Office of the Postsecondary Commissioner
80 Washington St.
2nd Floor
Providence, RI 02903

Telephone: 401-736-1100

Complaint website: **https://riopc.edu/policies/student-complaint-procedures/**

Texas

Texas Higher Education Coordinating Board

Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

Website: https://www.highered.texas.gov/student-complaints/
Online complaint form: https://forms.highered.texas.gov/Forms/StudentComplaints

Utah

Utah Division of Consumer Protection
PO BOX 146704
Salt Lake City, UT 84117-6704

Telephone: (801) 530-6601
Email: **consumerprotection@utah.gov**

Website: **https://dcp.utah.gov/consumers/**
Online complaint form: **dcp.utah.gov/cf**

Virginia

Golden Gate University is authorized by the State Council of Higher Education for Virginia. Complaints may be filed with that agency.

State Council of Higher Education for Virginia
101 N. 14th Street
10th Floor
James Monroe Building
Richmond, VA 23219

Telephone: (804) 225-2600

Website: **https://www.schev.edu/students/resources/student-complaints**
Online complaint form: **https://www.surveymonkey.com/r/StudentComplaintForm**

Washington

Washington Student Achievement Council
917 Lakeridge Way SW
Olympia, WA 98502

Complaint email address: **complaints@wsac.wa.gov**

Online complaint form: **www.wsac.wa.gov/student-complaints**

Graduation and Commencement

The terms "graduation" and "commencement" refer to two distinct activities at Golden Gate University:

- **Graduation** is the official process that takes place at the end of each academic period (i.e., trimester term). During this process, the Office of the Registrar confers degrees on students who have successfully completed their program requirements, updates their transcripts and issues their diplomas.
- **Commencement** is the annual ceremony that celebrates the achievements of students who have graduated or are expected to graduate during the academic year. Commencement activities are coordinated by the Division of Student Success.

Graduation Application Process

To be considered a graduation candidate, all degree-seeking students must submit a Graduation Application online through **myGGU/Self-Service**. Submitting this application notifies the Office of the Registrar to conduct a final degree audit and initiate the degree conferral process.

Important: All students must apply for graduation, regardless of whether they intend to participate in the annual commencement ceremony. The deadline to apply for graduation depends on a student's final academic period (i.e., trimester term) of enrollment:

FINAL ACADEMIC PERIOD	DEADLINE
Fall 2025	December 1, 2025
Spring 2026	April 1, 2026
Summer 2026	August 1, 2026

Failure to submit a graduation application by the published deadlines may result in a delay in the conferral of the degree. In such cases, the degree may not be conferred during the student's final term of enrollment at GGU.

If students do not complete their academic program requirements within two academic periods following the term for which they have applied for graduation, their application will expire. Students will then be required to reapply for graduation in order to have their degree conferred.

Doctoral degree candidates also must apply for graduation. Additionally, they should consult with the director of the doctoral program for any further requirements related to eligibility to participate in the annual commencement ceremony.

Students do not "graduate" from certificate programs, since they are not awarded degrees. Consequently, certificate-seeking students are not required to apply for graduation. However, certificate-seeking students should submit **Certificate Program Request** forms to the Office of the Registrar. Refer to **Admission to Certificate Programs** for more information.

Degree and Certificate Conferral Dates and Eligibility

The university confers degrees and certificates three times per academic year, with each conferral date corresponding to the final day of an academic period (i.e., fall, spring, or summer). Students can refer to the Academic Calendar for specific conferral dates.

Degrees or certificates will be conferred when students have:

1. **Completed all academic requirements** for their programs, and
2. **Submitted the appropriate application** - either the *Graduation Application* (for degrees) or the *Certificate Program Request* form (for certificates).

The degree term will be the one for which both of these requirements have been met.

While the conferral of a degree is not contingent upon students having satisfied their financial obligations to the university, diplomas and certificates will not be released until those financial obligations have been fulfilled.

Commencement Registration Process

Degree-seeking students who wish to participate in the commencement ceremony must apply for graduation to become graduation candidates (as described above). The deadline to submit the Graduation Application is February 13. Submitting the application by this date is required to be included in the ceremony booklet and to receive commencement ceremony distribution information.

Commencement ceremony dates are different from degree conferral dates. Commencement is held in the San Francisco Area during the spring. Commencement information is available at **https://ggu.edu/university-commencement-ceremony/**.

To be eligible to participate in commencement and to be listed in the 2026 commencement program, students must be either:

1. Summer 2025, Fall 2025 degree awardees, or Spring 2026 degree candidates;
   or
2. Summer 2026 degree candidates with no more than 15 undergraduate units or 12 graduate units remaining to be completed in the Summer 2026 Academic Period.

All tuition and fees must be paid prior to the commencement ceremony unless other arrangements have been made. All candidates with outstanding balances who desire to participate in commencement must be approved by Student Accounting Services two weeks prior to commencement.

Honors at Graduation

Undergraduate Programs

Honors are awarded to associate's and bachelor's degree graduates based on their cumulative grade point averages (GPA) in courses completed at Golden Gate University. The following honors designations apply:

Associate's Degrees:

High Honors	3.750-4.000 GPA
Honors	3.500-3.749 GPA

Bachelor's Degrees:

Summa cum laude	3.900-4.000 GPA
Magna cum laude	3.750-3.899 GPA
Cum laude	3.500-3.749 GPA

Honors are awarded as of the date the degree is conferred, and they appear on both the graduate's official diploma and transcript.

Graduate Programs

Honors are awarded to master's degree graduates based on their cumulative program grade point averages (GPA) in their academic program. The following honors designations apply:

With highest honors	4.000 GPA
With high honors	3.900-3.999 GPA
With honors	3.800-3.899 GPA

Honors are awarded as of the date the degree is conferred. Honors appear on both graduate's diploma and official transcript. Coursework that does not apply to a student's academic program requirements is excluded from the program GPA calculation and does not affect honors eligibility.

Note: honors are not awarded for certificate programs or doctoral degree programs (e.g., DBA).

Awards

Outstanding students are chosen based on specific award criteria determined by their schools; the award criteria vary and are available from the appropriate dean's office. Outstanding student awards are not shown on the diploma or on the official university transcript.

Please note: Awardees are chosen from those students who applied for graduation by the commencement deadline and who will complete all degree requirements by the end of the Spring Academic Period.

Summer graduates are eligible for the outstanding student award in the following spring. All students who are selected for outstanding student awards will be notified by the Division of Student Success.

Diploma and Transcript Distribution

Students who submit their graduation application by the published deadlines and have no outstanding financial obligations to the University can expect to receive their diploma and one official copy of their transcript approximately eight to ten weeks after their degree conferral date.

Diplomas and transcripts will be:

- **Mailed via first-class mail** to the address provided on the graduation application, or
- **Held for pick-up** at the Office of the Registrar, if that option was selected on the application.

Students are encouraged to ensure that their **mailing address is current and accurate** when submitting the graduation application.

Inquiries

Inquiries about graduation application status, degree conferral status, diplomas or certificates should be directed to the Office of the Registrar at **graduation@ggu.edu** or by calling 415-442-7278.

Inquiries about commencement ceremonies and commencement regalia should be directed to **commencement@ggu.edu** or 415-442-7288.

Academic Standards and Policies

Attendance Requirements

Golden Gate University adheres to high quality education wherein an important aspect in the student learning experience involves active participation and engagement in class meetings and in course work both in course materials, assignments, and through interactions with others (i.e., the instructor and other students in the course). As such, Golden Gate University requires that students attend all scheduled class session meetings. The sections below explain how Golden Gate University defines attendance; how it addresses and monitors non-compliance to the attendance policy (what the responsibility of the university is); and the attendance grievance process.

How Does Golden Gate University Define Attendance

With the exception of purely asynchronous courses where there is no in-person or synchronous component, attendance means being physically present based upon the course modality. For example, if a course is scheduled to meet in person in a classroom, the student is expected to be in that classroom at that course session time. If a course is scheduled to meet via remote conferencing such as zoom, the student is expected to be on medium at that session time. For asynchronous courses with no in-person or synchronous component, this means being actively engaged in assigned weekly discussion assignments. Hybrid classes that have a combination carry the same expectations as their modality component. The course schedule includes the course modality and attendance requirements to inform students during registration. The course section's syllabus will inform students of the implications of failing to attend class meetings and the requirements for attendance pursuant to that modality and which must be met for students to earn passing grades.

Non-Attendance, Administrative Monitoring, and Compliance

Attendance is required to be recorded by all faculty. Students who do not begin attending in-person class meetings or participating in online courses (whether in a synchronous or asynchronous format) during the first two weeks of the term, and whose absences are not approved by their instructors, may be administratively dropped from those courses by their instructors. When students are administratively dropped by their instructors, their tuition charges are credited in full, and the courses do not appear on students' academic transcripts.

The Registrar's Office will notify students who have been administratively dropped on the following business day. If students believe they were dropped in error, they must contact the Registrar's Office and their instructors to request to be reinstated. If their instructor determines that an error was made, the Registrar's Office will immediately reinstate them. If the instructor determines that the drop action was appropriate, the student may request to be reinstated in accordance with the **Late Registration Process**, which requires approval of both the course instructor and a senior school administrator.

When students stop attending classes after the "Last Day to Drop Course Without Tuition Charge" as published in the **Academic Calendar**, and do not withdraw from those courses by the "Last Day to Withdraw from Course" as published in the **Academic Calendar**, their instructors will calculate their last dates of attendance and report them to the Registrar's Office. See the **Last Date of Attendance (LDA)** policy for more information.

Federal Student Aid, VA Education Benefits and F-1/J-1 Student Visa Programs all have attendance requirements, the consequences of which are described below:

- **Federal Student Aid:** If Return of Federal Student Aid calculations are required for students who are deemed to have withdrawn completely from a payment period, their last dates of attendance in courses in which they received "W" and/or "F" grades may be used in those return calculations. See the **Return of Federal Student Aid Policy** for more information.
- **VA Education Benefits:** When students receive "F" grades, their last dates of attendance (LDA) for those courses will be reported to U.S. Department of Veterans Affairs unless their LDAs are within seven (7) days of the course section end dates. In addition, VA students must physically attend "in-residence" class meetings to be eligible for the in-person BAH benefits. Attendance in asynchronous or web conference courses are eligible for online BAH benefits. See **Veterans Affairs (VA) Educational Benefits** for more information.
- **F-1/J-1 Student Visa Programs:** F-1/J-1 student immigration status requires students to maintain a full course of study each term, attend all classes and maintain normal academic progress to **Maintain Status**. (Note: For graduate programs only, "C-" is the minimum passing grade for courses to be used to satisfy program requirements; in addition, graduate students are required to achieve an overall minimum 3.00 ("B" average) GPA to maintain "good" academic standing. Undergraduate students must achieve a minimum 2.00 ("C" average) GPA to maintain "good" academic standing.) Non-attendance without **Reduced Course Load** authorization is a violation of F-1/J-1 student status and may result in SEVIS record termination.

The university is not responsible for any student decision or failure to attend that would affect the above and specific to federal student aid, veteran benefits, and student visa programs. The university's responsibility is to follow its policy of mandatory attendance and transmission of attendance records to respective departments and units that would review the student's record for adherence to specific aid, benefits, and program requirements.

Attendance Grievance Policy

Golden Gate University subscribes to principles of fairness of academic decisions and record keeping. It is the student's

responsibility to view their attendance records regularly to verify their accuracy and completeness. Attendance records can be viewed through the Self-Service resource found in the myGGU portal.

If the student believes their attendance was recorded in error, or that their last date of attendance (LDA) was recorded in error, the student should contact the course instructor as soon as the error is detected. It is hoped that a satisfactory resolution can be reached through meaningful and respectful dialog between the student and faculty member.

However, if a satisfactory resolution cannot be achieved, a student may file an attendance grievance using the **attendance grievance form**. Grievance forms must be submitted prior to the end of the term following the term for which the attendance records in question were recorded. Students who fail to begin the resolution process by this deadline forfeit their right to submit attendance grievances.

Attendance grievance forms are forwarded to the appropriate school's administrator for review. The Office of Academic Affairs will communicate the committee's decision to the student within 20 working days of receipt. If the school's administrator determines the student's attendance was recorded incorrectly, the Registrar's Office will update the student's record accordingly.

The school administrator's decision is final and is not subject to further appeal.

Academic Standing

Students are required to achieve and maintain "good" academic standing as they progress toward completion of their degree or certificate programs. Students are evaluated for academic standing following each 15-week academic period. Students who are not in good academic standing will be placed on academic probation, and may eventually be academically disqualified from the university, under the standards described below.

Undergraduate Students

Good Academic Standing

To maintain "good" academic standing and to be conferred a degree or to be awarded a certificate, undergraduate students are required to achieve a minimum 2.00 ("C" average) cumulative grade-point average (GPA) in all courses taken at Golden Gate University.

Academic Probation

Undergraduate students whose GPAs fall below the minimum GPA requirement stated above will be placed on academic probation. However, students whose GPAs fall below 1.00 in either of their first two terms will be automatically academically disqualified and will not have the option of a probationary period. The probation period will be the lesser of 12 units or the units remaining for completion of their academic programs, during which time students must achieve the minimum required 2.00 cumulative GPA. Students who are on academic probation must consult with their academic advisors and receive approval of their courses prior to registering each academic period. Students will be officially removed from probation status after the completion of the trimester term in which they achieve the minimum required GPA.

Academic Disqualification

Undergraduate students who receive failing (F) grades two times for the same courses that are required for their programs will be automatically disqualified. In addition, students who are on academic probation who fail to meet the **Good Academic Standing** standards by the end of their probation periods (measured in units) and conditionally admitted students who fail to meet the conditions of their admission within their conditional periods (measured in units) will be academically disqualified. Students may appeal the decision to the dean of the School of Undergraduate Studies. See **Academic Disqualification Appeal** Process below for more information.

Disqualified students are restricted from enrolling in any courses at Golden Gate University unless their appeals are approved or they are readmitted to the university. To be considered for readmission, disqualified students must apply for admission after a period of time in which significant achievement and/or resolution of difficulties indicate a change in the conditions that contributed to their initial disqualification. One year is the minimum time period usually required for such a change in conditions. Students will be notified at the time of their disqualification of their minimum required waiting periods before they may apply for readmission. Applicants for readmission must satisfy the admission and degree requirements in effect for their programs at the time readmission. See **Readmission of Former Students** for more information.

Academic Disqualification Appeal Process

Undergraduate students who wish to appeal their disqualification to the dean must submit a **Disqualification Appeal** form via GGU4YOU, within 45 working days after the end of the specific term resulting in the disqualification. The dean (or appropriate assistant or associate dean) and the program director will review the disqualification appeal and render a decision within 10 working days of receiving the appeal. Students whose disqualification appeals are granted may enroll in courses for the trimester term that begins immediately after the date their appeals are granted. Appeal decisions are final, and the student has no further appeal rights.

Graduate Students

Good Academic Standing

To maintain "good" academic standing and to be conferred a degree or to be awarded a certificate, graduate students are required to achieve a minimum 3.00 ("B" average) cumulative grade-point average (GPA) in their academic programs. Students' program GPAs are calculated using all courses taken at GGU that are applicable to their academic program requirements, including: prerequisite courses, proficiency courses, foundation courses, undergraduate courses taken

to satisfy graduate program foundation requirements, required courses, and elective courses. Coursework that is completed at other institutions or at GGU prior to completing an undergraduate degree may be used to satisfy graduate program requirements, but this coursework will not be used in calculating students' program GPAs, except for designated **Pathway Programs** coursework, which may be used to satisfy both undergraduate and graduate degree requirements for certain academic programs.

In addition to achieving an overall minimum 3.00 GPA, graduate students must earn a grade of "C-" or better grade for courses to be used to satisfy their program requirements. Students may repeat required courses or repeat/replace elective courses with other elective courses to raise their program GPAs to meet the minimum GPA requirement. However, prior to completion of the repeat or replacement courses, the original course grades will continue to be included in their program GPA calculations. Consequently, students may be placed on academic probation until they raise their program GPAs, as described below. Regardless of whether students repeat courses or replace them with different courses in their program GPA calculations, their original courses and grades will continue to appear on their academic transcripts.

Academic Probation

Graduate students whose GPAs fall below the minimum GPA requirement stated above will be placed on academic probation. However, students whose GPAs fall below 1.00 in either of their first two terms will be automatically academically disqualified and will not have the option of a probationary period. The probation period will be the lesser of nine units, or the units remaining for completion of their academic programs, during which time students must achieve the minimum required GPA. Alternatively, students may create probation plans that reasonably ensure they will achieve the minimum required GPA. Student-created plans must be approved by their program directors and the dean within 30 days of being placed on academic probation. Students who are on academic probation must consult with their academic advisors and receive approval of their courses prior to registering each academic period. Students will be officially removed from probation status after the completion of the trimester term in which they achieve the minimum required GPA.

Academic Disqualification

Graduate students who are on academic probation who fail to meet the **Good Academic Standing** standards by the end of their probation periods (measured in units) and conditionally admitted students who fail to meet the conditions of their admission within their conditional periods (measured in units) and students who are automatically disqualified without a probation period will be academically disqualified. Students may appeal the decision to the dean of the academic programs from which they were disqualified. See **Academic Disqualification Appeal Process** below for more information.

Disqualified students are restricted from enrolling in any courses at Golden Gate University unless their appeals are approved or they are readmitted to the university. Disqualified graduate students may not enroll in courses as auditors, certificate-seeking, or as open enrollment status students. Disqualified graduate students may apply for admission to undergraduate programs and, if admitted, enroll in undergraduate-level courses.

To be considered for readmission, disqualified students must apply for admission after a period of time in which significant achievement and/or resolution of difficulties indicate a change in the conditions that contributed to their initial disqualification. One year is the minimum time period usually required for such a change in conditions. Students will be notified at the time of their disqualification of their minimum required waiting periods before they may apply for readmission. Applicants for readmission must satisfy the admission and degree requirements in effect for their programs at the time readmission. See **Readmission of Former Students** for more information.

Academic Disqualification Appeal Process

Graduate students who wish to appeal their disqualification to the dean must submit a **Disqualification Appeal** form via GGU4YOU, within 45 working days after the end of the specific term that resulted in their disqualification. The dean (or appropriate assistant or associate dean) and the program director will review the disqualification appeal and render a decision within 10 working days of receiving the appeal. Students whose disqualification appeals are granted may enroll in courses for the trimester term that begins immediately after the date their appeals are granted. Appeal decisions are final and the student has no further appeal rights.

Doctoral Students

Good Academic Standing

To maintain "good" academic standing and to be conferred a degree, doctoral students are required to achieve a minimum 3.00 ("B" average) cumulative grade-point average (GPA) in the doctoral program. Students' program GPAs are calculated using all courses taken at GGU to fulfill the doctoral degree program requirements, including doctoral foundation program courses and undergraduate courses taken to satisfy doctoral course prerequisites. Coursework used to fulfill proficiency requirements will not be included in the programmatic GPA unless the student completes the courses after seeking admission to or being admitted to the DBA program.

In addition to achieving an overall minimum 3.00 GPA, doctoral students must earn a grade of "B-" or better grade for courses to be used to satisfy the program's requirements. Students may repeat courses or complete extra elective courses if needed to raise their program GPAs to meet the minimum GPA requirement.

Academic Probation

Doctoral students whose GPAs fall below the minimum GPA requirement stated above will be placed on academic probation. The probation period will be the lesser of eight units, or the units remaining for degree completion, during which time the student must

achieve the minimum required GPA. Students who are on academic probation must consult with the director of the doctoral program and receive approval of their courses prior to registering each academic period. Students will be officially removed from probation status after the trimester term in which they achieve the minimum required GPA.

Academic Disqualification

Doctoral students on academic probation who fail to meet the **Good Academic Standing** standards by the end of their probation periods (measured in units) and conditionally admitted students who fail to meet the conditions of their admission within their conditional periods (measured in units) will be academically disqualified. Students may appeal the decision to the dean of the doctoral program. See **Academic Disqualification Appeal Process** below for more information.

Disqualified students are restricted from enrolling in any courses at Golden Gate University unless their appeals are approved or they are readmitted to the university. To be considered for readmission, a disqualified student must apply for admission after a period of time in which significant achievement and/or resolution of difficulties indicate a change in the conditions that contributed to the student's initial disqualification. One year is the minimum time period usually required for such a change in conditions. Students will be notified at the time of their disqualification of their minimum required waiting period before they may apply for readmission. Applicants for readmission must satisfy the admission and degree requirements in effect for their programs at the time readmission. See **Readmission of Former Students** for more information.

Academic Disqualification Appeal Process

Doctoral students who wish to appeal their disqualification to the dean must submit a **Disqualification Appeal** form via GGU4YOU, within 45 working days after the end of the specific term resulting in the disqualification. The dean (or appropriate assistant or associate dean) and the program director review the disqualification appeal and render a decision within 10 working days of receiving the appeal. Students whose disqualification appeals are granted may enroll in courses for the trimester term that begins immediately after the date their appeals are granted. Appeal decisions are final, and the student has no further appeal rights.

Open Enrollment Status Students

Open enrollment status students are required to maintain "good" academic standing to register for courses and to remain enrolled. Evidence of good academic standing for an undergraduate student is a minimum 2.00 cumulative grade point average, and for a graduate student is a minimum 3.00 cumulative grade point average. Open enrollment students who do not meet this requirement are not permitted to register and will be dis-enrolled if ineligibility is determined after the term begins. See the Admission policies pertaining to **Open Enrollment Status** for more information.

Conditionally Admitted Students/Academic Probation Students

Required academic progress for students who were conditionally admitted or who were placed on academic probation includes the achievement of a minimally acceptable grade point average (GPA) and completion of attempted units within their conditional periods (measured in units) or by the end of their probation periods (measured in units). In addition, these students are not permitted to make the **Credit/No Credit Grade Election**.

Students who are on academic probation may apply for a change of program. If the dean of the school of the requested program approves the change of program, the student must still achieve the minimally acceptable grade point average by the end of the probation period (measured in units). See the **Academic Standing** standards for the applicable academic level above for more information.

Academic Standing Inquiries

Academic standing inquiries should be directed to your academic advisor. You may also contact the Office of Academic Affairs, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968; academicaffairs@ggu.edu.

Degree Conferral

When students' degrees are conferred, their cumulative GPAs and unit calculations are recorded on their transcripts along with the degree information. Students' cumulative GPA and unit calculations restart from zero if they complete additional coursework after their degrees are conferred. Thus, GGU will reapply courses from previous graduate and undergraduate academic programs toward satisfying the credit and course requirements of additional graduate-level academic programs, if applicable, but this coursework will not be used in calculating students' program GPAs for subsequent academic programs, except for designated **Pathway Programs** coursework, which may be used to satisfy both undergraduate and graduate-level degree requirements for certain academic programs.

Disciplinary Suspension or Dismissal

Golden Gate University reserves the right to suspend or dismiss a student for violation of its policies or regulations or for conduct inimical to the best interest of the University or to other students in attendance. See **Other Standards and Policies** for additional information.

Academic Integrity Policy

Golden Gate University is committed to preparing students to lead and serve and to creating an academic community that values both individual and collaborative efforts that promote learning. The University aims to cultivate a community based on trust, academic

integrity and honor. Specifically, Golden Gate University seeks to accomplish the following:

- Ensure that students, faculty, and administrators understand that the responsibility for upholding academic honesty lies with them.
- Prevent any students from gaining an unfair advantage over other students through academic misconduct.
- Ensure that students understand that academic dishonesty is a violation of the trust of the entire academic community.
- Clarify what constitutes academic misconduct among students at Golden Gate University.

The following policy applies to all students taking classes in the Schools of Business, Taxation, Accounting, and Undergraduate Studies regardless of location or course format.

Academic Misconduct

Academic misconduct is the failure to maintain academic integrity. Academic misconduct includes but is not limited to:

1. Plagiarism: In any written work, including but not limited to submitted papers, discussion postings in online work, presentations, and examination answers:

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

2. Fabrication: The falsification of data, information, or citations in any formal academic exercise.

3. Deception: Providing false information to an instructor concerning a formal academic exercise-e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

4. The Use of Generative Artificial Intelligence (AI): GGU recognizes the positive impact of using generative technology in industry and the classroom. Using generative technology such as AI can enhance student learning in the classroom but should not replace critical thinking. Each instructor has the authority to determine the allowable limits of using Generative AI or any digital tools in their courses. In the absence of a professor policy, the following policy applies.

- Unless otherwise specified by the instructor in the course syllabus or in writing, the use of generative artificial intelligence (AI) or any digital tools to complete any course assignments or projects may lead to violating the academic integrity policy. Students are required to cite all tools used to complete the student's work product.

Students should speak with their instructors if they are unclear whether generative AI sources are permitted.

5. Cheating:

- Copying, in part or in whole, from another student's work, including exams, tests, quizzes, assignments, projects, online postings, work drafts or other evaluation instruments unless part of a group project in which collaboration is permitted and permission is given by the originator of the work.
- Using or consulting sources, materials, devices, or other assistance not authorized by the instructor during a quiz, test, or examination.
- Obtaining or attempting to obtain, or giving or attempting to give, unauthorized aid of any type on a quiz, test, examination, or assignment.
- Unauthorized collaboration. Students may not combine efforts on any academic work, done inside or outside the classroom unless specifically permitted by the instructor. Although instructors should clearly define the limits of collaboration allowed, the absence of any instructions indicates that collaboration is not permitted. When uncertain, the student should seek clarification from the instructor. In cases of unauthorized collaboration, any student giving aid is as responsible as the recipient, unless the former is unaware that she/he has provided aid. A student who seeks unauthorized aid is responsible for participating in unauthorized collaboration whether the aid was given or received.
- Obtaining or attempting to obtain unauthorized prior knowledge of a quiz, test, or examination.
- Submitting work previously presented in another course or in another section of the same course, unless specifically authorized by the course instructor.
- Doing work for another student or having one's work done by another person, or representing oneself as another person, or failing to identify oneself in a forthright and honest manner in the context of an academic obligation.
- Altering grades or interfering with grading policies or procedures.
- Submitting or attempting to submit contrived or altered data, quotations or documentation when the intent is to mislead, or deliberately attributing material to a source other than where the student obtained it.
- Any other act committed by a student in the course of academic work that defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

6. Bribery: Offering money or other goods and services in exchange for academic favor.

7. Sabotage: Creating an improper academic disadvantage for another student or an improper academic advantage for oneself. This includes but is not limited to:

- Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- Removing, defacing, hiding or deliberately withholding library books or other materials, especially those with short-term loan periods or on reserve for courses.
- Theft or damage of intellectual property.
- Sabotaging or stealing another person's assignments, books, papers, notes, or projects.
- Improperly accessing or interfering with, electronically or via other means, the property of another person or the University.

This list is not exhaustive, and the University reserves the right to determine in a given instance what action constitutes a violation of academic integrity.

Procedures When Academic Misconduct is Alleged

Any student, faculty member, or University employee who observes, discovers or has a good faith belief about the occurrence of academic misconduct must notify the faculty member responsible for the course in which the alleged misconduct occurred, or a dean or other administrator who will in turn notify the responsible faculty member.

When a faculty member responsible for a course has reason to believe that there has been an incident of academic misconduct, the faculty member shall:

1. Inform the student in writing of the allegations(s); provide the student with two business days to submit a written response.
2. If the faculty member believes there is a potential violation after considering the student response, the faculty member is required to submit to their program director and/or their assistant/associate dean an Allegation of Academic Integrity Misconduct form and the academic sanction the faculty member recommends as appropriate as soon as administratively possible.
3. The Office of Academic Affairs, in coordination with the assistant/associate dean of the relevant school will inform the student and the faculty member that an Allegation of Academic Integrity Misconduct has been filed, requesting any additional information from both parties. Such additional information must be submitted in writing within 3 business days of the sending of the notification.

The Office of Academic Affairs, in coordination with the assistant/associate dean of the relevant school will form a committee consisting of at least two faculty members and an assistant or associate dean to review the submitted material and make a determination whether there was misconduct within 10 business days.

When a student is accused of academic misconduct, they have certain rights during the review process. These rights may include attending an Academic Integrity Committee meeting where they can address the allegations, answer questions, and provide additional information. However, only the student is invited to attend this meeting; no other guests are permitted.

The Committee meetings are scheduled at the availability of the members. If the student is unable to attend the Committee meeting, the student can provide in writing anything they would like the committee to know about the allegations (see #3 above).

If it is determined that misconduct occurred, academic and administrative sanctions will be imposed in accordance to the next section, which outlines the types of sanctions that the university can impose.

The Office of Academic Affairs will notify the student and faculty member of the decision whether misconduct has occurred. If there is a finding of misconduct, the notification will also indicate the resulting academic and administrative sanctions.

A copy of this notification shall be sent to the following:

- Dean of the school in which the course is given
- Dean of the school in which the student is enrolled
- Dean of Students
- Faculty member alleging the academic misconduct
- University registrar
- Director of the program in which the student is enrolled
- The student's academic advisor

If a student is found responsible for violating the Academic Integrity Policy, a conduct file will be created for the student and will include supporting documentation as well as the final determination. Students found responsible for violating the Academic Integrity Policy could have notations made on their transcript regarding these violations and the sanctions imposed.

Investigations into allegations of academic dishonesty will take place regardless of a student's status at the University or in a particular class. If found responsible for a violation, academic and administrative sanctions may be imposed even if a student dropped or withdrew from the course or withdrew from the university.

Sanctions

Sanctions are the consequences imposed on the student for acts of academic misconduct. There are two kinds of sanctions: academic sanctions and administrative sanctions. Either one or both types may be imposed for any act of academic misconduct.

1. Academic Sanctions: The faculty member teaching the course in which the academic misconduct occurred has the discretion to impose an academic sanction s/he deems appropriate, including but not limited to:

- Expel the student from the university.
- Require the student to enroll in an academic integrity program at the student's cost.
- Suspend the student from the course and prohibit the student from retaking it for one academic term or more.
- Suspend the student from enrolling in any course at the university for a period of time.

- Permanently expel the student from the program in which he or she is enrolled and deem the student ineligible for subsequent re-admission to that program.
- In addition to imposing academic sanctions, the University may impose administrative sanctions.

2. Administrative Sanctions:

- Any student found to have violated the Academic Integrity Policy will be placed on academic integrity probation for a period of three trimesters in which the student is enrolled in Golden Gate University coursework. Should a student be found to have violated this policy while on academic integrity probation, the student will be automatically suspended for two trimesters (including the current trimester should the student be found to have violated this policy prior to the end of a term).
- Any student having been found to have violated this policy will forfeit his/her privilege to serve in any student government leadership role. Violation of the policy will also preclude the student from being awarded any honors recognition for which he/she might otherwise qualify such as dean's list or graduation honors.
- For students who are assigned "F" grades, their "Last Dates of Attendance" will be the date the sanction notification email is sent by Academic Affairs. See **Last Date of Attendance** for more information. In addition, students will be removed from their online courses in which the violations occurred as of the sanction notification date.
- An additional administrative sanction may be imposed by the committee. For purposes of determining the appropriate administrative sanction, the committee may seek to determine the extent to which there was past academic misconduct. The committee may impose any administrative sanction determined to be appropriate, including but not limited to the following:
    - Awarding no credit for the academic exercise for which there was academic misconduct. If the faculty member chooses to award no credit, s/he may choose to allow the student to complete an alternative assignment or examination and average the two grades together. However, the faculty member is under no obligation to do so.
    - Assigning a grade of "F" or other reduced grade for the exam or assignment, with no possibility of ameliorating the grade by means of additional work.
    - Assigning a grade of "F" or other reduced grade for the course.
    - Adding a student back into a course (free of tuition charge) that they dropped prior to the "W" grade required date, to assign a grade of "F".
    - Expelling the student from the university.

Sanction Appeal Process

A student may appeal a finding of misconduct and the academic and administrative sanctions imposed within 5 business days of the sending of the notification. Appeals must be filed in writing submitting the **Academic Integrity Sanction Appeal** form via GGU4YOU. Academic and Administrative sanction appeals will be evaluated, and a decision will be made within 5 business days of receipt of student appeal.

The dean of the school in which the violation occurred will evaluate all documentation provided to the review committee and determine whether to uphold the finding of misconduct. If the misconduct finding is upheld, the dean of the school in which the violation occurred will determine whether the academic and administrative sanctions are appropriate for the severity of the misconduct. The dean of the school in which the violation occurred will communicate such ruling to the student in writing within 5 business days of receipt of the student's appeal. The student shall have no further appeal rights.

Protection of Student Privacy

Unless noted otherwise above, all written or spoken communications between the student and the faculty member and the student and University administration will be disclosed only as (1) reasonably necessary to investigate the allegations of academic dishonesty, (2) required to report the allegations of academic dishonesty to the University and student, (3) appropriate in any subsequent disciplinary proceedings or legal actions, (4) reasonably necessary in the ordinary business of advising students and administering courses, and/or (5) required by law or court order.

School of Accounting Policies

School of Accounting AI Policy Statement

1. Use of AI Tools:
    - Students are encouraged to use AI tools, such as Microsoft Copilot, ChatGPT, and other similar technologies, as supplementary resources for research and learning.
    - AI tools may be utilized in a manner like other electronic research tools such as Checkpoint, Bloomberg Tax, or FASB codification. However, AI should be considered a secondary resource and should not replace primary sources or authoritative guidance.
    - AI-generated content must be critically evaluated using primary sources, with the final work product reflecting such analysis.
    - The student is responsible for all work submitted in the course.
2. Use of AI in Online Discussion Forums:
    - In online discussion forums, AI tools may be used as a supplementary resource, much like research platforms such as Checkpoint, Bloomberg Tax, and FASB Codification. However, students must ensure that AI-generated

content is used responsibly, with original thought and analysis driving the discussion.

3. Documentation and Citation:
    - When AI tools are used, students must document that they used such tools, the tools used, and what they were used for.
4. Use of AI in Quizzes and Exams:
    - The use of artificial intelligence (AI) tools, including but not limited to Microsoft Copilot, ChatGPT, and other similar technologies, is strictly prohibited during exams.
    - Students are required to close all AI tools and applications before starting their exams.
    - Faculty may use one of the many aids available to ascertain whether AI has been used by the student when taking a quiz or exam.
    - Any student found using AI tools during a quiz or exam will be subject to disciplinary action consistent with university policies on plagiarism and cheating.

Bruce F. Braden School of Taxation Policies

School of Taxation AI Policy Statement

1. Use of AI Tools:
    - Students are encouraged to use AI tools, such as Microsoft Copilot, ChatGPT, and other similar technologies, as supplementary resources for research and learning.
    - AI tools may be utilized in a manner like other electronic research tools such as Checkpoint, Bloomberg Tax, or FASB codification. However, AI should be considered a secondary resource and should not replace primary sources or authoritative guidance.
    - AI-generated content must be critically evaluated using primary sources, with the final work product reflecting such analysis.
    - The student is responsible for all work submitted in the course.
2. Use of AI in Online Discussion Forums:
    - In online discussion forums, AI tools may be used as a supplementary resource, much like research platforms such as Checkpoint, Bloomberg Tax, and FASB Codification. However, students must ensure that AI-generated content is used responsibly, with original thought and analysis driving the discussion.
3. Documentation and Citation:
    - When AI tools are used, students must document that they used such tools, the tools used, and what they were used for.
4. Use of AI in Quizzes and Exams:
    - The use of artificial intelligence (AI) tools, including but not limited to Microsoft Copilot, ChatGPT, and other similar technologies, is strictly prohibited during exams.
    - Students are required to close all AI tools and applications before starting their exams.
    - Faculty may use one of the many aids available to ascertain whether AI has been used by the student when taking a quiz or exam.
    - Any student found using AI tools during a quiz or exam will be subject to disciplinary action consistent with university policies on plagiarism and cheating.

Other Standards and Policies

Student Code of Conduct

1. **Students to Whom This Code Applies**
   All students taking courses in the Schools of Business, Taxation, Accounting, Institute of Technology, and/or in Undergraduate Programs have an obligation to abide by the standards of this Code of Conduct. The Law School maintains its own separate Code of Conduct.

2. **Covered Conduct**
   This Code covers conduct that:
   a. occurs on or adjacent to any campus or facility of the University, or occurring in the course of any University-affiliated or supervised program or event, whether online or in-person, without regard to its location.
   b. occurs in non-University activities, such as internships or other educational programs, for which students receive credit or recognition from the University.
   c. occurs in other circumstances where the student's conduct is directly related to his/her status as a student of the University.

3. **Statement of Student Rights**
   All students of the University have certain rights that are important to their standing as members of the University community. Specifically, students have the following rights:

   a. **Freedom of Expression*:** Golden Gate University is committed to free and open inquiry in all matters and assures all members of the University community with a broad latitude to speak, write, listen, challenge, and learn. While the University greatly values civility and expects all members of the University community to share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect should not be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

      The freedom to debate and discuss the merits of competing ideas does not mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates other university policies, including but not limited to policies regarding **discrimination and harassment** and **academic integrity**, violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades substantial privacy or confidentiality interests, or is otherwise directly incompatible with the functioning of the University.

      The University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University's commitment to a completely free and open discussion of ideas.

      *This description of Freedom of Expression has been adapted from the University of Chicago Statement on the **Freedom of Expression**.

   b. **Property and Person Search:** Students have the right to be free from University searches of their personal property or person unless, in the University's judgment, such search is related to the safety, security or integrity of University operations or of persons at or adjacent to the University.
   c. **Rights under Educational Records Laws:** Students have the right to the protections provided by federal and state laws applicable to all students affecting private institution educational records of students, such as FERPA.
   d. **Use of University Facilities:** Students have the right to access University meeting facilities, in a manner determined by the University to be consistent with University priorities, procedures and rules for allocation of resources.
   e. **Rights of Student Organizations:** Students have the right to establish and participate in **duly constituted student government, associations and organizations**. The membership policies of such organizations must be consistent with University policy and the law, but may otherwise be decided by vote of the members or officers thereof.

      Student organizations shall be free to choose their own advisors, and the absence of an advisor will not preclude such recognition. Faculty advisors shall not control or otherwise remove from students any responsibility for the student organization. Student organizations may affiliate with external entities.

      Student organizations shall have the rights of freedom of expression that are accorded to individual students, provided that the organization states that its views are its own and not those of the University, the University administration, the University faculty or others in the University.

      Student organizations shall have the right to invite and hear speakers of their own choosing,

provided that the organization states that the speaker's views are not attributed to the University, its community, its administration, its faculty or others in the University, and provided further that the organization complies with administrative policy and direction of the University.

Editors of student publications shall be free from arbitrary suspension or removal due to others' disapproval of editorial policy or content, but may be suspended or removed for violating the student code of conduct.

A student may file a grievance under the university's "**General Grievance Policy**" if s/he believe that the university violated one of these rights.

4. **Prohibited Conduct**

The following conduct by a student, or group of students, is prohibited. The Dean of Students will initiate the judicial process if he/she determines that sufficient evidence exists that the code has been violated. (Note: All references to the Dean of Students include any person so designated by the Dean of Student or Provost.) The judicial process will be used to determine whether in the judgment of the University there is the existence of a preponderance of evidence that a student engaged in any of the following prohibited conduct.

a. **Unlawful Conduct:** Student conduct which violates federal, state or local governmental penal and/or civil codes is prohibited, including but not limited to:
   I. criminal behavior
   II. unlawful discrimination
   III. sexual or other unlawful harassment, and
   IV. unlawful conduct related to use or possession of alcohol and controlled substances.

b. **Conduct Contrary To University Policy:** Conduct that violates University policies is prohibited, including but not limited to:
   i. policies related to **alcohol and controlled substances**;
   ii. policies of the university or of any school or program that regulate behavior of students, such as the **Academic Integrity Policy.**
   iii. requests to falsify students' academic attendance records.

c. **Conduct the University Determines is Harmful To Any Member of the University Community:** Conduct that intentionally or recklessly causes psychological or physical harm and/or threatens or endangers the health or safety of any member of the university community including physical abuse, verbal abuse, threats, verbal or nonverbal intimidation, bullying, or coercion.

d. **Conduct Harming the University's Or Community Members' Property:** Conduct that intentionally, recklessly, or negligently damages, harms or interferes with the use of University property or the property of others is prohibited.

e. **Other Dishonest Behavior:** Furnishing false information to any University official, whether in electronic, verbal, or written form; initiating or causing to be initiated any false report, warning, or threat; and unauthorized use, forgery, or alteration of any University document or instrument of identification is prohibited. This includes but is not limited to:
   i. providing false, incomplete or misleading information to the University or any school or program.
   ii. misrepresentation of or helping to misrepresent another's academic grades, awards, status, or rank to employers, potential employers, or other educational or governmental organizations.

f. **Weapons:** Use, display or possession of any weapon, firearms, explosives, other weapons or dangerous chemicals is prohibited. This prohibition does not include the carrying of pepper spray when such carrying comports with California law.

g. **Unauthorized Presence, Trespassing, Or Disorderly Conduct:** Unauthorized presence in or use of University premises, facilities, or property, including refusing to immediately obey a University official's (i.e., staff or faculty) request to leave or refrain from using such property. Engaging in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior is also prohibited.

h. **Interference with Academic Activities:** Intentionally or negligently interfering with academic activities. For this purpose, academic activities includes, but is not limited to studying, teaching, research, advising, administration, judicial proceedings; and such administrative operations as security, safety, fire, police, or health emergency activities. This prohibition includes, but is not limited to:
   i. behavior in a course or in other academic activities that disrupts and/or creates a hostile environment (either in-person or online)
   ii. failure to comply with the reasonable directions of University officials, law enforcement units, and emergency personnel acting in performing their duties and/or verbally threatening, abusing, or harassing them. This also

includes failure to identify oneself to such persons when requested.

iii. behavior that disrupts or causes disruption to computer services; damages, alters, or destroys data or records; or adversely affects computer software, programs, systems, or networks.

iv. misusing university electronic resources, including but not limited to:

1. the use of any data, computer system or network to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property or data;
2. unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
3. unauthorized transfer of a file;
4. use of another individual's identification and password;
5. interfering with the work of another student, faculty member, or other member of the University community;
6. viewing or sending obscene or abusive messages or images;
7. interfering with normal operation of the University computing systems;
8. providing access to university services, databases, courses and any other university resource to a third party without prior authorization by a university official.

5. **Retaliation**
Taking adverse action against a person because of the person's reporting or threatening to report a violation of the Code of Conduct or for participating in good faith in investigations, proceedings, hearings, or remediation related to university policies, including the Code of Conduct.

6. **Conduct Resolution Procedures**
The conduct procedures detailed below apply to all alleged violations of this Student Code of Conduct. Alleged violations of either the **Academic Integrity Policy** or the **Discrimination and Sexual Harassment Policy** are handled through separate procedures that are detailed in each of those policies. Students with questions or concerns can email the Dean of Students at **divofstudentsuccess@my.ggu.edu**.

a. **Confidentiality**
The name of the complainant, the accused student (respondent), and all details with respect to the complaint and its resolution, shall be maintained in a confidential file. All such information shall be kept confidential with the exception that such information may be disclosed when administratively required, required to complete the investigation, and/or required by legal compulsion, or when the University believes it is obligated to report the matter to employers, potential employers, or governmental or educational institutions seeking information as to applicants or to otherwise take independent formal action. The University may post or describe specific conduct complaints and their resolutions, as long as individuals' names and personally-identifiable-information are redacted from any such posting or communication.

b. **Initiating a Complaint**
In all circumstances, the filing of the formal complaint marks the beginning of the conduct process. Anyone may initiate a complaint against any student for misconduct occurring on or off campus. Those who file a complaint or whose rights may have been violated are identified as "complainants." Students who are alleged to have violated the Student Code of Conduct are identified as "respondents." Complaints should be submitted as soon as possible after the alleged misconduct preferably before the close of the term in which the incident has occurred and no later than one year from the date of the misconduct forming the basis of the complaint. Reports filed more than one year from the date of the alleged prohibited conduct will only be considered if the allegation is so severe it could result in suspension or expulsion from the University. Members of the University community shall complete the **Incident Report** form and submit it to the Dean of Students at **divofstudentsuccess@my.ggu.edu**. The Division of Student Success is responsible for investigating all allegations subject to this Code of Conduct and facilitating the disciplinary and resolution process.

c. **Complaint and Notice**
The Dean of Students will review the complaint. If the circumstances surrounding the complaint indicate that a violation of the Student Code of Conduct may have occurred, a written notice of a complaint will be issued and sent to the accused student. Delivery of a notice of a complaint will be considered adequate if it is sent to the last known e-mail address recorded with the University Registrar's Office. (Note: Any notices referred to in this policy will be deemed received upon being sent to email address in the student information system. Any letters will be deemed

received 2 business days after mailing. Efforts will be made to follow up with students in person or over the phone if there is no response to the notices.) The written notice of a complaint shall include the following:

i. Recitation of facts surrounding the alleged incident, in sufficient detail as to date, time, and location. Such facts do not require identification of the complainant.
ii. Statement of the specific Code of Conduct provision(s) that may have been violated;
iii. Any penalty(ies) assigned or other action(s) taken pending the resolution of the complaint;
iv. Amount of time in which the student has to respond to the notice;
v. Ramifications of not responding to the notice within the time limit; and
vi. Copy of the University's "Student Code of Conduct."

d. **Investigation**

Once the Dean of Students concludes that a violation of the Student Code of Conduct may have occurred, he or she will continue the investigation into the complaint. An investigation typically consists of interviews with those with knowledge of the events and a review of relevant documents and evidence. With due regard for privacy of all individuals involved, the investigation may include checking in with a student's past or current instructors. The complainant, the respondent, and any witness having probative information shall be required to cooperate to the fullest extent possible with the investigation of a complaint. This shall include allowing the inspection of electronic files and hard copy drafts of documents. The Dean may draw adverse inferences from any lack of cooperation by a student or witness.

The Dean of Students will request an informational meeting with the respondent. During the informational meeting the Dean of Students and the respondent have an opportunity to discuss the conduct resolution process and the charges to help the respondent decide whether to accept responsibility. Such discussion, at the discretion of the Dean of Students, can be held in-person or over the phone. The respondent waives the right to an informational meeting if s/he does not respond within five (5) business days of the date of the notice of complaint.

Upon completing the investigation, if the Dean of Students concludes that no violation has occurred, the matter will be closed. In such cases all information related to the case will be secured in a sealed file and a conduct record will not be created for the respondent for the incident.

Within fifteen (15) business days of the filing of the complaint, the Dean of Students will notify the respondent of the determination made in the investigation process and the next steps, if any, in the disciplinary process.

e. **Resolution Process**

In an effort to ensure that cases are resolved in a timely manner, the University reserves the right to move forward with the resolution and disciplinary process for a case in the following situation:

i. The respondent fails to respond to a notification letter sent by the Division of Student Success within five (5) business days of the notification's delivery date.
ii. The respondent withdraws from the University after the date of the alleged action giving rise to the complaint, whether or not the Division of Student Success has initiated either the investigation or resolution process.
iii. The respondent fails to appear for any of his or her scheduled meetings with the Dean during the investigation or resolution process.

If the Dean of Students determines that there was a violation of the Student Code of Conduct, the case may be resolved in one of the following two ways:

1. Informal Resolution - The Dean of Students determines that non-severe disciplinary sanctions should be imposed. (Note: Non-severe sanctions include any sanction other than University suspension or expulsion.) Should the student object to such non-severe disciplinary sanctions, the student may appeal under the university's "**General Grievance Policy**" procedure.
2. Formal Resolution - The Dean of Students determines that the alleged violation is such that severe disciplinary sanctions will be pursued. In that situation, the Dean of Students will refer the matter to a Hearing Board (process described below). Within fifteen (15) business days of the filing of the complaint, the Dean of Students shall notify the student of the decision to refer the matter to a Hearing Board, the specific sanctions being sought, the composition of the Hearing Board and the scheduled date for the hearing. Such notice shall be in writing and sent to the student's last known email address on file (or physical residence if no email exists) at least seven (7) business days prior to the scheduled hearing date.

The respondent has a right to waive the hearing by

written communication (via mail or email) to the Dean of Students. With the permission of the complainant and the respondent, the Dean of Students has the discretion to utilize a conflict resolution process (mediation, facilitated dialogue, shuttle diplomacy, etc.) to resolve the complaint.

7. **Interim Suspension**
The Dean of Students may at any time, suspend some or all student rights and/or access to University premises pending conduct hearings. The Dean of Students shall do so by notice of interim suspension and only when, in his/her judgment, not imposing the interim suspension will, more likely than not, create or continue:
    1. An unsafe situation or other serious harm for one or more other members of the University community, or
    2. A disruptive or hostile learning environment that interferes with academic activities. For this purpose, academic activities includes, but is not limited to studying, teaching, research, advising, student services, conduct proceedings; and such administrative operations as security, safety, fire, police, or health emergency activities

If an interim suspension is imposed, the Dean of Students will make every effort to communicate such action in writing to the student as soon as is practicable after such decision is made.

If an interim suspension is imposed, the Dean of Students shall transmit to the student notice of the creation of a Hearing Board.

8. **Interim No Contact Orders**
The Dean of Students may immediately issue a no contact order on an interim basis prior to a hearing if it is believed necessary to protect a person's safety and/or preserve a safe environment. A no contact order prohibits a student or a student organization from contacting a specific individual or individuals. If a no contact order is issued, the Dean of Students will make every effort to communicate such action in writing to the student as soon as is practicable after such decision is made.

9. **Rights of Student(s) in Disciplinary Proceedings**
Students involved in formal conduct hearings have the right to:
    1. A written notice of the complaint against them.
    2. Adequate notice of dates set for all meetings, conferences, and hearings.
    3. Reasonable review of the disciplinary case file maintained by the Division of Student Success prior to a formal hearing and/or appeal.
    4. A written notice of the outcome of the proceeding, and a description of the appeal procedure.
    Note: Rights 1-4 apply to any investigative meeting held with the Division of Student Success.
    5. Submit an appeal. See **Appeal of Determination** for more information.

10. **Hearing Process**
The Hearing Board is convened by the Dean of Students. The role of the Hearing Board is to make a determination as to the facts and the appropriate sanction(s) recommendation, if any, as a result of its findings of the facts.

    a. **Hearing Board Composition:**
    The Dean of Students shall appoint at least three members of the University community to serve as the Hearing Board. Members of the Hearing Board must be impartial and any person asked to serve is expected to recuse him/herself should he/she be aware of a potential conflict of interest. (For example, the board member has a previous relationship with the complainant or the respondent making them unable to be impartial.) The respondent and the complainant may petition the Dean of Students to disqualify one or more Hearing Board appointees for reasons of conflict of interest or lack of impartiality. Such petition must be made in writing to the Dean of Students via email to **divofstudentsuccess@my.ggu.edu** within 72 hours of the notification regarding the composition of the Board. The Dean of Students has the sole discretion to grant/deny the petition and will inform respondent/complainant of his/her decision. The respondent or complainant may appeal the Dean of Students decision with respect to the Hearing Board's composition to the Provost within 48 hours of the notification being sent. Failure to file a timely disqualification petition shall constitute acquiescence with the Board's composition. The respondent and complainant can each file up to two (2) petitions to disqualify Hearing Board appointees.
    b. **Hearing Date:**
    The Dean of Students shall select a date and time for the hearing as soon as practicable for all parties. Should there be a circumstance, such that in the opinion of the Dean of Students, it is appropriate to reschedule the hearing date, the rescheduled hearing date will be as soon as it is practical for the Hearing Board to convene. All efforts will be made to hold the hearing no more than thirty (30) business days from the initial complaint.
    c. **Pre- Hearing Procedures:**
        i. Documents: The respondent and complainant may provide to the Dean of Students any additional material s/he believes is relevant in the matter, at least three (3) business days prior to the

date of the hearing. The Dean of Students will convey all potentially relevant documents to each member of the Hearing Board and the respondent. The respondent is not entitled to be provided with material that if shared with the student, would be a violation of any privacy laws or an expectation of privacy.

ii. Witnesses: The complainant and the respondent may provide a list of people whom they believe have relevant information such that the Hearing Board should hear them as witnesses. (Note: The Board may request consultation with the University's legal counsel with the approval of the Provost.) This list must be provided at least five (5) business days prior to the hearing. The Dean of Students and chair of the Hearing Board will identify witnesses they believe will be helpful in understanding the facts and reaching a decision. The Dean of Students will make every effort to contact the potential witnesses and arrange for the witnesses' presence. The Dean of Students does not have the authority to require a witness to attend the hearing. A complete list of potential witnesses will be provided to the Hearing Board. If, during the course of the hearing, the members of the Hearing Board determine that more information is needed to make a decision, they can request to hear from additional witnesses.

d. **Hearing Procedures:**

i. The Dean of Students shall begin by presenting oral and documentary evidence in support of the charges and proposed severe sanction(s). The respondent shall then have the opportunity to present oral and documentary evidence in his/her defense. The Hearing Board members may seek clarification and ask questions of both parties at any time during the Hearing.

ii. The Hearing Board will interview each available witness. Only the Hearing Board members may ask questions.

iii. Both the Dean of Students and the respondent are entitled to be present during the entire hearing. Witnesses may only be present while being interviewed.

iv. The Hearing shall be audio-recorded, no transcription is required.

11. **Hearing Board Determination**

Following the hearing, the Hearing Board shall determine the findings of facts and whether it will recommend any sanctions. The Board shall recommend a disciplinary sanction only if the preponderance of the evidence shows the charge(s) against the student are true and warrant a sanction commensurate with the nature of the violation(s) found to have occurred. The Hearing Board shall prepare and issue a written recommendation of its findings on the charges and the sanction(s) recommended to be imposed. Such written recommendation shall be provided to the Dean of Students and the Provost (via email) within 24 hours after the hearing ends. In its deliberations, the Board shall consider all the information provided.

a. **Student Sanctions**

Sanctions are determined based on the type of violation of the code of conduct, previous history of conduct violations, severity of the violation, and circumstances surrounding the violation. Possible student sanctions include, but are not limited to the following:

i. Discretionary sanctions - work assignments, service to the University or other related discretionary assignments.

ii. Probation - a written reprimand for violation of the Student Code of Conduct. Probation is for a designated time. Any violation of Student Code of Conduct during the probationary period will result in a hearing to determine if more severe disciplinary sanctions will be imposed.

iii. Loss of privileges - denial of specified privileges for a designated period.

iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. University suspension - separation from the University for a definite period, after which the student may be eligible to return. Any violation of Student Code of Conduct during the University suspension period will result in a hearing to determine if more severe disciplinary sanctions will be imposed. Conditions for readmission may be specified.

vi. University expulsion - permanent separation of the student from the University.

vii. More than one of the sanctions listed above may be imposed for any single violation.

b. **Student Organization Sanctions**
The following sanctions may be imposed upon registered student organizations:
   i. Discretionary sanctions - work assignments, service to the University or other related discretionary assignments.
   ii. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   iii. Loss of recognition and privileges afforded to student organizations

c. **Notification of Decision**
The Dean of Students will make a determination after considering the recommendation and will notify the student of that determination within five (5) business days of the hearing. This decision shall take effect immediately upon notification.

d.
The complainant or the respondent may appeal the decision of the Dean of Students to the Provost. The appeal must be received by the Provost via email within ten (10) business days of the mailing of the notification of the appealed determination.

Except as provided below, an appeal shall be limited to a review of the student conduct file. The audio recording of the administrative hearing shall be available for the Provost for review as necessary. The review shall only be for one or more of the following purposes:
   i. To determine whether the hearing was conducted in conformity with prescribed procedures giving the complainant and Dean of Students a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and to present a response to those allegations.
   ii. To determine whether the sanction(s) imposed were appropriate for the violation(s) of the Student Code of Conduct for which the student was found responsible.
   iii. The Provost may, in his or her sole discretion, agree to consider new information or other relevant facts not brought out in the original hearing, but only if such information and/or facts were not known to the person appealing or such witness was not available at the time of the original hearing.

The Provost shall communicate to the student in writing his/her ruling on the appeal as soon as it is practicable to do so. The ruling of the Provost shall be final and binding.

12. **Accommodations for Students with Disabilities**
By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded has having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

A student requesting an accommodation in regard to the judicial procedures must follow the appropriate process for requesting an accommodation through the **Office of Accessible Education**. The Office of Accessible Education will make a determination regarding the request and notify the appropriate parties.

Reasonable accommodations depend upon the nature and degree of severity of the documented disability.

13. **Disciplinary Records**
The University retains student disciplinary records for seven (7) years from the date of the outcome letter and may be kept for longer periods of time at the discretion of the Dean of Students or designee. Students may review disciplinary records in accordance with the Family Educational Rights and Privacy Act's provision for viewing their educational records; they do so by scheduling an appointment with the Dean of Students or designee at least five (5) business days in advance. Records may be redacted so that information relating to other students, administrative file notes, and other confidential information is removed prior to student inspection.

Audio recordings of administrative hearings are used for appellate purposes only and are not part of the student conduct file. Audio recordings are generally retained until the end of the appeal process.

Please note that the Clery Act requires that the campus report (without names or personally identifying information) statistics about misconduct that rise to the level of criminal activity, including sexual assault; domestic violence; burglary; and certain drug, alcohol, and weapon law violations.

Student Privacy Rights Under FERPA

The Family Educational Rights and Privacy Act (**FERPA**) and the California Education Code afford "eligible students" certain rights with respect to their education records. Eligible students are those who are or have been in attendance at Golden Gate University. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date the university receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed. If the student cannot inspect the records at Golden Gate University's San Francisco campus, copies of the records will be made available by regular mail at the cost of $0.25 per page, upon satisfactory proof of the student's identity.

2. The right to request the amendment of a student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA
   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information (PII) from students' education records, except to the extent that FERPA authorizes disclosure without consent
   FERPA contains various exceptions to the general rule that the University should not disclose education records without seeking the prior written consent of the student. The following circumstances are representative of those in which education records may be disclosed without the student's prior written consent:
   1. The University may release "directory information" upon request. Directory information is information that is not generally considered harmful or an invasion of privacy if disclosed. See **Directory Information** for more information.
   2. School officials who have a legitimate educational interest in a student's education record may review it. A school official is a person employed by Golden Gate University in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agency or a student volunteering to assist another school official in preforming his or her duties. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
   3. The University discloses education records without consent to officials of another school, in which a student seeks or intends to enroll, upon request of officials at that other school.
   4. The University may inform persons including either parent(s) or guardian(s) when disclosure of the information is necessary to protect the health or safety of the student or other persons.
   5. The University must provide records in response to lawfully issued subpoenas, or as otherwise compelled by legal process.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Directory Information

Golden Gate University has designated the following student records as "directory information," and at its discretion may release this information without the student's written consent:

- Full legal names
- Chosen names
- Preferred pronouns
- Address
- Telephone number
- Email address
- Dates of attendance
- Enrollment status
- Program of study and concentration(s)
- Anticipated completion date
- Participation in officially recognized activities
- Awards
- Honors (including dean's list)
- Degree(s) earned and date(s) conferred
- ID card photograph

As required by Section 99.37 of the FERPA regulations, this serves as annual public notice of which student records Golden Gate University classifies as "directory information." Students have the right to withhold all "directory information," but must notify the registrar in writing by completion and submission of the **Request to**

Withhold Directory Information form. Once a non-disclosure hold is placed on a student's directory information, it will remain in effect until and unless the student removes it by submission of a written request to the registrar.

Notice of Nondiscrimination Policy

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

Notice of the Americans with Disabilities Act

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Golden Gate University affirms its commitment to its applicants and students who identify and express their special needs. Information regarding the acts and the University's policies and services may be obtained from the Division of Student Success, 415-442-7288.

Alcohol and Other Drugs Policy

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

Substance and Alcohol Counseling and Treatment

Students and employees who are concerned about problems relating to substance/alcohol use, abuse, and rehabilitation should be aware of various treatment programs. The university offers an Employee Assistance Program (EAP). This program, which is available to all regular employees, offers confidential telephone assistance, a referral service and follow up. The Employee Assistance Program (EAP) provides a constructive way for employees to voluntarily deal with drug and other substance-related problems. For further details, and the telephone number of the EAP, please contact human resources. Students may consult with a staff member of Student Affairs.

Copyright Infringement Policy

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the U.S. Copyright Office website at **www.copyright.gov**, especially their FAQ's at **www.copyright.gov/help/faq/**.

Institutional Penalties for Copyright Infringement

Students who use the university's network to engage in unauthorized distribution of copyrighted material are in violation of the **Student Code of Conduct** and will be disciplined accordingly.

Smoking Policy

Golden Gate University makes every effort to provide a safe, secure and healthy environment for all of its students, employees, and visitors. In doing so, it fully supports, and complies with, all applicable laws and ordinances that govern smoking in the workplace. This policy applies to all university owned, leased or operated facilities and vehicles.

Smoking on Campus

1. Smoking is prohibited inside of the classrooms, labs, lecture halls, libraries, offices, lounges, lobbies, hallways, and inside of all work areas, equipment rooms and stairwells.
2. Smoking is also prohibited as follows: on all exterior balconies (except as noted below); on the entryway bridge leading up to the main entrance (Mission Street) of the Academic Building; on the Plaza Courtyard of the Academic Building; and within 25-feet of any exterior door, air intake vent, or food-beverage service operation.
3. Smoking is permitted at the San Francisco Campus as follows: Outside, on private balconies, so long as the presence of smoke does not affect any other person who may be present or in the area.
4. Where smoking is permitted, smokers must insure that smoke does not enter the building, and they must cease smoking if others in the area object.
5. The GGU Teaching Sites that operate leased-rented facilities must also comply with the smoking policy established for the property by the lessor and/or property management organization. If there is a conflict in the requirements of each policy, then the policy in effect for that specific property takes precedence.

Smoking in GGU Owned Vehicles

Smoking is prohibited at all times in all university owned, leased, rented or controlled vehicles regardless if the vehicle is occupied by one or more individuals.

Advertising and Selling Tobacco Products

The sale and advertising of tobacco products is prohibited in all university owned, leased, controlled or operated facilities to include those operated on behalf of the university (such as the University Bookstore and on-campus vending services).

Discrimination & Harassment, Sexual Harassment, and Title IX Policy

Statement of Policy

Golden Gate University is committed to creating a university-wide environment free of all forms of discrimination, harassment, exploitation, or intimidation. As members of an organization that holds high the principals of mutual respect, teamwork, and honest communications, each of us shares in the responsibility for ensuring an atmosphere in which students, faculty, and staff are consistently treated with both consideration and respect, and are protected from unlawful discrimination or harassment, including sexual harassment or assault.

Summary of Policy

This policy provides members of the University community with information about applicable federal and state standards that apply to this policy; behaviors that constitute unlawful discrimination, harassment and sexual assault; the University's guidelines on interpersonal relationships among students, faculty and staff; reporting and investigation procedures in the event of a complaint; and additional resources in the event of sexual assault.

University employees and students are expected to read and follow this policy in its entirety.

Applicable Standards

In accordance with federal and state law, Golden Gate University policy prohibits discrimination or harassment based on race, color, national origin, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, childbirth, medical condition related to pregnancy or childbirth, religion, religious creed, age, veteran's status, physical or mental disability, medical condition, or any other basis that is protected by law. Under the law, these forms of description are referred to as one's membership in a "Protected Class" of people. Applicable laws governing these prohibitions include Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and the California Fair Employment and Housing Act.

For the purpose of this policy, "discrimination" is any decision, act, or failure to act which interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the University when such decision, act, or failure to act is based on the person's status as a member of a Protected Class.

Claims for harassment that are *not* based on an individual's membership in a Protected Class shall be handled under the applicable disciplinary process.

The University's policy prohibiting discrimination and harassment applies to all individuals involved in University operations, including students, faculty and staff; applicants for admission or employment; and any persons doing business with or for the University.

Harassment

1. Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that:

    a. Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment.
    b. Has the purpose or effect of unreasonably interfering with an individual's work or educational performance
    c. Or otherwise adversely affects an individual's employment or educational opportunities

2. Harassing conduct includes, but is not limited to:

    a. **Verbal conduct**, such as racial, ethnic, gender-based, religious, disability-based, or epithets, derogatory jokes or comments, slurs that apply to any protected characteristic.
    b. **Visual conduct**, such as derogatory posters, photography, cartoons, drawings, or gestures.
    c. **Misuse of property**, such as using University computers, e-mail, or web services as a mode of communicating prohibited verbal or visual messages.
    d. **Unprofessional conduct**, such as creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

Sexual Harassment

Sexual harassment may be viewed as a particular type of gender-based discrimination. Prohibited forms of sexual harassment include but are not limited to the following kinds of behavior:

- **Verbal conduct**, such as sexual epithets, derogatory jokes or comments, slurs, or unwanted sexual advances.
- **Visual conduct**, such as derogatory or sexually-oriented posters, photography, cartoons, drawings, or gestures.
- **Physical conduct**, such as assault, unwanted touching, or blocking/interfering with an individual's ordinary movement or activities.

- **Misuse of property**, such as using University computers, e-mail, or web services as a mode of communicating prohibited verbal or visual messages.
- **Abuse of authority**, such as making submission to sexual advances a term or condition of an individual's academic advancement or employment.
- **Unprofessional conduct**, such as creating an academic or employment environment that could reasonably be perceived as intimidating, hostile, or abusive.

Sexual harassment may take many forms. It may be subtle and indirect or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. The fact that someone did not intend to sexually harass an individual is no defense to a complaint of sexual harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the behavior constitutes sexual harassment.

Sexual Misconduct

The following examples of sexual misconduct are prohibited, and include, but are not limited to:

1. **Sexual Assault**

    Having or attempting to have sexual contact with another individual:

    a. By force or threat of force.
    b. Without effective consent.
    c. Or where the individual is incapacitated

2. **Non-Consensual Sexual Contact** (or attempts to commit the same)

    Any intentional sexual touching, however slight, with any object, by any person upon any other person, that is without consent and/or is by force. "Person" is regardless of gender status.

3. **Non-Consensual Sexual Intercourse** (or attempts to commit the same)

    Any sexual intercourse, with any object or body part, by any person upon any other person, that is without consent and/or is by force. "Person" is regardless of gender status.

4. **Sexual Exploitation**

    Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit, or to the benefit or advantage of another person. Examples of sexual exploitation include:

    a. Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior.
    b. Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent.
    c. Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.).
    d. Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals.
    e. Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge.
    f. Sexually-based stalking and/or bullying.

5. **Domestic Violence**

    Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

6. **Dating Violence**

    Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

    a. The length of the relationship.
    b. The type of relationship.
    c. The frequency of interaction between the persons involved in the relationship.

7. **Stalking**

    A course of physical or verbal contact directed at another individual that would cause a reasonable person to:

    a. fear for his or her safety or the safety of others; or
    b. suffer substantial emotional distress

Interpersonal Relationships

Golden Gate University seeks to maintain a professional educational environment. Actions of faculty members and employees that are unprofessional or appear to be unprofessional are inconsistent with the University's educational mission. It is essential that those in a position of authority not abuse, nor appear to abuse, the power and influence with which they are entrusted. Therefore, it is in the

University's interest to provide clear direction and education with regard to interpersonal relationships among faculty, staff and students.

Romantic and sexual relationships, including those which are consenting or appear to be consenting, between Supervisor (meaning any person in authority over another to hire and/or make employment or salary recommendations or oversee task performance or who are in a position to influence employment determinations by other supervisors) and Employee (meaning any person reporting to the supervisor or reporting within the chain of command to the supervisor); between any instructional staff and a student; and between any employee and a student have the potential for extremely serious consequences and must be avoided.

1. **Potential for Abuse of Authority & Influence**

Individuals entering into a consensual relationship must recognize that:

a. The reasons for entering such a relationship may be a function of a difference in authority and influence between the individuals.
b. Where the difference in authority and influence exists, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment.
c. The individual with the greater authority and influence in the relationship may bear the burden of responsibility.

Codes of ethics for many professional associations forbid professional-client relationships, and the relationships enumerated above should be viewed in this context. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the controlling influence exercised by the instructor in giving grades, academic advice, evaluations, and recommendations for further employment greatly diminish the student's actual freedom of choice in an amorous or sexual relationship.

2. **Conflict of Interest**

Conflicts of interest may arise in connection with consensual romantic and/or sexual relationships between instructional staff and students, supervisors and subordinates, or between employees and students. It is a generally accepted ethical principle in our society, reflected in the University's "Employment of Relatives" policy that individuals are precluded from evaluating the work of others with whom they have intimate familial relationship, or from making hiring, salary or similar financial decisions concerning such persons. The same principle applies to consensual romantic and/or sexual relationships.

3. **Responsibility for Reporting Relationships between Employees**

Faculty, supervisors and other employees should understand that there are substantial risks in even an apparently consenting relationship. This is particularly evident where a difference in influence or authority exists. Even if the conflict of interest issues are resolved, charges of sexual harassment or violation of the University's "Employment of Relatives" policy may develop, even when both parties have consented to the relationship. The faculty member, supervisor or other employee may, by virtue of his or her position of authority and responsibility, bear the burden of accountability.

If a proscribed romantic and/or sexual relationship exists or develops, the parties involved shall report it to an appropriate supervisor. For example, a faculty member must report the matter immediately to the department chair and/or Dean; an employee must report the matter to his/her supervisor. Once notified, the supervisor, in conjunction with HR, will assess individual situations for the protection of individual and University interests. Failure to report such a relationship may result in disciplinary action, up to and including termination.

Any member of the University community who is troubled by an apparent romantic and/or sexual relationship between employees of the University should contact the Vice President of Human Resources. The Human Resources department will make inquiries consistent with the informal sexual harassment complaint procedure described below. At any time, the Vice President of Human Resources may initiate a formal complaint as described below.

4. **Relationships between Faculty or Staff and Students**

Golden Gate University should embody the highest standards of professionalism, integrity, and mutual respect. The professional obligations of a University employee include refraining from any conduct that poses a serious risk of undermining the educational environment for any student at the University. Faculty/staff members must be free to evaluate and assist students fairly and without favoritism. All students must be free to engage intellectually with faculty/staff. Relationships formed between faculty/staff and students are affected by the context of the University environment, which includes the unequal distribution of power between faculty/staff and students.

For these reasons, and in furtherance of a positive educational and professional environment, the University prohibits relationships of a sexual and/or romantic nature between faculty/staff and students. These relationships have profound effects upon the student body, other faculty/staff members, and the involved students and faculty/staff members themselves. They inappropriately take the student-faculty/staff relationship out of an academic context and complicate that relationship with issues of a romantic and/or sexual nature. They also may create a hostile, discriminatory and/or unacceptable environment for other members of the University community.

The prohibition on romantic or sexual relationships between students and faculty or staff is intended to dispel any unfairness or appearance of unfairness that can be caused by such relationships. Rather than chilling meaningful personal

relationships between faculty/staff and students, these policies are intended to enhance the roles of professors, administrators and staff, as teachers, scholars, counselors, mentors, and friends of students. These rich personal relationships between faculty/staff and students are an important strength of the University community.

This prohibition shall not apply to consensual situations where the faculty or staff member had a sexual and/or romantic relationship with the student in question prior to the time that the student enrolled at the University. However, a faculty or staff member with such a pre-existing relationship with a student normally should avoid roles with direct academic, supervisory or professional responsibility for that student and must disclose the existence of that relationship to the Head of Human Resources at the time of the student's enrollment.

If a proscribed romantic and/or sexual relationship exists or develops, the parties involved are required to report it to the Head of Human Resources promptly. Failure to report such a relationship may result in disciplinary action, up to and including termination of the involved employee and up to and including expulsion of the student from the University.

Any member of the University community who is troubled by an apparent romantic and/or sexual relationship between an employee of the University and a student should contact the Vice President of Human Resources. The Human Resources department will make inquiries consistent with the informal sexual harassment complaint procedure described below. At any time, the Head of Human Resources may initiate a formal complaint as described below.

5. **Sexual Assault & Consent**

Sexual assault may be defined as the imposition of non-consensual sexual conduct, including but not limited to sexual intercourse, oral copulation, penetration by a foreign object, or touching of the intimate parts of another. Sexual assault is absolutely prohibited, and any member of the University community found guilty of its commission may be subject to the sanctions hereinafter described. In addition, criminal and civil penalties may be imposed by state or federal authorities.

Consent generally means positive cooperation. The person must act freely and voluntarily and have knowledge of the nature of the act involved. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent means "affirmative consent," which means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent."

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know - or reasonably should know - to be incapacitated constitutes sexual misconduct.

Acquaintance rape, or date rape, is sexual intercourse undertaken by a friend or acquaintance without the consent of the other. Acquaintance rape is punishable in the same manner and to the same degree as similar conduct between strangers. Similarly, other acts of sexual assault are not affected by any acquaintanceship between the parties involved.

Reporting Discrimination or Harassment

The University understands that victims of discrimination or harassment are often embarrassed and reluctant to report these acts for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss these matters openly with others. However, no student or employee should have to endure discriminatory or harassing conduct, and the University therefore encourages persons to promptly report any such incidents so that corrective action may be taken. Who to make the report to, and how to report it, is described below.

1. **Help and Information**

The University's Head of Human Resources serves as the University's Title IX Coordinator. In this role, the Vice President is the campus's primary resource on issues relating to perceived discrimination or harassment. Any person who would like advice or assistance in dealing with any instance of perceived discrimination or harassment, or in understanding this policy, should contact the Head of Human Resources.

The Associate Dean of Students and the Associate Dean for Student Affairs, Law, School ("Deans of Students" for purposes of this policy) serve as Title IX Deputy Coordinators, and are also valuable resources for students who have concerns about discrimination or harassment. Students are encouraged to contact one or both of these

Associate Deans of Students at any point in the process for help and advice.

2. **Making the Initial Report**

a. *If the accused is a student*, the incident should be reported to one of the Associate Deans of Students, and/or the Head of Human Resources.
b. *If the accused is an employee of the University*, the incident should be reported to the Head of Human Resources. This includes faculty and staff.
c. *If the accused has a business relationship with the University*, the incident should be reported to the Head of Human Resources. This includes vendors and contractors.

In other cases, if the accused is not a student or an employee of Golden Gate University, and has no business relationship with the University, and the violation did not take place in a University-related setting, the University might not have authority to take disciplinary action, but the matter must still be reported to the Head of Human Resources.

Individuals may also report illegal acts and/or violations of University policy via the University's anonymous compliance reporting system, EthicsPoint.

Any individual who has been the victim of a sexual assault is encouraged to notify the University immediately. Whether or not an individual makes an official complaint to the University, he or she is strongly urged to seek immediate help, which may include receiving medical evaluation and treatment, and obtaining information, support and counseling.

Victims of sexual assault also may choose to report the matter to appropriate law enforcement authorities.

Please see the information in the attached Appendix for more specific contact information. The University will make all reasonable efforts to assist students, faculty or staff in working with law enforcement.

3. **Retaliation**

No individual shall be penalized in any way for having reported or threatened to report discrimination or harassment, nor for cooperating with or participating in an investigation of a complaint or at a hearing concerning discrimination or harassment. Retaliation by any member of the University community against such an individual is prohibited and shall be considered a serious violation of University policy. Retaliation includes threats, intimidation, reprisals, and any adverse actions related to an individual's employment or education.

4. **Confidentiality**

Where discrimination, harassment, sexual harassment or assault has been reported, the University will make every effort to preserve the complainant's privacy and protect the confidentiality of his or her information. However, complete confidentiality cannot be guaranteed. University personnel may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements. In addition, the University is required by law to report to the police certain statistical information about incidents occurring on campus which does not disclose individual identities. Finally, as noted below, the University may on its own initiative investigate allegations of discrimination or harassment, even in situations where the victim or initial complainant does not wish to proceed with an investigation, leading to a necessary disclosure of the name of the affected person and the facts of the underlying allegations.

5. **Confidentiality: Students**

The University encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality.

a. Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
b. Other employees may talk to a victim in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a University investigation into an incident against the victim's wishes.
c. Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the University - and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them, so they can make informed choices about where to turn should they become a victim of sexual violence. This policy also is intended to inform employees of their obligations as they relate to confidentiality for students who may be the victim of sexual assault or sexual violence. The University encourages victims to talk to someone identified in one or more of these groups.

6. **Reporting to "Responsible Employees"**

A "responsible employee" is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has

this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the University will need to determine what happened - including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report. A responsible employee should not share the victim's identity with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement, absent a subpoena or similar legal requirement.

The following employees (or categories of employees) are the University's responsible employees:

- All University Administrators, Managers, Supervisors
- Full Time Faculty
- Adjunct Faculty
- Head of Human Resources
- All Human Resources Staff
- Dean of Students
- All Division of Student Success Staff
- Associate Dean of Law Students
- All Law Student Affairs and Office for Career Services Staff
- All Academic Advisors
- All University Security Staff in Business Services

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations - and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the University to investigate fully an incident, but will let the victim know how confidentiality can limit what action the University can take. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

7. **Requesting Confidentiality from the University: How the University Will Weigh the Request and Respond.**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The University has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence: **Chief Human Resources Officer**.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, s/he will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

i. Whether there have been other sexual violence complaints about the same alleged perpetrator
ii. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence.
iii. Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others.
iv. Whether the sexual violence was committed by multiple perpetrators.
v. Whether the sexual violence was perpetrated with a weapon.
vi. Whether the victim is a minor.
vii. Whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence).
viii. Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary and/or other action. If none of these factors is present, the University will more likely respect the victim's request for confidentiality.

8. **If the University determines that it cannot maintain a victim's confidentiality**, the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

The University will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or University employees, will not be tolerated.

The University will also:

a. Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these).
b. Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests.
c. Inform the victim of the right to report a crime to campus or local law enforcement - and provide the victim with assistance if the victim wishes to do so.
d. The University may not require a victim to participate in any investigation or disciplinary proceeding.
e. Because the University is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the University to consider broader remedial action - such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

9. **If the University determines that it can respect a victim's request for confidentiality**, the University will also take immediate action as necessary to protect and assist the victim.

Complaint Procedures

The University has put in place complaint procedures that apply to complaints of misconduct by students, faculty and staff. The following informal resolution and formal complaint procedures apply specifically and solely to any problem of perceived discrimination or harassment, including sexual harassment or assault.

1. **Informal Complaint Resolution**

Depending upon the nature and seriousness of the discrimination or harassment reported, any individual who believes that he or she has been treated inappropriately may want first to attempt to resolve the matter informally, by discussing the situation honestly, thoroughly, respectfully, and in a timely manner, with the other person who is involved. *An attempt at an informal resolution is not, however, a prerequisite for bringing a formal complaint.*

In attempting to deal with the problem informally, the aggrieved individual may seek the advice and assistance of any appropriate University official. For example, a student may wish to speak with his/her academic advisor; a member of the faculty may wish to speak with his/her department chairperson or Dean; or a staff member may wish to speak with his/her supervisor. Alternatively, any member of the University community may consult with the Vice President of Human Resources.

An informal complaint need not be in writing.

- If the complaint is directed at a member of the University faculty or staff, the matter may be concluded with an informal discussion between the appropriate academic or administrative Dean, the Vice President of Human Resources, and the alleged offender, whom the Vice President of Human Resources will inform about the nature and substance of the complaint.
- If the complaint is directed at a student, the matter may be concluded with an informal discussion between the appropriate Dean of Students, the Vice President of Human Resources, and the student against whom the complaint was made.
- If the complaint is initiated against a Dean of Students, the matter may be concluded with an informal discussion between the Head of Human Resources, the Dean of the Law School or the Vice President of Academic Affairs, and the respective Dean of Students.
- If the complaint is initiated against the Vice President of Human Resources, the matter may be concluded with an informal discussion between the President and the Head of Human Resources.

In each case, the person against whom a complaint has been made shall be informed about the nature and substance of the complaint. The focus of the discussion shall be to raise the sensitivity of the person complained about to incidents of the kind alleged for the purpose of attempting to avoid similar incidents in the future. The discussion should be held within 30 days after the filing of the complaint.

After the discussion with the alleged offender, the Head of Human Resources, the Dean of Students, and/or an appropriate University official shall meet with and inform the complainant of the discussion and that the matter is forthwith closed, and shall confirm such fact in writing. If the complainant then wishes to pursue the matter, he or she may initiate a formal complaint at any time within one year of the date of the conduct which is the basis of the complaint.

Any University manager who becomes aware of a situation that involves alleged discrimination or harassment should keep a written record relating to the case (e.g., dates and summaries of conversations). The manager should also contact the Vice President of Human Resources to ensure that the Director has an overview of all complaints that have been voiced. The University also encourages the complainant to keep a written record relating to his or her attempt to resolve the problem informally. This documentation may be helpful in cases where a problem persists despite the informal efforts to resolve it.

Any University employee who becomes aware of a situation that involves alleged discrimination or harassment should inform his or her manager of the facts regarding the case.

It is important to note that in any situation involving alleged discrimination or harassment, including sexual harassment or assault, the University owes a duty to the University community as a whole as well as to the complainant, and is often obligated to conduct a thorough and timely investigation to its conclusion, even if the complainant requests that an investigation not be conducted or that an investigation be discontinued.

2. **Formal Complaint Procedure**

If the problem is not informally resolved to the satisfaction of the individual, or if he or she does not want to deal with the problem informally, a formal complaint may be brought. In addition, a formal complaint may be brought at any time by any member of the University community - student, faculty, or staff - who believes that discrimination or harassment has occurred. Investigation and proceedings will differ depending upon whether the alleged violator is a student, faculty or staff, or a third party.

3**. Formal Complaint: Investigation and Proceedings Where the Alleged Violator is Faculty or Staff**

A formal complaint may be filed with the Chief Human Resources Officer, which should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. Prompt filing is encouraged. In instances of discrimination or harassment, including sexual harassment or assault, reported against a University faculty or staff member, the Chief Human Resources Officer will be responsible for investigation, and may at his or her discretion refer the matter to a special investigator. A formal investigation will generally involve interviews with the complainant, with the alleged violator(s), and, where appropriate, with witnesses; and, again where appropriate, a joint meeting between the involved parties.

All University personnel shall make every effort to maintain confidentiality with respect to the complainant and shall only divulge the name of the complainant, the circumstances of the complaint, and the disposition of the matter, to those people who have a legitimate need to know.

Within sixty (60) working days of the filing of the complaint, if an external investigator is engaged, the investigator will issue a report to the Chief Human Resources Officer. Within ten (10) working days of the issuance of the investigator's report, the Chief Human Resources Officer shall submit a written summary to the President, including a description of any corrective actions to be taken.

The Chief Human Resources Officer's decision in the case, including a description of any corrective or remedial action taken, shall be submitted in writing to each involved party within twenty (20) working days after submission to the President of the written investigation summary.

Where a determination is made that an employee has engaged in unlawful discrimination or harassment, or sexual assault or complicity in sexual assault, that employee will be subject to University disciplinary procedures. Possible disciplinary action can include, but is not limited to:

a. Formal letter of reprimand

b. Suspension from employment

c. Termination of employment

4. **Formal Complaint: Investigation and Proceedings Where the Alleged Violator is a Student**

A formal complaint may be filed with the Dean of Students, and should in ordinary circumstances be filed within thirty (30) days of the alleged incident of harassment or discrimination. In instances of discrimination or harassment, including sexual harassment or assault, reported against a University student, the Dean of Students will be responsible for investigation, and may at his or her discretion refer the matter to a special investigator. A formal investigation will generally involve interviews with the complainant, with the alleged violator(s), and, where appropriate, with witnesses; and, again where appropriate, a joint meeting between the involved parties.

All University personnel shall make every effort to maintain confidentiality with respect to the complainant and shall only divulge the name of the complainant, the circumstances of the complaint, and the disposition of the matter, to those people who have a legitimate need to know.

Within sixty (60) working days of the filing of the Petition, if an external investigator is engaged, the investigator will issue a report to the Dean of Students. Within ten (10) working days of the issuance of the investigator's report, the Dean of Students shall submit a written summary to the Associate Dean of Academic Affairs, including a description of any recommended corrective actions to be taken. If it is this Associate Dean against whom the complaint has been filed, the Dean of Students will make a determination as to the most appropriate University official to have responsibility for making a final decision about the case.

The Associate Dean of Academic Affairs decision in the case, including a description of any corrective or remedial action taken, shall be submitted in writing to each involved party (with a copy to the Dean of Students) within twenty (20) working days of the receipt of the recommendations of the Dean of Students.

Where a determination is made that a student has engaged in unlawful discrimination or harassment, or sexual assault or complicity in sexual assault, that student will be subject to University disciplinary procedures. Possible disciplinary action can include, *but is not limited to*:

a. Barring of access to the campus
b. Probation
c. Suspension from admission
d. Expulsion from the University, including withholding of any degree not yet awarded
e. Revocation of any degree already awarded

Pending his or her decision, the Dean of Students may take a variety of administrative measures against a student charged with discrimination or harassment, including restriction of privileges and services, interim suspension, exclusion from certain on-campus facilities, including classrooms, libraries or administrative areas, academic probation, suspension from the University or expulsion from the University, including withholding of any degree not yet awarded.

5. **Formal Complaint: Investigation and Proceedings Where the Alleged Violator is a Third Party**

In instances of discrimination or harassment, including sexual harassment or assault, reported against a vendor, contractor or any other person doing business with or for the University, the Chief Human Resources Officer will be responsible for investigation, which shall generally follow the procedures established for handling a complaint against staff, except that interim measures and disciplinary sanctions shall be appropriate to the circumstances, and may include termination of the business relationship and reporting to federal, state or local regulatory agencies. The appeal procedure available to faculty, staff or students is not available to third parties, and the decision of the Chief Human Resources Officer will be final.

6. **Appeal Procedure**

An appeal procedure is available to faculty, staff or students who are not satisfied with the outcome of the disciplinary proceedings. A written request for further review must be submitted to the Chief Human Resources Officer within five (5) working days of the receipt of the written decision of the Dean of Students (for students), the Associate Dean of Academic Affairs (for faculty), or the Chief Human Resources Officer (for staff).

Within five (5) working days after the appeal is filed, all documentation relating to the investigation, including the investigator's report, the Dean of Student's recommendations and the Chief Human Resources Officer's or Associate Dean of Academic Affairs' decisions will be sent to the office of the University President or his/her designee. These documents will constitute the appeal record. The President or his/her designee will review the appeal record, and may at his/her discretion review other facts relating to the complaint.

Within fifteen (15) working days of the receipt of the appeal documentation, the President or his/her designee will render a final decision in the matter, copies of which, including notice of any corrective action taken, will be provided to the involved parties. This decision of the President or his/her designee shall be final in all respects and not be subject to review under any other complaint procedure.

A NOTE ABOUT TIME FRAMES: The University's complaint procedures reflect the University's commitment to resolving problems in an expeditious manner. Every reasonable attempt will be made to adhere to the time frames specified, but there may be occasions when it will be necessary to make exceptions. Such occasions could relate to the circumstances and complexity of the matter, the time demands and schedules of the parties involved, or the time of year that a complaint is filed (e.g., many faculty members and students are not available during semester breaks or over the summer months). It is the goal of the University to balance the need for an expeditious resolution with the need to make a full and accurate investigation. If it is deemed necessary to alter the time frames specified in these policies, all parties will be notified of the amended schedule.

Other Resources/Agencies for Reporting Discrimination and Harassment

In addition to notifying the University about harassment or retaliation complaints, affected individuals may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair

Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Individuals can contact the nearest DFEH office or the FEHC at the locations listed in the University's DFEH poster or by checking the state government listings in the local telephone directory.

Individuals also may file a complaint relating to prohibited harassment in employment with either the Federal Equal Employment Opportunity Commission; they also may bring a complaint concerning discrimination on the basis of race, color, national origin, gender or disability to the attention of the Office for Civil Rights in the U.S. Department of Education. Any member of the University community may seek assistance from the Vice President of Human Resources regarding how to contact the state and federal agencies with a claim of discrimination or harassment.

Intentionally False Reports

Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an individual from reporting any incident in violation of this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings and/or sanctions.

Appendix to Discrimination & Sexual Harassment Policy

Resource Guide For Victims Of Sexual Assault

Sexual Assault Awareness and Prevention

Sexual assault can happen anywhere. Research findings suggest that approximately 25 percent of women and 5 to 10 percent of men have been raped. (Psychology of Women Quarterly, Vol. 20, 1996.) The research further suggests that the highest number of assaults occur among 18 to 21 year-old women. (Journal of American University Health, Vol. 45, 1997.) Sexual assault is a widespread problem on University campuses across the country, with as many as one in five female students being victimized during their undergraduate careers according to government statistics. Because less than 5 percent of these students report their assault to the police, the response of University's to this problem is extremely important. This guide is offered as a means of becoming aware of the issues involved, the actions you can take to prevent or respond to a sexual attack, and the resources available to victims, their families and friends.

What to Do If You Are Sexually Assaulted

The following are actions you can take after a rape or other sexual assault:

- Get to a safe place immediately.
- Leave the scene of the crime as is. Do not drink, eat, shower, douche, wash your hands, comb your hair, brush your teeth, or change your clothes. Such activities destroy physical evidence that could be used in the possible prosecution of the perpetrator.
- Contact a friend who can help you and support you.
- Contact the campus or community resources listed below for treatment and counseling.
- **Get medical attention right away**. Even if you do not want to report the event to the police, you may have injuries, sexually transmitted diseases, or a pregnancy that requires medical care. Take a change of clothes to the hospital because those worn during the assault may be collected as evidence. Hospitals can also provide you with emergency contraception upon request.
- Consider contacting Community Violence Solutions (800-670-7273) to advocate on your behalf at the hospital. If you wish, the police may also meet you at the hospital.
- When you get a quiet moment, record everything that you remember happening in detail.

This may help you through your own healing process as well as with any legal action you may decide to take.

The importance of seeking immediate medical attention cannot be overstated. The most comprehensive, complete medical care is available at a local hospital emergency room.

Hospital Emergency Numbers

San Francisco General Hospital

415-206-8000

UCSF Medical Center

415-476-1000

Kaiser Permanente San Francisco Medical Center

415-833-2000

Rights of a Survivor

- You have the right to receive medical care and mental health treatment.

- You have the right to participate in legal procedures only after giving informed consent.
- You have the right not to be asked questions about prior sexual experiences.
- You have the right to keep your name from the media.
- You have the right to be protected against future assaults.
- You have the right to report to the police.
- You have the right not to report to the police.
- You have the right to be given as much credibility as a victim of any other crime.
- You have the right to be treated with dignity and respect.

How to Help a Friend

- Give your friend the chance to talk about the experience and her or his feelings. Be supportive and thoughtful in your responses. Do not overreact. Do not question your friend's actions or judgment. Believe your friend, and let your friend know you do.
- Show interest, but do not pry or ask for specific details which may make the survivor relive the experience. Allow your friend to be silent. You do not have to speak when she or he stops talking.
- Support your friend in making decisions about whom to tell and how to proceed, but recognize your own limitations. No one expects you to be an expert in counseling or sexual assault; therefore, avoid making strong recommendations to the survivor. Instead, listen and then ask how you can help.
- Do not touch or hug your friend without permission.
- Realize that as a friend you yourself may need counseling to cope with the events your friend may have shared with you.

Reporting the Assault

San Francisco Police:	911 or 415-553-0123 (anytime)
Domestic Violence Reporting:	415-553-9225
SF DHS Child Abuse Reporting:	415-558-2650/1-800-856-5553
Adult/Elder Protective Services:	415-553-9225

Ongoing Support

Immediately following the assault, and later when you may find you need support and counseling, there are University and community resources available to you. The following

Community Violence Solutions:	800-670-7273 (RAPE)
San Francisco Rape Treatment Center:	415-206-3222

Crisis Lines: 24 Hour / 7 Days a Week

WOMAN, Inc.	415-864-4722/1-877-384-3578
La Casa de Las Madres	877-503-1850
La Casa de Las Madres (Teen Crisis Line)	877-923-0700
Riley Center	415-255-0165
Asian Women's Shelter	877-751-0880
National Domestic Violence Hotline	800-799-7233
San Francisco Women Against Rape	415-647-7273
SF Suicide Prevention	415-781-0500/1-800-SUICIDE
SFGH Psych. Emergency	415-206-8125
Youth Crisis Line	800-843-5200

IF YOU ARE IN DANGER OR NEED IMMEDIATE MEDICAL HELP, CALL 911

Temporary Supplement to Title IX Sexual Misconduct Policy

Overview: This temporary policy supplement is an extension of the University's existing Title IX Sexual Misconduct Policy ("Title IX Policy"). It implements the DOE August 2020 Rules. If the Title IX Coordinator considers a report to be of **a very serious** asserted violation of the GGU Title IX Policy, use this temporary supplement along with the Policy.

Very serious reports are those that upon completion of the intake, the Title IX Coordinator believes that if true, the case reasonably may lead to sanctions of expulsion, suspension of matriculation or of co-curricular activities and/or a permanent adverse finding of sexual misconduct on record with the University.

Notice: Very serious reports require more detailed written notice. The Title IX Coordinator and/or the Dean of Students or Associate Dean of Student Affairs, will provide written notice to the parties who are known, including a statement of the allegations and details known at the time, such as names of those involved, the alleged conduct, the date, time and location of the incident; a statement of the policies and standard of evidence that will apply; a statement that the Respondent is presumed not responsible for the alleged conduct until a final determination is made by the appointed fact-finder(s); and a

reminder that both parties will have the opportunity to review the investigative report and evidence prior to the hearing and an opportunity to bring an advisor of their choice to the hearing. Both parties are sent a copy of the GGU Title IX Policy and this supplement.

Live Hearing: Very serious reports require a live hearing if the report is not resolved by an agreement that is approved by the Title IX Coordinator, unless both the Complainant and the Respondent do not want a live hearing.

The hearing will take place in real-time, however, participants may be located in separate rooms using audio and/or video technology that allows simultaneous viewing and listening. The hearing fact-finder(s) shall decide who is allowed at the hearing and the order of the proceedings. The University may retain an external person to be the neutral fact-finder.

The live hearing is held by the fact-finder(s) who is appointed by the Title IX Coordinator and who is not otherwise involved in the case. The person will be appropriately trained. The fact-finder(s) will not have a conflict of interest or any bias for one side or the other.

All parties will receive 20 days or more notice of the date, time and location for the hearing, and a reminder of the equal opportunity for bringing an advisor/support person to the hearing.

At least ten (10) days before the hearing takes place, both the Complainant and the Respondent will have equal opportunity to review the investigative file subject to any parameters set by the Title IX Coordinator. This information will also be available at the hearing.

Each party's advisor will be permitted an opportunity to ask the other party and any witness who testifies, relevant questions and follow-up questions, including those challenging credibility, but only upon the advance approval by the fact-finder(s), and subject to their guidelines, if any. Direct questioning of any witness by a party is not permitted. If a party does not have an advisor, they may inform the Title IX Coordinator in advance of the hearing, who will determine how to proceed. The fact-finder(s) will decide questions of relevance at the hearing.

Complainants and Respondents will be treated equitably. All relevant evidence at the hearing and in the hearing file will be objectively evaluated, including both inculpatory and exculpatory evidence. A determination will not be based on a party's status as a Complainant, a Respondent, or a witness, or any preconceived notions or biases.

Within ten (10) business days of the live hearing, with extension as permitted by the Title IX Coordinator, the fact-finder(s) will provide a written determination to the Title IX Coordinator of whether or not the Respondent is found responsible under this Policy, and may also include a recommendation for sanctions or remedies.

The Title IX Coordinator and/or the Associate Dean of Students if designated by the Title IX Coordinator, will thereafter send the parties (simultaneously) a written Outcome Letter as stated in the GGU Title IX Policy. The range of possible disciplinary sanctions or remedies that may follow a determination of responsibility are stated in the GGU Title IX Policy. Any appeal procedure that is available will be stated in the Outcome Letter.

Records: An audio or audiovisual recording or transcript of the live hearing will be created. The Title IX Coordinator will receive and retain records of the case including the interim and the supportive measures, if any. If no such measures were provided, the University will document the reasons why. The Office of the Title IX Coordinator will also maintain materials used to train any staff of the University who are appointed to serve as investigator(s), fact-finder(s) or in any other role related to this Policy. Requests for inspection of such records may be directed to the University's designated Title IX Coordinator.

Alcohol and Drug-Free Policy

What follows is the University-wide policy, which applies to both students and employees.

GGU has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its employees and students on school premises or as part of any of its activities. In addition to compliance requirements of the Drug-Free Schools and Communities Act (as amended in 1989), GGU subscribes to providing a University environment free of drug and alcohol abuse. Every member of the GGU community-staff, faculty, students, alumni, and visitors-has the right and responsibility to pursue his or her professional and academic endeavors in a safe, effective, drug-free environment.

As part of its drug prevention program for employees and students, this policy contains the following information:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on University property or as part of any of its activities;
2. A description of applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol;
3. A description of health risks associated with the use of illicit drugs, abuse or prescription and over-the-counter drugs, as well as the abuse of alcohol; and
4. A clear statement of the disciplinary sanctions that GGU will impose on employees and students who violate the standards of conduct.
5. Employees found to be in violation of this policy may be subject to disciplinary action and/or corrective action, up to and including termination of employment.
6. Students who violate this policy may be subject to suspension or expulsion.
7. Employees or students who violate this policy (and concurrent California state statutes) may also be subject to criminal prosecution.

GGU encourages employees who suspect they have a substance abuse problem to seek assistance through the Employee Assistance Program (EAP).

The Head of Human Resources oversees employee compliance with this policy. Department heads and supervisors and managers are also responsible for faculty and staff awareness and compliance with this policy. The Dean and Associate Deans for the Division of Student Success oversees student compliance with this policy.

Health Risks of Alcohol and Drugs

Alcohol acts as a depressant, affects moods, dulls the senses and impairs coordination, memory, reflexes and judgment. Other effects of alcohol abuse may be behavioral changes and self-destructive urges. Central nervous system damage may include poor vision, memory loss, loss of sensation and coordination, brain damage, and seizures. Digestive tract damage may result in cancer of the mouth, irritation of the esophagus and stomach (nausea), stomach ulcers, inflammation/cancer of the liver, and cirrhosis of the liver. Heart trouble may include high blood pressure, irregular heartbeat, angina, or a heart attack. Malnutrition may also result from alcohol abuse.

Other Drugs
The use and abuse of illicit drugs may result in damage to the lungs, immune system, reproductive system, loss of memory, seizures, coma, malnutrition, behavioral changes (that include violence) as well as damage to the heart, liver, and kidneys. Death may also occur with the use and/or abuse of these drugs. Further abuse of prescription and over-the-counter drugs may have similar physiological effects.

The following drugs may cause, but are not limited to, damage as listed:

- **Marijuana**
  Damage to lungs, reproductive system and brain functions; impairment of memory; and inability to concentrate.

- **Cocaine**
  Damage to lungs and immune system; malnutrition; seizures; increase in heart rate and breathing rate. Overdose may result in heart stops, coma, or death.

- **Heroin**
  Overdose can cause coma and death.

- **Hallucinogens**
  Sudden, bizarre behavioral changes that may include extreme violence. Memory loss can be permanent.

- **Amphetamines**
  Sustained physical "high" that can lead to malnutrition, heart problems, and death.

- **Sedatives and narcotic pain pills (legal but considered controlled substance due to abuse)**

  Liver and kidney damage.

- **Anabolic Steroids**

  Cardiovascular and reproductive systems impairment; jaundice; sterility; heart attacks, and strokes.

Behavioral Education

For employees, GGU has an Employee Assistance Program. Assist-U, GGU's employee assistance program vendor, provides confidential access to professional counseling services for help in confronting personal problems, including alcohol and other substance abuse. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services. Assist-U also conducts on-site educational seminars and workshops. For employees and students, the Division of Student Success offers a regularly scheduled Alcohol Awareness Training.

GGU Alcohol and Chemical Dependency Policies

Employees and students are subject to sanctions for conduct which constitutes a hazard to the health, safety, or well-being of members of the GGU community or which is detrimental to GGU's interest, whether such conduct occurs on-campus, off campus, or at GGU-sponsored events.

A chemically dependent person is dependent on alcohol or any other addictive substance (drugs). Chemical dependency causes behavioral problems or interferes with a person's health, work, or academic performance.

Alcohol

Possession or consumption of alcohol on campus is permitted on the following condition:

At authorized GGU events, only wine, champagne, and beer may be served on GGU property. In the State of California, the legal age for the consumption of alcoholic beverages is 21 years. Those under 21 years of age are considered minors and therefore cannot be given, sold, or consume alcohol. The sale and service of alcohol is strictly regulated by the state Alcoholic Beverage Control (ABC) board. A "sale" of alcohol is broadly defined and includes any financial payment. When alcohol is served at any event, including meals, where tickets are sold, a permit is required from the ABC board.

In order to ensure that the service of alcoholic beverages is properly regulated at all GGU-sanctioned events, including events initiated by approved GGU student organizations, whether held on- or off-campus, the following conditions must be observed:

- Alcoholic beverages shall not be served at GGU-sanctioned events unless prior written approval is obtained. (See "Obtaining Approval to Serve Alcoholic Beverages at a University-Sanctioned Event" of this policy.)
- Consumption of alcoholic beverages shall not be the main focus or purpose of the event.
- The individual or organization sponsoring the event is responsible for compliance with all applicable laws, regulations and GGU policies.
- All individuals wishing to be served an alcoholic beverage may be required to present a valid identification card that includes birth date or age.
- No person under 21 years of age shall be served an alcoholic beverage.
- No person shall be served alcoholic beverages if that person is, or appears to be intoxicated.
- No person under the age of 21 shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own to purchase or be served, or to try to purchase or be served, any alcoholic beverage or to gain access or to try to enter any event or activity at which any alcoholic beverage is being served.
- No person shall in any way misrepresent the age of another person or help another person to misrepresent his or her age so that such person can be served or try to enter any event or activity in which alcohol is being served.
- Non-alcoholic beverages must be available in equal or greater quantities, and featured as prominently as the alcoholic beverages.
- Food items must be available in sufficient quantity for the number of persons attending the event and to serve as an alternative stimulus for social interaction.
- Alcohol should not be the focal point of the event or the advertisement. The University reserves the right to deny the event and/or advertising of the event. If alcohol is to be advertised, the availability of non-alcoholic beverages must be noted in the same advertisement.

The Dean and Associate Deans for the Division of Student Success, the Head of Human Resources, the Associate Dean for Student Affairs, Law School, and/or the Director of Business Services may impose whatever further condition(s) and/or restriction(s) they think necessary in order to ensure compliance with this policy.

Obtaining Approval to Serve Alcoholic Beverages at a University-Sanctioned Event

In order to obtain approval to serve alcohol at GGU-sanctioned events, whether held on- or off-campus, the following conditions must be observed:

- Persons hosting or sponsoring University-sanctioned events where alcoholic beverages will be served must attend an Alcohol Awareness Workshop through the Division of Student Success.
- Persons requesting approval for serving alcoholic beverages at events sanctioned by GGU must complete and submit a *Request for Approval to Serve Alcoholic Beverages at University and/or Law School Sponsored/Hosted Events.*
- For University-sanctioned events where alcoholic beverages will be served and the attendees are predominantly or exclusively employees, approval must be obtained from the Office of Human Resources.
- For University-sanctioned events where alcoholic beverages will be served and the attendees are predominantly or exclusively students, approval must be obtained from the Dean or Associate Deans for the Division of Student Success.
- The Dean or Associate Deans for the Division of Student Success, the Associate Dean for Student Affairs, Law School, and/or the Head of Human Resources may impose

whatever further condition(s) and/or restriction(s) they think necessary in order to ensure compliance with this policy.

Chemical Dependency

GGU believes chemically dependent persons can and should be effectively treated and rehabilitated. The University views this problem primarily as a disease that can be treated and not as reflective on the moral character of the employee or student. The primary goals are the restoration of the person to full physical and psychic health and their ability to function productively in personal and professional relations.

GGU encourages employees who suspect they have a chemical dependency problem, even in its earliest stages, to seek assistance through the Employee Assistance Program (EAP).

Disciplinary Procedures

Standards of Conduct and Disciplinary Action for Employees

The University strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances (as defined in Schedules I through V of the Controlled Substances Act, 21 University States Code 912, as amended). Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by University employees in the workplace or on University business is prohibited. In addition, employees shall not use illegal substances or abuse legal substances in a manner that impairs performance of assigned tasks.

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that University employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment and shall notify the University within five (5) days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. The University is required to notify the federal contracting or granting agency within ten (10) days of receiving notices of such conviction and to take appropriate corrective action, or to require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program. Among the disciplinary sanctions that may be imposed on employees are: verbal warning, written warning, suspension, termination and referral for prosecution. The University may require completion of an appropriate rehabilitation program as a disciplinary sanction (See "Legal Sanctions").

Disciplinary Action Regarding Alcohol and Other Drug Use by Students

The University has the authority to initiate disciplinary procedures that could result in suspension or expulsion from the University, loss of privileges, or any of a number of lesser sanctions for violation of the Student Code. The following conduct, as it relates to alcohol and other drugs, is prohibited on the University premises or at University-sanctioned events, wherever it may occur. (The same conduct, though occurring off University premises and not at University events may nonetheless be subject to University sanctions when it adversely affects the University, its educational mission or its community.)

Use, possession, sale, distribution or manufacture of, or the attempted sale, distribution, or manufacture of any drug - including alcohol - on University properties or at official University functions that is unlawful or otherwise prohibited, limited, or restricted by University policy or regulations.

GGU hearing proceedings do not preclude the referral of infractions to appropriate authorities for criminal investigation and prosecution. (See "Legal Sanctions").

Legal Sanctions

The federal and state laws cited below are valid at the time of the production of this document and are subject to change without notice.

Federal Laws

Under federal law, the manufacture, possession, sale or distribution of illicit drugs, e.g., cocaine, methamphetamines, heroin, PCP, LSD, Fentanyl, and mixtures containing such substances, is a felony with penalties that include imprisonment, or imprisonment and severe fines. Federal laws also prohibit the trafficking of any of the above drugs, including marijuana, hashish, and mixtures containing such substances. Penalties include imprisonment and severe fines.

Special provisions apply to the possession of crack cocaine, which include enhanced prison terms and fines.

Distribution or possession with the intent to distribute a controlled substance on University property requires sentencing enhancement of up to twice the prescribed sentence for the original offense, and at least twice the prescribed amount of parole time.

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs (except certain long-term drug treatment programs), including contracts, professional and commercial licenses, and student grants and loans. Health care providers are barred from receiving federal insurance program payments upon conviction of a criminal offense involving distributing or dispensing controlled substances. Property, including vehicles, vessels, aircraft, money, securities or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the government. Finally, aliens convicted of violating any state, federal or foreign law or regulation are subject to deportation and exclusion from

entry to the United States.

California Laws

No person may sell, furnish, or give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view. It is illegal to sell alcohol without a valid liquor license or permit. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or for adults to drive with a blood alcohol content (BAC) of 0.08% or higher. Drivers under age 21 are prohibited from operating a motor vehicle if they have a BAC of 0.01% or greater. It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated.

Penalties for a first drunk-driving offense include attending a 3-month alcohol/drug program, fines up to $1,000 plus administrative costs, up to six months in county jail, and a driver's license suspension for up to six months. Second offenses are punishable by a required alcohol/drug program of up to 30 months fines up to $1,000 plus administrative costs, imprisonment up to one year, and a driver's license revocation for two years. Third and fourth offenses carry similar sanctions, plus three and five year revocations of a driver's license respectively. Driving privileges are suspended for one year for refusing to submit to a blood alcohol test, for two years if there is a prior offense within ten years, and for three years with three or more offenses within ten years.

Under California law, first offenses involving the sale or possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, Mescaline, Methadone, Methamphetamine, morphine, PCP, peyote, Quaalude, psilocybin, and other controlled substances is a felony punishable by imprisonment. Marijuana, while legal in the State of California, is still illegal under federal law. Manufacture of illegal drugs will result in more severe prison terms and fines. Penalties are severe for offenses involving manufacture or distribution of illegal drugs by convicted felons and for distribution within 1,000 feet of a school or university, including distribution near recreational facilities, to anyone under 18, or to someone in jail or prison. Personal property used in drug transactions is subject to seizure. The mere possession of most of these drugs is a felony carrying severe prison sentences.

Review of This Policy

This policy will be reviewed by the University biennially to determine the policy's effectiveness and implement changes to the program(s) if they are needed, and to ensure that the sanctions outlined in the policy are consistently applied.

Campus Safety and Security

Campus Security Starts with You

The Business Services, Facilities & Administration Department (BSF) is responsible for campus safety and security matters. We take our charge in this regard very seriously, and we do our best to make our campus as safe and secure as possible. But we cannot do it alone. We must rely on everyone within the GGU community to stay alert, report any suspicious activity/persons/packages to this office, and always be a proactive member of our campus security program. In doing so, we can all help to keep our community a more safe and secure place for everyone.

We Want You to Know

The Jeanne Clery Disclosure Act of Campus Security and Campus Crimes Statistics Act (Clery Act)

Golden Gate University prepares and makes available an annual security report. It includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the university; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies covering sexual assault and other matters.

While we do have a very good crime-on-campus record, we typically have several incidents each year; with crimes against personal property being the most common. Laptops, backpacks, and bikes seem to go missing the most often. It appears that these are "crimes of opportunity," in that the owner of the property left the item out in the open, unsecured and unattended. These kinds of thefts are easily preventable by always maintaining control of your personal property, and not leaving your possessions out in the open and unattended.

The annual security report appears in the "Annual Security Report" section of the University's *Street Smarts* publication. The *Street Smarts* publication can be viewed or downloaded from the **Campus Safety and Security** web page, where it is listed under the **Annual Security Report** section. Copies of this publication are available at the San Francisco campus. Students can also obtain copies of this publication by sending an email request to **bsf@ggu.edu**.

Emergency Notification Process

Communications throughout the university may be severely limited during an emergency. Therefore, all means possible will be used to disseminate information and instructions. The emergency communications methods include the following:

- The GGU-ALERT Emergency Communications System.
- Email blasts (using grp-All Emp or other similar methods).
- Telephone alerting (announcements made using the university telephone system).
- GGU Mobile-Radio Communications System (includes the BSF Emergency Response Team (ERT) radios and mobile devices).
- GGU Web Site (the university home page will be updated to reflect pertinent information).
- Radio and television announcements (Information will be provided to the applicable stations).
- Runners will be dispatched as needed to help disseminate information throughout the campus facilities.

GGU-ALERT Emergency Notification System

The university has joined with e2Campus to provide timely communications in the event of a disaster, emergency situation or significant occurrence.

Our emergency notification system is called GGU-ALERT, and it is the quickest and most reliable way for you to receive urgent notification messages from the university. The messages that are sent via GGU-ALERT are deemed to be critical to one's safety, security or well-being. These notifications could be for situations such as shelter-in-place requirements, security advisories, terrorist activities, bomb threats, severe weather, natural disasters, public-health alerts, system outages or other such events.

The university strongly encourages all students to subscribe to this service during their registration process. And you can also enroll at any time after logging in to GGU4YOU. The Sign-Up and Login links are located under the "Campus Security" menu. You can also sign up directly via this link:

https://ggu.omnilert.net/subscriber.php?command=show_signup

There is no cost to you for participating; however, depending on your wireless (or other service provider) agreement, a nominal fee may be incurred for receiving text or other messages. And the information that you provide when enrolling for this service will not be sold to, or shared with, third parties.

While enrolled with this service, you may select your preferred notification methods (i.e., cell phone, text message, e-mail, etc.). You may select multiple notification methods as well so that messages are sent to you in a variety of ways.

At a minimum the GGU-ALERT System is tested annually on an unannounced basis. Additional tests may be conducted throughout the year as well. During these tests, subscribers will receive a

message announcing the test and the details of any specific responses that may be required as part of the test.

Emergency Response and Evacuation Plan (E-REP)

The university maintains a detailed plan for how to respond to a variety of situations (i.e., fire, earthquake, power outage, etc.). While on campus, all members of the university community are required to comply with alarm notifications, evacuation, or recovery orders and to take the appropriate actions as applicable. Copies of the E-REP are available throughout the campus facilities and via the university web site.

Quick Reaction Procedures (QRP)

A greatly condensed version of the E-REP, these are displayed in all classrooms and other spaces throughout the facility. We ask everyone to become familiar with the QRPs so that you will have a better idea of what to do during various emergency situations.

Here's a link for that shares more of our safety and security related resources, to include building entry requirements for GGU members and their visitors, safety videos, our AED program, etc.

GGU ALL Facility Resources 2025

For all of our Safety and Security information, please visit out online pages at:

https://my.ggu.edu/employee/facilities/safety-and-security/

In addition to Safety and Security matters, the Business Services, Facilities & Administration department helps with several other types of services. Here are some of the commonly requested services that BSF takes care of.

How to Reserve a Room

To make room requests simple, this can be requested via bsf@ggu.edu (subject heading: Room Request). For new course related class sessions or to change existing rooms schedules, please be sure to contact your program coordinator before submitting requests for rooms to bsf@ggu.edu.

For Events:

If you would like to reserve a space for an event, please email BSF's scheduler, Campbell Vaessen, at cvaessen@ggu.edu.

How to Request a GGU Photo ID Card and Valid Sticker

Uploading a face photo onto your my.ggu.edu portal profile will instruct you to email bsf@ggu.edu to request to have your GGU ID card printed for pick up or to be mailed to you. This is the most streamlined method to acquire a GGU Photo ID card and sticker. Valid Stickers are required on the ID Cards for entry into the building and are placed on the cards when they are created. New or replacement stickers can also be provided upon entry at the building. To pick up a GGU ID card, please show a government issued photo ID at the building entry.

How to Request Indoor Bike or Scooter Parking

The Bike Room is a designated indoor space for GGU students and employees to park their bikes and scooters side the building. This is available at any time during building hours. For safety reasons, we must ask that no bikes or scooters are stored anywhere else inside the building. To request access to the Bike Room, please come to the Main Lobby and ask for assistance.

Building Hours:

Mondays to Thursdays, 8 am to 10 pm

Fridays, 8 am to 6 pm.

Saturdays and Sundays, the building is closed.

The BIT (Behavior Intervention Team)

Another valued resource that is available to our community, is the Behavior Intervention Team (BIT). We would like to share what the BIT does.

The BIT is an interdisciplinary group of University officials that addresses reports of concern that are seen as disruptive, or that may adversely impact the academic or employment success of the individual, or may result in harm to self or others. These reports may also present safety and/or security issues. The primary goal of the BIT is to focus on the well-being of all concerned.

In responding to these reports, we balance the needs of the individual and those of the campus community; we provide a positive structured method for responding to these reports; and we initiate appropriate interventions that may include mental health referrals, academic or workplace accommodations, mediation, or involvement of campus security or law enforcement.

Membership on the BIT varies though out the year, but as a minimum the BIT is comprised of the following individuals: the Dean of Students; the Chief Human Resources Officer; and the Executive Director of Business Services, Facilities & Administration. Plus, there are representatives from the Provost Office, the Schools, and other administrative offices. Additionally, the BIT may seek guidance from mental health professionals, law enforcement agencies and our General Counsel as needed. And in cases involving minors, the parent(s) and/or legal guardians, will be contacted as appropriate.

Each reported case is unique, will be investigated promptly, and will be held in the strictest of confidence. A status update will be

provided to the "reporter" as soon as possible but staying consistent with confidentially requirements.

To make a report, please provide as much information as possible to your immediate program director, dean or supervisor. They will in-turn alert the core BIT members identified above who will initiate the appropriate actions.

Course Descriptions

Accounting

ACCTG 1A Introductory Financial Accounting

3 unit(s)
Introduces financial accounting emphasizing accounting terminology, ethics and the role of accounting information in business decisions. Coursework will provide students with a basic understanding of the accounting process; financial statements; and the content of certain asset, liability and owner's equity accounts. The corporate form of business is discussed in detail. The focus of the course will provide students with an understanding of accounting information in a decision context.

ACCTG 1B Introductory Managerial Accounting

3 unit(s)
Introduces students to managerial accounting focusing on business decisions using internal accounting information. Introduces and explores relevant costs for decision-making, cost-volume analysis, costing systems, cost behavior, budgeting and performance measurements. Prerequisite(s): ACCTG 1A.

ACCTG 60 Introduction to Financial Accounting

4 unit(s)
An introduction to the discipline of accounting. Topics covered include financial statements; analyzing and recording transactions; the adjustment process; completing the accounting cycle; merchandising transactions; fraud, internal controls, and cash; accounting for receivables; inventory; long-term assets; current and long-term liabilities; and statement of cash flows. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

ACCTG 61 Introduction to Managerial Accounting

4 unit(s)
An introduction to the accounting concepts, methods, and formulas that aid in the process of decision-making and management. Topics covered include cost behavior patterns; variable and fixed-cost equations; cost-volume-profit analysis; job order costing; process costing; activity-based, variable, and absorption costing; budgeting; standard costs and variances; responsibility accounting and decentralization; short-term decision making; capital budgeting decisions; and balanced scorecard and other performance measures. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

ACCTG 100A Intermediate Accounting I

3 unit(s)
Examines current pronouncements and practical applications. Students will read, discuss and implement the most current accounting requirements as prescribed in the FASB statements and other current accounting pronouncements. Topics include statement presentation, required disclosures, in-depth study of current assets, time value of money, inventories, revenue recognition, and the statement of cash flow. Prerequisite(s): ACCTG 1A and MATH 20. Knowledge of spreadsheets is recommended.

ACCTG 100B Intermediate Accounting II

3 unit(s)
Continues intermediate accounting with an emphasis on current pronouncements and practical applications. Students will read, discuss and implement the most current accounting requirements as prescribed in the FASB statements and other current accounting pronouncements, including IFRS. Topics include plant and equipment, intangible assets, current liabilities, long-term debt, stockholders' equity, investments, pensions, deferred taxes, accounting for incomes taxes, and full disclosure in financial reporting. Prerequisite(s): ACCTG 100A.

ACCTG 102 Accountants Professional Responsibilities and Ethics

3 unit(s)
Focuses on the foundations of ethics, ethical behavior and responding to ethical dilemmas. Topical content will include relevant professional, ethical standards and regulations, as well as research and practice concerning challenging ethical situations. Will also focus on the network of advisers and the professional network available for clarity and support when faced with ethical challenges. Includes the participation of outside professionals, who will bring their own personal challenges and experiences to the table for class discussion and analysis. Case studies and required reading will include informative real-life scenarios. Prerequisite(s): ACCTG 100B. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): ACCTG 302.

ACCTG 103 Advanced Accounting: Consolidations

3 unit(s)
Presents advanced accounting topics related to partnerships; simple and complex business combinations; foreign operations including consolidation into US GAAP financial statements; accounting changes and error analysis, and accounting issues related to the formation, consolidation and liquidation of corporations. Prerequisite(s): ACCTG 100B.

ACCTG 105 Cost Management

3 unit(s)
Surveys the methods and procedures used in determining cost for manufacturing, including cost-volume-profit relationships, costing systems in the manufacturing and merchandising sectors, process and job costing, master and flexible budgeting, variances and responsibility accounting, and allocation of overhead. Prerequisite(s): ACCTG 1A and MATH 20.

ACCTG 108A Federal Income Tax I

3 unit(s)
Introduces federal taxation for individuals. Students will study taxable income, gross income exclusions and inclusions, capital gains, depreciation, business and itemized deductions, personal exemptions, passive activity losses, tax credits and methods of accounting. Required for students in the BSB in accounting. Master of accountancy students must take ACCTG 360. Students who have passed the Enrolled Agents Exam are not required to take this course; another upper-division accounting course must be substituted for those students in the bachelor's degree program. Satisfies part of the educational requirements to sit for the CFP® examination.* Prerequisite(s): ACCTG 1A.

ACCTG 111 Auditing

3 unit(s)
Examines auditing theory and practice, emphasizing audit standards, reports and professional ethics, sampling, accountants' liability, and audit programs. Prerequisite(s): ACCTG 100B and MATH 40.

ACCTG 119 Accounting Information Systems

3 unit(s)
Examines accounting systems as integral components of management information systems. Course work will introduce students to general systems and information theory, databases, and systems analysis. Students will be required to implement a computerized accounting system.
Prerequisite(s): ACCTG 100A.

ACCTG 145 Law of Contracts, Sales and Commercial Transactions

3 unit(s)
Focuses on business law and its effects on audit performance. Topics include the law of contracts, negotiable instruments, sales, bankruptcy, partnerships, corporations, secured transactions and accountants' legal liability. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): MGT 145.

ACCTG 159 Accounting Research and Communication

3 unit(s)
Presents the theory and methods of accounting research and applying technical literature to selected problems. Should be taken as part of the final twelve units in the degree program. Prerequisite(s): ACCTG 100B and ENGL 60.

ACCTG 197A-ZZ Special Topics in Accounting

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in accounting. Topics will be selected by the department chair. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

ACCTG 198 Internship: Accounting

3 unit(s)
Offers students the opportunity to receive work experience in an accounting setting. Available only for students without significant prior accounting firm experience. Students will be responsible for their own placement in an internship approved by the department. A written internship proposal is required before consideration for this course. A resume and offer letter are required before being allowed to register. A written report is required upon completion of the internship. Student eligibility: Completion of 6 undergraduate-level upper division accounting courses; GPA of 3.0 or better in accounting courses; cumulative GPA of 2.8 or better; no professional work experience in the area(s) upon which the internship work will focus. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

ACCTG 199 Directed Study in Accounting

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

ACCTG 300 Accounting Research and Communication

3 unit(s)
Presents certain structured methodologies to improve the professional's effectiveness in the research of relevant accounting issues, the application of research findings to transaction fact patterns, and the evaluation and communication of those results in a concise and logical manner to a reader. Incorporates real-world examples dealing with the more complex issues in accounting today. Assignments will emphasize identifying the pertinent facts, reviewing and assessing alternative answers, and understanding the concepts behind the applicable accounting rules and principles, to arrive at a conclusion that is fully supportable. Consists primarily of relevant

real-world case studies and students' preparation of technical research memoranda Prerequisite(s): ACCTG 100B.

ACCTG 302 Accountants Professional Responsibilities and Ethics

3 unit(s)
Focuses on the foundations of ethics, ethical behavior and responding to ethical dilemmas. Topical content will include relevant professional, ethical standards and regulations, as well as research and practice concerning challenging ethical situations. Will also focus on the network of advisers and the professional network available for clarity and support when faced with ethical challenges. Includes the participation of outside professionals, who will bring their own personal challenges and experiences to the table for class discussion and analysis. Case studies and required reading will include informative real-life scenarios. Prerequisite(s): ACCTG 100B. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): ACCTG 102.

ACCTG 304 Governmental and Managerial Accounting

Studies the concepts, methods, and reporting issues in accounting for federal, state and local governments and for other nonprofit entities, including voluntary health and welfare agencies, hospitals, colleges and universities, and religious organizations. Provides an overview of some of the issues of management's information requirements, the role of audit, taxation problems, budget management, forecasting, and analysis. This course will also cover the separation of duties, and the implementation of processes that are necessary to ensure optimal internal controls. Prerequisite(s): ACCTG 1A.

ACCTG 305 Advanced Financial Accounting Topics

3 unit(s)
Provides a more in-depth analysis and discussion of highly relevant accounting topics by examining examples of real-world complex transactions, and will include advanced revenue recognition, sophisticated financial instruments, complex lease accounting issues, advanced issues in consolidation, accounting for errors and changes in estimate, share-based payment pricing models and modifications, segment reporting, and partnership accounting. Imparts an enhanced understanding of the practical issues in determining the appropriate accounting for transactions covered under these topics. Prerequisite(s): ACCTG 100B.

ACCTG 306 Advanced Issues in Financial and SEC Reporting

3 unit(s)
Provides an understanding of the relevant accounting standards for preparation of financial statements for private companies in accordance with US GAAP, and for public companies under SEC regulations SX. Material will be covered through reviewing and discussing the authoritative reporting guidance and analyzing real-world prepared financial statements. Covers the reporting requirements for the most common SEC filings required under the 1933 and 1934 Securities Acts, including understanding the various reporting forms (10K, 10Q, S-1). Imparts an enhanced understanding of some of the current reporting issues being faced by companies through reviewing actual SEC comment letters on registrant filings. Prerequisite(s): ACCTG 100A and ACCTG 100B.

ACCTG 310 Auditing

3 unit(s)
In the environmental, professional and technical aspects of internal and external auditing. Ethics, auditor's legal and professional responsibilities, auditor's report, audit evidence, internal controls and statistical sampling are studied. Students will use the actual audit standards and practices to understand and evaluate audit situations. Prerequisite(s): ACCTG 100B.

ACCTG 311 Fraud Examination

3 unit(s)
Focuses on auditing to prevent, identify and investigate fraud. Students will engage in an assessment activity focused on practice, realistic projects requiring professional judgment, and effective written and oral communication. Prerequisite(s): ACCTG 1B.

ACCTG 319 Accounting Information Systems

3 unit(s)
Examines accounting systems as integral components of management information systems. Coursework will provide students with an understanding of general systems theory, information theory, databases and systems analysis. Students will focus on detailed examination of specific accounting applications. Prerequisite(s): ACCTG 100B.

ACCTG 320 Issues in Modern Management Accounting

3 unit(s)
Focuses on current trends in managing the accounting function within a for-profit organization and defines the role of top financial officers and the expertise they provide. Topics will demonstrate the accountant's role in the decision-making, implementation and evaluation processes of the firm. Begins with study of cost management issues in depth, and then moves to advanced topics such as customer profitability, cash-flow estimation focusing on controllable costs, capital budgeting and other investment decisions. Prerequisite(s): ACCTG 1A.

ACCTG 335 Visualization of Accounting & Tax Data

3 unit(s)
This course explores multiple formats for the clear presentation of accounting and tax data. Students will be introduced to the design process and will have the opportunity to develop visualizations to successfully communicate tax and accounting information. Students

will complete a hands-on project using software tools to develop an effective way to report key information for tax and accounting functions.

ACCTG 336 Introduction to Data Analytics for Accountants

3 unit(s)
Accounting and Tax professionals are increasingly expected to use analytics to reduce tax burdens, improve business operations. and enhance audit analysis and procedures. This course takes a hands-on approach to demonstrating how data analytics is used by accounting and tax professionals in forecasting, financial reporting, and modeling the regulatory impact on the tax and accounting aspects of business operations. Students will have the opportunity to practice using popular data analytics tools in both audit and tax settings.

ACCTG 339 Automation and Innovative Technologies

3 unit(s)
Advancements in technology are reshaping the very nature of work and management for all aspects of business enterprise. This course will explore the use of innovative technologies in the automation of business processes to increase operational efficiency and improve the quality of data used to drive decision making. Topics discussed in this course include cloud-based computing, machine learning, artificial intelligence and robotic process automation. Students will apply concepts from this course in practical hands-on assignments using select cloud-based and robotic process automation software.

ACCTG 340 Advanced Automation

3 unit(s)
Automation of financial information is a key objective in today's tax and accounting departments. This course will explore automating tax and accounting processes using programs such as Alteryx to automate, manipulate, and analyze financial data. This course offers students a hands-on approach to building automated processes designed to address simple and complex tax and accounting functions.

ACCTG 341 Emerging Technology in Tax and Accounting

3 unit(s)
The field of Tax and Accounting is in a constant state of innovation as firms and businesses incorporate new technologies making their financial processes more efficient. This course will give students exposure to a wide array of technology currently in use in the Tax and Accounting fields. This includes blockchain, robotic process automation, drones, and various forms of AI. They will also be exposed to emerging technologies and will be challenged to envision how to put technology to use in a way that would advance the practice of Tax and Accounting.

ACCTG 343 AI in Accounting and Tax

3 unit(s)
AI has transformed the workplace forcing businesses to rethink how to envision and execute the integration of AI into their operations. The AI in Accounting and Tax course is designed to provide students with an understanding of the applications and implications of artificial intelligence (AI) in the field of tax and accounting. We will focus on an overview of concepts such as Machine Learning, Deep learning, NLP, Analytics, generative AI as applied to tax and accounting aspects of business. It focuses on the way tax and accounting professionals analyze data, make informed decisions, and streamline processes. Students will gain practical skills in leveraging AI tools and techniques to enhance accuracy, efficiency, and strategic decision-making in tax and accounting practices.

ACCTG 351C Analysis of Financial Information for Accountants

3 unit(s)
Focuses on the management and strategic planning context of financial information and its communication by accountants. This focus will include development of quantitative analysis concepts, technology concepts and communications skills required of a professional accountant. The quantitative and technology concepts addressed include optimization, forecasting, sampling and statistical inference. Students will apply analytical, forecasting, and communication concepts using financial statements from select companies. Prerequisite(s): ACCTG 1A.

ACCTG 377 Financial Accounting and Reporting

3 unit(s)
This course is designed using CPA review study materials and resources, and practice exams to prepare students for the Financial Accounting and Reporting section of the CPA exam. The course will cover financial reports, statement presentations, business transactions using GAAP, IFRS and governmental accounting systems. Students will apply the topics covered in this course in practical real-world assignments and case studies. A (non-refundable) materials fee of $1,450 will be assessed (one time) for any one of the following four CPA courses: ACCTG 377, ACCTG 379, ACCTG 380, ACCTG 381. Prerequisite(s): ACCTG 100B.

ACCTG 379 Accounting and Tax Regulations

3 unit(s)
This course is designed using graduate level materials and CPA review study materials and resources, simulations, and practice exams to prepare students to understand business concepts and prepare for the accounting and tax regulations exam. This course will cover taxation at a federal level and legal matters in a business context, including entity and professional responsibilities. Federal tax issues include taxation of individuals, partnerships, corporations, and estates. Legal matters include contracts, sales transactions, commercial paper, agencies, bankruptcy, and entity and professional legal liability. A (non-refundable) materials fee of $1,450 will be

assessed (one time) for any one of the following four CPA courses: ACCTG 377, ACCTG 379, ACCTG 380, ACCTG 381. Prerequisite(s): ACCTG 100B.

ACCTG 380 Auditing and Attestation

3 unit(s)
This course is designed as a graduate level professional skills class which uses a combination of case studies and practical examples along with CPA review study materials and resources, and practice exams to prepare students for the Audit exam. This course will cover the knowledge of auditing procedures, application of auditing standards generally accepted in the United States of America (GAAS) and other related standards and the skills needed to apply that knowledge in the audit setting and other attestation engagements. A (non-refundable) materials fee of $1,450 will be assessed (one time) for any one of the following four CPA courses: ACCTG 377, ACCTG 379, ACCTG 380, ACCTG 381. Prerequisite(s): ACCTG 111.

ACCTG 381 Business Accounting and Reporting

3 unit(s)
This course is designed using advanced CPA review study materials, simulations, and practice exams to prepare students for the Business Accounting and Reporting section of the CPA exam. This course will cover knowledge of general business environment, business concepts, managerial and cost accounting, as well as the application of selected generally accepted accounting and reporting standards used in preparing financial statements in the private and public sector acting as CPAs in the public interest. A (non-refundable) materials fee of $1,450 will be assessed (one time) for any one of the following four CPA courses: ACCTG 377, ACCTG 379, ACCTG 380, ACCTG 381. Prerequisite(s): ACCTG 100B.

ACCTG 396A-ZZ Selected Topics in Accounting

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in accounting. Topics are compiled and selected by the department chair. Prerequisite(s): will vary based on topic.

ACCTG 398 Internship: Accounting

1-6 unit(s)
Affords students the opportunity to gain direct accounting practice experience for course credit. The educational value of the internship lies in the student's ability to apply the substantive body of accounting knowledge and skills in a real-world setting under the supervision of an accounting practitioner. To be eligible for internship course credit, students must be in good academic standing, and have satisfied prerequisites and additional requirements determined by the School of Accounting. For more information on student eligibility for ACCTG 398, Internship: Accounting, go to http://www.ggu.edu/programs/accounting/internship/ This course may be taken more than once for credit.

ACCTG 399 Directed Study

1-6 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed-study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): completion of five advanced graduate accounting courses, or consent of the department.

Artificial Intelligence/Machine Learning

AIML 306 DevOps and MLOps

3 unit(s)
The course will provide an overview of how the operations team works with ML/data science engineers during development, build and productionization. Students will gain hands-on exposure to various DevOps and MLOps tools such as continuous development, continuous integration, versioning, monitoring, system dependencies, etc. and how to work in collaboration with teams.

AIML 315 Computer Vision Fundamentals and Deep Learning Applications

3 unit(s)
The course will teach the basics of Image processing, how spatial patterns/features are captured via Convolutional Filters. Students will gain hands-on experience of implementing the Convolutional Neural Network and learn the spatial Feature Hierarchy via a Convolutional Neural Network, understand the design Choices in a Convolutional Neural Network and other CNN Architectures. This course will provide exposure to a wide variety of state-of-the-art e concepts of Transfer Learning, Data Augmentation, Object Detection and Image Segmentation, etc. and hand-on implementation of the same across verticals.

Arts

ARTS 50 Contemporary Arts and Culture

3 unit(s)
Provides an overview of influential art movements from Modernism to the present. Groupings of artists will be compared to discover thematic similarities, points of influence, and derivation. We will also examine modern and postmodern philosophy, as well as art criticism to gain an understanding of the philosophical motivation and cultural context of art. The goal of the course is to develop a rich understanding of contemporary art that allows students to comprehend the relevance and significance of art to contemporary culture and to their personal lives. Corequisite(s): ENGL 50 or ENGL 60.

ARTS 198A-ZZ Special Topics in Arts

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in the creative arts. Topics will be selected by the department coordinator. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

ARTS 199 Directed Study in Arts

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Business

BUS 60 Introduction to Business

4 unit(s)
This course will provide students with an overview of business and its functional areas. These areas include economics, marketing, finance, management, accounting, operations, information technology, macroeconomics, and entrepreneurship. Alongside these functional areas, students will learn about business ethics, how it affects the other core topics, and what it means to be a socially responsible business. The course will culminate in a discussion of contemporary issues, the creation of a business plan, and a comprehensive exam. By taking this course, students will gain a broad understanding of business as a whole and learn to apply that knowledge as an employee within an organization, as an entrepreneur, or as a continuing student within discipline-specific business courses. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

BUS 198A-ZZ Special Topics in Business

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in business. Topics will be selected by the department chair. This course may be taken more than once, provided
the same topic is not repeated. Prerequisite(s): Consent of the department chair. Prerequisites will vary based on topic.

BUS 201 Economic and Regulatory Essentials of U.S. Business

3 unit(s)
Students learn key U.S. business concepts in the areas of management practices, employment law, consumer protection, finance, commerce and environmental protection as these apply to current U. S. industry standard businesses and ethical practices. Students develop crucial understanding of how the American economy and culture shape the organization and management of American businesses compared with other key economies worldwide.

BUS 202 Fundamentals of Business

3 unit(s)
Examines the foundations of business, introducing the fields of accounting, economics, finance, management, marketing, human resources, and more. Provides a basis for understanding how these elements apply across business disciplines. Prepares students for the advanced courses in graduate business programs through case analysis and hands-on learning.

BUS 203 Professional Skills for Business

3 unit(s)
Provides essential skill-building for professionals in business and shapes students' abilities to apply those skills. The course focuses on persuasive writing, presentations and public speaking, team participation and leadership, project management basics, using tools for reporting and analyzing data, secondary research skills, and identifying personal learning preferences and developing lifelong learning skills. Honing critical thinking skills is a theme throughout the course.

BUS 240 Data Analysis for Managers

3 unit(s)
Examines the importance data analysis plays in managerial decision making. Students will use Excel throughout the course to analyze data in real-world applications. Course topics include descriptive and inferential statistics, hypothesis testing and regression analysis. Emphasis is on demonstrating practical application of statistics in business situations. Prerequisite(s): One of the following: MATH 20, MATH 30, or MATH 40. (Students taking this course as a foundation for the MS in Business Analytics program must earn a "B" or better in this or a transfer equivalent course.) Formerly: MATH 240.

BUS 310 Business Law

3 unit(s)
The number and scope of ethical lapses in American and global companies continue to escalate, record breaking fines are on the rise, and the desire to prosecute individual employees for corporate misdeeds remains. This course prepares students to: 1) navigate the complexity of complying with local and global business laws and regulations; 2) design, implement and maintain effective compliance risk and ethics programs; and 3) support business objectives, and national and international legal ethics rules as our guides. The course will also introduce students to the common law method by which doctrine is created; the importance and authority of corporate statutes, business and ethics codes, and corporate regulations, and legal systems and their various actors and related impact to business models. This course will engage students through case methods to emphasize effective risk management techniques and how to establish and manage risk tolerance and performance measures. This

course is invaluable to students who are considering a career in business, law or compliance or have positions in management that support Board of Director activities. This course is offered only for students enrolled in the Accelerated MBA program, offered in partnership with Beacon Education.

BUS 396 Capstone

3 unit(s)
Presents the capstone course taken in the final term of the Professional MBA, MS in ITM, MS in Data Science, and MS Engineering Management programs. The student will undertake a major research project to integrate and synthesize the knowledge and skills acquired in their program. The capstone project is expected to involve rigorous research, primary data gathering, creative analysis, SMART recommendations and have practical utility in relationship to their organization and/or society. This course is offered only for students enrolled in a professional program, offered in partnership with **University HUB**.

BUS 397 Internship

1-3 unit(s)
Offers students the opportunity to receive graduate-level work experience in a job directly related to their academic major and career goals. Students are responsible for their own placements in internships approved by the program director or dean. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. May be retaken for additional credit. This course is offered only for students enrolled in a professional program, offered in partnership with **University HUB**. Prerequisite: Consent of the department.

Business Analytics

MSBA 300 Foundations of Business Analytics

3 unit(s)
Students will learn the principles, terminology, organizational roles, and application of data analytics in the business, along with the principles and challenges of data strategy and management. They will be introduced to the multi-faceted toolkit of data analytic tools, which will be presented in more detail via the curriculum. Time will be spent understanding the CRISP-DM methodology for developing usable analytics, and the implications of the Internet of Things. Corequisite(s): BUS 240 with a grade of "B" or better.

MSBA 301 Enterprise Data and Performance Management

3 unit(s)
In this course, students examine key Master Data Management concepts, methodologies, and processes including definitions, types of master data projects, and the data mastering process. In addition, students will explore what is needed today to utilize all data (historical, descriptive, and predictive) and to convert such data into metrics that have meaning for management. Students will learn and practice an integrated suite of enterprise-wide managerial methodologies and tools that link strategy objectives with tactics using data analysis. Corequisite(s): BUS 240 with a grade of "B" or better.

MSBA 305 Business Intelligence and Decision Support

3 unit(s)
Provides a comprehensive and in-depth coverage of design and implementation of Business Intelligence (BI) systems in a business enterprise context. Covers data integration (including ETL process), Data Warehousing (including OLAP and Big Data) and Business Analytics (Data mining, data visualization). A focus of this class will be to recognize business problems and business needs that can be addressed with BI methods, and introduce a variety of tools and processes necessary to implement BI systems from requirements definition and business justification to technical implementation. Hands-on exercises will strengthen student's ability to utilize contemporary BI tools such as MicroStrategy, Microsoft PowerBI, Alteryx, and model-based scenarios for descriptive, predictive, and prescriptive analytics. Assignments are designed to combine graduate level research with experience-building transition from theory into tacit knowledge. The term project, which is discussed and worked on throughout the course, allows students to apply what they learn in the class to a data set of their choice to demonstrate mastery of the subject. Prerequisite(s): MSBA 300 or ACCTG 336.

MSBA 307 AI for Data Security, Integrity, and Risk Mitigation

3 unit(s)
Provides the basic knowledge needed to implement processes, tools and data analytics to assure real-time business visibility and control to detect fraud and assure integrity of key business transactions. The student will gain a strong footing to cope with the changes that are to come with the use and ever-growing reliance on computer technology, the evolution of the Internet of Things and the resulting explosion of data. In order to determine the veracity of information, students will examine emerging data analytics tools and emerging AI technologies to learn how to process information using various sources of knowledge and gain insights to predict risk and design methods for its mitigation. The students will be able to design and implement a new class of trust-but-verify business processes as overlays to current business process implementations. After the completion of the course, the student will be able to bring emerging AI technologies to improve enterprise risk identification and mitigation business processes. Prerequisite(s): MSBA 300 and MSBA 320.

MSBA 320 Advanced Data Analytics with Python

3 unit(s)
This course introduces students to advanced data analytics, an umbrella term referring to a range of exploratory and inferential statistical data analysis techniques used primarily for predictive

purposes. Students will learn how to use Python programming language to explore the foundation of predictive analytics used in machine learning and artificial intelligence. Prerequisite(s): BUS 240 with a grade of "B" or better.

MSBA 320A Advanced Statistical Analysis with R

3 unit(s)
Introduces students to advanced statistical theory, e.g., probability distributions, logistic regression, log transform, and time series, through the popular programming language R. Students will use R to perform complex data analysis using various statistical methods in a variety of business contexts. They will also have an opportunity to examine how R compares with commercial platforms such as SAS. This course is offered only to students enrolled in the GGU Worldwide program. Prerequisite(s): BUS 240 with a grade of "B" or better.

MSBA 320B Advanced Statistical Analysis with Python

3 unit(s)
Introduces students to advanced statistical theory, e.g., probability distributions, logistic regression, log transform, and time series, through the popular programming language Python. Students will use Python to perform complex data analysis using various statistical methods in a variety of business contexts. They will also have an opportunity to examine how Python compares with R as well as commercial platforms such as SAS. This course is offered only to students enrolled in the GGU Worldwide program. Prerequisite(s): MSBA 320A.

MSBA 321 Big Data Ecosystems

3 unit(s)
Introduces students to data frameworks supporting the building and manipulation of data sets that do not fit the standard relational database structure, i.e., very large data files and unstructured data. Students will learn how data from these data sets can be extracted, and transformed for workable solutions. They will be introduced to a selection of the tools and languages associated with building and managing Big Data structures, such as Hadoop, Hive, Spark, MapReduce, NOSQL, MongoDB, and others. Prerequisite(s): MSBA 300 or ITM 300.

MSBA 324 Data and Social Media Analytics

3 unit(s)
Students will be introduced to data analytics, social network and media analytics and web analytics using the R language. They will learn skills, methods and tools necessary for data and social media analytical work in a broad variety of businesses situations with a range of data structures. Students will learn how to acquire information in a variety of forms, such as text (newspaper articles, tweets, blog posts, and social messages), numbers (from web analytics) and transform them into data, which they will be able to analyze applying statistical methods with the help of R. Upon completion of the course, students are expected to be able to complete basic media analysis as part of marketing or competitive research; to run methodologically sound analysis of social media; to report on web analytics; and to apply basic statistical concepts to a variety of analyses. Prerequisite(s): BUS 240 with a grade of "B" or better.

MSBA 326 Machine Learning for Predictive Analytics

3 unit(s)
Designed to teach students the key concepts of predictive analytics used for deriving value from business data. Students will begin this class with a brief introduction to some of the facets of Artificial Intelligence (AI) e.g., NLP, neural networks, deep learning, and robotics. Focus will then shift to gaining an understanding of the algorithms of machine learning and their application to building predictive models using Python. Topics include cleaning and prepping data, supervised learning, training vs. test data, forecasting numeric values with regression, unsupervised learning, and additional tools to simplify noise from data. Finally, students will revisit applications of deep learning, a subset of machine learning. Prerequisite(s): MSBA 300 and MSBA 320.

MSBA 327 Natural Language Processing

3 unit(s)
Course will cover practical techniques and strategies for analyzing text data to extract meaningful information, discover new patterns, and support decision making and hypothesis generation. It will introduce several text mining applications that apply to domain specific problems. Students will learn the complete set of steps involved in working with text data, from reading the text data to creating categories for additional analysis, and examining the relationships discovered using the text components of SPSS Modeler and other tools. The course will emphasize the importance of finding new ways to extract meaning from text through an "accelerated discovery" process implemented by the emerging IBM Watson cognitive systems. Prerequisite(s): MSBA 300 and MSBA 320.

MSBA 328 Visualization and Communication

3 unit(s)
Addresses the need for presentations that report data analytics findings in a clear, actionable format. Multiple formats for presentation are reviewed for appropriateness to the audience. Students will be introduced to the design process and have the opportunity to learn design techniques. Students will learn techniques of storytelling through the development of storyboards. Additionally, they will learn how to design and implement dashboards in a business environment, based on sound data visualization principles and techniques. Students will work on a hands-on project for designing and developing visualizations using Tableau software.

MSBA 329 Prescriptive Analytics and Optimization

3 unit(s)
Decision making is a critical part in any business. Prescriptive

Analytics provides solutions to businesses worldwide with the advanced analysis techniques and tools. Optimization and simulation are two such methods that are the foundations of prescriptive analytics. In this course students will be able to examine and identify the classical and modern optimization techniques used in today's business environment. Focused on linear and nonlinear programming techniques and their application in the business environment and modern simulation and optimization techniques, this course helps students understand the need and use of decision-making using these techniques. Corequisite(s): BUS 240 with a grade of "B" or better, MSBA 300, and MSBA 320.

MSBA 330 Self-Service Analytics With Artificial Intelligence

3 unit(s)
This course introduces students to self-service analytics (SSA), which aims to make business users more productive and less dependent on IT for their reporting and analytics needs. The course will appeal to business users as well as IT professionals. Topics covered in this course include an introduction to SSA, relationship with BI, capabilities of a data analytics platform, as well as the benefits for the organization, business users and IT. The course will teach how to assess if an organization is ready for an SSA platform and, also, how to plan and implement an SSA project. The course will enable students to identify the different types of users expected to use the SSA platform and how they can be mapped to the architecture. Since data is the lifeblood of an SSA platform, various data-related topics will also be covered, such as metadata, data pipelining, and governed data flow. Also covered will be the SSA architecture, as well as its components and tools. Other topics covered include data governance, security, training, data and user onboarding, and barriers to adoption, as well as challenges, common mistakes, best practices, lessons, and tips. The course will also examine the role and utility of artificial intelligence, particularly, generative artificial intelligence, for self-service analytics.

MSBA 340 Artificial Intelligence in Business

3 unit(s)
Artificial Intelligence (AI) is seeping into every sector and increasingly transforming and innovating a variety of businesses. This course introduces students to the application of AI across many industries and how different businesses view the role and strategic value of AI. The students will examine business applications of AI in a range of vertical business segments, such as finance, healthcare, transportation, among others, and identification of key business values and benefits afforded by AI across each of these verticals. The students will also review the ethical consideration of AI and its promise and perils to both business and society at large. Prerequisite(s): MSBA 300, MSBA 301, MSBA 305, MSBA 320, MSBA 326, and ITM 304.

MSBA 395 Business Analytics Capstone

3 unit(s)
Provides the students an opportunity to demonstrate knowledge and skills gained through the degree program by analyzing and developing solutions to case studies representing real situations. In addition, each student is required to complete a field research assignment (practicum) in order to graduate. The Program Director will work with each student to determine their assignment. Prerequisite(s): Students must complete 27 units of the program, including the following: MSBA 300, MSBA 301, ITM 304, MSBA 305, & MSBA 320. Students should be aware that any practicum opportunities may be dependent on courses already completed.

MSBA 395W Business Analytics Capstone

3 unit(s)
Provides the students an opportunity to demonstrate knowledge and skills gained through the degree program by analyzing and developing solutions to case studies and/or simulations representing real situations. In addition, each student is required to complete a field research assignment under the guidance of faculty.

MSBA 399 Directed Study

3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed study course may be taken for credit toward a master's degree. Prerequisite(s): Consent of the department.

Communications

COMM 35 Speech Communication

3 unit(s)
Teaches the principles of effective public speaking. Students will prepare and deliver speeches, and become a supportive and critical audience for others' speeches. Their own speech video will provide a tool for, and record of, their speaking improvement and success.

COMM 40 Understanding Communication

3 unit(s)
Examines the theory and practice of communication, from the ancient world through today's mass media, networked organizations and virtual workspaces. Looks at the social and cultural aspects of communication in small-group interactions, organizational development and interpersonal behavior.

COMM 50 Media Communication

3 unit(s)
This course examines the relationship between various media forms and historical, scientific, social, political, and cultural forces. In this class, students will gain media literacy through processes of critical analysis and creative development. The course will focus on mass media, which involves communication to a large audience. In particular, print, audio, visual, interactive, and social media can be mass-scale modes that transmit content and meaning in ways that

wittingly or unwittingly affect the receiver (reader, listener, viewer, player, etc.). Analyzing mass communication and its effects, students will be able to recognize rhetorical processes used to appeal to an audience's interests and emotions. Activating interdisciplinary fields such as anthropology, performance studies, and semiotics, this class will examine how to engage with media outlets critically and responsibly.

COMM 60 Professional Communication

4 unit(s)
This course serves as an introduction to professional communication with an emphasis on public speaking in real-world contexts. Centered around the student and their story, the course focuses on authentic oral communication through self-exploration and storytelling. This course will arm students with confidence and communication skills for their professional journey. Students will prepare and deliver four speeches across the term, focusing on impromptu, extemporaneous, informative, and persuasive speaking framed as career-building and on-the-job scenarios. The course also places a significant emphasis on relationship-building in the workplace, imparting skills that students can leverage to speak clearly, effectively, respectfully, and impactfully across cultural contexts. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

COMM 198A-ZZ Special Topics in Communications

3 unit(s)
Examines specific topics, media, or methodologies in Communications. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

COMM 199 Directed Study in Communication

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. Prerequisite: consent of the department. This course may be taken more than once for credit.

Computer Science

CS 50 Introduction to Programming

3 unit(s)
This course introduces students to computer programming, covering the basics of communicating with a machine using a programming language, like Python. Students will become familiar with essential concepts, algorithms, and elements of Python as a programming language (such as symbols, grammar, and rules) and apply them to analyze, write, and test code. They will be able to translate tasks that can be executed by the computer, helping them solve concrete problems from different areas.

CS 60 Computer Science I

4 unit(s)
This course introduces students to computer science through object-oriented programming, covering topics from the basic "Hello, World!" program to recursion. Students will learn how to "think like a computer" to solve problems in the digital and non-digital world. They will become familiar with essential concepts and algorithms in the Java programming language and apply them to analyze, write, and test code. Additionally, students will develop a growth mindset when it comes to programming and build skills for debugging, error handling, and defensive programming. They will also recognize the social impact and power of computer science within our modern society. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

CS 61 Computer Science II

4 unit(s)
This course builds on the foundational programming skills from Computer Science I with an emphasis on data structures and algorithm analysis using the Java programming language. Students will learn how to analyze, implement, and solve problems with computational thinking, employing various data structures and algorithmic construction. Students will study techniques for designing and organizing large programs, and they will learn how to optimize their programs for both efficiency and ease of collaboration. Students will have opportunities to explore and connect the ideas in the course through cumulative programming projects. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

CS 70 Computer Science I

3 unit(s)
This course introduces the fundamental concepts of computer science and programming. Students in this course will use a programming language to solve computational and real-life problems. They will apply computational thinking and structure programming after translating problems into computer language. The course covers problem-solving strategies and introduces programming objects (variables, data types, functions, etc.), basic algorithms, and data structures. Students will also become familiar with basic computer architecture (CPU, memory, input/output devices, etc.). This course is offered only for students enrolled in the General Studies, AA (Hybrid/Online) program offered in partnership with upGrad.

CS 71 Computer Science II

3 unit(s)
This course builds on the foundations laid in CS 70 Computer Science I. Students in this course will apply advanced data structures (e.g., stacks, queues, linked lists, etc.) to code and debug, implement algorithms and principles of object-oriented programming, and use input/output operations for data processing. Additionally, students

will focus on code readability, efficiency, and version control systems in order to work on large programming projects. This course is offered only for students enrolled in the General Studies, AA (Hybrid/Online) program offered in partnership with upGrad.

CS 110 Foundations of Machine Learning

3 unit(s)
This course introduces machine learning concepts. Topics include supervised learning algorithms (linear regression, logistic regression), unsupervised learning algorithms (clustering), model selection, decision trees, and evaluation. We will focus on the mathematics behind these techniques. Prerequisite(s): CS 50 and MATH 115.

CS 111 Data Structures and Programming Algorithms

3 unit(s)
This course covers data structures such as arrays, linked lists, stacks, and queues. It also covers algorithm design techniques such as divide-and-conquer, dynamic programming, algorithm complexity, and performance. Prerequisite(s): CS 50.

CS 112 Optimization for Machine Learning

3 unit(s)
This course dives into optimization techniques in machine learning, like gradient descent methods, convex optimization, stochastic optimization, and non-convex problems. Prerequisite(s): MATH 120 and CS 111.

CS 113 Supervised Learning Algorithms

3 unit(s)
This course covers supervised learning algorithms such as decision trees, support vector machines (SVMs), and neural networks. Prerequisite(s): CS 112.

CS 114 Unsupervised Learning Algorithms

3 unit(s)
This course covers unsupervised learning algorithms like clustering (k-means) and dimensionality reduction (PCA). Prerequisite(s): CS 112.

CS 115 Introduction to Neural Networks and Deep Learning

3 unit(s)
This course introduces neural networks and deep learning concepts. Topics include feedforward neural networks, convolutional neural networks (CNNs), recurrent neural networks (RNNs) and autoencoders. Prerequisite(s): CS 113.

CS 116 Machine Learning in Business

3 unit(s)
This course covers the application of machine learning techniques in business settings. Topics include customer segmentation, churn prediction, MLOPs and recommender systems. Prerequisite(s): CS 111.

CS 190 Applied Machine Learning Capstone

3 unit(s)
This course provides an opportunity to apply the knowledge and skills gained through the degree program to a project that can be included in a professional portfolio. Prerequisite(s): CS 112, CS 116, and PHIL 110.

Critical Thinking

CRTH 10 Critical Thinking

3 unit(s)
Develops skills and knowledge to analyze and evaluate problems and arguments in personal and professional life. Students will also reflect on dispositions productive of good reasoning, and learn how to evaluate techniques of suggestion and persuasion in language and media. The course aims to prepare students to engage tasks, decisions and problems in the workplace and life with developed critical skills, awareness, and reflective judgment. Corequisite(s): ENGL 50 or ENGL 60.

CRTH 198A-ZZ Special Topics in Critical Thinking

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in critical thinking. Topics will be selected by the department coordinator. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

CRTH 199 Directed Study in Critical Thinking

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Data Analytics

DATA 50 Introduction to Business & Data Analytics

3 unit(s)
This course will introduce the basic concepts of data analytics as applied in various business contexts. After learning the basic concepts, students will learn how to differentiate between various topics such as statistical analysis, data mining, business intelligence,

business analytics, and data science to describe which approach is most suitable given a certain problem. Finally, students will gain exposure to the various tools and programming languages that are relevant to both business and data analytics, and how these tools yield critical analysis leading to improved business decisions.

DATA 60A Google Data Analytics I

4 unit(s)
This course is the first in a two-part series, the second of which culminates in achievement of a Google Data Analytics Professional Certificate. In this first course, students will be introduced to basic foundations of data analytics and data-driven decision making. They will explore how to prepare data for analysis, including processing and cleaning data. In addition to furnishing students with critical thinking and asking skills, these exercises will prepare students for the second course in the series, DATA 60B.
This course is offered in partnership with **Outlier.org** and is available to all undergraduate students. In addition to earning academic credit, students may receive a professional certificate from **Coursera**.

DATA 60B Google Data Analytics II

4 unit(s)
This course is the second in a two-part series which culminates in achievement of a Google Data Analytics Professional Certificate. The first course, DATA 60A, introduces students to the fundamentals of data analysis along with processes to prepare data for analysis. In this course, students will dive deeper into data analysis. This course covers data-driven decision making, data visualization, data ethics, and data analysis with R programming. The course includes a final capstone case study tailored to prepare students for competitive jobs in the field.
This course is offered in partnership with **Outlier.org** and is available to all undergraduate students. In addition to earning academic credit, students may receive a professional certificate from **Coursera**. Prerequisite(s): DATA 60A.

DATA 101 Data Visualization for Business

3 unit(s)
This course will introduce the concept of data visualization that will include theory as well as a hands-on component. Students will examine how to represent data for exploratory data analysis in a variety of business contexts. Students will have the opportunity to design and build interactive dashboards using advanced data visualization platforms such as Excel and Tableau for presenting enterprise performance data, and for performing business analysis quickly and easily. Prerequisite(s): MATH 40.

DATA 102 Business Intelligence & Data Mining

3 unit(s)
This course introduces the students to the technologies, applications, platforms, and practices for the collection, integration, analysis, and presentation of business data and information. The purpose of business intelligence (BI) is to support better business decision making. This course provides an overview of BI and hands-on practical exercises in a variety of business contexts to address organizational strategies and goals. Topics include fundamental of data integration, data warehousing and data lakes, data visualization, and business performance management. Prerequisite(s): DATA 50 and MATH 104.

DATA 103 Data Analytics Using SAS

3 unit(s)
This course introduces students to core data analysis techniques using SAS. Students will learn to access data files, manipulate and transform data, combine data sets, and create basic detail and summary reports using SAS procedures. They will also conduct statistical estimations such as Chi-square tests, t-test, and multiple regressions. This course introduces basic concepts found in the SAS Certified Base Programming exam. Prerequisite(s): DATA 50 and MATH 104.

DATA 104 Introduction to R Programming for Data Analysis

3 unit(s)
In this course, students will learn and apply R programming language for exploratory data analysis. Students will use R for data access, entry, cleansing, and manipulation for data exploration and visualization. They will also use R to conduct basic descriptive and inferential statistical analysis. Prerequisite(s): DATA 102.

DATA 105 Introduction to Social Media & Web Analytics

3 unit(s)
In this course, students will learn the basics of analysis of social media and web data, using R programming language. Students will also learn the basics of text mining. Students will use and apply R for techniques such as sentiment analysis in order to gain behavioral insights from social media and web data utilizing various application programming interfaces (API) and will take a critical approach to the benefits and limits of such analysis. Prerequisite(s): DATA 104.

DATA 110 Introduction to Python Programming for Machine Learning

3 unit(s)
In this course, students will learn and apply the Python programming language as well as the basics of machine learning (ML), from basic classifications to decision trees and clustering. Prerequisite(s): DATA 105.

DATA 111 Introduction to Natural Language Processing

3 unit(s)
In this course, students will apply the Python programming language

as well as the basics of natural language processing (NLP), including sentiment analysis, summarization, and dialogue state tracking. Prerequisite(s): DATA 110.

DATA 112 Introduction to GenAI and Prompt Engineering

3 unit(s)
This course introduces students to Generative Artificial Intelligence (GenAI) that can create new content, such as text, audio, images, and video. The course will incorporate emerging open-source platforms to teach GenAI concepts and related fields, such as prompt engineering. It will leverage the capabilities of GenAI platforms to enhance the learning experience of students by providing real-time assistance, personalized feedback, and interactive problem solving.

DATA 120 Introduction to Big Data

3 unit(s)
This course introduces students to the world beyond SQL and the concept of Big Data (structured and unstructured), its characteristics, and the existing and emerging ecosystems. Students will address the challenges of managing and handling big data in a business or organizational context, as well as the larger cultural and ethical implications. Students will learn about NoSQL databases, and how to use existing and emerging software tools such as Hadoop for data access, manipulation and reporting. Prerequisite(s): DATA 102 and ITM 108.

DATA 125 Artificial Intelligence in Business

3 unit(s)
Artificial Intelligence (AI) is increasingly being viewed by a variety of businesses as a strategic value. This course introduces students to the basics of AI and how different businesses view the role and strategic value of AI. This is done by examining business applications of AI in a range of vertical business segments, such as finance, healthcare, transportation, among others, and identification of key business values and benefits afforded by AI across each of these verticals. Prerequisite(s): DATA 50 and DATA 110.

DATA 190 Capstone

3 unit(s)
This course provides the students an opportunity to apply knowledge and skills they have gained through the degree program to a hands-on project based on a case study using real data. Alternatively, students may choose, with the permission of their management, to work with an organization within their place of employment, conducting quantitative analysis on actual operational data, providing findings back to their organization. Prerequisite(s): DATA 105, DATA 111, ITM 108, and DATA 120.

DATA 199 Directed Study in Data Analytics

3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Data Science

DSCI 300 Statistics and Probability

3 unit(s)
Probability and statistics form the foundation for many STEM fields in engineering, management science, technology, technology, and data science. Statistics formalizes data analysis and connects closely with probability models and data collection methods. This course introduces the concept of randomness and uncertainty then applies various conceptual and computational models to solve problems. Graduate students will learn basic concepts involving set probability, conditional probability, and random variables. This course is offered only for students enrolled in a professional program, offered in partnership with **University HUB**.

DSCI 305 Applied Data Science and Analysis

3 unit(s)
This course will cover basic principles of quantitative data analysis where students will examine real data and become acquainted with basic descriptive statistics, tabular and graphical methods, and the notion of statistical inference. This course will provide a solid foundation to use statistical modeling with simple and multiple linear regression to address critical research questions. This course is offered only for students enrolled in a professional program, offered in partnership with **University HUB**.

DSCI 310 Emerging Technologies

3 unit(s)
This course delves into the impact of emerging, evolving, and disruptive technologies and the managerial, ethical, and societal challenges they pose to engineering and technology organizations and the future of work. Emphasis on how managers assess emerging technologies, share organizational strategies, make leadership decisions, and create network structures that can effectively compete and excel in the global market. Students will develop the skills, knowledge, and philosophies required to function in a highly technical society where innovation impacts all walks of life. This course is offered only for students enrolled in a professional program, offered in partnership with **University HUB**.

DSCI 315 Data Mining and Warehousing

3 unit(s)
The course will introduce critical concepts, techniques, practices, and elements of data mining and warehousing. Students will acquire in-depth knowledge of the evolving concepts and principles, architecture and infrastructure, methodology, implementation, and applications of data mining and warehousing. Students will also learn

how to find patterns, supervised and unsupervised algorithms, and the process of creating data warehouse from identifying an enterprise's informational and analytical needs to producing Business Intelligence (BI) by extracting useful information from the data warehouse using data mining methods and models. This course is offered only for students enrolled in a professional program, offered in partnership with **University HUB**.

Doctoral Seminars in Business Administration

DBA 800 Doctoral Writing and Research Methods

4 unit(s)
The course facilitates the student's development of writing and research skills that meet the doctoral program's writing style standards. This style consists of direct, economical, precise expository prose, written to the standard of a publishable doctoral dissertation and professional publication. This course uses a combination of recorded lecture videos, graded writing/editing assessments, and online class activities to develop the writing skills necessary to undertake doctoral level writing and ethical research. These require a high level of proficiency, as well as the ability to analyze, integrate, and synthesize the written work of others.

DBA 800A Doctoral Writing and Research Methods

3 unit(s)
The course facilitates the student's development of writing and research skills that meet the doctoral program's writing style standards. This style consists of direct, economical, precise expository prose, written to the standard of a publishable doctoral dissertation and professional publication. This course uses a combination of recorded lecture videos, graded writing/editing assessments, and online class activities to develop the writing skills necessary to undertake doctoral level writing and ethical research. These require a high level of proficiency, as well as the ability to analyze, integrate, and synthesize the written work of others. For Global DBA program.

DBA 801 Quantitative Research and Analysis

4 unit(s)
Topics include survey design; experimental design; statistical analysis of survey and experimental data; multivariate statistical analysis including analysis of variance, multiple regression, the general linear model, factor analysis, and other methods; time series analysis; and other topics. Students will learn how to interpret the statistical results contained in scholarly papers and articles. Students will learn how to apply these methods using statistical software through hands-on analysis of research data sets.

DBA 801A Quantitative Research and Analysis

3 unit(s)
Topics include survey design; experimental design; statistical analysis of survey and experimental data; multivariate statistical analysis including analysis of variance, multiple regression, the general linear model, factor analysis, and other methods; time series analysis; and other topics. Students will learn how to interpret the statistical results contained in scholarly papers and articles. Students will learn how to apply these methods using statistical software through hands-on analysis of research data sets. For Global DBA program.

DBA 802 Qualitative Research and Analysis

4 unit(s)
Examines contemporary approaches to qualitative analysis in business. Students will learn about and practice using such qualitative research techniques as open-ended interviewing, focus groups and the case study approach. Other topics include the use of qualitative research software, the philosophic foundations of knowledge and the effective display of data.

DBA 802A Qualitative Research and Analysis

3 unit(s)
Examines contemporary approaches to qualitative analysis in business. Students will learn about and practice using such qualitative research techniques as open-ended interviewing, focus groups and the case study approach. Other topics include the use of qualitative research software, the philosophic foundations of knowledge and the effective display of data. For Global DBA program.

DBA 805 Doctoral Research Methods and Analysis

4 unit(s)
This course introduces advanced research and ethical techniques to doctoral level writing and action research. It will include both quantitative analysis such as survey design; experimental design; statistical analysis of survey and experimental data, regression and time series analysis, and qualitative analysis such as qualitative research techniques as open-ended interviewing, focus groups and the case study approach and combine this with student's development of writing and research skills that meet the doctoral program's writing style standards.

DBA 808 Emerging Digital Technologies

4 unit(s)
This course introduces emerging technologies such as IoT, HPC, Quantum Computing, Neuromorphic Computing, Cybersecurity, Blockchain, AR/VR, RPA and Digital Twin, exploring their applications and strategic importance in modern business transformation. Participants will develop actionable insights and strategies to integrate these technologies into business operations. The course culminates in a final project showcasing the practical application of these technologies results to stakeholders.

DBA 809 Doctor of Business Administration Bridge and Assessment

4 unit(s)
This course is designed to ensure student success and demonstrate capacity to achieve doctoral learning outcomes in the Doctor of Business Administration (DBA) Program. It ensures students have the doctoral-level research and analytical capacity in four core areas of the DBA program: Corporate Finance, Marketing Management, Business Analytics, and Leadership. DBA 809 provides a blend of engaging lectures, review sessions, and practice tests. At the end of the course, students will be able to synthesize, create, evaluate, and apply advanced theoretical and practical knowledge to complex, real-world business scenarios. Topics include advanced financial decision-making and valuation, strategic marketing frameworks, data-driven decision-making and analytical tools, and transformational leadership principles. The course emphasizes doctoral-level critical thinking, problem-solving, advanced research, and the integration of interdisciplinary concepts. Students must pass a comprehensive exam assessing their knowledge and skills.

DBA 810 Qualifying Exam

0 unit(s)
The exam is designed to assess students' knowledge of research methods for business scholarship, and ability to examine a business situation or topic, apply appropriate research methodologies, and design an appropriate and sound research approach that could create valid new knowledge about the topic. The exam also evaluates the student's ability to integrate and synthesize practice-based research concepts and to apply appropriate research methods to specific research questions. This integrative examination will test student mastery of research methods and skills for doctoral-level scholarship. Graded on a credit/no credit basis.

DBA 820 Corporate Finance

4 unit(s)
Examines financial processes as they relate to corporate financial decision making and the types of near-term and long-term financial decisions, which must be made by managers. Topics include capital structure, credit policies, financial operation, capital budgeting and transaction financing.

DBA 821 Financial Theory and Applications

4 unit(s)
Explores contemporary financial theories and investigates their applications, particularly in the field of corporate finance and risk management. Topics include portfolio theory, asset pricing models, option theory, agency theory and corporate governance, and behavioral economics. The latest developments and research work in financial risk management are also discussed.

DBA 822 International Finance

4 unit(s)
This course focuses on the Financial Management of firms that operate in a global business environment. Students will examine the theory and empirical research in International corporate Finance and International Investments. Topics in this course will include international financial markets, foreign exchange derivative markets, risk management, and portfolio management in the global marketplace.

DBA 830 Building Your CXO Brand: Elevate Your Influence

4 unit(s)
This executive-level course is designed for C-Suite leaders within the digital leadership domain, aiming to enhance their personal influence and executive presence in a rapidly evolving business landscape. Participants will explore advanced strategies and practical tools to develop a commanding presence, effective communication skills, and the ability to inspire and lead with authenticity and confidence. Through a blend of theory, interactive sessions, and real-world applications, leaders will be empowered to elevate their influence and impact within their organizations and beyond.

DBA 831 Leadership 4.0: Mastering Agility and Resilience in the Digital Age

4 unit(s)
This doctoral-level course is designed to equip participants with the skills to harness emotional intelligence, adaptability, and resilience in leading dynamic, high-performing teams. It prepares leaders to navigate organizational transformations and crises with confidence, thereby fostering an organizational culture of success. Furthermore, the course offers a deep dive into leadership theories and principles essential to the success of a digital leader, encouraging participants to critically evaluate and apply these concepts in real-world contexts. This comprehensive curriculum is tailored for those seeking to excel in leadership roles within digitally evolving landscapes, emphasizing the development of strategic leadership capabilities.

DBA 832 Navigating the B.A.S.I.Cs of Tomorrow: Mastering New Age Technologies

4 unit(s)
This course offers participants an in-depth exploration of cutting-edge technologies, including Blockchain, AI/ML, Cybersecurity, Internet, IoT, and Cloud Computing, along with other contemporary and emerging technologies. Students will acquire the skills to harness these technologies for spearheading innovation and securing efficient operations within their organizations. The curriculum is designed to equip learners with a comprehensive understanding of how these advanced technologies can be applied strategically to drive organizational growth and transformation.

DBA 833 Innovate and Thrive: Shaping the Future of Business

4 unit(s)
This comprehensive course is designed to equip leaders with the insights and tools necessary to implement innovation strategies in organizations by fostering a culture of innovation within their organizations. Covering strategic innovation planning, frameworks for innovation, cultivating an innovation-friendly culture, customer-centric innovation strategies, managing and financing innovation, and leading high-impact innovation teams, participants will learn and enhance their knowledge of the tools, frameworks and culture needed to innovate in the digital age and approaches on how to implement and sustain innovation effectively, to ensure their organizations stay competitive and agile in a rapidly evolving business landscape.

DBA 834 Decision Clarity: Data-Driven and Bias-Proof Decision-Making

4 unit(s)
This course equips professionals with the knowledge and skills to navigate the complexities of modern decision-making processes through a data-driven lens. Participants will explore the importance of evidence-driven decision making, analytical techniques for distilling insights from data, integrating storytelling for impactful data communication, strategies for debiasing decision-making, and building a culture of objective decision making. Designed for leaders and decision-makers, this course bridges the gap between data science and strategic decision-making, ensuring participants can leverage data-backed insights for competitive advantage and organizational growth.

DBA 835 Digital Strategy Architect: Crafting Future-Ready Businesses

4 unit(s)
This course is tailored for students who are keen on critically assessing, enhancing and transforming their organization's digital framework. It concentrates on the correct domain selection for the digital transformation, alignment of stakeholder objectives, meticulous selection of technology and talent, and the application of methodologies to maintain and elevate the organization's competitive stance in the market. Central to the curriculum is the encouragement for students to develop a flexible digital strategy that adapts to changing technologies and market dynamics. With a strong emphasis on research-driven analysis, the course guides students through the evaluation of various digital transformation frameworks, enabling them to make informed, strategic decisions. This program is pivotal for students committed to propelling their organizations towards digital excellence.

DBA 841 Digital Transformation Promise: Creating Value from Business Innovation

4 unit(s)
For a successful digital transformation, organizations require an understanding not only of the capabilities of new technologies, but also of customers' evolving requirements, and the overall direction of the business. This course will provide key elements of digital transformation such as Process Transformation, Business Model Transformation, Domain Transformation, Cultural / Organization Transformation etc., that are essential for business. This course will enable students to understand the value of digital transformation through application of these key elements to one or more domains.

DBA 842 Jobs of Tomorrow: The Future of Work, Workplace and Workforce

4 unit(s)
"The Fourth Industrial Revolution is creating demand for millions of new jobs, with vast new opportunities for fulfilling people's potential and aspirations. However, in order to turn these opportunities into reality, new sources of data and innovative approaches to understand emerging jobs and skills, as well as to empower effective and coordinated large-scale action are urgently needed across the globe." World Economic Forum Report - January 2020. The course provides a high-level overview of digital technologies as applied to different perspectives around the future of work, workplace and workforce taking on the lens of business, policy, and workforce development. Embedded in the approach is the assumption that tackling these complex workplace and workforce issues will require new competencies for executives, including the ability to collaborate with and understand the needs of workforce, policy leaders, and technology.

DBA 850 Managing Data as an Asset

4 unit(s)
Data's single version of "truth" is often missing in companies. It is almost fated that different versions of information about a company exist causing major inefficacies throughout departments. By applying Master Data Management, you will explore a set of processes, used through a collaboration of business and IT professionals, to centrally manage and evaluate, identify, store, share and distribute data or information within a firm. These technology-enabled set of processes will be analyzed by industry and companies to gain knowledge in establishing uniformity, accuracy, stewardship, and accountability of the organization's shared data elements.

DBA 850A Managing Data as an Asset

3 unit(s)
Data's single version of "truth" is often missing in companies. It is almost fated that different versions of information about a company exist causing major inefficacies throughout departments. By applying Master Data Management, you will explore a set of processes, used through a collaboration of business and IT professionals, to centrally manage and evaluate, identify, store, share and distribute data or information within a firm. These technology-enabled set of processes will be analyzed by industry and companies to gain knowledge in establishing uniformity, accuracy, stewardship, and accountability of the organization's shared data elements. For Global DBA program.

DBA 851 Operational Performance Management

4 unit(s)
Operational Performance Management is a dynamic subset of Business Analytics that has yet to be consistently mastered by many successful firms due to an ever-changing business environment. For this reason, Operational Performance Management is a growing field which needs to be fully explored and developed. Both strategic and practical implications related to Operational Performance Management will be discussed infusing decision-making in organizations by top management. Frameworks currently offered in this field will be explored but new ones will be developed as part of this course. Strategy mapping, balanced scorecards, and Key Performance Indicators will be used to holistically analyze and drive a firm to success. Drawing on various sources and analyzing key BIG DATA needed to advance a company's strategic vision will be explored. Practitioners, who seek competitive advantages through enhancing organizational performance, will grow their expertise in this course through analyzing, mapping, and driving organizations towards their vision and strategic goals.

DBA 852 Application of AI in Solving Business Problems

4 unit(s)
Provides the basic knowledge needed to implement Artificial intelligence (AI) technologies, data analytics, and tools to improve business efficiency, risk mitigation, and fraud detection. The student will gain a strong footing to cope with the changes that are to come with the ever-growing reliance on computer technology, the evolution of the Internet of Things, and the resulting explosion of data. To utilize the benefits of AI, students will examine how various businesses are leveraging various tools of AI and emerging data analytics technologies to gain insights and improve efficiency, predict risk, and design methods for its mitigation. The students will learn through case studies, the design and implementation of a new class of AI-based business processes as overlays to current business process implementations. After the completion of the course, the student will be able to apply various emerging AI technologies to provide various business solutions.

DBA 860 Foundations of Machine Learning and AI

4 unit(s)
This course provides a broad introduction to Statistics and Probability in Decision Modeling, machine learning and its types and Data Visualization arts. It covers supervised learning, unsupervised learning, learning theory (bias/variance tradeoffs). The course will also discuss about different applications of Artificial Intelligence (AI) and Machine Learning (ML). It covers the storytelling ability using Data Visualization. This course will also discuss about building machine learning applications with statistics and Visualization for finding better insights.

DBA 861 Deep Learning and its Variants

4 unit(s)
This course will introduce students to advanced techniques in AI and ML to deal with images, text using auto encoders, CNNs, RNNs, GANs, Seq2Seq models, transformers, and other state of the art techniques.

DBA 862 Generative AI Using Pre-Trained Models

4 unit(s)
In this course students will understand the paradigm shift from training a model in-house vs. using pre-trained models on public data, how to distinguish between the two and how to decide where to focus their attention based on their business requirements. This course can contain some hands-on building components and playing with existing tools. Conceptual understanding of Large Language Models (LLMs,) such as GPT and others, image generators followed by other techniques such as LangChain, AgentGPT and enterprise-variants of GPT like tools. Additionally, any latest models will be included. A research proposal will be part of the final outcome.

DBA 863 AI Project Design and Execution

4 unit(s)
In this course students will understand the paradigm shift from training a model in-house vs. using pre-trained models on public data, how to distinguish between the two and how to decide where to focus their attention based on their business requirements. This course can contain some hands-on building components and playing with existing tools. Conceptual understanding of Large Language Models (LLMs,) such as GPT and others, image generators.

DBA 864 Responsible AI

4 unit(s)
These are important business topics like ethics, explainability that make AI either an opportunity or threat. The course will deal with the ethical and social concerns surrounding AI, and how to develop and use AI systems in a way that is fair, transparent, accountable, and beneficial to society. Also, this will deal with the future of work, workforce and workplace and how AI should be used responsibly. A research component will be part of this course.

DBA 870 Marketing Management

4 unit(s)
Covers the full range of the principles, theories, and practice of the management of the marketing function. Students will learn the theories of the field including both key seminal literature and current published research. Students will explore problem-solving techniques for practical application through cases and modeling techniques, and will study current developments in marketing from both academic and practitioner perspectives.

DBA 870A Marketing Management

3 unit(s)
Covers the full range of the principles, theories, and practice of the management of the marketing function. Students will learn the theories of the field including both key seminal literature and current published research. Students will explore problem-solving techniques for practical application through cases and modeling techniques, and will study current developments in marketing from both academic and practitioner perspectives. For Global DBA program.

DBA 871 Consumer Behavior

4 unit(s)
This doctoral seminar is an introduction to the study of consumer behavior. Students will gain an understanding of judgment, choice, and decision-making processes including attitude theory and persuasion. Classic papers that represent foundational ideas in the field as well as papers about more recent findings and controversies will be examined.

DBA 872 Digital Marketing and New Media

4 unit(s)
The dramatic growth in digital platforms has transformed marketing. Via extensive review of the research literature, this course examines a variety of topics in the field including online advertising, electronic word-of-mouth, social media, the impact of mobile platforms, and evolving consumer behavior.

DBA 880 Leadership Theory, Research and Application

4 unit(s)
The need for strong organizational leadership has never been greater. Adaptive and nimble leadership is required to succeed in our rapidly changing global marketplace. Yet, the field of leadership is vast with no real consensus on what it takes to be an exemplary leader. Through a review of current and past literature and recent empirical research, students will compare and contrast several leadership theories. Students will choose an in-depth focus on a leadership area of interest and will also be required to apply one leadership theory in their business life. Students will leave the course with an overview of leadership studies, knowledge of important scholarly and practitioner work, and practice applying a theory in the business world.

DBA 880A Leadership Theory, Research and Application

3 unit(s)
Covers the history and evolution of leadership theories and practice, from classical times to the present, with an emphasis and focus on business leadership. Through class discussions, reading and in-depth research proposal and presentation, students will compare and contrast different approaches to leadership, review current literature and recent empirical research, and analyze practical applications. Students will choose an in-depth focus on one of many specialized areas including neuroscience and leadership, women and leadership, global leadership, competency-based leadership, leadership and power, complexity and leadership, managing change and innovation, emotional intelligence, strengths-based leadership, leadership and culture, or conflict resolution. Students may also choose to focus on the fields of coaching, executive development or strategic management. Students will leave the course with an overview of leadership studies, knowledge of important scholarly and practitioner works, and the skills to apply what they have learned in the business world. For Global DBA program.

DBA 881 Leading Complex Change

4 unit(s)
This course provides students with a framework to evaluate current theories and research related to leading complex change. Students are introduced to cutting edge theories and leadership practices that will allow them to analyze the environmental, organizational, leadership, and individual factors necessary to successfully lead change in a VUCA world. Students will apply what they are learning to a present-day business challenge and will create a well-researched point of view about how to lead change in a complex world.

DBA 882 Strategic Leadership

4 unit(s)
Strategic leaders create a compelling organizational future vision, mission, and values, ensure that a critical mass is aligned and that the organizational culture and systems support that mission and vision. Students will learn about classic and current strategic leadership approaches and empirical research. They will engage in strategic thinking, analyze elements of a strategy, apply what they are learning in the real world, and evaluate and write an in-depth paper about a specific complex business leadership challenge. Students will leave this course with a set of critical skills and a framework to become an effective strategic leader in today's environment.

DBA 890 Dissertation Topic Proposal

8 unit(s)
This course provides the student the opportunity to complete a doctoral dissertation research topic which contributes to the body of knowledge in one's field. The dissertation topic proposal includes the topic, the context in which it will be examined, why the topic is interesting and/or important (e.g., expected contribution to knowledge), and the literature review (with a list of references). The literature review should be extensive enough for the committee to be confident that your initial investigation is adequate, and that the topic is both new and worthwhile. The topic proposal concludes with a brief description of the data to be used and expected methodology. Typically, the topic proposal is 10-20 pages long, but students may submit a longer document. Graded on a credit/no credit basis.

DBA 890A Dissertation Topic Proposal

6 unit(s)
This course provides the student the opportunity to complete a doctoral dissertation research topic which contributes to the body of knowledge in one's field. The dissertation topic proposal includes the topic, the context in which it will be examined, why the topic is interesting and/or important (e.g., expected contribution to knowledge), and the literature review (with a list of references). The literature review should be extensive enough for the committee to be confident that your initial investigation is adequate, and that the topic is both new and worthwhile. The topic proposal concludes with a brief description of the data to be used and expected methodology. Typically, the topic proposal is 10-20 pages long but students may submit a longer document. Graded on a credit/no credit basis. For Global DBA program.

DBA 891 Dissertation Proposal Defense

8 unit(s)
This course provides the student the opportunity to complete and present a doctoral dissertation research proposal defense. Students work with a mentor/dissertation chair to present the first three chapters of their dissertation: the introduction, literature review and research design and methodology. The introduction gives the reader a clear expectation of what is to follow and establishes the context for the research as well as its significance. The literature review provides a "deep dive" into relevant literature and scholarly works so that the reader can see continuity between the dissertation and prior research in the field of focus. The research design and methodology describe how the research question(s) will be examined and answered. The proposal must identify testable hypotheses and specify how they will be tested and analyzed, include solid drafts of expected surveys, interview guides, and/or focus group discussion questions. The dissertation proposal defense presents evidence which is factually and logically valid, and which is ordered in an appropriate analytic structure. Graded on a credit/no credit basis.

DBA 891A Dissertation Proposal Defense

6 unit(s)
This course provides the student the opportunity to complete and present a doctoral dissertation research proposal defense. Students work with a mentor/dissertation chair to present the first three chapters of their dissertation: the introduction, literature review and research design and methodology. The introduction gives the reader a clear expectation of what is to follow and establishes the context for the research as well as its significance. The literature review provides a "deep dive" into relevant literature and scholarly works so that the reader can see continuity between the dissertation and prior research in the field of focus. The research design and methodology describe how the research question(s) will be examined and answered. The proposal must identify testable hypotheses and specify how they will be tested and analyzed, include solid drafts of expected surveys, interview guides, and/or focus group discussion questions. The dissertation proposal defense presents evidence which is factually and logically valid, and which is ordered in an appropriate analytic structure. Upon approval of Dissertation Proposal Defense, student shall complete and submit an application to the GGU WW Institutional Review Board for approval to determine whether or not research should be completed using the methods outlined in the research proposal. Graded on a credit/no credit basis. For Global DBA program.

DBA 892 Dissertation Completion and Approval by Committee

12-16 unit(s)
This course provides the student the opportunity to complete a doctoral dissertation research which contributes to the body of knowledge in one's field. Upon approval of the proposal defense, the student continues to complete scholarly research on their dissertation and work with their mentor/dissertation chair to carefully consider conclusions based upon the research results and analyses and which are consistent with the introduction. The Dissertation Committee guides the student through completion of the research and the documentation in the form of a final written dissertation that meets the standards of academic quality and an original contribution to knowledge. The completed research dissertation includes a statement of the research question(s) and its significance, how the research will make an original contribution to knowledge, a robust literature review, the research design and methodology, an assessment of expected limitations, and some ideas of future research. It ends with carefully considered conclusions, based upon the research results and analyses and which are consistent with the introduction. It should be well-written, in compliance with current APA style guidelines, and present a compelling justification for its value as a worthy research focus. Graded on a credit/no credit basis.
Students who are unable to complete their dissertations by the end of their first enrollment in this course may extend their dissertation phase by enrolling again for a maximum of four additional times. Students will be charged additional fees for each additional course enrollment. Each additional course enrollment will be for the period of three months. Students who are unable to complete their dissertations after one year following the end of their first enrollment in this course will become ineligible to continue in the program, will be administratively withdrawn from Golden Gate University, and will not be awarded the degree.

DBA 892A Dissertation Completion and Approval by Committee

6 unit(s)
This course provides the student the opportunity to complete a doctoral dissertation research which contributes to the body of knowledge in one's field. Upon approval of the proposal defense, the student continues to complete scholarly research on their dissertation and work with their mentor/dissertation chair to carefully consider conclusions based upon the research results and analyses and which are consistent with the introduction. The Dissertation Committee guides the student through completion of the research and the documentation in the form of a final written dissertation that meets the standards of academic quality and an original contribution to knowledge. The completed research dissertation includes a statement of the research question(s) and its significance, how the research will make an original contribution to knowledge, a robust literature

review, the research design and methodology, an assessment of expected limitations, and some ideas of future research. It ends with carefully considered conclusions, based upon the research results and analyses and which are consistent with the introduction. It should be well-written, in compliance with current APA style guidelines, and present a compelling justification for its value as a worthy research focus. Graded on a credit/no credit basis. For Global DBA program. Students who are unable to complete their dissertations by the end of their first enrollment in this course may extend their dissertation phase by enrolling again for a maximum of four additional times. Students will be charged additional fees for each additional course enrollment. Each additional course enrollment will be for the period of three months. Students who are unable to complete their dissertations after one year following the end of their first enrollment in this course will become ineligible to continue in the program, will be administratively withdrawn from Golden Gate University, and will not be awarded the degree.

DBA 895 Directed Study

4 unit(s)
Provides individual study of selected topics under the supervision of a faculty member. Directed-study topics are based on seminars in the doctoral program. Directed study may be substituted for seminars under certain conditions, with the approval of the DBA program director. This course may be taken more than once for credit.

DBA 897 Independent Study

4 unit(s)
Provides the opportunity for students to conduct research based upon a formal proposal, approved by the DBA program director that results in a research product. Independent study projects are not substituted for required seminars. This course may be taken more than once for credit.

DBA 899 Dissertation Research

1-12 unit(s)
May be applied for only after completion of all required coursework and passing the qualifying examination. See the DBA Policies and Procedures Manual for specifics. This course may be taken more than once for credit.

Economics

ECON 1 Principles of Microeconomics

3 unit(s)
Introduces the process and analysis of resource allocation in a decentralized market economy. Special focus on the coordination of consumer and producer decisions through price adjustments under alternative market structures and public policies. (ECON 1 and ECON 2 need not be taken in sequence and can be taken simultaneously.) Prerequisite(s): MATH 20 or MATH 50.

ECON 2 Principles of Macroeconomics

3 unit(s)
Introduces the nature and analysis of data and phenomena that impact the national economy. Special focus on the problems of inflation, recession, unemployment, international trade and financial system instability. (ECON 1 and ECON 2 need not be taken in sequence and can be taken simultaneously.) Prerequisite(s): MATH 20 or MATH 50.

ECON 60 Principles of Economics

4 unit(s)
This is an introductory course covering major topics from the complementary perspectives of microeconomics and macroeconomics. Microeconomic topics include supply and demand, consumer and firm behavior, labor markets, and inequality. Macroeconomic topics include GDP, inflation, unemployment, economic growth, and government policy. This course may not be audited. Note: Students may not take ECON 60 for credit after taking ECON 61 or ECON 62. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

ECON 61 Introduction to Macroeconomics

4 unit(s)
This is an introductory course covering major topics in macroeconomics. Topics covered include microeconomics vs macroeconomics; measuring the economy; modeling the macroeconomy; economic growth and business cycles; the Keynesian perspective; the neoclassical perspective; the role of money and the financial system; the central bank; monetary policy; government borrowing: public debt; international finance; and real-world macroeconomic policy. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

ECON 62 Introduction to Microeconomics

4 unit(s)
This is an introductory course covering major topics in microeconomics. Topics covered include microeconomics vs macroeconomics; supply and demand; elasticity; utility maximization; production and costs; game theory; market structures; perfect competition; long-run supply; monopolies: monopolistic competition; oligopoly; an introduction to labor markets; poverty, inequality, and discrimination; and international trade. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

ECON 103 Money and Banking

3 unit(s)
Studies money and the capital market; monetary policies; structure, conduct and performance of the banking system; international

finance. Prerequisite(s): ENGL 60, ECON 1, ECON 2, and MATH 30.

ECON 108 International Economics

3 unit(s)
Surveys international trade and monetary theory, the forces and institutions that guide our external relations, and the issues and problems that constrain growth in foreign trade. Provides students with a thorough grounding in the interaction of US business and those abroad. Prerequisite(s): ENGL 60, ECON 1, ECON 2, and MATH 30.

ECON 199 Directed Study in Economics

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

ECON 301 Economics of Marketplace Transformation and Disruption

3 unit(s)
Surveys macroeconomics and microeconomics, domestic and international economic policies and major issues in business economics; emphasizes the application of economic analysis to current economic issues. Students will analyze the management processes associated with resource acquisition and allocation; theories of demand, production, cost and pricing with emphasis on applications and the forecasting of business and financial conditions. Quantitative methods are stressed.

ECON 340 International Trade and Finance

3 unit(s)
Explores the theory of international trade and foreign investments and the foundation of the world trading order; commercial policies of US and major trading countries; national policies affecting trade; commodity agreements and cartels; customs unions, direction, volume and composition of US and world trade; the case for multilateral trade; GATT; US Trade Reform Act of 1979; US export regulations and US government-assistance programs with exports and foreign investments. Prerequisite(s): ECON 1 and ECON 2.

ECON 380 Financial Markets and Institutions

3 unit(s)
Examines the transfer of funds in the economic system through financial intermediaries. Topics include the flow of funds, capital markets, debt, liquidity, nature of money in the US economy, the innovations and interrelationships of institutions within the changing financial services industry, governmental regulation and agencies and the impact of public policy on economic transfers.

ECON 396A-ZZ Selected Topics in Economics

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in economics. Topics are compiled and selected by the department chair. Prerequisite(s): will vary based on topic.

ECON 399 Directed Study

1-3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed-study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

English

ENGL BOOT Graduate Writing Bootcamp

0 unit(s)
Prepares students for written communications in academic and professional settings. Introduces the elements and structure of graduate-level writing. Explores strategies for developing critical thinking and systematic analysis.

ENGL 10A Writing Skills Workshop I

3 unit(s)
Reviews the basics of well-formed sentences, paragraphs and essays. Earns three of lower-division general elective credit. Prerequisite(s): Satisfactory score on the English Placement Test.

ENGL 10B Writing Skills Workshop II

3 unit(s)
Teaches students the skills for composing well-formed essays for both academic and professional writing purposes. Earns three of lower-division general elective credit. Prerequisite(s): Satisfactory score on the English Placement Test or a grade of "C-" or better in ENGL 10A.

ENGL 50 Expository Writing

3 unit(s)
Introduces the comprehensive skills of expository writing and critical reading. Students will learn to analyze various types of reading material and will strengthen their writing skills in a variety of genres. These skills will support their academic work and prepare them to meet the reading and writing demands of professional activities. Prerequisite(s): Satisfactory score on the English Placement Test or a grade of "C-" or better in ENGL 10B. Formerly: ENGL 1A.

ENGL 60 Research Writing

3 unit(s)
Provides extensive practice in research and writing techniques that can be applied in both academic and professional settings. Students will learn to analyze various types of reading material and will practice information-gathering techniques, library and online research strategies, and the use of surveys, interviews, and field observations. Prerequisite(s): Complete ENGL 50 with a grade of "C-" or better or receive a qualifying grade on the English Assessment Exam. Formerly: ENGL 1B.

ENGL 61 College Writing I

4 unit(s)
This course is an introduction to the skills and conventions of academic reading and writing. It centers on the close reading of sources, constructing compelling arguments, and marshaling evidence and secondary sources. Students will become intimately acquainted with every stage of the writing process - from pre-writing exercises, through revisions and rough drafts, to crafting a polished final essay. This course will offer students a "writing toolbox" of transferable skills which will aid them in their future college classes in the humanities and social sciences but also in their chosen careers. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

ENGL 62 College Writing II

4 unit(s)
College Writing II expands and reinforces the critical reading and writing skills developed in College Writing I. College Writing I was tightly focused on the argumentative or expository essay. Students were introduced to the mechanics of academic writing (close reading, asking analytic questions, forming a thesis, summarizing, developing an introduction, structuring an outline, doing research, practicing grammar, etc.) with an eye to forming an original argumentative essay. Students who successfully complete College Writing I have a solid understanding of three genres of argumentative essay: the close reading essay, the comparative analysis, and the multi-source paper. This work will be redeployed in College Writing II as they are acquainted with more creative forms of composition and a broader, more sophisticated approach to research. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**. Prerequisite(s): ENGL 61.

ENGL 120 Business Writing

3 unit(s)
Helps students develop the skills necessary for effective business writing. They will write, edit and format letters, memos, reports and a research paper. They will analyze business articles and other professionally oriented material. Prerequisite(s): Complete ENGL 60 with a grade of "C-" or better.

ENGL 198A-ZZ Special Topics in English

1-3 unit(s)
Examines specific topics in English. Topics are selected by the department coordinator. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

ENGL 199 Directed Study in English

1-3 unit(s)
Provides individual study of selected topics under the supervision of a faculty member. Students may enroll in only one directed study course each trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

ENGL 200 Graduate Communications

6 unit(s)
Prepares students to communicate in both written and spoken English in academic and professional settings. Explores strategies for developing critical thinking and systematic analysis. Through a variety of instructional techniques, students will produce graduate-level writing and presentations. Note: Students must earn a "B" or better grade, or a "CR" grade if they elect credit/no credit grading, in order to enroll in ENGL 201 Graduate Writing.
This course may be taken a maximum of two times. Failure to earn a "B" or better grade after the second attempt will result in the student's immediate academic disqualification without a right to appeal.

ENGL 201 Graduate Writing

3 unit(s)
Prepares graduate students to write in both academic and professional settings. Reviews unity, coherence, clarity, conciseness, audience analysis and document formatting. Using library and online research, students will prepare documents appropriate for presentation in the student's professional field. Prerequisite(s): Minimum grade of "B" in ENGL 200 or satisfactory performance level on the Graduate Writing Placement Exam.

Executive Master of Business Administration

EMBA 300 Accounting Essentials for Executives

3 unit(s)
Introduces the fundamental concepts and terminology of accounting for business enterprises with an emphasis on the use of accounting and financial information in managerial decision making. Areas of study include financial statement analysis, financial accounting concepts and principles and managerial cost systems such as the generally accepted accounting principles, the financial accounting process, analysis and interpretation of financial statements and contemporary cost management principles.

EMBA 301 Economics of Marketplace Transformation and Disruption

3 unit(s)
Surveys macroeconomics and microeconomics, domestic and international economic policies and major issues in business economics; emphasizes the application of economic analysis to current economic issues. Students will analyze the management processes associated with resource acquisition and allocation; theories of demand, production, cost and pricing with emphasis on applications and the forecasting of business and financial conditions. Quantitative methods are stressed.

EMBA 302 Data Analysis for Managers

3 unit(s)
Survey of statistical methods widely used in management problem solving and decision making. Course topics include data analysis, descriptive and inferential statistics, regression analysis, model building and time series modeling. Emphasis is on learning to use basic statistics and quantitative methodology to better analyze and solve various management challenges. Real world data using spreadsheet applications and add-ins will be used throughout the course.

EMBA 303 Management and Teamwork

3 unit(s)
Students will develop skills needed to be a successful team member and a team leader. You will learn the techniques of designing and establishing effective and supportive teams within organizations. This course will introduce management and leadership theory, basic concepts of management and leadership through case study analysis and explore the various forms of organizational structures and the effective use of teams within these structures.

EMBA 304 Foundations of Business Analytics

3 unit(s)
Introduces students to the broad discipline of business analytics. Students will learn the principles, terminology, organizational roles, and application of data analytics in the business, along with the principles and challenges of data strategy and management. They will be introduced to the multi-faceted toolkit of data analytic tools, which will be presented in more detail via the curriculum. Time will be spent understanding the CRISP-DM methodology for developing usable analytics, and the implications of the Internet of Things.

EMBA 305 Personal Leadership

3 unit(s)
Develops interpersonal skills and self-awareness to function effectively in today's business environment. Creates a development plan for effective leadership in order to enhance career and personal goals.

EMBA 306 Finance for Executive Decision Making

3 unit(s)
Introduces the concept of financial analysis in management decision making. Explores the financial techniques in analyzing business health, risk and returns and capital investment decisions. Learns about the valuation models and their roles in merger/acquisition decisions.

EMBA 307 Marketing for Executives

3 unit(s)
Introduces marketing concepts and marketing-related business solutions. Learns about market research and customer behavior, the design of marketing strategies, and marketing mix components including product policy, pricing, distribution, and marketing communications. Explores the role marketing plays in growing a business in collaboration with other business disciplines and in a cross functional environment.

EMBA 308 Operations and Supply Chain Management

3 unit(s)
Explores operations management and its role in the broader supply chain management (OPSCM) concept in producing and delivering the firm's products and services with the emphasis on how OPSCM supports the firm's core competences and contributes to the achievement of its strategic objectives. Investigates how OPSCM processes are integrated through systems management to achieve internal and external optimization. Examines product and process design for goods and services including strategic planning, structural resource capacity planning including location analysis, tactical planning for performance improvement, execution activities and control techniques. Introduces OPSCM advanced practices such as just-in-time, lean six sigma, demand driven, agile, mass customization, automation, and emerging technology. Project management methodology and application in OPSCM will also be covered. Prerequisite(s): MATH 40 or BUS 240.

EMBA 309 Innovation and Technology Management

3 unit(s)
Explores the theory and practice of managing innovation and technology and their role in competitive business situations in a global economy. You will examine the strategic and managerial issues related to the adoption and implementation of new technologies and to the innovation process. Product, process and information technologies will be covered through case studies, readings and class discussions. Emphasis will be placed on technology planning, development and acquisition, global sourcing and managing the technically oriented business functions.

EMBA 310 Context and Legal Aspects of Business

3 unit(s)
This course provides the framework for understanding the critical

impact of the international, legal, political, social, environmental and cultural roles played by the business enterprise in conducting its business. It focuses on the obligations of both the individual and managers and the corporation as a whole.

EMBA 311 Managing in a Global Environment

3 unit(s)
This comprehensive course provides students with a practical understanding of what it takes to compete successfully in the international marketplace. Students will leave able to describe how and why various countries outside the United States differ in terms of the economics and politics of international trade and investment, the functions and form of the global monetary system, and the strategies and structures of international businesses. They will also assess the special roles of an international business's various functions. This case-based course will challenge students to apply theories to real-word issues.

EMBA 312 Formulating and Implementing Business Strategy

3 unit(s)
Students will learn about the development and implementation of strategies for gaining competitive advantage in a global economy. This course addresses the roles that different organizations within a company play in strategy formulation and implementation. Students will consider the strategic problems encountered by top-level managers in a competitive global market from an integrated perspective. They will learn varied approaches to analyzing strategic situations, developing a competitive strategy and managing policies to implement these strategies including controlling organization wide policies, leading organizational change and the allocation and leverage of resources. Students will be expected to craft a workable strategy, develop an implementation plan for communication to functional areas within an organization.

Finance

FI 100 Financial Management

3 unit(s)
Introduces financial analysis and management in terms of its most important functions: raising funds at minimum cost and risk and allocating those funds between competing short- and long-term uses. Topics include financial statement analysis, discounted cash flow analysis, financial markets and interest rate determination, stock and bond valuation models, capital budgeting methodologies and working capital management. Concepts of risk and return, cost of capital calculation and capital structure are introduced. Prerequisite(s): ACCTG 1A and MATH 20 or MATH 30.

FI 101 Strategic Decisions in Financing and Investment

3 unit(s)
Expands and completes the discussion of issues raised in Finance 100 and extends the examination of the field of finance to include such important areas as dividend policy, leasing, mergers and acquisitions. Case analysis is used extensively. Prerequisite(s): FI 100.

FI 102 Financial Analysis

3 unit(s)
Introduces tools for an applied approach to the analysis of financial problems. Topics include funds flows, ratio analysis, cash-flow budgets and projections, and financial and operating leverage models. Includes identification of sources of financial information. Prerequisite(s): FI 100.

FI 105 Modeling for Financial Analysis

3 unit(s)
Presents the techniques of financial analysis and modeling using electronic spreadsheet tools. Includes basic operations such as organizing spreadsheets, entering numbers and text, performing calculations, using financial commands, creating charts, embedding spreadsheets in word processing documents, file management, etc. It emphasizes advanced spreadsheet methods for doing sensitivity analysis, break-even ratio analysis, capital budgeting, sales forecasting, funds forecasting, cash budgeting, cash flow and financial ratio analysis, and capital structure analysis. This is a hands-on course that develops spreadsheet skills and shows how to use the results to make better financial decisions. It highlights the use of spreadsheets for communicating as well as calculating. Prerequisite(s): FI 100.

FI 120 Investments

3 unit(s)
Introduces the theory of portfolio analysis and the characteristics of various investment instruments with a focus on securities investment analysis, with some consideration of other investment forms. Topics include sources of investment information, risk/return analysis, money-market investments, measuring investment performance. Satisfies part of the educational requirements to sit for the CFP® examination.* Prerequisite(s): FI 100.

FI 141 International Banking and Finance

3 unit(s)
Surveys operational aspects of international banking. Topics include financing international operations, sources of capital, the foreign-exchange market, transaction and translation risks, international financial institutions (including the Euro-currency market), international collections, lending policies, government regulations and services available to the global manager. Prerequisite(s): FI 100.

FI 160 Personal Financial Planning

3 unit(s)
In this course, students will explore various aspects of personal financial planning, including budgeting, financial statement analysis, time-value-of-money calculations, insurance options, social security benefits, house-buying strategies, and investment, retirement, income tax, estate planning and career opportunities. Students will complete a personal financial plan that covers these topics. This course also fulfills part of the educational requirements needed to sit for the Certified Financial Planner (CFP) and the Accredited Financial Counselor (AFC) examinations.

FI 197 Internship: Finance

3 unit(s)
Offers students the opportunity to receive work experience in a job directly related to their academic major and career goals. Students will be responsible for their own placement in an internship approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

FI 198A-ZZ Special Topics in Finance

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in finance. Topics will be selected by the department chair. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

FI 199 Directed Study in Finance

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

FI 300 Corporate Finance

3 unit(s)
Introduces the concept of financial analysis in management decision making. Explores the financial techniques in analyzing business health, risks and returns, and capital investment decisions. Introduces valuation models and their roles in financial and business decisions. Prerequisite(s): ACCTG 1A or BUS 202, and BUS 240. See Graduate Program Foundation Course Waivers for more information.

FI 300A Managerial Finance

3 unit(s)
Introduces the principles of financial management at the level of the strategic business, in the departments and divisions of the firm. Students will focus on understanding capital budgeting and on planning and control decisions: how the firm's funds are to be allocated across the universe of investment opportunities and how the successes of these efforts are to be monitored and evaluated. In addition, liquidity or cash management, a daily preoccupation of the financial manager will be explored. Students will learn the concepts, tools, and techniques necessary to making value-adding decisions in the SBU. In the process, the integration of finance with the other functional areas and strategic concerns of the firm will be emphasized. Case analysis and team projects are used as appropriate. Prerequisite(s): ACCTG 1A, ACCTG 1B, and BUS 240 (or MATH 40 and MATH 104).

FI 305 Financial Reporting and Analysis

3 unit(s)
Combines practical techniques of financial analysis with theoretical concepts underlying the presentation of financial statements. Students will improve their understanding of accounting as an information system that helps users make good business decisions. Topics include accounting principles; examination of the balance sheet, income statement and statement of cash flows; application of the various quantitative techniques such as ratio analysis, equity valuation methods; credit evaluation and performance measurement. Prerequisite(s): FI 300.

FI 307 Financial Modeling

3 unit(s)
Presents the theory and practice of financial management with emphasizing computer-based modeling and forecasting. Uses spreadsheet and other software products to analyze the impact of financial decisions related to financial statement analysis, cash budgeting, cost of capital determination, capital budgeting and capital structure choices. The course covers a variety of techniques, such as sensitivity and scenario analysis, optimization methods, Monte Carlo simulation, regression and time-series analysis and neural network models. Prerequisite(s): FI 300.

FI 312 Capital Budgeting and Long-Term Financing

3 unit(s)
Analyzes capital budgeting and long-term financing decisions in depth. Topics include interaction of investment and financing decisions, project cash flow analysis, risk analysis, alternative valuation methods, capital structure theory and the selection of various financing methods. Prerequisite(s): FI 300.

FI 314 Working Capital Management

3 unit(s)
Examines financial decisions that affect the value of the firm in the short run. Topics include receivables management, inventory management, marketable securities management, short-term liability management and cash management. Prerequisite(s): FI 300.

FI 315 Corporate Financial Planning and Analysis

3 unit(s)
This course provides students with a comprehensive understanding of the financial planning and analysis (FP&A) process within a corporate setting. Students will learn to develop, interpret, and analyze financial information to make informed decisions that align with the organization's objectives. This course equips students with the tools and practical know-how to effectively and efficiently operate in an FP&A role while tying day-to-day work back to strategic thinking and seminal finance theory. The course also covers the strategic planning process, including the development of long-term financial plans and the evaluation of investment opportunities. This course prepares students for life in a corporate setting as part of a company's finance department. Prerequisite(s): FI 300.

FI 317 Mergers and Acquisitions

3 unit(s)
Surveys the field of mergers and acquisitions using case studies. Topics include accounting for acquisitions, tax implications of mergers, legal aspects of mergers, the role of investment bankers in mergers, valuing business, merger negotiation, risk management, leveraged buyouts, tenders and defenses. Prerequisite(s): FI 300.

FI 318 Venture Capital and Start-Up Financing

3 unit(s)
Examines the strategic and financial issues facing start-ups and venture capital investments. This course examines the entrepreneurial process, focusing on financing - how new ventures are funded, applying the perspective of both the venture seeking financing and investors considering how to identify and manage good opportunities. Topics covered include the history and current direction of the venture capital industry; alternative financing sources, notably venture capital and angel investors; business planning methods; screening new venture opportunities; valuation techniques; capital raising practices and methods; management of new ventures; and harvesting or exit strategies, including IPO's and mergers. Students will be able to attend investor forums, and guest lecturers will supplement the course content. Prerequisite(s): FI 300.

FI 320 Financial Strategy and Value Creation

3 unit(s)
Demonstrates the use of competitive strategy to create shareholder value, industry attractiveness, firm-based resources and competitive advantage in a variety of settings, including technology-intensive and mature industries. Introduces the use of transaction cost economics and the capital-asset pricing model to analyze vertical integration, diversification and global strategies. Extensively uses case studies to build strategy development skills. Prerequisite(s): FI 300.

FI 340 Investments

3 unit(s)
Presents the theory and practice of investment analysis. Topics include efficient market theory; risk and return analysis for stocks, bonds and cash equivalents; modern portfolio theory; asset pricing models; bond pricing and the term structure of interest rates; effects of taxes and inflation on investment choices; and derivative asset analysis and alternative investment. Prerequisite(s): FI 300.

FI 343 International Corporate Finance

3 unit(s)
Surveys the international aspects of financial management. Topics include the international currency arrangement for the settlement of private and public transactions; the theory of international financial adjustments; functions of financial institutions including the Federal Reserve System, the Euro-currency market, IBRD and IMF; financing of trade including EXIM and FCIA and commercial banks; foreign-exchange markets; management of currency exposure; estimating country debt-servicing capacity; and external debt-financing problems. Prerequisite(s): FI 100 or FI 300A.

FI 344 Equity Analysis

3 unit(s)
Presents the concepts and theory underlying equity analysis and a case-based practitioner's approach to Investing. Topics include understanding financial statements; income manipulations; common stock valuation techniques; industry analysis; company analysis; efficient market theory and its inefficiencies. Prerequisite(s): FI 340.

FI 346 Derivative Markets

3 unit(s)
Introduces theory and practice in the forward, futures, swap and options markets. Topics include commodity derivatives, currency derivatives, stock options, stock index futures and options, interest rate derivatives, arbitrage strategies, Black-Scholes and Binomial option-pricing models and computer applications. Prerequisite(s): FI 300.

FI 347 Financial Engineering and Risk Management

3 unit(s)
Covers risk-management techniques for corporations and managers of equity, bond and derivative portfolios. Topics include measurement of corporate risk exposure, portfolio risk exposure and value at risk for financial institutions; hedging the price risk of commodities, exchange rates, interest rates and equity markets; credit risk management; portfolio insurance; portfolio immunization; synthetic assets; and computer applications. Prerequisite(s): FI 340. Corequisite(s): FI 346.

FI 348 Fixed Income Analysis

3 unit(s)
Presents advanced material on the principles and mechanics of bonds and bond investing. Topics include valuation of fixed income securities, and management of bond portfolios. Material covers types and characteristics of bonds, the term structure of interest rates, yields and yield spreads, measurement of duration and convexity, mortgage backed securities, and credit analysis. Prerequisite(s): FI 340.

FI 350 Portfolio Management

3 unit(s)
Applies theoretical principles of portfolio management to the allocation, management, and evaluation of diversified investment portfolios. Topics include: multi-asset diversification, hedge fund approach, use of leverage in both corporate and investment environments, risk factor analysis, performance evaluation, institutional investor classes and manager selection. Prerequisite(s): FI 340.

FI 352 Technical Analysis of Securities

3 unit(s)
Examines empirical evidence concerning non-efficient markets in which technical analysis is thought to apply. Topics include trend analysis, turning-point analysis, charting techniques, volume and open interest indicators, contrary opinion theories and technical theories such as Dow theory and Elliott waves. Prerequisite(s): FI 100 or FI 300A.

FI 354 Wyckoff Method I

3 unit(s)
Studies the Richard D. Wyckoff method: a complete, time-tested and effective approach to market analysis and trading. The action sequence is a unique active-learning way to acquire the skills and judgment needed to apply the Wyckoff method. Prerequisite(s): FI 352 or consent of the department.

FI 355 Wyckoff Method II

3 unit(s)
Continues the study of the Richard D. Wyckoff method: a complete, time-tested and effective approach to market analysis and trading. The action sequence is a unique active-learning way to acquire the skills and judgment needed to apply the Wyckoff method. Prerequisite(s): FI 352 and FI 354, or consent of the department.

FI 356 Student Managed Investment Fund

3 unit(s)
The purpose of this course is to provide students with real world and hands-on experience in portfolio management and security analysis through the management of the Golden Gate University Student Managed Investment Fund. Students will demonstrate their ability to apply analytical financial concepts and techniques through fund management, macroeconomic sector research, and company-specific equity research. Students will also practice their skills in teamwork and public speaking. This course may be taken more than once for credit. Prerequisite(s): FI 340 or FP 221.

FI 358 Technical Market Analysis Strategies

3 unit(s)
Provides advanced studies in technical analysis and trading. Money management, investor psychology and technical analysis elements are considered. Focuses upon development of a trading plan. Prerequisite(s): FI 352 or consent of the department.

FI 360 Behavioral Finance

3 unit(s)
Introduces the theories developed by research into cognitive biases, investor emotions and herd effects. Explores the applications of these theories in corporate finance and investment management and suggests approaches through which sophisticated investors can exploit the opportunities created by non-rational investors. Traditional (or standard) finance builds its theories on the presumption that assets are valued in modern financial markets through the buy-and-sell decisions of rational, profit-maximizing investors. An accumulating body of research challenges this fundamental presumption, suggesting instead that investment decisions are motivated by a complex array of non-rational psychological factors.

FI 382 Management of Banks and Financial Holding Companies

3 unit(s)
Analyzes the management of the operations of banks, savings and loans, credit unions and other lending institutions. Topics include the banking industry, firm organizational structure, the legal and regulatory environment, performance analysis, services and financial statements, constraints on management decisions and marketing strategies. Prerequisite(s): FI 100 or FI 300A.

FI 395 Financial Analytics Capstone

3 unit(s)
In this course, students will integrate the analytical, technical, and financial skills acquired throughout their program to tackle real-world financial challenges. The course emphasizes hands-on experience in financial data analysis through the application of statistical techniques and predictive modeling. Students will engage in comprehensive analyses of financial data, covering essential topics such as data cleansing, exploratory data analysis, regression analysis, time series forecasting, and risk management. Prerequisite(s): FI 307 and MSBA 320.

FI 428 Business Valuation

3 unit(s)
Examines closely held companies, not publicly traded firms, for applications including mergers, acquisitions, and divestitures; raising capital and the venture capital model; capital structure and the cost of capital; performance planning and appraisal; real options pricing; and special industry analyses. A commonly stated objective for business managers is to add value to their companies or enterprises; this course covers the major topics for business valuations, analytical methods such as financial statement analysis; cash-flow and comparable company valuation methods; research techniques for obtaining information; and owners' interests. Prerequisite(s): FI 300.

FI 460 Real Estate

3 unit(s)
Analyzes real estate concepts and presents an overview of the industry. Topics include the nature of real estate assets as distinct from non-real-estate assets; the institutions, market forces and regulatory groups that affect real estate; special attention to the terminology and language used in connection with the conversion of land from non-urban to urban use; examination of activities and functions of those engaged in developing, building, appraising, financing, marketing, leasing and planning; and their interrelationships. Fulfills part of the educational requirements of the California Department of Real Estate for salesperson and broker licensing; contact the DRE for more information. Prerequisite(s): FI 100 or FI 300A.

FI 463 Real Estate Finance and Investment

3 unit(s)
Presents an analytical and applications approach to real estate finance and investment. Topics include real estate markets and institutions, real estate project analysis, conventional and creative financing, governmental and tax-related issues, real estate investment products, yield analysis and decision models. Fulfills part of the educational requirements of the California Department of Real Estate (DRE) for salesperson and broker licensing; contact the DRE for more information. Prerequisite(s): FI 100 or FI 300A.

FI 497 Internship: Finance

3 unit(s)
Offers students the opportunity to receive graduate-level work experience in a job directly related to their academic major and career goals. Students are responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

FI 498A-ZZ Selected Topics in Finance

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in finance. Topics are compiled and selected by the department chair. Prerequisite(s): FI 300. Other prerequisites will vary based on topic.

FI 499 Directed Study in Finance

1-3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): FI 300 and consent of the department.

Financial Planning

FP 220 Introduction to Personal Financial Planning

3 unit(s)
In this course, students will explore various aspects of personal financial planning, including budgeting, financial statement analysis, time-value-of-money calculations, insurance options, social security benefits, house-buying strategies, and investment, retirement, income tax, estate planning and career opportunities. Students will complete a personal financial plan that covers these topics. This course also fulfills part of the educational requirements needed to sit for the Certified Financial Planner (CFP) and the Accredited Financial Counselor (AFC) examinations.

FP 221 Personal Investment Management

3 unit(s)
Investigates the investment process from the perspective of a financial planner or investment advisor advising individuals and families. This course will cover basic concepts related to financial market theory, including market efficiency, portfolio theory and optimization, asset pricing models, and stock and bond valuation techniques. The nature and use of mutual funds and ETFs, and tax-efficient investing, including asset location concepts, will also be explored. Significant time will be devoted to understanding investor behavior, client communication, relationship management, risk profiling, and the development and use of investment policies. Satisfies part of the educational requirements to sit for the CFP examination.

FP 222 Retirement and Employee Benefits Planning

3 unit(s)
Introduces strategies used by financial planners to help clients assess employee benefits and to reduce the tax burden while planning for retirement. Topics include retirement needs analysis, defined benefit and contribution plans; profit sharing; 401k; 403b; ESOP; IRA; SEP-IRA; Roth-IRA; Keogh; TSA; social security benefits and integration; vesting; employee benefits analysis; funding vehicles; plan installation and administration; asset balancing; buy-sell agreements, ERISA; stock redemption and cross-purchase plans; evaluation of retirement timing; life-cycle planning, retirement lifestyle issues, distribution planning, and post-retirement financial and qualitative assessment of needs. Satisfies part of the educational requirements to sit for the CFP® examination.* Corequisite(s): FP 220 or FP 225 (or ACCTG 108A), or consent of the department.

FP 223 Risk Management and Insurance Planning

3 unit(s)
Explores personal risk analysis and insurance planning in the context of personal financial planning. Topics include career issues; contractual and agency legal issues; insurance distribution systems (including Internet); evaluating insurers; personal risk assessment; risk strategies; alternative risk transfer approaches; life insurance programming and product analysis; key-person insurance; business continuation applications; life insurance use in income and estate tax planning; applicability of other insurance products (e.g., health, disability, general liability, property and casualty); HMOs, group insurance plans; workers compensation; relevant aspects of social security; negligence issues; errors and omissions policies; and professional ethics. Satisfies part of the educational requirements to sit for the CFP® examination.* Corequisite(s): FP 220 or consent of the department.

FP 225 Personal Income Tax Planning

3 unit(s)
Introduces strategies used by financial planners to help clients achieve greater tax efficiency. Topics include income tax concepts and calculations, income tax research methods, gross income realization, exclusions and deductions, passive activities, alternative minimum tax, tax considerations of business forms, taxable and nontaxable property transactions, compensation planning, family tax planning, audit risk and dealing with the IRS. Satisfies part of the requirements to sit for the CFP® examination.* Prerequisite(s): FP 220.

FP 226 Personal Estate Planning

3 unit(s)
Introduces estate planning tools and strategies to assist a client in developing, maintaining and transferring his/her wealth consistent with objectives. Topics include professional role differentiation between financial advisers, CPAs, and estate-planning attorneys; writing disclaimers in a financial plan; gift and estate taxation; ownership of personal and real property issues; wills; letter of last instructions; trusts; trustees/personal representatives and their fiduciary responsibilities; probate strategies; implications for individuals; general/limited partnerships; closely held businesses; corporations; life insurance funding; post-mortem planning; creative estate planning strategies consistent with client goals and values; charitable giving strategies; California estate planning issues; and how to implement and monitor the estate plan. Satisfies part of the educational requirements to sit for the CFP® examination.* Prerequisite(s): FP 220.

FP 230 Personal Financial Planning Cases

3 unit(s)
Uses case studies that apply financial planning principles to strategic personal wealth management for advising clients in the comprehensive financial and estate-planning approach. Topics include integrating and balancing client needs with financial products and strategies, update on taxation and new financial products, writing a comprehensive financial plan, presenting the plan, implementing the plan, providing periodic review, professional literature and resources, qualitative client factors and analysis, financial counseling techniques and computer resources. This course is the capstone in the Personal Financial Planning Certificate, the prerequisite for the MS in Advanced Financial Planning, and satisfies part of the educational requirements to sit for the CFP® examination. Prerequisite(s): FP 220, FP 221, FP 222, FP 223, FP 225, and FP 226.

FP 330 Business Development in Personal Financial Planning

3 unit(s)
Presents an overview of the different methods and skill sets needed to develop a financial services practice by developing and maintaining client relationships. Running an efficient practice will have a direct impact on the success of your marketing and business development efforts, as well as on the profitability and long-term value of your firm. This course exposes students to the various tools and methodologies used by best in-class practitioners. In addition, students will have the opportunity to gain hands-on experience with some of the platforms currently used throughout the industry. Industry leaders and practitioners will join as guest speakers throughout the term. Topics include an overview of the current environment and the issues surrounding establishing a practice; a review of the personal tools needed in business development; the advantages and disadvantages of the various methods of attracting new business; how to differentiate a business from other financial planners; how to develop trust with prospective clients; how to create a brand message; using the internet and other direct marketing tools; using the media and public relations; developing and implementing a budget and a plan; other marketing options including seminars, speeches and products.

FP 440 Introduction to Financial Life Planning

3 unit(s)
Presents a context for the concentration in Financial Life Planning. Financial Life Planning offers a holistic and humanistic approach to financial planning that encourages students to consider the clients

themselves "beyond the numbers" to create greater potential for financial well-being, life satisfaction, self-awareness and resiliency. Students are introduced to an expanded perspective of the breadth and depth of financial planning that includes investigation into the key theories, research, tools and processes applied within the field. The course draws from principles of behavioral economics, theories of adult learning, psychology and coaching.

FP 447 Facilitating Financial Health

3 unit(s)
Presents a new model to help clients achieve balanced and healthy financial lives. Integrated financial planning brings together the fields of psychotherapy, coaching and financial planning. It enables students to go beyond the traditional boundaries of financial planning to help clients build healthy relationships with money, to explore the roots of destructive financial behaviors, and to develop specific techniques to support constructive change. Corequisite(s): FP 220

FP 449 Coaching Skills for Financial Professionals

3 unit(s)
Financial professionals often find that clients are very motivated during the planning process yet do not follow through on implementing the plan once it is developed. Coaching skills can improve our client communication and support collaborative implementation of financial plans. Upon completion of this course, the student should be able to (1) identify and summarize the essential components of coaching and understand the role of coaching skills in financial planning; (2) develop a personal process for integrating coaching skills into their existing engagements; and (3) understand the basic coaching skills and utilize them in a coaching session.

FP 450 Personal Financial Planning Practicum

3 unit(s)
Through this practicum, students will learn to work with clients in determining their needs and developing appropriate financial planning recommendations. It is designed to help them make the transition from the learning phase of their career to the actual practice of financial planning. At the heart of this process is an opportunity to work with experienced mentors as students develop a comprehensive financial plan for a real client. And while classroom time will include lectures, expert panels and guest speakers, significant time will also be devoted to role-playing exercises and critiques intended to prepare students for their client discovery and plan presentation meetings. This course may be taken more than once for credit. Prerequisite(s): FP 220, FP 221, FP 222, FP 223, FP 225, FP 226, and FP 230. Alternatively, completion of a course of study that qualifies the student to sit for the CFP Board's comprehensive exam, or passage of the CFP™ exam, with the consent of the program director.

History

HIST 50 Contemporary American Economic History

3 unit(s)
This course examines the Great Recession of 2008-2009 and its aftermath. Students will acquire basic knowledge of institutions, concepts, practices, decisions and policies that set the stage for the bankruptcy of Lehman Brothers on Sept. 15, 2008, and will describe and analyze events, decisions, trends and policies that followed thereafter. Students will apply this knowledge in analysis of the major reasons and causes of the crisis and reflect on how events and policies in the wake of the crisis affect their personal and professional lives. An aim of the course is to aid students in comprehending the background for contemporary economic conditions and to develop more informed perspectives on policies, legislation, practices and issues that directly impact personal and professional decision-making. Prerequisite(s): ENGL 50 or ENGL 60.

HIST 198A-ZZ Special Topics in History

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in history. Topics will be selected by the department coordinator. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

HIST 199 Directed Study in History

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Human Resources Management

HRM 301 Work and Workforce Trends

3 unit(s)
Provides a broad understanding of the concept of employment and how work has been and is now carried out, and what it might look like in the future. The evolution of work in the U.S., how it has been accomplished and by whom will be covered and students will use this history to analyze how work will change in the future and what workers today and in the future want and expect from work. This deep understanding of work and the workforce will prepare HR students to recruit, hire, engage and develop the workers needed for organizations now and tomorrow.

HRM 302 Acquiring and Retaining Human Resources

3 unit(s)
Presents all the steps in finding and keeping the workforce, including: planning for and recruiting HR, selecting workers and filling jobs,

managing employees' careers, and understanding what motivates people to excel at their work.

HRM 303 HR as Legal Partner

3 unit(s)
Surveys federal and state laws and their impact on the employment relationship - especially those laws and regulations that affect the terms and conditions of employment.

HRM 304 Technology Strategies for Human Resource Management

3 unit(s)
Investigates how current and future technology influences Human Resource Management (HRM). Students will learn how to utilize technology to improve outcomes for organizations by improving HRM processes and making data-driven decisions. Topics include current trends in technology that impact HRM. The basics of workforce analytics are explored through case study to analyze data in support of making business decisions.

HRM 305 Total Compensation

3 unit(s)
Compensation is disaggregated to pay and benefits. Students will learn how to set up a pay structure, design a compensation system, establish merit pay programs, and how to choose among and provide employee benefits. Focus on challenges in compensating executives, flexible workers and expatriates.

HRM 306 Learning and Development

3 unit(s)
Teaches students to link learning to organizational needs, how to assess the need for learning and selecting the appropriate system for delivering and managing learning. Students will learn how to create and execute learning strategies and programs, evaluate development needs for employees and design and deliver trainings.

HRM 307 International HRM

3 unit(s)
Investigates the management of workers in locations outside the U.S. and how it contrasts with managing workers within the U.S. Students will learn about sourcing HR for global organizations, managing U.S. workers located abroad, regulations and legal requirements for hiring workers outside of the U.S. Note: MS HRM students taking HRM 398 Internship HR do not take this course.

HRM 308 Ethics in Managing People At Work

3 unit(s)
How to understand and act on the ethical implications of important Human Resources functions, and respond to issues that arise via prevention and cure, including developing and disseminating organizational ethics statements, policies and supporting documents. Students will learn how to conduct an internal review of policies to ensure alignment with organizational ethics philosophy and to integrate ethical behavior throughout the culture. Topics include: business ethics concepts in the HR realm, and examination of issues that arise in workforce design, talent management, employee conduct, incentives systems, health/safety and international context, HR's role in corporate culture, internal investigations and external oversight.

HRM 309 HR as Strategic Business Partner

3 unit(s)
Analyzes the role of HRM in achieving organizational strategic objectives. Students will learn how to serve as a consultant to management on HR-related issues and how to be a change agent. Through case studies, practice developing strategic solutions to business problems using metrics and analyzing relevant data. Prerequisite(s): Complete a minimum of 21 units of the program.

HRM 398 Internship: Human Resources Management

3 unit(s)
Offers students the opportunity to receive graduate-level work experience in human resources management. Students are responsible for their own placement in internships to be approved by the program director or department chair. An internship application (available on GGU website) is required before consideration for this course. A written report is required upon completion of the internship. Prerequisite(s): at least 18 units completed in the program and HRM department approval.

HRM 399 Directed Study

3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): Consent of the instructor and the department chair.

Humanities

HUM 50 Examining the Humanities

3 unit(s)
The humanities involve studies of works, ideas and theories from a broad spectrum of disciplines, including art, literature, philosophy, and history, that allow us to conceptualize and interpret our experience and the world at large. This course examines a series of topics in the humanities and aims to provide students with insights and knowledge relevant and useful to professional practice and personal growth. The study will engage students in reflection on the meaning and application of their education, and encourage an

appreciation of the humanities for lifelong learning. Prerequisite(s): ENGL 50 or ENGL 60.

HUM 198A-ZZ Special Topics in Humanities

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in the humanities. Topics will be selected by the department coordinator. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

HUM 199 Directed Study in Humanities

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Information Technology Management

ITM 60 Google IT Support

4 unit(s)
This course culminates in achievement of a Google IT Support Professional Certificate. In this course, students will learn the basics of customer support, including operational knowledge of networking and operating systems, troubleshooting, cloud computing, systems administration, and security. By the end of the course, students will be prepared to take the CompTIA A+ certification exams.
This course is offered in partnership with **Outlier.org** and is available to all undergraduate students. In addition to earning academic credit, students may receive a professional certificate from **Coursera**.

ITM 105 Social Media in Business

3 unit(s)
Explores the emergence of Web-based social media tools and their increasing role in the world of business. Social media tools are highly important in communication, organizational marketing, self-branding and business networking. Although the first use of social media tools has been personal, business is now taking significant advantage of these tools for gathering customer input, informal research and development, product marketing and the development of consumer communities. Students will learn the tools and techniques of social networking and social media use through research and applications of tools such as corporate and individual weblogs, podcasting, video, Wikis and proprietary social networking sites such as Facebook, YouTube, Twitter and LinkedIn.

ITM 106 Information Technology for Managers I

3 unit(s)
Well-managed information technologies can bring substantial business value, and can support a broad range of business strategies, objectives and tactics. Students in ITM 106 will learn and articulate information technologies and their applications in the IT department itself, and integrated across the range of business functions. Students will investigate networks, the Internet/World Wide Web, transmission protocols (TCP/IP, Packet Switching) enterprise tools such as Enterprise Resource Planning Systems and Business Intelligence/Analytics. Wireless technologies, security issues and technologies and cloud computing technologies, which are discussed in more detail in ITM 107, are introduced. Prerequisite(s): ITM 125.

ITM 107 Information Technology for Managers II

3 unit(s)
Well-managed information technologies can bring substantial business value, and can support a broad range of business strategies, objectives and tactics. Students in ITM 107 will learn and articulate a variety of digital technologies and their applications in the IT department itself, and integrated across the range of business functions. Students will investigate ethics in business networked environments; business security; e-Commerce; wireless technologies; IT project management; IT portfolio management; and emerging digital business technologies. Prerequisite(s): ITM 106.

ITM 108 Introduction to Relational Databases & SQL

3 unit(s)
This course provides a foundation in relational database essentials. Students will learn existing and emerging database designs and tools; data extraction, transformation, and loading (ETL); and the use of Structured Query Language (SQL) for data access, preparation, manipulation, and reporting. Prerequisite(s): General computer / IT literacy

ITM 125 Management Information Systems

3 unit(s)
Studies the managerial aspects of information systems in business organizations. Emphasis is placed on the planning, implementation, evaluation, budgeting and management of information systems. Emerging technological trends will be explored.

ITM 197 Internship: Information Technology

3 unit(s)
Offers students the opportunity to receive work experience in the information technology industry. Students will be responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

ITM 198A-ZZ Special Topics in Information Technology

3 unit(s)
Addresses significant, topical and practical problems, issues and

theories in the information technology industry. Topics will be selected by the department chair. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

ITM 199 Directed Study in Information Technology

3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

ITM 300 IT Management & Digital Transformation in the Business Enterprise

3 unit(s)
This class is an introduction to IT Management including: A review of technical competency areas required in IT Management; team and leadership skills needed for succeed; and IT challenges in the digital transformations underway in business. Corequisite(s): BUS 240.

ITM 300W Information Technology

3 unit(s)
Introduces the managerial aspects of information technology in business organizations, including governance models for business and management of technology assets. Analyzes how information technology can help improve productivity and efficiency of different functions within an organization to enhance performance. Examines emerging technology trends. Explores the use of information for improved decision-making and discusses the security challenges, privacy issues, and ethical conundrums facing managers in the digital enterprise. This course is offered only to students enrolled in the GGU Worldwide program.

ITM 304 Managing Data Structures

3 unit(s)
Introduces the student to data, data structures and database technologies and their and use as operational & strategic tools. Students will develop knowledge of a broad range of data types and database-management systems including both SQL and NOSQL systems. Relational structures and data modeling with entity-relationship diagrams will be covered including use of the Structured Query Language (SQL) to extract data. The course will review NOSQL databases including systems for high performance, high reliability, and unstructured data management. Corequisite(s): ITM 300, MSBA 300, or ACCTG 336.

ITM 316 Software Engineering Leadership

3 unit(s)
Software's role within IT has greatly expanded and much of what was hardware or network issues is now software defined and managed as self-healing & scaling systems. This class focuses on software engineering from leading design-development, to long term software operations and enterprise reliability. Topics covered include minimum viable system, automated testing, CI/CD development, DevOps methodologies, processes, testing, and deployment, operations site reliability management and team leadership for the full software life cycle. Corequisite(s): ITM 300

ITM 318 Network and Infrastructure Management

3 unit(s)
Networks are bringing computer technology to the world's population at an accelerated pace. Access and networks are the fabric of this business. This course covers the management of networks/platforms to support the creation of business opportunities from end to end. Computing platforms are embedded in the network value chain. IT managers select systems to create value: cloud for faster deployment and scaling, datacenters for lower costs, and edge for improved customer experience. This course introduces the student to Networking as the Computer and reviews cases of business value creation.

ITM 321 Big Data Ecosystems

3 unit(s)
Introduces students to data frameworks supporting the building and manipulation of data sets that do not fit the standard relational database structure, i.e., very large data files and unstructured data. Students will learn how data from these data sets can be extracted, and transformed for workable solutions. They will be introduced to a selection of the tools and languages associated with building and managing Big Data structures, such as Hadoop, Hive, Spark, MapReduce, NOSQL, MongoDB, and others. Prerequisite(s): ITM 300.

ITM 323 Security, Privacy and Compliance

3 unit(s)
Provides the basic knowledge needed to understand key concepts of information security from both a theoretical and practical perspective. The student will gain a strong footing to cope with the changes that are to come with the use and ever-growing reliance on computer technology. Issues of privacy and compliance will also be addressed in the context of greater visibility and public concerns. Through examination of the 10 domains of the Common Body of Knowledge for Information Security, students will learn how these concepts are applied and used to protect information assets and defend against attacks. They will also gain an understanding of how these concepts can be used to drive security projects and policies that will strengthen the overall security posture of an organization.

ITM 331 Securing the Technology Infrastructure

3 unit(s)
The course provides, current coverage of the technical aspects of computer security, including users, software, devices, operating systems, networks, and data. It reviews the evolving attacks, countermeasure activity in computing environments. It also covers best practices for preventing malicious code execution, using encryption, protecting privacy and legal implications, implementing

firewalls, detecting intrusions, and discussion of ethical practices. Students will go beyond the technology to understand crucial management issues in protecting infrastructure and data. Prerequisite(s): Linux workstation experience and approval of the department chair. Corequisite(s): ITM 323.

ITM 332 Security Standards and Practices

3 unit(s)
This course provides students the skills to manage cybersecurity risk both for internal and external stakeholders. Students will learn to apply the National Institute of Standards and Technology (NIST) framework for improving critical infrastructure and limiting cybersecurity risks. In this course we will also review the data security, compliance, and regulatory environment (GDPR, HIPAA, SOX, FISMA, PCI, GPG13, FERPA). Prerequisite(s): ITM 323 and ITM 331.

ITM 342 Enterprise Architecture Planning

3 unit(s)
Examines the elements of enterprise architecture and how the IT manager links the business mission, strategy and processes of an organization to its IT strategy. Students will examine the different EA methodologies and approaches, and understand where they fit into the IT function. Key linkages between business strategy, IT project portfolio management, and EA will be explored. Using case studies, students will learn how to apply the tenets of the EA discipline to define and chart the course of IT strategy to solve strategic business problems.

ITM 345 Business Intelligence and Decision Support Systems

3 unit(s)
Provides an overview of decision support and business intelligence systems with in-depth coverage of contemporary topics such as text mining, big data analytics, visual data analytics and knowledge management, as well as traditional data warehouse architecture, planning and implementation. Students will understand the business value and use cases for different technologies, and experience BI use in the context of various industry segments (specifically finance, healthcare, manufacturing and retail). Beyond the use of a widely respected textbook and contemporary online resources (such as Teradata University Network and Data Warehouse Institute), students will get hands-on experience in building BPM dashboards (i.e., MicroStrategy), visual data representation and analysis (i.e., using Tableau), and decision trees. Assignments are designed to leverage students' own preferences and experiences, and to encourage practical application of the knowledge gathered in class and from their own research. Prerequisite(s): BUS 240.

ITM 395 Strategic Information Technology Planning, Organization and Leadership

3 unit(s)
Bringing together the skills and knowledge developed in the other core courses, this capstone course for the MSITM degree explores the organizing, administration and strategic planning of the information technology function in the organization. Introduces advanced coverage of the areas of IT and business strategy integration, IT services outsourcing, IT budgeting and IT management frameworks. These are applied across a series of challenging case studies, and culminate in a final project in which they structure IT to solve business problems and link IT and business strategy. Prerequisite(s): ITM 395 must be taken after completion of the following core courses: ITM 300, ITM 304, ITM 316, ITM 318, ITM 323, and MSBA 321.

ITM 396A-ZZ Selected Topics in Information Technology

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in areas encompassed by the Ageno School of Business graduate degrees. Topics are compiled and selected by the department chairs. Prerequisite(s): will vary based on topic.

ITM 398 Internship: Information Technology Management

3 unit(s)
Offers students the opportunity to participate in graduate-level work experience in the information technology field. Students are responsible for their own placement in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): completion of five advanced graduate seminars or consent of the department.

ITM 399 Directed Study

3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed-study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Law

LAWU 300 U.S. Legal System and Process

3 unit(s)
This course will have two central goals. First, it will provide students with a basic understanding of the legal principles and central policy goals that underly the U.S. legal system at the federal, state, and local levels. In this, students will learn how U.S. legal institutions are organized and operate. Second, the course will familiarize students with the basic processes that are used to advance legal claims in the U.S. In this skills-based portion of the course, students will be

instructed in the fundamentals of legal research and communication. In addition, students will become acquainted with a range of standard legal documents and forms and will draft portions of standard documents and forms.

LAWU 310 Contract Law

3 unit(s)
Contract law governs the enforceability and enforcement of promises. As such, it is an essential building block in the formation of commercial and other formal, legal arrangements. In Contracts, students will learn the policies, principles, and rules relating to (1) contract formation; (2) the requirement of what is known as "consideration" to support a contract and its exceptions; (3) equitable bases for enforcing promises; (4) legal remedies for breach of contract as well as for equitable causes of action; and (5) the requirement of a "writing" for certain contracts. This course will study the common law (i.e., judge-made law) and select portions of the Uniform Commercial Code (a model statute adopted in many jurisdictions).

LAWU 312 Procedure

3 unit(s)
Procedure will introduce students to the fundamental aspects of U.S. civil procedure as well as the most important differences between civil procedure on the one hand and criminal and administrative procedure on the other. Students will acquire particular familiarity with the steps required to initiate and pursue a civil lawsuit through trial and appeal, including such matters as pleading, investigation and discovery, the role of the court and jury, motions, evidence and trial, and appeals.

LAWU 314 Property Law

3 unit(s)
In Property Law, students will be introduced to and acquire mastery of the basic principles of Property Law in all of its social, economic and legal dimensions. Property Law covers a wide range of concerns, including real, personal, and intellectual property. As such, Property Law introduces students to a multitude of different, specialized substantive legal areas, such as family law, land use law, landlord-tenant law real estate law, wills, trusts and estate law, and others. The course also affords students the ability to understand and master the difference between common, or judge-made, law and statutory law enacted by legislators; this allows students to examine the debates about the ideal sources of lawmaking. Finally, Property Law will allow students to develop analytical and drafting skills related to documents as diverse as a residential lease and an estate plan and last will and testament.

LAWU 316 Administrative Law

3 unit(s)
Administrative Law surveys the organization, authority, and procedures of civil administrative agencies in relation to rulemaking, adjudication, and judicial review of administrative rulings and decisions. As such, Administrative Law explores the constitutional powers and limitations of government actors, as well as exploring controversies about the breadth of governmental power. The course examines the role of both U.S. federal and state administrative agencies. Administrative Law also introduces students to major areas of regulated activity, from bankruptcy and family law to communications, financial and securities, and trade law.

LAWU 318 Torts: the Law of Civil Harms

3 unit(s)
Torts: the Law of Civil Harms introduces students to the three major categories of torts, or civil harms, namely intentional torts, negligent torts and strict liability torts. In addition, the course will allow students to master the elements of and defenses to each category of tort. The course will also allow students to examine the policies used to justify and criticize the different types of torts. The course will thus involve extensive discussion of the aims and challenges of the torts system, and its socio-economic functions, including consideration of matters such as defective products and medical malpractice liability.

LAWU 320 Constitutional Law

3 unit(s)
Constitutional Law focuses on developing knowledge of constitutional law and litigation as well as skills related to legal analysis, professionalism, and practical legal writing. The course will introduce students to a wide range of substantive knowledge, including the following: the role and purpose of constitutions generally and the influences and history of the U.S. Constitution; the purpose and function of the U.S. federal judicial, executive, and legislative branches; the reach and application of the federal Constitution in relation to all levels of government action and private conduct; and the history and importance of federal jurisprudence related to separation of powers, federalism, substantive due process, and equal protection.

LAWU 332 Criminal Law

3 unit(s)
This course introduces students to the study of substantive criminal law. It examines the rules of conduct for major crimes against persons and property - from homicide to burglary, robbery and arson - and the defenses to such crimes. The course also considers the development of and philosophical rationales for criminal law, including debates about topics such as punishment, incarceration, and rehabilitation. Students will also be asked to consider criminal law through a social justice lens and compare the approaches to criminal law in the U.S. to that of other countries.

LAWU 334 Introduction to Intellectual Property Law

3 unit(s)
This course provides an overview of the main fields of intellectual property (IP) law, including trade secrets, patents, trademarks, and copyrights. It explores the theoretical justifications for providing

"property-like" rights in the intangibles that each of these main doctrinal areas of IP law protects. The course examines what is protected by each type of IP, what is required to have valid IP rights, what rights the IP owner has, what limits apply to those rights, if any, and what constitutes a violation of those rights.

LAWU 336 Asylum and Refugee Law

3 unit(s)
The course focuses on U.S. and national asylum law and procedure, international refugee protection law and procedure, and significant debates regarding these topics. Students will become familiar with the procedures and processes for the various agencies directed to handle asylum and refugee matters, including USCIS, US ICE, Immigration Courts, the Board of Immigration Appeals, and the federal courts of review. Considerable time will be devoted to considering the policy and philosophical justifications for and against various asylum and refugee laws and regulations.

LAWU 338 Introduction to Entertainment Law

3 unit(s)
This is a fast-paced introduction to key elements of the field of Entertainment Law, which features an introduction to copyright law, followed by an examination of law and policy relating to motion pictures, television, sound recordings, musical compositions, video games, and the right of publicity.

LAWU 339 Foundations of Generative AI for Law Professionals

3 unit(s)
This course offers an exceptional opportunity for students and legal professionals to develop practical, hands-on expertise in integrating Generative AI tools into legal workflows. Participants will build a strong foundation in effectively communicating with Generative AI models through skillful prompt crafting, mastering industry best practices, and leveraging AI to streamline critical legal tasks, including summarizing complex legal documents, drafting contracts, conducting legal research, building timelines and enhancing business communications.
The program also features a dedicated module on Responsible AI, providing participants with a comprehensive understanding of AI ethics, strategies to mitigate model drift, bias, and hallucinations, and essential insights into navigating regulatory compliance mandates. Designed for both entry-level students and experienced practitioners, this course seamlessly combines theoretical frameworks with immersive experiential learning, enabling participants to build skills readiness for the fast-unfolding AI-enabled legal workplace.

LAWU 340 Legal Research with Artificial Intelligence

3 unit(s)
This is a course intended to introduce students to using tools of artificial intelligence commonly used in law practice, while also covering some of the basics of legal research. The course will explore how to access federal or state law, determining the weight of authority from various sources, and important skills required to communicate the results. We will examine primary sources of law: legislative codes, administrative and judicial interpretations, as well as useful secondary sources.

LAWU 396A-ZZ Selected Topics in Law Studies

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in law studies. Topics are compiled and selected by the department chair. This course may be taken more than once, provided the same topic is not repeated. Prerequisites will vary based on topic.

LAWU 399 Directed Study

3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed study course may be taken for credit toward a masters degree. Prerequisite: Completion of five, advanced graduate Law Studies courses, or consent of the instructor and approval of the department chair.

LLM 300A Professional Responsibility for Trust & Estate Practice

2 unit(s)
This class concentrates on the ethical and practical considerations that an estate planning and probate attorney faces in his or her day-to-day practice. Focus is given to client meetings/interactions, including potential pitfalls when representing multiple clients and generations and clients with diminished capacity. This class pays particular attention to scope of representation, conflicts of interest, confidentiality, attorney-client privilege, work-product, and setting reasonable fees. The class is practice based and very interactive.

LLM 300B Estate Planning Practice Management

1 unit(s)
This course focuses on practical and tangible ways to achieve and build a successful estate planning practice. In this course, students will be exposed to "day to day" operations and tools for setting-up the infrastructure to help attain such a practice (e.g. effective marketing, social media, workshops, etc.). The "psychology" behind growing one's practice and implementation of specific tangible methods shall also be shared and discussed. The course shall be interactive and student participation is required through the use of instructional exercises and role-plays. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 306A Pro Bono Tax Clinic: State Income Tax

1-3 unit(s)
Under supervision of an attorney from the Board of Equalization's Taxpayer Rights Advocate Office, students assist taxpayers with state

income tax disputes against the California Franchise Tax Board (FTB). Students receive legal practice skills training, including gathering and identifying evidence, drafting legal briefs, and representing clients/taxpayers in negotiations with the FTB and at oral hearings before the BOE. Program Director approval is required for all students seeking to register. This course is graded on a Credit/No Credit basis. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 306A.

LLM 306B Pro Bono Tax Clinic: Sales & Use Tax

1-3 unit(s)
The Sales and Use Tax Clinic is a hands-on clinic where students will gain real world experience, allowing them to apply what they are learning in the classroom to actual client cases. Under the supervision of an attorney, students will represent clients who are appealing Sales and Use Tax assessments issued by the Board of Equalization (BOE). Students will have the opportunity to gain practical legal skills including: client interview and counseling, gathering evidence, preparing legal briefs, performing case strategy, as well as negotiating with auditors and settlement attorneys from the BOE. Furthermore, when necessary, students will have the opportunity to represent clients in a litigation setting at Appeals Conferences (informal hearings) and Oral Hearings (similar to a court trial). And although the cases involve tax issues, students do not need to be focused on tax law to participate. Program Director approval is required for all students seeking to register. This course is graded on a Credit/No Credit basis. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 306B.

LLM 312 Estate Planning Externship

2-3 unit(s)
The Estate Planning Externship is a course, providing students with the opportunity to assist estate planning law firms and practitioners while obtaining hands-on, practical experience working on estate plans, conservatorships, trust and probate administrations. The course consists of two components: class and field work. The instructors are estate planning attorneys. The class will meet approximately every other week, to discuss substantive questions and practical hurdles, arising from their field work. Students are required to maintain and share journals, chronicling their weekly experiences, questions, and concerns. The class culminates with a paper/presentation. In the field component, each student is placed with an estate planning law firm or with a practitioner in the greater San Francisco Bay Area and shall complete 90 hours (2 units) or 135 hours (3 units) of field work over the span of the 15 week semester. The field work involves working on active cases in the areas of estate planning, conservatorships, trust and probate administrations. This course is offered through the LLM in Taxation and Estate Planning Programs. This course is graded on a Credit/No Credit basis.

LLM 315 Multistate Taxation of Business Entities (other States)

3 unit(s)
Analyzes the tax treatment, tax problems and tax-planning techniques of corporations and flow through entities engaged in multistate activities. The course is structured as a survey course and will cover the rules and regulations in multiple states. Students will be able to request coverage of specific states that are of interest to them in their practice. Topics include: Constitutional limitations on states' ability to tax multistate corporations and flow through entities, new developments in state doing business standard, state tax treatment of S corporations, partnerships and LLCs, computation of taxable income, business vs. nonbusiness income, formula apportionment, unitary taxation, combined reporting, consolidated returns and water's-edge elections. Case studies are used to illustrate concepts. Prerequisite(s): LLM 317A and LLM 330.

LLM 317A Tax Research

1 unit(s)
This course acquaints students with resources available for tax research, including legislative processes, the Internal Revenue Code, judicial and administrative interpretations, reference services, and electronic research. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 318 Advanced Federal Income Taxation

3 unit(s)
Examines the basics of federal income taxation with emphasis on statutory materials; special attention to problems of individual taxpayers and specific rules regarding gross income, adjusted gross income, taxable income, deductions, exemptions and credits. Students are required to take this course as one of the first two advanced graduate seminars in taxation. Corequisite(s): LLM 317A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 318.

LLM 319 Federal Tax Procedure

3 unit(s)
A survey course in the procedural aspects of dealings between taxpayers and their representatives on the one hand and the Internal Revenue Service, IRS Office of Professional Responsibility, the Office of the Chief Counsel for the Internal Revenue Service, and the Tax Division of the Department of Justice on the other hand. It will assist you to understand and prepare to handle practical issues involving your and your clients' or employer's duties, powers, responsibilities, liabilities, privileges, and ethical obligations arising in federal tax practice, including access to information; IRS examinations and appeals; deficiency assessments; interest on underpayments and overpayments; penalties (civil and criminal) against taxpayers, their representatives, and their tax return preparers; statutes of limitations on assessment and collection of taxes and penalties and criminal tax prosecutions; and refund and collection of federal income, estate and gift taxes. Cross-listed with and equivalent

to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 319.

LLM 320 Multistate Tax of Business Entities

3 unit(s)
Analyzes the tax treatment, tax problems and tax-planning techniques of corporations and flow through entities engaged in multistate activities. Emphasis is on California law and how it applies to businesses organized or doing business in the state, however each section does include analysis of the law in other states. Topics include: Constitutional limitations on states' ability to tax multistate corporations and flow through entities, new developments in California doing business standard, California tax treatment of S corporations, partnerships and LLCs, computation of taxable income and issues related to conformity, business vs. nonbusiness income, formula apportionment, unitary taxation, combined reports, consolidated returns and water's-edge elections. Case studies are used to illustrate concepts. Prerequisite(s): LLM 317A and LLM 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 320.

LLM 321 Principles of International Taxation

3 unit(s)
Presents a broad survey of the rules of US income taxation regarding international transactions. Covers both in-bound transactions - the treatment of non-resident aliens and foreign corporations investing and/or doing business in the States, as well as out-bound transactions - the treatment of US citizens and residents investing and/or doing business outside the US. Prerequisite(s): LLM 317A and LLM 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 321.

LLM 322A Federal Income Taxation of Corporations and Shareholders I

3 unit(s)
Analyzes tax treatment, tax problems and tax planning techniques involving transactions between corporations and their shareholders: transfers to corporation; capital structure; dividends and other distributions; stock redemptions and liquidations; stock dividends and preferred stock bailouts; and introduction to S corporations. Prerequisite(s): LLM 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 322A.

LLM 322B Federal Income Taxation of Corporations and Shareholders II

3 unit(s)
Covers specific issues of operating in corporate form: corporate reorganizations and divisions; carryovers of tax attributes; limitations on carryovers. Prerequisite(s): LLM 322A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 322B.

LLM 323 Multistate Tax of Individuals, Trusts/Estates and State Tax Research

3 unit(s)
Covers the state tax structure applied to individuals, which includes in-depth coverage of issues related to residency and sourcing of income of nonresidents. Also explores the rules in multiple states and analyzes the constitutional limitations on the state's ability to extend its tax system to nonresidents. Covers state sourcing rules that apply to nonresident partners, shareholders and LLC members. The course will also examine issues related to telecommuting and the mobile work force. Also analyzed are the issue of conformity to federal law in light of massive nonconformity by most of the states; tax incentives offered by the states to encourage job growth; and specialized topics.
Also covers the state tax structure applied to all taxpayers, as well as various sources of law in California (and other states). Also covers resources available to locate state tax law on various matters. Examines state tax practice, states that require registration to prepare tax returns and that regulate tax return preparers. Discusses state ethical procedures and rules dealing with such issues as client confidentiality, privileged communication, malpractice and the unauthorized practice of law. Prerequisite(s): LLM 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 323.

LLM 325 Estate and Gift Taxation

3 unit(s)
This course provides an introduction to federal wealth transfer tax, including estate, gift, and generation-skipping transfer taxes. Prerequisite(s): LLM 317A, and LLM 330 or LLM 330A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 325.

LLM 325A Tax Aspects of Charitable Giving

1 unit(s)
This course will provide an in-depth analysis of income, estate, and gift tax issues arising in the context of gifts to charity. Basic rules of charitable giving, including analysis of contributions that will and will not give rise to tax benefits, permissible beneficiaries, limitations based on adjusted gross income and other considerations, valuation and substantiation will be presented. In addition, charitable giving techniques will be discussed, including charitable lead trusts, charitable remainder trusts, and bargain sales. Specific giving situations relevant to estate planning will also be covered. Recommended: LLM 325. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 328 Federal Income Taxation of Partners and Partnerships

3 unit(s)
Analyzes tax problems of the organization and operation of partnerships including the treatment of partnership distributions, withdrawal of a partner during his/her lifetime, dissolution of the

partnership, sales or exchanges of partnership interests. Prerequisite(s): LLM 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 328.

LLM 330 Property Transactions

3 unit(s)
Analyzes federal income taxation of property transactions, including definition and mechanics of property transactions, definition of capital assets, nonrecognition property transactions, including I.R.C. Sections 121, 1031 and 1033; examination of the at risk and passive loss rules. Corequisite(s): LLM 318 and LLM 317A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 330.

LLM 330A Federal Income Taxation

3 unit(s)
This course examines the fundamental concepts of federal income taxation, including gross income, business and investment deductions, personal exemptions, and the mechanics of capital transactions.

LLM 332 State Tax Research, Practice and Procedure

3 unit(s)
Covers the state tax structure applied to all taxpayers, as well as various sources of law in California (and other states). Also covers resources available to locate state tax law on various matters. Examines state tax practice, states that require registration to prepare tax returns and that regulate tax return preparers. Discusses state ethical procedures and rules dealing with such issues as client confidentiality, privileged communication, malpractice and the unauthorized practice of law. Also covers state tax procedure including constitutional authority to tax, limitations on imposing taxes (versus fees) and administrative provisions governing rulemaking. Examines state filing requirements, estimated tax payments and amended returns. Discusses statute of limitations and the audit process, as well as unique state penalties and reporting requirements. Prerequisite(s): LLM 330.

LLM 334 Estate Planning I

3 unit(s)
Examines selected topics in estate planning, including general legal principles relating to estate planning, including a review of relevant, legal documents; lifetime gifting, including utilization of the annual exclusion and alternative forms of wealth transfer; marital deduction planning, including quantifying the deduction through partial QTIP elections, utilization of the TPT credit, and the use of formula clauses; gifts to charity, including the use of both outright and split-interest gifts; the use of life insurance in estate planning; planning for generation skipping transfers; advising elderly clients; and post mortem planning. Prerequisite(s): Recommended LLM 325. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 334.

LLM 334A Estate Planning II

2 unit(s)
This course takes a comprehensive and detailed look into issues such as charitable organizations, valuation discounts, domestic partnerships, family limited partnerships, guardianships and conservatorships, trust and estate litigation, representing high net worth clients, irrevocable trusts, and law office management. (Offered through the LLM in Taxation and Estate Planning Programs.) Prerequisite(s): LLM 334.

LLM 334B Estate Planning for the Blended Family

1 unit(s)
For estate planners representing blended families such as second marriages, same sex relationships, and families with difficult children, this one-unit course will explore and analyze technical and tax issues surrounding the marital deduction, discretionary trust distributions, retirement plan distributions, community property characterization, tax allocation and payment planning, post mortem planning, death versus divorce and the individual psychologies of the parties. This course will also address ethical conflicts and dissect some "typical" estate planning documents to show drafting modifications appropriate for the blended family. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 334C Probate Procedure

3 unit(s)
The course will cover the types of proceedings within the Probate Departments of the California courts. Students will learn how to handle post death transfers that do not need probate administration, including summary administration and non-probate transfers. All aspects of estate and trust administrations will be studied. In addition, the most common probate protective proceedings involving elders, minors, and the disabled members of society will be covered, including conservatorships, guardianships, special needs trusts, and powers of attorney. Students will learn best practices guides and techniques. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 334D Mediating Trust & Estate Disputes

2 unit(s)
Trust and estate practice is filled with actual and potential conflicts among close and distant family members and other interested persons. Effectively identifying and addressing these unique types and causes of conflicts are essential to a successful trust and estate practice. This course will enable the practitioner to sharpen his/her existing skills in dealing with these conflicts and disputes and equip the practitioner with new tools and methods for creative non-adversarial resolution. The students will learn by using real case scenarios in an interactive classroom setting that includes dispute resolution role-play.

LLM 334I Combatting Financial Elder Abuse

1 unit(s)
This course examines the different forms of elder abuse and their respective definitions. In this course, students will study the elder abuse reporting laws, laws that punish the abuser, fundamentals of surrogate decision maker laws, and relevant case law. Students will learn to a draft a healthcare directive and durable powers of attorney. Students will also have the opportunity to listen to guest speakers from adult protective services and the court investigators office. Professor will provide complimentary 200 page desk reference. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 334J Drafting Estate Plans

2 unit(s)
Students will have the opportunity to draft simple wills and the operative provisions of simple trusts (without significant tax implications), culminating in a basic estate plan. Students will engage in drafting based on written materials, and also based on information elicited from client interviews. Drafting for "blended" families will also be covered in this course. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 337 Individual Retirement Plans and Distributions

3 unit(s)
Presents a discussion and analysis of the estate, income and excise tax treatment of retirement plans, SEPS and IRAs, including various methods of distribution at age 70 1/2, naming of individuals or trusts as beneficiaries, marital deduction and non-citizen spouse issues, comparison of deferral and payment of benefits during life, and after death, with emphasis on actual case studies and examples of the interplay between estate and income tax consequences of retirement plans and IRAs. Prerequisite(s): LLM 317A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 337.

LLM 338 Tax Timing

3 unit(s)
Examines issues related to the allocation of items of income and deduction to the proper taxable year, including adoption of tax year end; definition of method of accounting; the annual accounting concept; cash, accrual and installment methods of accounting; time value of money; and the Uniform Capitalization Rules. Corequisite(s): LLM 318 and LLM 317A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 338.

LLM 340 Taxation, Politics & the Law

2 unit(s)
This course considers utilization of the tax system to achieve public policy goals, including assumptions, problems, and social impacts of alternative public taxation policies. Taxation policy will be examined in light of current political theories and electoral proposals. (Offered through the LLM in Taxation and Estate Planning Programs.)

LLM 344 Federal Income Taxation of Trusts and Estates

3 unit(s)
Analyzes taxation of trusts and estates and their creators, beneficiaries and fiduciaries, including computation of distributable net income and taxable net income, taxation of simple and complex trusts, operation of "throwback" rules, computation of income in respect of a decedent, preparation of the last return for a decedent and the returns of trusts and estates from inception through termination. Prerequisite(s): LLM 317A and LLM 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 344.

LLM 345 Trust Administration

2 unit(s)
This course will provide students with highly practical guidance on the administration of irrevocable trusts. Beginning with the process of post-death administration and continuing through topics such as making discretionary distributions, the basics of trust accounting, and investing trust assets. Additional topics will include the duties and responsibilities of the trustee, trustee suitability, trust situs and the role of a trust protector. The course will draw heavily from real-life case studies.

LLM 347 State Sales & Use Tax

3 unit(s)
Sales, use, excise, and gross receipts taxes are forms of indirect taxes that states and localities use to generate income. This course analyzes the constitutional and governmental limitations on a state's ability to impose a tax on the sale of goods and services. Topics covered include marketplace facilitators, state compliance burden and procedures, economic nexus rules, interstate purchases and sales, leasing, construction, and technology transfers. Prerequisite(s): LLM 317A and LLM 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 347.

LLM 351 International Estate Planning

1 unit(s)
This course addresses estate, inheritance, gift, and income taxation of trusts and estates as they relate to U.S. citizens living abroad, foreign nationals in the United States, and nonresident aliens. Analysis includes comparative law, estate and gift tax treaties, conflicts of law, and choice of law in selected jurisdictions. (Offered through the LLM in Taxation and Estate Planning Programs.) Prerequisite(s): Recommended LLM 344 and LLM 321.

LLM 356 Choice of Entity

3 unit(s)
Examines and compares the tax characteristics of business and investment entities. Explores the tax treatment, problems and planning techniques of formation and operation of entities, including effective tax rate, eligibility, election, revocation, termination and accounting rules. Prerequisite(s): LLM 322A and LLM 328. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): TA 356.

LLM 370 Principles of International Law in Business Environments

3 unit(s)
This course will introduce the foundational principles of international law and emerging innovations essential to understand contemporary international corporate/business and financial law practice. The course will begin by introducing students to key principles in international law such as sovereignty, international collaborations, and jurisdictional issues. Students will explore significant legal and institutional developments in the areas of human rights, environmental regulations, labor protections as they relate to the business environment. This course would also offer an insight into the functions of different dispute settlement mechanisms with special focus on international commercial arbitration.

LLM 371 International Business Transactions and Commercial Contracts

3 unit(s)
This course begins with an introduction to the main multilateral and international rules, types of harmonization instruments, regimes and organizations governing international business transactions. By understanding the principles of international law and why state parties establish regimes and intergovernmental organizations, students will gain a thorough understating of them and the significance of their role in shaping and determining the flow of international business and investment globally. Students will learn how these regimes and organizations govern relations among businesses and function; challenges faced in the harmonization process (e.g., negotiations, consensus, costs, implementation, building capacity); decision-making processes and their consequences, and how disputes are resolved. The course also will introduce students to international commercial contract practice by examining each factor influencing contract formation, identifying common legal problems that arise in the negotiation of international contracts, and proposed solutions. Special attention will be given to the UNIDROIT Principles on International Commercial Contracts and Vienna Convention on International Sales of Goods. Finally, the course will examine fundamentals of the law regulating international secured finance, exploring the range of issues that practitioners of international business law encounter, as well as selected international instruments at regional, interregional, and multilateral levels.

LLM 372 Technology, Business & Law

3 unit(s)
International business has traditionally been receptive to technological progress, but the advent of digital technologies has dramatically accelerated the speed of technological change. The aim of this course is to identify the legal challenges posed by digital innovation in international business, and to discuss, compare, and propose possible policy options and regulatory strategies to create an environment conducive to innovation, creativity, and social inclusiveness, without compromising protection of interests and rights. To this end, the course will introduce students to two generations of regional and international harmonization efforts to regulate the digital economy. The first generation of digital innovation produced rules on electronic commerce, electronic signatures, and other digital-business-related issues; these topics will be examined. Attention will then turn to the second generation of digital transformation affecting the economy and trade, namely the rise of an ecosystem of emerging and transformative technologies such as AI, IoT, DLT, big data, platforms, and virtual reality. Consideration will be given to many of the initiatives to define principles and rules for this second generation of digital transformation, such as rules for automated decision-making, liability rules for AI systems, rules for platforms, conceptualization and taxonomy of digital assets, conflict-of-law-rules for DLT models, and principles for Online Dispute Resolution (ODR) platforms. As such, students will acquire familiarity with the main harmonization initiatives and projects, as well as policy debates about future directions.

LLM 374 Comparative Business Association Law

3 unit(s)
This course provides a comparative overview of the formation, financing, structure, control, and management of business associations, including corporations, partnerships, and limited liability entities internationally. It will examine the strengths and weaknesses of each system, enabling students to develop the necessary skills to recognize and analyze current legal problems that might confront corporate lawyers working transnationally and internationally. The course will include consideration of the fundamental historical, institutional, and procedural differences between common and civil law systems, with an emphasis on civil law code systems, and on their use as models for corporate law reform in emerging markets and economically developing countries.

LLM 375 International Trade Law

3 unit(s)
This course will first introduce students to the main multilateral and international rules and regulations governing international trade in goods and services with an emphasis on the World Trade Organization (WTO) treaty network. Second, drawing heavily on case laws, the course will address current practices of states involving tariffs, Free Trade Areas, Customs Union, anti-dumping, health related measures, investment among other areas of WTO treaty mandates and existing tensions between international and domestic trade regulations. Third, the course will examine WTO dispute

settlement system as well as emerging challenges for international trade relations.

LLM 376 International Investment Law

3 unit(s)
One of the defining characteristics of the modern global economy is the ease with which capital flows across international borders. While international trade involves an exchange at the border of money for goods or services and is usually a relatively short term transaction, international capital movements generally involve an investor of one country who establishes an investment inside the territory of another country for an extended period of time, sometimes decades. Such investment often includes not only capital, but also intellectual property rights, concession agreements, tangible property, real estate, and other assets. Once invested, it becomes subject to the regulatory authority of the country where it is situated, putting the foreign investor at risk not only of adverse economic circumstances in that country, but also of adverse government action, often referred to as sovereign risk. This sovereign risk includes, among other things, expropriation, currency exchange controls, discriminatory legislation, damage from wars, riots, and other civil disturbances, failure to protect, breach of investment agreements, and denial of justice in local courts. International investment law comprises the study of the rules adopted under international law to protect foreign investment against sovereign risk. These rules may be found in a network of more than 2,600 bilateral and multilateral treaties concluded worldwide, as well as in principles of customary international law. Such rules are enforceable in a variety of ways, including a system of international arbitration that has yielded hundreds of arbitral decisions awarding billions of dollars in compensation to investors.

LLM 377 Comparative and International Issues in Intellectual Property Law

3 unit(s)
Intellectual property, from inventions in the world of digital media to those in biotechnology, is evermore central to life worldwide in the 21st century. This course will introduce students to different legal regimes for the regulation of copyright, patent, trademark, unfair competition, and enforcement law across the world. Students will study the key principles, agreements, and institutions that govern intellectual property internationally, and consider the political economy of globalized intellectual property. Further, the course will explore issues such as the acquisition, licensing, and assertion of intellectual property rights across national borders, and country-level international property disputes. Case studies may include considerations of conflicts such as access to medicines, the assertion of moral rights, claims for restoration of historical and cultural patrimony and debates about intellectual property "piracy." Copyright formalities and Berne retroactivity will also be covered. Cutting edge issues in corporate law with intellectual property implications, such as blockchain technology and its consequences for business and commerce, will be considered as appropriate.

LLM 379 Dissertation

3 unit(s)
Students are required to write a dissertation for the successful completion of the degree. The choice of topic and the title of the dissertation will be subject to the approval of the LL.M. Dissertation Committee of the School of Law and the availability of appropriate supervision. The dissertation should be between 5,000 to 6,000 words in length (including footnotes, but excluding bibliography, declaration, acknowledgment, and other formal materials). Dissertation topics must relate to the topical areas covered by the degree, and should both defend a legal thesis and provide a critical overview of relevant literature.

LLM 386 Thesis

4-6 unit(s)
A thesis is an independent study project for LLM students done under the supervision of the LLM Program Director. Thesis can be taken for 4-6 units. The thesis can be on any topic agreed to by the student and the Program Director. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit. Thesis can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval.

LLM 393 Probate Court Externship

2-3 unit(s)
This is a competitive placement as an unpaid law clerk with the Probate Department of the California Superior Court. Selected students will work directly with the probate judge, probate examiners, court investigators, and courtroom staff on pending estate, trust, and conservatorship cases. The externs will get hands-on Probate Court experience from the judicial perspective. The course provides invaluable insight for future estate planners. Offered through the LLM in Taxation Program. This course is graded on a Credit/No Credit basis. Prerequisite(s): Recommended LLM 334C.

LLM 396A-ZZ Selected Topics in Taxation

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in taxation. Topics are compiled and selected by the dean. Prerequisite(s): will vary based on topic.

LLM 397 Tax Fieldwork

1-3 unit(s)
Clinical fieldwork in a tax practice may be performed under the supervision of a practicing attorney. Students must petition to program director for approval. (Offered through the LLM in Taxation and Estate Planning Programs.) This course is graded on a Credit/No Credit basis.

LLM 398 Visiting Scholar Residency Seminar

1 unit(s)
This is a 1-unit course that is required for Visiting Scholars to register every semester during their visit at GGU. Visitors will meet 4 times per semester, remote or in person, to learn legal research and writing skills and methodology. This is also an opportunity for visitors to meet each other regularly, to present their work, and learn about other academic activities in the Law School. Open to students in the LLM programs with approval of the Program Director.

LLM 399 Directed Study

1-3 unit(s)
A Directed Study is an independent study project for LLM students done under the supervision of a faculty member or supervising attorney for academic credit. Directed Study can be taken for 1 to 3 units. The project should be on a topic that involves in-depth research and analysis of some particular complexity or conflict in the law with a well-reasoned and supported resolution that adds to the field of knowledge on the topic. The student is to submit a written request to the LLM program director identifying a focused topic and briefly explaining: the complexity or conflict to be covered; why the topic merits coverage; and what conclusion(s) should be reached regarding the topic. The next step is for the student to refine the topic, if necessary, with the guidance of the LLM program director. When the topic has been sufficiently focused the LLM program director will identify a faculty member or supervising attorney who agrees to supervise the project. Directed Study can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect 70 hours of verifiable work per unit of credit.

SJD 940 Legal Research and Writing Practicum I

15 unit(s)
Offers intense preparation of fundamentals that are essential for researching and writing the SJD dissertation. This includes: choosing and revising dissertation topics; legal and academic research methods, tools and strategies; ethical use of research materials; working with dissertation committee members; developing legal analysis skills. This course is graded on a Credit/No Credit basis.

SJD 941 Legal Research and Writing Practicum II

9 unit(s)
Students will learn about practical examples of legal research and academic writing on specific subjects and areas of law through lectures given by subject matter experts, including: IP law, international human rights, law and anthropology, legal history, law and philosophy, and interdisciplinary topics. Students will also be instructed regarding revising and polishing their dissertation and preparing for their dissertation defense. This course is graded on a Credit/No Credit basis.

SJD 942 Submission of Dissertation Research Proposal

12 unit(s)
Students must successfully submit the *Dissertation Research Proposal* to both dissertation supervisors. This course is graded on a Credit/No Credit basis.

SJD 943 First Oral Exam

4 unit(s)
Students must successfully present the *Dissertation Research Proposal* orally during the "First Oral Examination" meeting before the dissertation committee before the end of the second semester of the Foundational Phase to advance to the next phase (Candidacy). The dissertation committee will decide whether the student is ready to advance to the Candidacy Phase. This course is graded on a Credit/No Credit basis.

SJD 944 Submission of Dissertation

8 unit(s)
Candidates must successfully submit their completed draft of dissertation. If approved, the candidate will earn 8 units. This course is graded on a Credit/No Credit basis.

SJD 945 Final Oral Defense

8 unit(s)
The final step toward completion of the program is the candidate's successful public oral defense of their dissertation before the candidate's Dissertation Committee. The student is expected to be ready for the final dissertation defense by the end of their third year. The defense will not be scheduled until all members of the Dissertation Committee agree that the dissertation is ready to be defended by the candidate. The dissertation committee will issue the final verdict whether the SJD Degree will be conferred. This course is graded on a Credit/No Credit basis.

Leadership

LEAD 300 Management and Leadership

3 unit(s)
Introduces management and leadership theory and knowledge. Develops analytical and decision-making skills, and organizational knowledge. Explores basic concepts of management and leadership and how organizational context impacts managerial and leadership actions.

LEAD 301 Personal Leadership

3 unit(s)
This course focuses on building strong self-awareness of strengths, opportunities for development, values, and professional goals. Students develop skills in emotional intelligence, difficult

conversations, and personal power. Recommended corequisite: LEAD 300.

LEAD 302 Dynamics of Leadership and Organizational Behavior

3 unit(s)
This course examines the complex dynamics between leadership, teamwork, and organizational behavior within the context of contemporary organizations. Students will develop an understanding of how leadership styles, group behavior, organizational culture, and decision-making processes influence workplace effectiveness. Utilizing a combination of theory, comprehensive organizational behavior frameworks, case studies, and collaborative exercises, the course equips students with the skills to lead high-performing teams and foster organizational success.

LEAD 303 Teamwork in Organizations

3 unit(s)
This hands-on course develops skills needed to be a successful team member and team leader. Students learn and apply the tools and techniques necessary to design, establish, and maintain high performing teams within organizations. Corequisite(s): LEAD 300.

LEAD 304 Leading Complex Change

3 unit(s)
This course teaches students to think strategically and systemically in order to design and lead complex transformational change in the face of uncertainty and ambiguity. Students are introduced to the latest thinking in neuroscience, complexity leadership, polarity management, and change leadership. It is strongly recommended that students have a basic understanding of leadership and management before taking this course.

LEAD 305 Adaptive Decision Making

3 unit(s)
Leaders who are capable of adapting their own leadership approaches and their organization's decision-making processes to the circumstances of the business environment will be more effective at leading their organizations in environments that are increasingly unpredictable, complex and even disruptive or chaotic. This course uses applied exercises, case studies and simulations to introduce and practice a variety of business decision-making methods and tools in the context of an organization's changing environment, particularly where cause-and-effect relationships are not simple and linear. Students will consider and be able to operate in two to three modes that assist in adaptive decision making. They will also become familiar with decision making biases and be able to detect their own and develop a strategy for mitigating. It is strongly recommended that students have a basic understanding of leadership and management before taking this course.

LEAD 306 Integrated Leadership Mastery

3 unit(s)
This capstone course in leadership provides students with the opportunity to synthesize integrate and reinforce the knowledge, skills and mindset acquired in this leadership program. Students apply skills to develop strategy, influence others, work with individuals from diverse cultures, and respond ethically. Students will strengthen their own internal personal leadership mastery within an increasingly complex external environment. This practical, hands-on course also includes an opportunity to receive specific feedback on current leadership strengths and opportunities for development. Students will be expected to be conceptually as well as analytically rigorous in formulating and defending typical leadership recommendations. Students will develop a personal leadership philosophy guidebook which integrates and synthesizes the knowledge and skills acquired in the program. Prerequisite(s): LEAD 300, LEAD 301, and LEAD 303. Corequisite(s): LEAD 304 and LEAD 305.

LEAD 307 Strategic Leadership

3 unit(s)
Strategic leaders create a compelling organizational future vision, mission, and values, ensure that a critical mass is aligned and that the organizational culture and systems support the mission and vision. Students will learn about classic and current strategic leadership approaches. They will engage in strategic thinking, analyze elements of a strategy and organizational readiness, apply what they are learning in the real world, and create a strategy for a current strategic leadership challenge. Students will leave this course with critical skills and a framework to become influential strategic leaders in today's environment. Prerequisite(s): LEAD 300, LEAD 301, and LEAD 303.

Literature

LIT 10 Foundations of Literary Study

3 unit(s)
Introduces students to strategies and vocabularies of literary analysis and to formal/structural and stylistic techniques and elements of literature, including prose, poetry, and/or drama. Course focuses on the relationship between content and form in literature and helps students to establish a critical toolset for the analysis of texts. Corequisite(s): ENGL 50.

LIT 70 Contemporary American Literature

3 unit(s)
Examines works of modern and contemporary American literature by authors across genres and forms. Texts studied in this class represent the diversity of contemporary American society and this course will provide students with an opportunity to engage with the challenging themes they tackle. Prerequisite(s): ENGL 50 or ENGL 60.

LIT 80 Literature and the Environment

3 unit(s)
This course examines the relationship between literature and the environment. The course includes a focus on themes such as place-based education, human-nature relationships, sense of place, and the construction of the natural world through discourse. The course explores political and literary movements found in or related to environmental literature (e.g., romanticism, individualism, postcolonialism, ecocriticism, climate fiction). The course discusses examples of environmental literature and media in history while also engaging with the literary dimensions of the current climate crisis.

LIT 100 Business, Psychology, and Modern Literature

3 unit(s)
Explores the psychosocial quest for community, broadly conceived, by reflecting on selected group narratives and their impact on individuals, using classics from modern literature. This course uses a systems theory orientation to elaborate ways certain individuals and groups psychologically affect and are psychologically affected by particular economic conditions, including relative personal/familial wealth, perceived status, and relative perceptions of "work". The course implements psychological techniques from three popular schools of psychotherapy (Psychodynamic, Humanistic, Cognitive-Behavioral) to aid our character/group analyses, in an effort to understand more deeply why and how psychological distress arises in the characters, and how economic forces help shape such anxieties, malaise, and a relative sense of hopefulness.

LIT 110 Citizenship and Belonging in Literature and Film

3 unit(s)
In this course, students will examine the concepts of citizenship and belonging through a number of fiction and nonfiction literature and film texts. The course will cover issues of displacement, resettlement, statelessness, global citizenship, immigration, sovereignty, freedom and imprisonment, the conditions of civic and social belonging, social and governmental support, social justice, and community formation both within and outside of the legal institution(s) of citizenship. Prerequisite(s): ENGL 50 or ENGL 60.

LIT 120 Law and Literature

3 unit(s)
This course introduces students to a range of modern and contemporary literature in conversation with theories of the law and of the state. Students will examine how relationships are drawn in literature between citizens and states in the contemporary world, and how studying the separate disciplines of law and literature can help us to understand them both more clearly. The course addresses human rights, nationalisms, and state formation and failure in literature from the late twentieth and early twenty-first centuries. Prerequisite(s): ENGL 50 or ENGL 60.

LIT 130 Science Fiction

3 unit(s)
Students in this course will explore the genre of science fiction across several different media, including literature, film, television, and games. This course will require students to study science fiction aesthetics as well as narratives. The course will examine the relationship between science fictional narratives and worlds and their real-life counterparts, and what these genres can teach us about contemporary politics, economies, and environments. Prerequisite(s): ENGL 50 or ENGL 60.

LIT 150 Business in Literature

3 unit(s)
Examines business and social values in American life as reflected in stories, novels and plays of the past and present. Prerequisite(s): ENGL 50.

LIT 160 Business in Movies

3 unit(s)
Looks at business in American life as reflected in movies, from slapstick comedy to Wall Street drama.

LIT 198A-ZZ Special Topics in Literature

1-3 unit(s)
Examines specific topics, authors or genres in English, American or world literature. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

LIT 199 Directed Study in Literature

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Management

MGT 100 The Manager as Communicator

3 unit(s)
Seeks to improve communication skills in various management situations such as interviewing, oral presentation, group leadership and decision making. Emphasizes both oral and written professional communications. Students will be encouraged to develop individual evaluative criteria with the aid of the instructor and fellow students.

MGT 140 Management Principles

3 unit(s)
Teaches the application in formal organizations of the principles of

management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation, morale and communications. Case studies are included.

MGT 141 Organizational Leadership

3 unit(s)
Examines the role and presence of the leader and the work of leadership in influencing organizational performance. Topics include selected leadership theories, leadership character and ethics, aligning leadership with organizational goals, employee motivation and engagement, leadership and organizational diversity, the role of leadership in establishing vision, mission, and core values, leadership and organizational culture, the leader as entrepreneur, and leading in disruptive environments. Students will be able to work on projects individually, on teams, and collaborate with business leaders on approaches, practices, and key outcomes of organizational performance.

MGT 145 Law of Contracts, Sales and Commercial Transactions

3 unit(s)
Reviews law and legal theory relating to business; essentials of a binding contract; law of sales; nature and use of negotiable instruments; and Uniform Commercial Code. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): ACCTG 145.

MGT 156 Management Policy and Strategy

3 unit(s)
Focuses on the development of company policy and strategy, examines the impact of a company's internal and external environment on strategic decisions and assigns case practice in analyzing and formulating business policy and strategy. Lower-division requirements must be satisfied. To be taken in the last 12 of the BSB degree. Prerequisite(s): FI 100, MGT 140 and MKT 100.

MGT 160 Management and Leadership Strategy

3 unit(s)
Capstone course for the bachelor of arts in management. Focuses on the integration of learning across the business disciplines and general education program. Using skills, knowledge and abilities in the areas of critical thinking, communication, ethics and organizational behavior, this class will require the application of business theory and practice to real-world examples to demonstrate mastery of the programs learning objectives. To be taken in the last term of the bachelor of arts in management program. Prerequisite(s): MGT 100, MGT 140, MGT 141, MGT 173.

MGT 165 Corporate Social Responsibility

3 unit(s)
This course will focus on the issues facing organizations that are managing corporate social responsibility. It will explore the premise that business organizations should filter their market strategies through the concept of shared societal value. Using concepts and models from the field of corporate social responsibility, the course will require the application of business theory and practice to real world examples. Examples of topics to be included are: stakeholder view of the business, financial view of the business, shared societal value, tragedy of the commons, agency theory, creative destruction, regulation. Critique of these models and theories as they apply to real world situations will be an important part of the course curriculum. Prerequisite(s): ENGL 50 or ENGL 60.

MGT 172 Basic Employment Law

3 unit(s)
Surveys contemporary federal and California employment law: worker classification, hiring, management, evaluation and termination of employment relationships, with specific focus on the relevant legal system, common law rules, anti-discrimination statutes, wage/hour law, privacy, worker safety and pension matters.

MGT 173 Human Resource Management

3 unit(s)
Surveys the principles and practices in managing personnel; human resource planning, recruiting, selection and training; development of personnel policies; government regulation including EEOC, OSHA and wage-and-hour laws. Introduces labor relations and collective bargaining.

MGT 174 Labor-Management Relations

3 unit(s)
Traces the growth of the labor movement and management reactions and policies; examines the role of government, contemporary problems, current practices in collective bargaining, grievance handling, state and federal labor legislation. Prerequisite(s): MGT 173.

MGT 175 Personnel Recruitment, Selection and Placement

3 unit(s)
Examines the personnel process of human resource planning; generating applications (internal and external); analyzing qualifications, selection methods and decisions (including test evaluation); interview methods and practice; placement and exit programs (outplacement, retirement, etc.); and legal considerations. Utilizes simulation case practice and role playing. Prerequisite(s): MGT 173.

MGT 176 Compensation Decision Making

3 unit(s)
Reviews the elements necessary to make sound compensation decisions. Topics include types of compensation plans, employee motivation, economic theory, labor markets, compensation surveys, job analysis and evaluation, performance assessment, compensation

methods, employee benefits, non-economic rewards and compensation administration. Prerequisite(s): MGT 173.

MGT 177 Training Methods and Administration

3 unit(s)
Examines the role of the training function within the field of human resource management. Students will identify performance problems related to training, practice a variety of training methods and materials and decide the methods of evaluation. They also will design a training package and do a brief training session in class. Demonstrations of interactive video and computer programs included. Prerequisite(s): MGT 173.

MGT 179 Introduction to International Business

3 unit(s)
Examines environmental, economic, political and social constraints on doing business abroad; effects of overseas business investments on domestic and foreign economies; foreign market analysis and operational strategy of a firm; management problems and development potential of international operations.

MGT 180 Global Human Resources

3 unit(s)
This course explores the economic drivers of international business management, the strategic orientation of organizations in capturing these economic benefits, and the role of human resource management in ensuring that human capital can function effectively. The course compares and contrasts operations of domestic versus international businesses and how business practices need to be adapted to operate successfully in foreign markets. The course will focus on basic concepts of Human Resources Management, and apply them in the international setting via application of case studies. Students will apply a framework to identify and pose solutions to challenging global issues in Human Resources. Prerequisite(s): MGT 179.

MGT 182 Global Culture for Business

3 unit(s)
This course focuses on the critical nature of culture in global business. The concept of globalization fosters the understanding of the interconnectedness of cultures and societies geographically wide apart. Students will gain greater awareness of cultural sensitivities needed for success within the domestic work environment, but also within growing global markets. The course offers a platform for analysis and discussion of the role culture plays, and the consequences which can ensue when it is not understood, or respected, in the global business environment. Cultural dimensions include context, individualism, formality, communication style, and time/space orientation, and their roles within the business environment. Through case studies in global culture, students will analyze, and pose solutions to critical cultural problems in international business, while also further developing their critical thinking skills. Prerequisite(s): MGT 179.

MGT 184 Global Strategic Planning

3 unit(s)
The course applies the concept of strategy to international business. Students review the concept of Competitive Advantage and analyze it as the driver of strategy. The course considers the role that strategic planning plays in expanding to global markets. Study of mission, vision and values, environmental scanning, and strategic analysis are applied to issues in global business. Students apply a case method approach to strategic issues and gain new skills in developing large scale projects related to global strategy. The course enables students to see business in a holistic way, equipping them with new skills to help their firms make the most effective strategic decisions in a highly competitive global economy. Prerequisite(s): MGT 179.

MGT 186 Global Supply Chain Management

3 unit(s)
This course applies inventory theory to global supply chain management. The course covers the strategic relationships necessary for Supply Chain Management as well as the tactical activities of Logistics, Purchasing and Operations from a global perspective. Prerequisite(s): MGT 179.

MGT 190 Entrepreneurship and Small Business

3 unit(s)
Reviews the principles and practices of entrepreneurship and small businesses. Explores entrepreneurship as an alternative to regular corporate executive career paths, entrepreneurial strategies, ownership alternatives, buying/selling business, franchising, venture capital and other related subjects. Both academic and hands-on real world exercises will be included. Prerequisite: any accounting course.

MGT 197 Internship: Management

1-3 unit(s)
Offers students the opportunity to receive work experience in a job directly related to their academic major and career goals. Students will be responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

MGT 198A-ZZ Special Topics in Management

1-6 unit(s)
Addresses significant, topical and practical problems, issues and theories in management. The department chair will select topics. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

MGT 199 Directed Study in Management

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

MGT 301 Entrepreneurship and New Business Development

3 unit(s)
Studies the underlying principles and theories of entrepreneurship and small business development, exploring both "how-tos," upsides, and pitfalls. Entrepreneurial strategies and management alternatives will be examined. Emphasis on managing innovation and starting new ventures and/or small businesses, acquiring other businesses and making existing enterprises more profitable. Students will work on their own projects while learning the ins and outs of being successful entrepreneurs. Both academic and practical considerations will be emphasized, with the principles presented applicable to both established organizations and startups.

MGT 312 Business Planning for Entrepreneurs

3 unit(s)
Designed to provide students with knowledge and practical skills for entrepreneurs and business managers so they can effectively develop plans and strategies for innovative business enterprises. Covers opportunity assessment, identification of competitive advantage, financial forecasting, alternate financing sources, valuation methodologies, legal issues and organizational development. Students will have the opportunity to prepare a business plan and gain feedback from experienced professionals. Prerequisite(s): FI 300.

MGT 345 Context of Business

3 unit(s)
Provides the framework for understanding the critical impact of the international, legal, political, social, environmental and cultural roles played by the business enterprise in conducting its business. Focuses on the obligations of the individual managers and the corporation as a whole. Corequisite(s): LEAD 303.

MGT 348 Negotiating in Business

3 unit(s)
Effective negotiation and influence skills are critical for today's managers and leaders. This course provides students with the knowledge and skills to create win-win solutions and influence their managers, peers, and direct reports. The course stresses the knowledge, discipline, and skills students need to achieve their objectives during negotiations. Applications include employment and salary negotiations; negotiating with employees/employers; cross-functional influence, remote and shadow negotiations, cross-cultural negotiations, and sales negotiations.

MGT 396A-ZZ Selected Topics in Management

1- 6 unit(s)
Addresses significant, topical and practical problems, issues and theories in management. Topics are compiled and selected by the department chair. Prerequisite(s): will vary based on topic.

MGT 398 Internship: Management

3 unit(s)
Offers students the opportunity to receive graduate-level work experience in management. They are responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

MGT 399 Directed Study

1-3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed-study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): completion of six graduate seminars in the advanced program; consent of the department.

Marketing

MKT 60 Salesforce Sales Operations

4 unit(s)
This course culminates in achievement of a Salesforce Sales Operations Professional Certificate. In this course, students will learn foundational concepts in sales operations and will develop fundamental skills in Salesforce and knowledge of the functions of Salesforce Sales Cloud. This course explores Customer Relationship Management (CRM) and optimization of marketing and sales development. Students will learn to utilize a suite of tools in Salesforce including products and contracts and will become familiar with customer support through dashboards and reporting.
This course is offered in partnership with **Outlier.org** and is available to all undergraduate students. In addition to earning academic credit, students may receive a professional certificate from **Coursera**.

MKT 61A Digital & Social Media Marketing & E-Commerce I

4 unit(s)
This course is the first in a two-part series, the second of which culminates in achievement of two Professional Certificates: Google Digital Marketing & E-Commerce and Meta Social Media Marketing. In this first course, students will be introduced to the

foundations of digital marketing and e-commerce. Students will explore strategies and tools for customer engagement, including search engine optimization (SEO), search engine marketing (SEM), and display advertising. It will cover platforms including Canva, Constant Contact, Google Analytics, Hootsuite, HubSpot, Mailchimp, and Twitter. The course will cover email marketing and marketing analytics and will introduce social media marketing, which will be explored in further depth in the second course in the series, MKT 61B.
This course is offered in partnership with **Outlier.org** and is available to all undergraduate students. In addition to earning academic credit, students may receive a professional certificate from **Coursera**.

MKT 61B Digital & Social Media Marketing & E-Commerce II

4 unit(s)
This course is the second in a two-part series which culminates in achievement of two Professional Certificates: Google Digital Marketing & E-Commerce and Meta Social Media Marketing. The first course, MKT 61A, introduces students to the fundamentals of digital marketing, including e-commerce and social media marketing. This course covers e-commerce and social media marketing in-depth and includes a final capstone presentation tailored to prepare students for competitive jobs in the field. Students will learn how to build and manage e-commerce stores and develop customer loyalty. They will explore the ins and outs of social media marketing, management, and advertising, including measurement and optimization of social media campaigns.
This course is offered in partnership with **Outlier.org** and is available to all undergraduate students. In addition to earning academic credit, students may receive a professional certificate from **Coursera**. Prerequisite(s): MKT 61A.

MKT 100 Principles of Marketing

3 unit(s)
Provides an introduction to the theory and practice of marketing. Students will learn about price policies, channels of distribution, promotion techniques, the management of products and services and marketing research. The course also covers the impact of government regulations and competitive practices, integration of marketing with other activities of the business enterprise, and strategic implications of marketing actions.

MKT 102 Consumer Behavior

3 unit(s)
Investigates the cultural, psychological and behavioral factors affecting consumers' actions and the demand for consumer products and services. Students will learn the impact of consumer behavior on the marketing strategies of firms and the role of marketing in shaping consumer demand. Prerequisite(s): MKT 100.

MKT 103 Marketing Research

3 unit(s)
Examines the research methods and techniques applicable to problem solving in marketing. Through a project-based class, students will learn to prepare a market research proposal, gather survey data, statistically analyze results and present a professional report. This class emphasizes the importance of marketing research in domestic and international markets. Students also gain a sound knowledge of internet-based research tools. Prerequisite(s): MKT 100 and MATH 40.

MKT 105 Integrated Marketing Communication

3 unit(s)
Analyzes the total range of activities involved in marketing communication: advertising, selling, sales management, public relations and sales. Students will learn strategies and tools to develop favorable inter- and intracompany relationships. Prerequisite(s): MKT 100.

MKT 108 Digital Marketing Principles

3 unit(s)
The internet and new devices to access the internet have profoundly changed marketing methods and will continue to change how organizations will communicate and connect with customers. Digitally-empowered consumers have access to information any time and place while also giving consumers control over the information they receive. Students will learn how to develop an effective digital marketing strategy, analyze key performance metrics, evaluate a product offering, identify pricing alternatives, create digital marketing communications, and explore ethical and legal issues. Prerequisite(s): MKT 100.

MKT 120 Business Marketing and Sales

3 unit(s)
Covers the development and application of marketing and sales principles and skills in the business-to-business setting. Students will learn how to analyze business buying behavior. Topics include industrial product planning, channel decisions, promotional applications and pricing practice in the business-to-business context. Students will learn the techniques of good selling skills and the techniques for organizing, staffing, motivating and evaluating the sales force. They will learn about customer relationship management and the common kinds of CRM software. Prerequisite(s): MKT 100.

MKT 124 International Marketing

3 unit(s)
Identifies international marketing opportunities; the impact of varying cultural, economic, legal and political environments on marketing strategy; technical and financial features; determinants and principles of foreign marketing policy as they relate to domestic marketing practice. Prerequisite(s): MKT 100.

MKT 197 Internship: Marketing

3 unit(s)
Offers students the opportunity to receive work experience in marketing. Students will be responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department chair.

MKT 198A-ZZ Special Topics in Marketing

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in marketing. The department chair will select topics. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

MKT 199 Directed Study in Marketing

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

MKT 300 Marketing Management

3 unit(s)
Focuses on marketing management and problem solving. Topics include methods for managing product positioning, pricing, distribution and external communications. Students will learn about customer behavior, demand determination and marketing research. They will be exposed to marketing in a variety of contexts such as for-profit, nonprofit, Internet and the global context. Emphasis is on developing fully integrated marketing programs as well as interfunctional coordination. The case method is used.

MKT 302 Communications and Presentations

3 unit(s)
Develops effective listening, writing, verbal communications and presentation skills for managers and business professionals. Focuses on both traditional in-person and online presentation and communication skills and covers digital, social, visual and mobile communications.

MKT 305 Integrated Marketing Communications

3 unit(s)
Enables students to prepare, present and manage an integrated marketing communications plan using a blend of advertising, personal selling, sales promotion, public relations, direct marketing, Internet techniques and related marketing tools. Through case studies and practical exercises, they will learn how to reach appropriate market targets in the most cost-efficient and measurable way. Prerequisite(s): MKT 100 or MKT 300.

MKT 307 Sales Promotion and Sponsorships

3 unit(s)
Focuses on how to achieve marketing objectives through direct inducements that offer an extra value or incentive for a product/service to ultimate consumers, sales force or distributor as well as through special events, sports, and causes, which together form a multi billion-dollar industry. Students will learn how to help an organization of any size develop closer relationships with target markets as well as trade partners and how to enhance the value of marketing communications strategies. Through lectures, case studies, and practical exercises they will learn how to incorporate sales promotion activities into an Integrated Communications plan, how to plan an event, create pricing and location strategies, and how to cost effectively promote them. Sponsorship development will be studied from the points of view of both event planner and corporate sponsor. Emphasis throughout will be on integrated marketing communications. Prerequisite(s): MKT 300.

MKT 320 Contemporary Public Relations

3 unit(s)
Provides a conceptual framework for understanding public relations and its role in present-day social and business environments. Discusses the evolution of public relations practice from its beginnings to its present professional status. Emphasizes both the principles as well as the nuts and bolts of planning and implementing a public relations campaign, including planning, selecting and developing appropriate publicity tools and evaluating the effectiveness of the program. Students will also learn techniques for managing the public relations function within organizations, the public relations process, as well as professional and legal issues. Prerequisite(s): MKT 300.

MKT 321 Direct and Database Marketing

3 unit(s)
Covers the planning, design, and execution of direct marketing programs, including methods for utilizing databases and targeting techniques. Students will learn how to design direct mail, telephone, catalog, e-mail and Web-based marketing programs for consumer goods, services and industrial markets. They will learn the principles of database design for marketing and the basic techniques of statistical analysis for targeting, utilizing case studies and guest speakers. Excel spreadsheet program will be used. Prerequisite(s): MKT 300 and MATH 40.

MKT 322 Social Media and Marketing

3 unit(s)
Class immerses students in the marketing application of social media and other newly emerging media channels. Course covers the planning and integration of social media into marketing plans. Students will learn to set objectives, develop social marketing plans,

integrate social media into overall marketing and communication plans, measure program results, utilize new media technologies and about the macro-environmental issues affecting social media. The class includes hands-on development of social media tactics and channels. This may require students to set up individual social media accounts. Prerequisite(s): MKT 300

MKT 323 Search Engine Marketing - Design, Implementation and Optimization

3 unit(s)
This project-based course covers the planning, design, implementation and optimization of search engine marketing campaigns, including methods for improving organic rankings (SEO) as well as paid search engine marketing (SEM) campaigns. Students build upon the principles of digital marketing to design and implement internet-based marketing programs for consumer goods, services, non-profit and industrial markets. Student teams will collaborate with a client to design and execute a paid search engine marketing campaign with an assigned budget, while using analytic tools for monitoring and optimizing. The Google Online Marketing Challenge and/or a client-sponsored campaign will be used as the basis for this course. Prerequisite(s): MKT 300 required; recommended MKT 321 or MKT 352

MKT 324 Web and Social Network Analytics

3 unit(s)
Focuses on the practice of analytics. Students will be introduced to traditional media analytics, social media analytics and web analytics using the R language. Students will learn skills, methods and tools necessary for analytical work in a broad variety of businesses situations with a range of data structures. Students will learn how to acquire information in a variety of forms - such as text (newspaper articles, blog posts and social messages) and numbers (from web analytics) - and transform them into data, which they will be able to analyze applying statistical methods with the help of R. Upon completion of the course, students are expected to be able to complete basic media analysis as part of marketing, or competitive research; to run methodologically sound analysis of social media; to report on web analytics; and to apply basic statistical concepts to a variety of analyses. Prerequisite(s): BUS 240. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): MSBA 324.

MKT 325 Brand and Product Management

3 unit(s)
Explores the field of brand management including product management, brand positioning and building, measuring and managing brand equity over time. This course utilizes classic and current consumer and B-to-B case studies of leading marketers and their strategies for effectively building and managing products and brands. Topics include customer focus, brand positioning and identity, creating points of difference and competitive advantages, marketing communications and messages including the Internet and building customer loyalty. Covers building brand portfolios, sub-brands and line extensions and distribution strategies. Prerequisite(s): MKT 300.

MKT 330A Principles of Writing and Storytelling for Marketing Communications

3 unit(s)
This course develops students' ability to write clearly and persuasively in the formats most frequently used in marketing, public relations, and communications. Students identify and hone their own unique writing style and method, which they can adapt for different brands, audiences, platforms, and formats. This class focuses on writing speed, clarity, brevity, and style, as well as proven persuasive writing techniques such as storytelling. Students will learn to write a variety of marketing material for both traditional and digital media. This portfolio of written works can then be shown to prospective employers or clients. Prerequisite(s): MKT 300.

MKT 331 Business-to-Business Marketing

3 unit(s)
Provides a strategic view of industrial and other business-to-business marketing. Students will gain experience in solving marketing mix problems over the product life cycle and will learn about the impact of technology, derived demand, complex buying processes and customization. They will study the impact and use of business e-commerce exchanges and other web-based techniques. The case method is used. Prerequisite(s): MKT 300.

MKT 332 Sales Management

3 unit(s)
Focuses on the operating and management problems of sales-management executives. Students will learn how to relate the sales function to other functions of business and will study techniques for estimating sales potential, forecasting sales, manning territories, and selecting, training, supervising and compensating the sales force. They will learn about sales force automation tools, including web methods. Case method used. Corequisite(s): MKT 300.

MKT 333 Media Relations and the Professional Spokesperson

3 unit(s)
Provides knowledge and skills for interacting with the media. Students will study the definition of news and its role in the management of a business. They will learn techniques for planning and executing successful editorial approaches including placement of news releases with print and electronic media, management of the news event, and effective strategies for corporate spokespersons when meeting the press. Prerequisite(s): MKT 320.

MKT 335 New-Product Decisions

3 unit(s)
Examines the issues, strategies and approaches associated with developing, introducing and managing new products and services.

Students will learn methods for identifying business opportunities, market segmentation, idea generation, concept development and testing, market testing and introductory market programs. Case studies are used. Corequisite(s): MKT 300.

MKT 336 Marketing Research

3 unit(s)
Surveys the principles and techniques of marketing research, with emphasis on survey methods. Students will gain an in-depth knowledge of the planning and execution of market-research projects, including the acquisition and analysis of both primary and secondary data; use of statistical methods; questionnaire design; interview methods, including the Internet; and testing and communication of results achieved. Case materials are used. Prerequisite(s): MKT 100 or MKT 300, and BUS 240 (or MATH 40 and MATH 104).

MKT 337 Marketing Strategy and Planning

3 unit(s)
Studies strategic and operational aspects of the marketing plan for consumer, industrial and service industries; formulation of top management strategic goals; and all elements of the annual marketing plan, including management summary, background data, quantitative objectives and implementation. Also covers planning for long-range market development. Case studies are used. Prerequisite(s): MKT 300.

MKT 338 Consumer Behavior

3 unit(s)
Studies the influence of consumer behavior upon marketing-management strategy; examines behavioral concepts as they relate to the buying situations, types of consumer research instruments and types of marketing issues. Focus on use of consumer-behavior knowledge in realistic action-oriented situations, readings and case materials. Corequisite(s): MKT 300.

MKT 339 Advertising Strategy

3 unit(s)
Covers the uses of various media in formulating an overall consumer-communication strategy, with an emphasis on consumer-targeting techniques and media-mix programming. Students will learn about the advantages and disadvantages of differing types of advertising vehicles, including the Internet, in reaching the target audience. The course uses a variety of readings and case materials. Corequisite(s): MKT 300.

MKT 352 Digital Marketing and E-commerce

3 unit(s)
The nature of digital marketing and e-commerce is constantly evolving and key issues change rapidly. This course will examine timely concerns at the intersection of marketing and technology. Emphasizes marketing but gives due attention to enabling technology and selected new media. Students will learn how Internet marketing works, how e-commerce business models interact and how to integrate online and offline marketing. Topics include basic Internet technology for marketers, buyer behavior online, online privacy and security issues, online branding, website design and customer interfaces, public policy for digital interaction, web analytics, online payments, electronic marketing techniques such as banner advertising, outbound e-mail and paid search advertising. Analyzes how integrated multi-channel marketing works and examines emerging electronic media. Prerequisite(s): MKT 300.

MKT 396A-ZZ Selected Topics in Marketing

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in marketing. Topics are compiled and selected by the department chair. Prerequisite(s): will vary based on topic.

MKT 398 Internship: Marketing

3 unit(s)
Offers students the opportunity to receive graduate-level work experience in marketing. They are responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): at least 15 completed in the Advanced Program and permission of the department chair.

MKT 399 Directed Study

1-3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed-study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): completion of six graduate seminars in the Advanced Program and consent of the department chair.

Master in Business Administration

MBA 311 Strategic Analysis and Design

3 unit(s)
Introduces strategic analysis and design techniques from an integrated perspective. Addresses the roles that functions within an organization play in strategy formulation and implementation. Students will perform analysis and develop strategy in response to external and internal business environment. Examines the implications of strategy on the outcome of business entities. Prerequisite(s): LEAD 300. Corequisite(s): LEAD 303.

MBA 323 Information Technology

3 unit(s)
Introduces the managerial aspects of information technology in business organizations, including governance models for business and management of technology assets. Analyzes how information technology can help improve productivity and efficiency of different functions within an organization to enhance performance. Examines emerging technology trends. Explores the use of information for improved decision-making and discusses the security challenges, privacy issues, and ethical conundrums facing managers in the digital enterprise. Corequisite(s): MGT 345 and MBA 311.

MBA 331 Systems Approach to US Healthcare

3 unit(s)
This course is to be taken at Samuel Merritt University.
HA 601

This course examines US healthcare delivery and administration using a systems approach. Students will gain a deep understanding of how healthcare systems function as smaller integrated, interdependent components in the delivery of health services. Topics include financing; reimbursement; insurance; impact of the Affordable Care Act; hospital organizational structure; key stakeholders and their roles; as well as equity and access issues. The focus will be on the interrelationship of the course topics with their managerial implications.

MBA 332 Fundamentals of Public Health

3 unit(s)
This course is to be taken at Samuel Merritt University.
HA 602

This course introduces students to public health concepts and practice. It provides an overview of the field of public health and a focused look at the core areas of epidemiology, health promotion, and the social determinants of health. The course also examines the interrelationship between public health, population health and health administration.

MBA 333 Information Management and Regulatory Compliance

3 unit(s)
This course is to be taken at Samuel Merritt University.
HA 611

This course explores the two key rules of US privacy law as it relates to healthcare: The Privacy Rule and the Security Rule in the Health Information Portability and Accountability Act (HIPAA, 1996). Students will learn the scope and impact of these Rules and how to properly manage compliance with them. The focus of this course is to understand the intent and background of HIPAA, the key characteristics and requirements of the two Rules, and to examine the reach and impact of these Rules not only on healthcare providers, but on a very wide variety of upstream and downstream businesses, and on patients themselves. Students will learn best practices in implementing HIPAA compliance plans.

MBA 334 Emergency Preparedness

3 unit(s)
This course is to be taken at Samuel Merritt University.
HA 614

In this course students will learn the management functions of planning, organizing, and implementing disaster and emergency preparedness plans within healthcare organizations, including preparations for special needs populations. These occurrences arise from weather disasters, terrorist activities, chemical spills, and other natural and human events. Students will also learn to exercise appropriate coordination with other civil and military organizations.

MBA 335 Risk Management

3 unit(s)
This course is to be taken at Samuel Merritt University.
HA 612

This course provides an introduction to risk management in healthcare settings. The content will include a historical review of risk management concepts, the role of the risk manager and best practice principles of healthcare risk management. This course will also examine the connection between risk management, quality improvement and corporate compliance in a healthcare setting.

MBA 336 Healthcare Management Internship

3 unit(s)
This course is to be taken at Samuel Merritt University.
HA 680

This elective course provides an internship experience in a U.S. healthcare setting specifically for students who may lack relevant healthcare experience. Students will relate their internship experience to the Master of Health Administration program coursework through seminar discussions and written assignments. This course is repeatable in all terms of the program. Each term will build upon the student's internship experience and the MHA courses of the previous terms. Students typically will take this course for three units.

MBA 350 Business Planning

3 unit(s)
Develops the skills needed to create effective strategic business plans that integrate all functional aspects of a business entity. Students will practice multiple strategy development and implementation exercises that address business issues with increasing complexity. Prerequisite(s): MKT 300, FI 300, OP 300, and MBA 323.

MBA 398 Internship: Business Administration

3 unit(s)
Offers students the opportunity to receive graduate-level work experience in business administration. They are responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Master of Science in Artificial Intelligence

MSAI 300 Foundations of Artificial Intelligence

3 unit(s)
This course provides a comprehensive introduction to the foundational concepts of artificial intelligence (AI) with a strong emphasis on business applications. Designed for graduate students from business, management, or related disciplines, the course balances technical foundations with strategic insights into how AI is transforming industries. Students will explore core AI methodologies-including machine learning, natural language processing, and decision-making algorithms-while evaluating real-world business cases, ethical considerations, and implementation challenges.

MSAI 301 Artificial Intelligence Ecosystem

3 unit(s)
This course explores the broader ecosystem that enables and enhances artificial intelligence, focusing on the interconnection between AI and adjacent technologies such as Big Data, the Internet of Things (IoT), robotics, cloud computing, edge computing, and cybersecurity. Designed for graduate-level students, the course investigates how these components work together to power intelligent systems across various industries. Corequisite(s): MSAI 300.

MSAI 305 AI Ethics, Governance & Security

3 unit(s)
This course examines the ethical, societal, regulatory, and governance dimensions of artificial intelligence (AI) in modern society. As AI technologies become deeply embedded in critical sectors-from healthcare and finance to law enforcement and national security-questions surrounding accountability, transparency, bias, security, and control become increasingly urgent. Prerequisite(s): MSAI 300.

MSAI 310 Prompt Engineering and Validation

3 unit(s)
This course provides an in-depth exploration of prompt engineering, the emerging discipline of designing and refining inputs to effectively guide the behavior of generative AI systems. As these systems become increasingly embedded in products, workflows, and decision-making, the ability to communicate effectively with them has become a critical technical and strategic skill. Students will learn how to craft, structure, and optimize prompts for diverse tasks, including text generation, summarization, data extraction, translation, classification, reasoning, and multimodal applications.
In addition, the course covers validation techniques for evaluating prompt effectiveness, consistency, bias, safety, and alignment with intended use. Prerequisite(s): MSAI 300.

MSAI 315 ML & Predictive Analytics

3 unit(s)
This course explores the principles, methods, and applications of machine learning (ML) and predictive analytics within the context of modern business environments. Designed for business and data-driven professionals, the course bridges the gap between complex machine learning algorithms and their strategic value across functions such as marketing, finance, operations, human resources, and customer experience.
Students will learn to frame business problems as machine learning tasks, select and apply appropriate modeling techniques, and interpret predictive outputs to guide data-informed decision-making. Core topics include supervised and unsupervised learning, feature engineering, and model evaluation. Prerequisite(s): MSAI 300 and MSAI 301.

MSAI 320 Agentic AI

3 unit(s)
This course explores the rapidly evolving field of Agentic AI, focusing on the application of AI agents-autonomous or semi-autonomous systems capable of perceiving their environment, making decisions, and acting to achieve specific goals. Students will learn the core components of intelligent agents, including perception, reasoning, goal formulation, planning, memory, and learning. Prerequisite(s): MSAI 300, MSAI 301, and MSAI 315.

MSAI 325 Advanced AI for Business

3 unit(s)
This course examines the strategic role of artificial intelligence (AI) as a transformational and innovation-driving force in modern business. Through a combination of conceptual frameworks, case studies, and practical insights, students will explore how AI technologies-ranging from machine learning and natural language processing to computer vision and generative AI-are reshaping competitive landscapes, redefining value chains, and enabling entirely new business models. Students will analyze how AI is applied across core business functions (e.g., marketing, finance, operations, HR, customer experience), evaluate the strategic implications of AI adoption, and learn how to build innovation strategies that leverage AI responsibly and effectively. Prerequisite(s): MSAI 300, MSAI 301, and MSAI 305.

MSAI 340 AI in Service Industries

3 unit(s)
This course explores the transformative and innovative role of artificial intelligence (AI) in reshaping service industries, including healthcare, financial services, education, hospitality, retail, professional services, transportation, and government. As AI capabilities advance rapidly, such organizations are being redefined-from how they interact with customers and manage resources, to how they deliver value, scale operations, and innovate. Prerequisite(s): MSAI 300, MSAI 301, and MSAI 305.

MSAI 350 AI in Manufacturing and Goods-Producing Industries

3 unit(s)
This course examines the transformative and innovative impact of artificial intelligence (AI) on manufacturing and goods-producing industries, within the broader context of Industry 4.0. As manufacturers face increasing pressure to enhance productivity, agility, and sustainability, AI technologies-ranging from machine learning and computer vision to digital twins and predictive maintenance-are playing a critical role in driving end-to-end innovation across the value chain. Students will explore how AI is revolutionizing core industrial functions, including supply chain management, quality control, equipment monitoring, production planning, logistics, and product design. Prerequisite(s): MSAI 300, MSAI 301, and MSAI 305.

MSAI 395 Capstone

3 unit(s)
This capstone course serves as the culminating experience for graduate students in the MSAI program. The course provides students with the opportunity to synthesize and apply the knowledge, tools, and strategies acquired throughout the program in a comprehensive, real-world project focused on addressing a business challenge through artificial intelligence. Prerequisite(s): MSAI 300, MSAI 301, MSAI 305, MSAI 310, MSAI 315, MSAI 320, and MSAI 325.

Mathematics

MATH 10 Introductory Algebra

3 unit(s)
Introduces the concepts of elementary algebra. Topics include fundamental operations, the real number system, linear equations and inequalities, linear systems, polynomials, quadratic equations and graphs. Intended for students with little algebraic background. See Math Placement Test for more information.

MATH 20 Applied Intermediate Algebra

3 unit(s)
Continues MATH 10. Focuses on developing competency in quantitative reasoning, problem solving and understanding algebra with its applications. Examines the algebra concepts of equations (linear, quadratic, polynomial, rational and algebraic) and inequalities (linear and quadratic), linear and nonlinear systems, functions, and graphs. An aim of this course is to help students explore the application of algebra in business and in reasoning about life issues and problems. This course also introduces students to online self-pace learning systems for algebra. Prerequisite(s): Grade of "C-" or better in MATH 10 (or its equivalent) or satisfactory results on the Mathematics Placement Test. See Math Placement Test or Graduate Mathematics Proficiency Tests for more information.

MATH 30 College Algebra

3 unit(s)
Introduces the concepts and techniques of advanced algebra including algebra of functions, polynomial, rational, exponential and logarithmic functions, and linear and nonlinear systems. Prerequisite(s): Grade of "C-" or better in MATH 20 (or its equivalent) or satisfactory results on the Mathematics Placement Test. See Math Placement Test or Graduate Mathematics Proficiency Tests for more information.

MATH 40 Statistics

3 unit(s)
Introduces the concepts and techniques of elementary statistics. Topics include collection and analysis of data, probability distributions (normal, binomial and Poisson), confidence intervals and hypothesis testing, linear regression and correlation and computer applications. Corequisite(s): MATH 20, MATH 30, or MATH 50.

MATH 50 From Numbers to Decisions

3 unit(s)
The purpose of this course is to help students understand the value of mathematical thinking and become mindful about the application of mathematical reasoning and thinking to their own decision-making process in real life. Students will use real data from a variety of disciplines and current events to explore the relevance of mathematical thinking as a tool for making scientific and informed decisions. Specific applications to daily life are introduced, including analytic and holistic thinking, problem solving, spatial thinking, and probability as a basis for quantitative literacy. Students will explore the value of numeracy, mathematical thinking, the use of data and quantitative knowledge in professional settings within a variety of organizational contexts (including private, public, community, nonprofit, and military contexts). This course also provides students with a background in quantitative literacy that enables them to participate meaningfully in situations that require scientifically determined decisions. Course content and topics will be updated regularly based on current events. Prerequisite(s): Grade of "C-" or better in MATH 10 (or its equivalent) or satisfactory results on the Math Placement Test. See Math Placement Test for more information.

MATH 55 Foundational Mathematics for Computer Sciences

3 unit(s)
In this course students will acquire the knowledge and skills necessary for the study of calculus, matrix algebra, and other mathematical concepts in the computer sciences. Students will learn about inequalities, trigonometry, functions, graphs, systems of equations, and basic principles of logic. Prerequisite(s): MATH 20.

MATH 56 Calculus for Computer Sciences

3 unit(s)
This course covers the fundamental concepts of calculus including limits, derivatives, integrals in two and three dimensions. Applications to computer science are emphasized. Prerequisite(s): MATH 55.

MATH 60 College Algebra

4 unit(s)
College Algebra is designed to help you build the foundation and problem-solving skills required to use mathematics in a variety of contexts. This course focuses on algebra essentials; equations and inequalities; functions (linear, polynomial, rational, exponential, and logarithmic); systems of equations; and application-based problem-solving. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

MATH 61 Introduction to Statistics

4 unit(s)
This is an introductory course in statistics designed to teach foundational descriptive and inferential statistical procedures. Topics covered include descriptive statistics; probability; discrete and continuous random variables; the normal distribution; the central limit theorem; confidence intervals; hypothesis testing with one and two samples; categorical data analysis; the chi-square distribution; linear regression; correlation; f-distribution; and one-way ANOVA. Students will be introduced to statistical tools including Desmos and R. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

MATH 62 Precalculus

4 unit(s)
This precalculus course is designed to prepare students to move into Calculus I. This course focuses on algebra essentials; equations and inequalities; functions (linear, polynomial, rational, exponential, logarithmic, trigonometric, periodic); systems of equations; trigonometric identities and equations; further applications of trigonometry. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

MATH 63 Calculus I

4 unit(s)
An introduction to calculus with a focus on limits; derivatives; the differentiation of algebraic functions; the examination and uses of the maxima, minima, and convexity of functions; the definite integral; the fundamental theorem of integral calculus; and applications of integration. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

MATH 64 Calculus II

4 unit(s)
This course covers techniques and applications of integration, exponential and logarithmic functions, parametric equations and infinite sequences and series. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

MATH 73 Calculus I

3 unit(s)
This course introduces the notion of limits that lead to the concepts of instantaneous rate of change (tangents, velocities, and others), derivatives (maxima, minima, convexity), and integrals (areas, statistics, work). Students should have a working knowledge of precalculus before taking this course. This course is offered only for students enrolled in the General Studies, AA (Hybrid/Online) program offered in partnership with upGrad.

MATH 104 Quantitative Fluency for Business Managers and Leaders

3 unit(s)
Focuses on developing competency in quantitative fluency and analytical skills through the application of quantitative theories, tools, and models to empirically grounded and data-driven projects and scenarios in business. Topics include formulating and presenting quantitative information in professional settings, inferential, statistical analysis, analysis of data related to quality control and quality management, data-driven decision-making in contexts of uncertainty, and financial decision-making. An aim of this course is to help students develop a general competency in the use of quantitative methods, knowledge, and reasoning skills essential for decision-making in business. Prerequisite(s): MATH 40.

MATH 115 Probability and Statistics for Computer Sciences

3 unit(s)
This course introduces probability theory and statistical inference. Topics include probability distributions, random variables, expectation, variance, hypothesis testing and regression analysis. Prerequisite(s): MATH 56.

MATH 120 Matrix Algebra and Applications

3 unit(s)
This course introduces linear algebra and tackles its applications in computer science. Topics include matrix operations, determinants, eigenvalues and eigenvectors, linear transformations, and applications to data science and machine learning. Prerequisite(s): MATH 56.

MATH 198A-ZZ Special Topics in Mathematics

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in mathematics. Topics will be selected by the department coordinator. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

MATH 199 Directed Study in Mathematics

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

MATH 396A-ZZ Selected Topics in Mathematics

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in mathematics. Topics are compiled and selected by the department coordinator. Prerequisite(s): consent of the department. Other prerequisites will vary based on topic.

MATH 399 Directed Study

1-3 unit(s)
Provides an opportunity for the advanced student to study in a focused area under the direction of a faculty member. Only one directed study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

Operations and Supply Chain Management

OP 100 Principles of Operations Management

3 unit(s)
Surveys the processes and techniques relating to both manufacturing and service systems. Emphasizes the systems approach to the efficient allocation of resources within the firm. Students will learn about the challenge of managing people, equipment and materials to jointly achieve organizational objectives. They will have the opportunity to use relevant computer applications. Prerequisite(s): MATH 40.

OP 108 Supply Chain Logistics

3 unit(s)
Focuses on the business application of the integrated functions of logistics within the supply chain, including: transportation, warehousing, materials handling, packaging, inventory control, customer service, and logistics information systems. The role of government will be examined, and costing and pricing practices within the supply chain will be studied. Students will discover how logistics and the supply chain play major roles interacting with production, marketing and finance within the firm, and extend to suppliers, customers and others outside the organization.

OP 113 Import/Export Fundamentals

3 unit(s)
Emphasizes the practical aspects of import and export operations. Students will study the start-up and operation of an export department, the administration of international transactions, letters of credit and other forms of payment, collection methods and shipping procedures. Documentation, export regulations, import customs clearance and other government requirements will also be examined.

OP 121 Production Planning and Inventory Control

3 unit(s)
Surveys the design, development, implementation and management of production planning systems, including master production scheduling, aggregate planning, material requirements planning, capacity and inventory planning and production activity control. Students will be exposed to contemporary approaches such as just-in-time, theory of constraints and the relationship of enterprise-level planning and control systems to the overall materials flow.

OP 124 Business Process Improvement

3 unit(s)
Surveys the concepts and techniques used by manufacturing and service firms in improving their business processes. Students will learn how to design and implement process improvement programs employing such techniques and philosophies as total quality management (TQM), statistical quality control, business process reengineering (BPR), Kaizen, innovation, just-in-time systems, process audit and process flowcharting.

OP 164 Purchasing and Materials Management

3 unit(s)
Reviews basic purchasing, including organizational policies and procedures, development of requirements and specifications, bid and proposal preparations, selection and evaluation of suppliers, quality assurance and inspection, negotiations, materials management and legal considerations. These concepts will be applied to commercial, industrial, and government contracts administration. Students will

relate Federal Acquisition Regulations and the Uniform Commercial Code to the purchasing function. Students will also review the special problems encountered in global sourcing and negotiation practices in a world-wide setting.

OP 197 Internship: Operations Management

3 unit(s)
Offers students the opportunity to receive work experience in operations management. Students will be responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

OP 198A-ZZ Special Topics in Operations Management

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in operations management. Topics will be selected by the department chair. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

OP 199 Directed Study in Operations Management

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

OP 300 Operations and Supply Chain Management

3 unit(s)
Explores operations management and its role in the broader supply chain management (OPSCM) concept in producing and delivering the firm's products and services with the emphasis on how OPSCM supports the firm's core competences and contributes to the achievement of its strategic objectives. Investigates how OPSCM processes are integrated through systems management to achieve internal and external optimization. Examines product and process design for goods and services including strategic planning, structural resource capacity planning including location analysis, tactical planning for performance improvement, execution activities and control techniques. Introduces OPSCM advanced practices such as just-in-time, lean six sigma, demand driven, agile, mass customization, automation, and emerging technology. Project management methodology and application in OPSCM will also be covered. Prerequisite(s): MATH 40 or BUS 240.

OP 301 Sustainable Supply Chain Operations

3 unit(s)
Designed to develop advanced skills in sustainable global supply chain management (GSCM). Focuses on how to acquire resources, produce products and services, and deliver them to customers with minimal environmental impact, while assuring maximum customer satisfaction and healthy organizational profits. Students will learn about the significant opportunities that GSCM has for sustainable development and key factors that are influencing them. Included will be incorporating sustainability into both product and service design and sustainable best practices in the areas of energy conservation, recycling and reuse. Addresses four interrelated areas of the supply chain: 1) upstream activities of manufacturing product, 2) downstream activities involving the usage of the products until finally consumed, 3) within-the-organization relating to green design, green packaging and green production and 4) logistics involving just-in-time, fulfillment and quality management connections to environmental criteria. The combined impact of these functions is focused on creating customer, economic, employee and social value for the business. Corequisite(s): OP 321

OP 302 Business Process Improvement Methods and Analysis

3 unit(s)
This course will focus on business improvement analysis using methods such as: Lean, PDCA, DMAIC, Continuous Improvement, Root Cause Analysis, process mapping, Theory of Constraints, strategic planning economics, forecasting, landed costing, and scheduling to improve any business operations. Advanced tools to improve productivity and reduce cost will be introduced such as: artificial intelligence (AI), Kaizen, value stream mapping, cause and effect analysis, SIPOC, brainstorming, Pareto analysis, process improvement reports and more. Students will apply concepts and analysis in practical hands-on assignments to identify and solve problems using selected case studies and work problems. This course uses spreadsheets, statistics, models, and other leading problem-solving techniques in interactive exchanges and exercises in a small-group format to gain an understanding of how project teams work in solving complex problems.

OP 305 Supply Chain Management Technology and Information Systems

3 unit(s)
Introduces supply chain management as a key business process for successful enterprises, and the enablement provided by information systems and technology in its evolution. The requirements for advanced, demand driven supply chains that provide rapid order commitment and responsive replenishment will need process alignment and contemporary information technology such as automatic data collection, advanced planning systems and linked communications, in addition to automation technology such as robotics. This course will use case studies, real-world examples and projects to teach the applications of the advanced information systems and technology that are required to enable the supply chain management process of successful companies.

OP 320 Strategic Sourcing

3 unit(s)
Examines purchasing management's role in global supply chain management to accomplish the organization's strategy for a competitive advantage. Included are defining the requirements for materials and services, spend analysis, selecting, evaluating and developing global suppliers, establishing the correct types of trust-based supplier relationships, utilizing technology effectively and making fact-based decisions. Teaches the integration of purchasing with the other activities in global supply chain management to create a systems approach from resources to consumption. Future issues of resource opportunities, transportation issues, government regulations, environmental obligations, contract management and fair labor practices will be covered. Corequisite(s): OP 321

OP 321 Supply Chain Planning and Control

3 unit(s)
Introduces the components of global supply chain management (GSCM) and its role in modern product and service-based organizations using industry accepted models such as SCOR from the Supply Chain Council. Covers the determination of GSCM goals and objectives, strategy, macro process design, and level of competence required to accomplish the organization's business strategy. Studies the determination and alternatives in the design of the technology, personnel, and infra-structure resource networks to enable supply chain competence. Develops materials and capacity plans. Establishes effective control of process execution in sourcing, production and logistics through performance evaluation. Promotes performance improvement through programs and best practices such as demand driven operations. GSCM focus areas are covered so students can select the correct elective courses in this program. This class must be taken first in the concentration.

OP 323 Supply Chain Logistics Management

3 unit(s)
Studies the role of transportation and warehousing activities that impact the movement and storage of materials and services in the supply chain between suppliers, manufacturers and retailers. Students will examine the physical, economic, and functional characteristics of the major transportation modes as well as the increasing intermodal and global trends in logistics. Course includes the growing role of outsourcing to third party logistics providers. They will review the integration of transportation, warehousing, order processing, inventory control, materials handling, and customer service with the other components of the global supply chain.

OP 329 Global Supply Chain Applications in Business

3 unit(s)
This course introduces applications and issues in supply chain management of international trade operations in sourcing, production, logistics, services, and customer service. These complex practices and procedures to support international trade management will be explored including import-export, risk management, regulations, transportation, foreign currency, information, and off shoring using current content, cases and real-world examples. Key analytical methods such as total landed costing and strategic profit modeling will be taught as tools for decision making. Each student will work on a personal term project involving the plan and design of the international supply chain to support a business, product or service offering of the student's interest. Prerequisite(s): OP 321.

OP 396A-ZZ Selected Topics in Operations and Supply Chain Management

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in operations management or supply chain management. Topics are compiled and selected by the department chair. Prerequisite(s): will vary based on topic.

OP 398 Internship: Supply Chain Management

3 unit(s)
Offers students the opportunity to receive graduate-level work experience in operations management. Students are responsible for their own placement in an internship approved by the department chair. A written internship proposal is required before consideration for this course, and a written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): Approval of the department chair or program director.

OP 399 Directed Study

1-3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed-study course may be taken for credit toward a master's degree. Prerequisite: completion of six graduate seminars in the advanced program and consent of the department. This course may be taken more than once for credit.

Organizational Leadership & Human Skills Development

OLHS 110 Emotional and Social Intelligence at Work

3 unit(s)
This course develops the student's understanding of the primary and secondary components of emotional and social intelligence and how they are applied in the workplace and in professional relationships within a variety of organizational contexts (including private, public, nonprofit, and military contexts). Students explore the origins of emotional and social intelligence, as well as the importance of exercising workplace emotional and social intelligence within and beyond organizational settings. Students identify their own levels of emotional and social intelligence and learn how they can further

develop and apply this intelligence in a variety of business and non-business contexts. Specific applications are made to workplace relationships, communication, team collaboration, diversity, managing conflict, and leadership. Corequisite(s): ENGL 60.

OLHS 111 Engagement, Thriving, and Well-Being in Organizations

3 unit(s)
This course explores the importance of workplace engagement and how engagement is connected to and informs morale, the ability to thrive, and overall individual and team performance within a variety of organizational contexts (including private, public, nonprofit, and military contexts). Students identify the factors and conditions that are necessary to build and sustain engagement. The topics of applying strengths, making a contribution, professional development, autonomy and problem solving, recognition, and meaning and purpose in one's work are explored. The significance of work and the workplace are also explored, as well as insights about the leadership and management practices that enhance and support engagement, thriving and the well-being of people in organizations. Prerequisite(s): OLHS 110.

OLHS 112 Building and Sustaining Team Cohesiveness

3 unit(s)
This course develops an understanding of the dynamics of team cohesiveness and relationships between team cohesiveness, performance and results. Students will apply methods and assessments evaluating team performance, research, and practitioner-based practices; these assessments focus on comprehending how critical phases of team development and management, including trust building, mastering conflict, building commitment, and peer-to-per accountability, contribute to achieving results. Students will also learn methods for creating a team environment that promotes and supports positive behaviors and strengthens the overall performance of the organization. Prerequisite(s): OLHS 110. Corequisite(s): ENGL 60.

OLHS 113 Managing Conflict and Crucial Conversations

3 unit(s)
This course explores the how conflict can be framed, understood, addressed, and managed within organizational settings. This includes building a perspective of conflict as an opportunity to build clarity, understanding, and alignment between people, within teams, and organizations. Students will also learn how to conduct or hold crucial conversations in a situation characterized by conflict, misunderstanding, and mistrust. Students will explore approaches to conflict that are relational, organizational, and ideological. This will include understanding how conflict is viewed and experienced within people, different organizational cultures, and across cultural boundaries. Prerequisite(s): OLHS 110. Corequisite(s): ENGL 60.

OLHS 114 Leading Effectively through People, Teams, and Organizations

3 unit(s)
This course explores the importance of leading others using influence and persuasion in a variety of settings and positions within organizations. Students will gain strategies, tools, and resources for how to influence others to move toward a common goal or shared objective. This course will examine selected leadership approaches as well as explore the importance of motivation, empowerment, credibility, building engagement, morale, and trust between leaders and followers and between and amongst followers. This course will provide an understanding of how to practice leading and leadership, in both formal and informal settings, that is based on the needs of those who are being lead and the needs of the larger team, department, organization, and community. Prerequisite(s): OLHS 110.

OLHS 115 Diversity and Inclusion in Organizations

3 unit(s)
This course explores the meaning of diversity and inclusion and how both impact people's sense of meaning and belonging within organizational settings. This course examines how practices, behaviors and policies related to diversity and inclusion influence performance, and work to create values and norms within organizational cultures. Students will gain an understanding of how current issues of diversity and inclusion are experienced within communities and how organizations can leverage comprehensive diversity initiatives to build and sustain a competitive advantage. Special attention is directed toward understanding inclusivity and how it is experienced by members of various groups within communities. Diversity and inclusivity will be examined from a local, national and global perspective. Prerequisite(s): OLHS 110. Corequisite(s): ENGL 60.

OLHS 116 Innovation and Creativity in Organizations

3 unit(s)
In this course, students will understand the value of innovation, creativity, and design thinking in organizations and how to approach their work and the work of the organization using their own creative potential to design innovative solutions to the challenges they face. Students will explore skills in problem solving, management, and critical thinking to learn new ways of perceiving and tackling challenges. Students will become familiar with the principals of design thinking and how to apply these principles into professional and personal situations and dilemmas within and beyond organizations.
Today's business ecosystems are heavily influenced by innovative and nimble organizations. The stereotypical picture of innovation in the modern economy is that of the small, startup company ready to jump at new opportunities; however, established companies can also provide a breeding ground for disruptive innovations while also providing a critical infrastructure to help new ideas grow and thrive. This course will develop the skills to nurture entrepreneurial thinking, innovation, and creativity in any organizational environment. By completing the course, students will gain the ability to recognize

when an organization can benefit from these skills and will teach students how to use them to create the innovations needed for an organization to succeed. Prerequisite(s): OLHS 110.

OLHS 117 Adaptability and Agility in a Disruptive World

3 unit(s)
This course explores how change, as experienced through volatility, uncertainty, complexity, and ambiguity, impacts employees, organizations, and the global community. Special focus will be on the impact of rapid and unpredictable change and the importance of building adaptive capacity to more effectively navigate that change within and beyond organizations. Students will understand how to approach complexity and how to be receptive and open to new, unpredictable, and evolving outcomes and connections that can impact organizations and those who work within them. Prerequisite(s): OLHS 110.

OLHS 118 Leadership and Transformation Through Relationships and Communities

3 unit(s)
This course focuses on the role and responsibility of leaders as servants to strengthen and empower people, organizations, and communities. Whether formal or informal leaders, the servant leader leads and influences in ways that encourages others to bring themselves holistically to their respective work responsibilities as well as into their communities. This course will define how the primary work of the servant leader is to equip others so that they themselves are able to engage in servant leadership wherever they find themselves within or beyond the organization. As the capstone course for the OLHS degree, this course emphasizes that the role of any leader at any level in any organization is to model a servant leadership approach that advances organizational performance while it also addresses the importance of the servant leader's connections to their communities in ways that heal, restore, and empower communities. Prerequisite(s): OLHS 110. Corequisite(s): ENGL 60.

Philosophy

PHIL 50 Professional and Personal Ethics

3 unit(s)
How should one solve serious ethical problems in professional life? How should one make sense of the problem? Are there rules that can be followed? Should simply obey the law? Are there any 'right' answers at all? Should one follow one's conscience? Or, is it just a matter of opinion what one should do? This course will study how to approach answering questions like these. We will study how to reason about and how to attempt to resolve moral problems in professional life and personal life. Specific attention will be paid to: 1.Conceptual tools and theories for identifying, framing and analyzing moral problems. 2.Different ways of thinking about our professional lives, our goals and ourselves. 3.Methods and principles that will help us address moral problems in business case studies related to whistleblowing, conflict of interest and finance.

PHIL 60 Introduction to Philosophy

4 unit(s)
This course is a topical and historical introduction to the discipline and practice of philosophy. Through analysis of texts, discussion, participation, and lecture, the student will gain an understanding of philosophy both as a unique discipline that investigates some of the most profound questions about ourselves and the world, and as a practice that illuminates our scientific, social, and individual existences. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

PHIL 110 Ethics and Technology

3 unit(s)
This course explores ethical issues related to technology, such as privacy, security, intellectual property rights, and the impact of automation on employment.

PHIL 198A-ZZ Special Topics in Philosophy

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in philosophy. Topics will be selected by the department coordinator. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

PHIL 199 Directed Study in Philosophy

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Project Management

PM 50 Fundamentals of Project Management

3 unit(s)
Introduces project management principles, best practices and techniques, providing an overview of the project life cycle from start to finish. Covered topics include the role of projects and the project manager within organizations, managing conflict and negotiation, planning, risk management, budgeting, scheduling, resource allocation, monitoring and controlling activities, project auditing and project closure. Formerly: PM 180.

PM 60 Google Project Management

4 unit(s)
This course culminates in achievement of a Google Project Management Professional Certificate. In this course, students will learn how to manage projects both traditionally and through Agile methods. The course broadly covers project management subjects

and processes including planning, schedule and budget creation, risk assessment and management, project documentation, procurement, process improvement and problem solving, people management and strategic communication, and utilization of project management software, tools, and templates. Students will also focus on Agile project management, with a particular emphasis on Scrum: implementing events, building artifacts, and understanding roles. This course is offered in partnership with **Outlier.org** and is available to all undergraduate students. In addition to earning academic credit, students may receive a professional certificate from **Coursera**.

PM 340 Introduction to Project Management

3 unit(s)
Introduces the principles and techniques of directing and controlling resources for a fixed-term project established for the accomplishment of specific goals and objectives, including issues pertaining to engineering, construction and large-systems development projects. Covers the manager's responsibility, use of systems analysis, scheduling and control of project operations, planning, executing, budgeting and staffing; and the manager's role in leadership, motivation, communication, conflict resolution and time management. Class material will be integrated with the information in the PMI®'s A Guide to the Project Management Body of Knowledge (PMBOK®).

PM 342 Agile Management for Project Managers

3 unit(s)
Managers in today's complex, rapidly changing business environment must be able to effectively respond to change, learn consistently, make connections and understand context. This course uses presentation, interactive exercises and small-group work to explore Agile concepts, principles, roles and responsibilities, and practices. Students will get hands-on experience with Agile management tools and techniques, and gain an understanding of how Agile teams and projects work.

PM 343 Advanced Project Planning, Finance, and Control

3 unit(s)
Presents an in-depth treatment of critical aspects of planning and control in modern project management. The locus of projects within the overall context of good business practice is emphasized, as well as the role of business analysis and the relevance of business needs. Project-planning issues addressed include project life cycles, constraints, the work breakdown structure, project plan and charter, project estimating, project budgeting and financial control issues and earned value analysis. The latest techniques in project risk management are explored through assessing and controlling of the risk variables with emphasis on project procurement management, solicitation and contracting issues. Project quality management is treated in depth, to include contemporary concepts, tools and techniques. Applications using computer-based software and case studies are drawn from various industries to illustrate the analytical, planning and control activities common to project management. Prerequisite(s): PM 340.

PM 344 Business Transformation Through Program Management

3 unit(s)
Program management is how companies and organizations globally drive transformation and change through projects. This class presents an in-depth treatment on how companies and organizations turn goals and objectives into business results through project portfolios and programs. It also introduces the student to many high-level concepts covered in greater detail in other project management courses.

PM 346 The Practice of Project Management

3 unit(s)
Bringing together the skills and knowledge developed in the other core courses, this capstone course for the MS PM degree integrates significant project-management concepts and tools, ranging from the roles of project managers and team members, software tool analysis, project initiation components, advanced project planning and execution, as well as project monitoring and closing. Agile concepts and practices are integrated into the course. Additionally, critical skills such as negotiation, problem solving, scheduling, risk analysis and earned value are addressed. The course will have a focus on practical applications, supported by outside readings including academic research, case studies and PMI's A Guide to the Project Management Body of Knowledge, (PMBOK®) and the Agile Practice Guide. Students undertake a course-long research project based on real-world project-management cases. Course is to be taken in the final semester of project management coursework. Prerequisite(s): PM 340, PM 342, PM 343, PM 344, and PM 348.

PM 348 Project Risk Management

3 unit(s)
Explores and elaborates the role of risk analysis and proactive risk management within a modern enterprise project environment. Acknowledging that risk is an inherent feature of any project, processes and tools are reviewed which enable project teams to identify, plan, manage and control project risks related to the triple constraint, as well as treatment options for risks beyond the project manager's oversight. Methodology presented is consistent with the risk management processes in PMI®'s A Guide to the Project Management Body of Knowledge (PMBOK® Guide), with which comparisons are drawn to risk management strategies used in actual projects, both successful and unsuccessful in outcome. This class builds on a student's basic project management knowledge to provide a more comprehensive and thorough approach with which to successfully address risks inherent in today's cost-sensitive yet demanding project settings. Prerequisite(s): PM 340.

PM 396A-ZZ Selected Topics in Project Management

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in project management. Topics are compiled and selected by the department chair. Prerequisite(s): will vary based on topic.

PM 398 Internship: Project Management

3 unit(s)
Offers students the opportunity to receive graduate-level work experience in project management for academic credit. Students are responsible for their own placement in an internship approved by the program director. Course is to be taken in the final semester of project management coursework. This course may be taken more than once for credit. Prerequisite(s): PM 340, PM 342, PM 343, PM 344, PM 348.

Psychology

PSYCH 10 Introduction to Psychology

3 unit(s)
This course provides a basic introduction to the field of human psychology. Students will explore systems theory as it applies to individuals, families, and organizations; basic methods of psychological research; motivation; learning and memory; sensation and perception; basic topics in neuroscience; and social psychology. Students will learn how to use research-validated tools to create more effective and satisfying relationships, in both personal and professional settings. The course also covers how psychology can elaborate and deepen the understanding of cultural diversity, human biology, and lifespan development. The class concludes by applying psychological principles to career goals.

PSYCH 60 Introduction to Psychology

4 unit(s)
This is a survey course introducing major topics in psychology. Topics covered include research and methods; culture; the brain; neurobiology; sensation and perception; learning; memory; thinking; intelligence; language; emotion and motivation; social psychology; developmental psychology; consciousness; personality; abnormal psychology and treatments; and happiness and well-being; as well as special topics in moral psychology, humor, and criminal psychology. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

PSYCH 102 Lifespan Development: Theories and Applications

3 unit(s)
Examines the psychological, therapeutic and health implications that developmental issues have on individuals, couples and family relationships, and the biological, social, cognitive and psychological aspects of aging. Cultural understandings of human development will be covered along with the impact of financial and social stress on human development. Therapeutic implications including long-term care, end-of-life and grief issues will be covered. Corequisite(s): PSYCH 10.

PSYCH 108 Research Design and Experimental Methods

3 unit(s)
Basic course in experimental psychology, including: research design and inferential statistics; introduction to scientific procedures and methods in psychology; and participation in research, data analysis, and report writing.

PSYCH 113 Psychology and Technology

3 unit(s)
This course studies a wide range of subjects which focus on the relationship between people and technology, including how technology influences people, and how people might use technology to live more effectively and skillfully. In addition, this course addresses the problematic use and impact of digital technologies across the lifespan, as well as the psychological implications of cyberspace and emerging technologies. Corequisite(s): PSYCH 10 and ENGL 60.

PSYCH 115 Introduction to Biopsychology

3 unit(s)
An introduction to the role of the nervous system in psychological processes, including the basis of nerve conduction, the role of neurotransmitters, and basic neuroanatomy. The course also addresses the neurophysiology underlying sensory processes, motivation, emotion, sleep and dreaming, language, learning and memory, addiction, and mental disorders. It also explores human cognition, including the evolution of mind, as well as sensation, perception, learning and memory. Language, concept formation, and decision-making will also be addressed. Corequisite(s): PSYCH 10, ENGL 60, and MATH 40.

PSYCH 120 Principles and Methods of Counseling

3 unit(s)
Examines the specialized communication skills used in the practice of counseling. Students will study basic counseling skills, interventions and the use of the psychological interview as an assessment tool. Corequisite(s): PSYCH 10.

PSYCH 121 Abnormal Psychology

3 unit(s)
This course examines the origins, symptoms, and treatments of behavioral and personality disturbances from childhood through senescence in the context and application of the current Diagnostic and Statistical Manual of Mental Disorders, 5th edition (DSM-5). This course covers a broad survey of mental health problems

including: anxiety disorders, depression, addictive disorders, psychosis, eating disorders, and personality disorders. Students will develop critical thinking skills as applied to theories, assessment, and treatments relevant for each disorder. Students will also be encouraged to consider the role of stigma in mental illness. Corequisite(s): PSYCH 10

PSYCH 125 Psychology of Death, Dying, and Bereavement

3 unit(s)
This course presents a framework and process for exploring aging at the end-of-life, and includes dying, death and bereavement. In addition, this course investigates the psychological problem of death anxiety, as well as various parts of the aging process at the end-of-life, including psychological, physiological and sociological aspects. Coping with loss, change, grief and mourning are also addressed. Corequisite(s): PSYCH 10 and ENGL 60.

PSYCH 143 Psychology of Leadership

3 unit(s)
Explores the psychology of leadership as viewed through leadership identity, theory, self-awareness, and practice. The role of leadership theories is explored along with the importance of the role of personality and behavioral type in leadership. The topics of leadership and emotional intelligence are examined as well as the interactions between the leader and followers and how leaders influence, motivate and engage human beings. The course concludes with an examination of the role of leadership in cultivating teleology and purpose within and beyond organizations.

PSYCH 190 Strands of a System: Psychology Capstone

3 unit(s)
Using a portfolio design which encompasses all the of the signature assignments the student has created in the major courses as a basis, the lead instructor works closely with the student to learn about his/her future goals, and how best to achieve them. The faculty then mentors the student in the direction of the chosen post-graduation destination, whether that be going on to graduate school, or finding work. There will be a final, summative project in the capstone, one which must demonstrate broad integrated learning, as well as an applied ethical lens to some aspect of psychology that spoke to the student. The final project then will be the crowning achievement to burgeoning portfolio. Alumni, outside mentors, adjunct faculty, and leaders from within the counseling community, in conjunction with the lead faculty member, can collaborate to help student placements in real-world occupational settings as well.

PSYCH 197 Internship: Psychology

3 unit(s)
Provides supervised work experience in psychology. Job and learning objectives are developed in conjunction with the department chair. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

PSYCH 198A-ZZ Special Topics In Psychology

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in psychology. Topics will be selected by the department chair. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

PSYCH 199 Directed Study in Psychology

1-3 unit(s)
Individual study of a selected topic under the supervision of a faculty member. Students are limited to one directed-study course per semester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

PSYCH 302 Lifespan Development: Theories and Applications for Therapists

3 unit(s)
Examines the psychological, therapeutic and health implications developmental issues have on individuals, couples and family relationships; and the biological, social, cognitive and psychological aspects of aging. Cultural understandings of human development will be covered along with the impact of financial and social stress on human development. Therapeutic implications including long-term care, end of life and grief issues will be covered.

PSYCH 304 Cross-Cultural Aspects of Psychology

3 unit(s)
Explores the effects of culture and ethnicity on psychology and behavior. Students will examine the cultural traits and values of various cultural groups in the United States. Implications for work and organizational environments and for counseling will be explored.

PSYCH 306 Group Models of Counseling

3 unit(s)
Provides an overview of group psychotherapy. In this course, students develop the knowledge and skills necessary to participate in and lead therapy groups. Content includes a survey of group-counseling theories, techniques, and research; discussion of professional, ethical, and clinical issues in group practice; review of the developmental stages of groups; and practice as group members and as leader. Experiential practice is incorporated throughout.

PSYCH 308 Applied Psychological Research

3 unit(s)
This course is designed to help students think critically about practical questions related to human behavior and thought processes. The course will introduce students to an array of methodological

tools psychologists use in their research -- from the basics of scientific inquiry, ethical conduct, and controlled observation to co-relational, experimental, and applied approaches to research. Throughout, students will learn research methods within the context of classic and contemporary studies from diverse areas of psychology.

PSYCH 320 Therapeutic Communication and Counseling Skills

3 unit(s)
Examines the specialized communication skills used in the practice of counseling. Students will study basic counseling skills, interventions and the use of the psychological interview as an assessment tool.

PSYCH 321 Psychopathology

3 unit(s)
Explores the paradigms of mental and emotional dysfunction. Emphasizes the clinical techniques and professional practices used in the evaluation of individual psychological disturbance. Case studies will be used to examine different disorders and to learn how to use the DSM-5.

PSYCH 322 Psychological Assessment

3 unit(s)
Surveys the theoretical and conceptual foundations of psychological assessment. Students will learn to select and administer assessment tools and to interpret their findings. Contains six hours of content related to suicide risk assessment and intervention.

PSYCH 323 Psychodynamic Models of Counseling

3 unit(s)
Examines the major traditional and contemporary psychodynamic models of counseling and psychotherapy. These are concerned with the conscious, subconscious, unconscious and subjective constructions of life experiences. Students will learn how to work with individuals using these models, paying attention to the models' principles of change and techniques, and their underlying theoretical rationale. Students will also learn to develop clinical case formulations and treatment plans, consider neurological factors that are relevant to counseling practice and outcomes, and modify case formulations and therapeutic interventions in order to consider clients' cultural and social identities.

PSYCH 324 Child/Adolescent Psychology, Assessment and Treatment

3 unit(s)
Examines the issues related to child and adolescent therapy, including assessment. Applies the principles by which a child develops the ability to think, speak, perceive and act and the moral, intellectual and cognitive changes experienced in adolescence to the therapeutic process. Students will learn the different assessment methodologies and therapies used in working with young people.

PSYCH 325 Principles of Couple and Family Counseling

3 unit(s)
Explores the major theoretical approaches and therapeutic techniques used in counseling families and couples. Students will study the basic concepts of family systems and learn several methods of intervention.

PSYCH 326 Legal and Ethical Responsibility for Counselors

3 unit(s)
Examines the legal and ethical responsibilities of counselors such as confidentiality, privilege, involuntary hospitalization and mandatory reporting. Students will learn the legal obligations of professional practice, laws relating to minors, marriage and the family and professional codes of ethics.

PSYCH 329 The Neuroscience of Counseling and Psychopharmacology

3 unit(s)
Examines the neuroscience of counseling and psychopharmacology. Considers recent research and theoretical perspectives on brain functioning, enabling us to understand that all forms of counseling, psychotherapy, pharmacotherapy are successful to the extent they change relevant neural circuits in the brain. Also considers the development of the brain and its relationship to psychological well-being and psychopathology. Examines several of the psychological problems individuals experience and the therapeutic interventions employed to address them, informed by our understanding of brain functioning. Major classes of psychotherapeutic medications, the psychiatric problems they address, their underlying neurological mechanisms, indications and contraindications for their use, and side effects are examined. Students learn to use internet databases and reference materials to maintain their knowledge base of these medications. The psychopharmacology of specific cultural and social groups is considered, including women, racial/ethnic groups, children and adolescents and the elderly.

PSYCH 331 Human Sexuality

1 unit(s)
Examines human sexuality and sexual development, including dysfunctions and their treatment. Students will study the range of sexual behaviors, including atypical and dysfunctional behaviors; examine sexuality issues related to special populations or groups; and learn processes and techniques of sex therapy.

PSYCH 333 Substance Use, Co-Occurring Disorders and Addiction

1 unit(s)
Covers the definition, etiology, identification and treatment approaches of substance use, co-occurring disorders and addictions. Prevention, populations with special risk, community resources and the role of people and systems that support or compound use and addiction will be covered. Effects of drug use, and medical and legal aspects will be explored.

PSYCH 334 Relational Abuse: Assessment, Treatment and Reporting

1 unit(s)
Prepares students to identify, intervene, report and treat intimate partner and spousal abuse, geriatric abuse, family abuse and child maltreatment. Legal, cultural and psychosocial issues will be covered. Students will learn about current issues and recent research in the area of family violence, trauma and child maltreatment. Prepares students to apply their knowledge to use in a variety of clinical settings.

PSYCH 335 Special Issues in the Treatment of Families

2 unit(s)
Equips students with the knowledge and therapeutic tools necessary to work with families encountering special treatment issues including: substance abuse; immigration; illness; end of life and grief; and financial stress and homelessness. Students will also learn how to work with families who have a unique structure or are undergoing change such as same-sex relationships; divorce; single and step-parenting; and adoption. Students will be provided with a theoretical foundation while learning to execute practical therapeutic approaches required when working with a variety of special situations. Corequisite(s): PSYCH 325.

PSYCH 336 Evidence-Based Practice Treatment

1 unit(s)
Explores evidence-based practice treatments, best practices and the areas of emerging research knowledge within a recovery-orientated paradigm. Students will become familiar with specific evidence-based interventions to use for individuals diagnosed with serious mental illness, including co-occurring disorders. Additional topics of human diversity and legal/ethical concerns will be highlighted throughout the course. Should be taken within the last two trimesters of study. Corequisite(s): PSYCH 321.

PSYCH 337 Community Mental Health

3 unit(s)
Examines principles and skills required to work with adults, youth and families with a diagnosis of serious mental illness using a recovery-oriented paradigm. Specific approaches for engagement, assessment, treatment planning and case management are addressed for meeting needs of consumers with persistent mental illness, trauma histories and co-occurring mental health and substance abuse disorders. Students will learn how to engage in collaborative treatment, being a member of a multidisciplinary team with various systems of care; including community behavioral health; alcohol and drug service providers; human service agencies; law enforcement/criminal justice; primary care and academic/vocational services. Additional topics of illness prevention, health promotion, human diversity and legal/ethical concerns will be highlighted throughout the course. Prerequisite(s): PSYCH 321.

PSYCH 339 Cognitive-Behavioral and Short-Term Models of Counseling

3 unit(s)
Examines and compares behavioral, cognitive-behavioral, and other short-term models of counseling and psychotherapy. Equips students with the tools and evidence-based techniques necessary to help individuals resolve a host of problems presented by their clients. Students will also study behavioral and cognitive-behavioral models of couples and group counseling; learn to develop clinical case formulations and treatment plans; consider neurological factors that are relevant to addressing specific psychological problems; and modify case formulations and adapt therapeutic practice and interventions in order to consider clients' cultural and social identities, including socioeconomic status.

PSYCH 340 Group Dynamics in Organizations

3 unit(s)
Examines the theoretical and experiential aspects of group-functioning in organizations and the behavioral, psychological, and social-psychological dynamics of group behavior. Common pitfalls of group-decision making processes, life-cycle theories of group development, influence patterns in groups and the unique challenges of forming cross-cultural and cross-geographical groups will be explored.

PSYCH 341 Organizational Behavior and Process

3 unit(s)
Examines the structure, function and performance of organizations and the impact of psychological and sociological variables on the behavior of groups and their members. Students will learn the key relationships between organizational culture, behavior and processes.

PSYCH 342 Organizational Development, Assessment and Intervention

3 unit(s)
Explores how systematic organizational interventions are accomplished within complex human networks. Students will learn how to use behavioral science to assess an organization's current state and discover routes to its improvement. Also covered will be the role of internal and external consultants in intervention and the resulting impact on human behavior and organizational performance.

PSYCH 343 Leadership and the Development of Managerial Excellence

3 unit(s)
Explores the nature and role of leadership in organizations. Special emphasis will be devoted to the role of emotional intelligence in organizational effectiveness and managerial excellence. Students will learn through an examination of their own emotional and leadership competencies, and also through readings, cases and group projects.

PSYCH 344 Tests and Measurements

3 unit(s)
Prepares students to administer and interpret psychological tests in organizational environments. Students will be exposed to the major psychological assessment tools used to measure organizational performance and effectiveness, as well as tools used for employee selection, placement and training. Students will be able to select tools to perform key I/O duties like job analysis, performance appraisal and feedback, team building, person-environment fit analysis, leadership training and team morale assessment. They also will be able to construct and validate assessment tools and perform data analysis using SPSS to diagnose organizational problems. This course fulfills the test publishers' educational requirement to purchase testing materials.

PSYCH 345 Organizational Behavior and Development

3 unit(s)
Examines the structure, function, and performance of organizations, the impact of psychological and sociological variables on the behaviors of groups and their members, and explores how systematic organizational interventions are accomplished within complex human networks. Students will both learn the key relationships between organizational culture, behavior, and processes and learn how to use behavioral science to assess an organization's current state and discover routes to its improvement.

PSYCH 348 Organizational Change

3 unit(s)
This course explores the nature and dynamics of change in organizations and its impact on individuals and teams from psychological and social-psychological perspectives. Introduces the discipline of Change Management and the major models associated with its practice. Reviews the skill sets of organizational change agents, best practices for managing resistance to change, and approaches to measuring the impacts of organizational change efforts.

PSYCH 349 Executive Coaching Theory and Practice

3 unit(s)
This course highlights the theoretical and practical aspects of the field of executive coaching. Areas of emphasis include the recent growth of executive coaching as a discipline and its place among other employee development practices, attitudinal and behavioral approaches to the coaching process, the measurement of coaching outcomes, ethical considerations in coaching, similarities and differences with psychotherapy, and the skills of an executive coach.

PSYCH 351 Career Counseling and Development

3 unit(s)
Examines the expert skills and knowledge used in helping individuals clarify their career and life goals. Students will be introduced to the major career development theories and their application to the world of work. In the process, students will examine issues such as certification and licensure, multicultural counseling, retirement, and dual-career couples. Students will learn how to assess interest and ability and how to access occupational and educational information sources.

PSYCH 352 Structure, Theory and Ethics of Conflict Resolution

3 unit(s)
Explores professional conflict resolution and mediation as an emerging means of problem solving in family, industrial, environmental and business law. Students will examine the theoretical framework of dispute resolution and its relationship to the traditional justice system, and explore related ethical issues.

PSYCH 353 Conflict Resolution: Skills and Techniques

3 unit(s)
Explores the skills and techniques necessary for conflict mediation. Students will learn communication techniques, problem identification and disagreement management skills, techniques for achieving agreement or settlement and intake skills.

PSYCH 354 Consulting Skills

3 unit(s)
This course introduces students to the action-research model on industrial/organizational psychology consulting to organizations and offers a step-by-step process to conduct successful consulting engagements. Core consulting processes such as entry, contracting, data-collection, feedback, action planning, and implementation will be reviewed. Additional topics include tactics for working with challenging clients, managing organizational politics, and typical career paths in consulting.

PSYCH 355 Diversity in Organizations

3 unit(s)
Examines the dynamics and structure of diversity in organizations and how initiatives to build and sustain competitive advantage. Emphasis will be placed on ways organizations integrate diversity into key processes to capture a 'diversity dividend' resulting in improved financial performance, customer loyalty, and employee engagement.

PSYCH 356 Conflict Resolution: Ethics, Theory and Practice

3 unit(s)
Explores professional conflict resolution and meditation as an emerging means of problem solving in family, industrial, environmental, and business law. Examines the skills and techniques necessary for conflict mediation. Students will examine theoretical frameworks and related ethical issues and learn conflict management and resolution skills.

PSYCH 361 Coaching: Interpersonal Skills and Practices

3 unit(s)
Explores the growing field of business, organizational and personal coaching with a primary focus on learning interpersonal coaching skills and concepts. Topics will include: specific communication skills of a coach, interpersonal coaching tools, developmental models of change, common coaching issues, the stages and structures of coaching, and solution-focused coaching methods. Class structure will include: demonstrations, experiential practice and learning, and guest lectures from successful coaches (depending on their availability). May be used as a management, industrial / organizational psychology or conflict resolution certificate elective option. This course combines lecture, experiential learning activities and cyber-enhanced learning modalities. It is taught so that students will utilize theory in class activities that illustrate coaching concepts and teach coaching skills.

PSYCH 394 Practicum: Counseling Psychology

3 unit(s)
Practical application of assessment, counseling, consultation and case management skills in an approved mental health setting. Students are required to complete a total of 300 clinical hours during the program consisting of face-to-face counseling with individuals (adults, children, adolescents, couples, families or groups).
Supervision must be provided by an on-site practicum supervisor in accordance with Board of Behavioral Science regulations. Additionally, students will attend a practicum seminar that will provide group consultation utilizing written case studies and oral case presentations. Additional topics of human diversity and legal/ethical concerns will be highlighted throughout the course. Students are required to meet with clients and their families in volunteer and in-class settings.

Students are required to enroll in the PSYCH 394 seminar course during every term that they will be participating in their traineeship placement. If the placement will cover five weeks or less of the term and the hours gained during that period are not needed to fulfill the 300-hour requirement, then registration in the PSYCH 394 seminar course is not required that term. This course may be taken more than once for credit. Prerequisite(s): PSYCH 320, PSYCH 326, and PSYCH 321. Consent of the department chair is required.

PSYCH 396A-ZZ Selected Topics in Applied Psychology

1-3 unit(s)
Explores significant, topical, practical and theoretical problems and issues in applied psychology. Topics are selected by the department chair. Prerequisite(s): will vary based on topic.

PSYCH 398 Internship: Applied Psychology

1-3 unit(s)
Provides practical experience and training in applied psychology by working with an experienced practitioner in an appropriate setting. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

PSYCH 399 Directed Study in Applied Psychology

1-3 unit(s)
Allows rigorous exploration of a specific topic. Students will research and prepare an extensive paper on an area of special interest. This course is for the advanced student only. Only one directed-study course may be taken for credit toward a master's degree. PSYCH 399 can be used to satisfy area of concentration requirements for the master's degrees in psychology. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

PSYCH 800 Doctoral Writing and Research Methods

3 unit(s)
The course facilitates the student's development of writing and research skills that meet the doctoral program's writing style standards. This style consists of direct, economical, precise expository prose, written to the standard of a publishable doctoral dissertation and professional publication. This course uses a combination of recorded lecture videos, graded writing/editing assessments, and online class activities to develop the writing skills necessary to undertake doctoral level writing and ethical research. These require a high level of proficiency, as well as the ability to analyze, integrate, and synthesize the written work of others.

PSYCH 801 Quantitative Research and Analysis

3 unit(s)
Topics include survey design; experimental design; statistical analysis of survey and experimental data; multivariate statistical analysis including analysis of variance, multiple regression, the general linear model, factor analysis, and other methods; time series analysis; and other topics. Students will learn how to interpret the statistical results contained in scholarly papers and articles. Students will learn how to apply these methods using statistical software through hands-on analysis of research data sets.

PSYCH 802 Qualitative Research and Analysis

3 unit(s)
Examines contemporary approaches to qualitative analysis in psychology. Students will learn about and practice using such qualitative research techniques as open-ended interviewing, focus groups and the case study approach. Other topics include the use of qualitative research software, the philosophic foundations of knowledge and the effective display of data.

PSYCH 810 Advanced Theories of Counseling and Personality

3 unit(s)
This course provides a critical examination of major theories of counseling and personality from psychodynamic, cognitive-behavioral, humanistic, systemic, and integrative perspectives. Students will analyze these frameworks through historical, cultural, and empirical lenses, and generate original theoretical integrations suitable for research and academic dissemination. Emphasis is placed on the application of theory in non-clinical contexts such as education, program development, and consultation. Prerequisite(s): PSYCH 870.

PSYCH 811 Cultural Contexts and Global Applications of Psychology

3 unit(s)
This course explores the cultural, geopolitical, and systemic factors shaping psychological theory, research, and application across global contexts. Students will critically examine dominant Western paradigms, analyze indigenous and multicultural frameworks, and design culturally responsive approaches to psychological research and programming. Prerequisite(s): PSYCH 870.

PSYCH 812 Systems Leadership and Consultation in Mental Health Settings

3 unit(s)
This course prepares students for leadership and consultation roles within educational, organizational, and community systems. Topics include systems theory, change management, strategic communication, and evidence-informed consultation practices. Students will generate models for non-clinical leadership grounded in psychological principles and systemic thinking. Prerequisite(s): PSYCH 870.

PSYCH 813 Ethical Reasoning and Policy in Applied Psychology

3 unit(s)
This course develops doctoral-level ethical reasoning in the context of research, teaching, consultation, and program development. Students will engage with philosophical ethics, codes of conduct, and current controversies in non-clinical psychological practice, with an emphasis on policy implications and social accountability. Prerequisite(s): PSYCH 870.

PSYCH 814 Trauma, Resilience, and Social Justice in Applied Psychology

3 unit(s)
This course examines the impact of trauma and systemic oppression on individuals and communities, emphasizing resilience and justice-oriented frameworks. Students will critically analyze trauma theory, resilience research, and liberation psychology, and design interventions for non-clinical settings such as education, advocacy, and community programming. Prerequisite(s): PSYCH 870.

PSYCH 815 Program Design and Evaluation in Counseling Psychology

3 unit(s)
This course introduces doctoral students to the design, implementation, and evaluation of psychological programs and interventions in non-clinical settings. Students will apply logic models, assessment strategies, and participatory evaluation methods to build evidence-informed initiatives aligned with community and organizational needs. Prerequisite(s): PSYCH 870.

PSYCH 816 Supervision, Teaching, and Professional Development

3 unit(s)
This course prepares students to serve as supervisors, educators, and professional mentors in counseling-related disciplines. Topics include adult learning theory, reflective supervision models, instructional design, and academic leadership. Students will develop teaching and supervisory competencies aligned with the developmental needs of learners and supervisees. Prerequisite(s): PSYCH 870.

PSYCH 870 Doctoral Readiness Portfolio

0 unit(s)
Upon completion of foundational coursework, students in the PsyD in Applied Counseling Psychology program submit a Doctoral Readiness Portfolio consisting of selected academic writing and a reflective statement. The portfolio demonstrates the student's integration of core concepts and readiness to enter the advanced doctoral curriculum. Prerequisite(s): PSYCH 302, PSYCH 304, PSYCH 321, PSYCH 323, PSYCH 325, and PSYCH 339.

PSYCH 880 Comprehensive Examination

0 unit(s)
PsyD in Applied Counseling Psychology students must pass a comprehensive examination demonstrating mastery of doctoral-level Psychology concepts, practice, and research methods before advancing to candidacy.

PSYCH 890 Dissertation Topic Proposal

6 unit(s)
This course provides the student the opportunity to complete a doctoral dissertation research topic which contributes to the body of knowledge in one's field. The dissertation topic proposal includes the topic, the context in which it will be examined, why the topic is interesting and/or important (e.g., expected contribution to knowledge), and the literature review (with a list of references). The literature review should be extensive enough for the committee to be confident that your initial investigation is adequate, and that the topic is both new and worthwhile. The topic proposal concludes with a brief description of the data to be used and expected methodology. Typically, the topic proposal is 10-20 pages long but students may submit a longer document. Graded on a credit/no credit basis.

PSYCH 891 Dissertation Proposal Defense

6 unit(s)
This course provides the student the opportunity to complete and present a doctoral dissertation research proposal defense. Students work with a mentor/dissertation chair to present the first three chapters of their dissertation: the introduction, literature review and research design and methodology. The introduction gives the reader a clear expectation of what is to follow and establishes the context for the research as well as its significance. The literature review provides a "deep dive" into relevant literature and scholarly works so that the reader can see continuity between the dissertation and prior research in the field of focus. The research design and methodology describe how the research question(s) will be examined and answered. The proposal must identify testable hypotheses and specify how they will be tested and analyzed, include solid drafts of expected surveys, interview guides, and/or focus group discussion questions. The dissertation proposal defense presents evidence which is factually and logically valid, and which is ordered in an appropriate analytic structure. Graded on a credit/no credit basis.

PSYCH 892 Dissertation Completion and Approval by Committee

12 unit(s)
This course provides the student the opportunity to complete doctoral dissertation research which contributes to the body of knowledge in one's field. Upon approval of the proposal defense, the student continues to complete scholarly research on their dissertation and work with their mentor/dissertation chair to carefully consider conclusions based upon the research results and analyses and which are consistent with the introduction. The Dissertation Committee guides the student through completion of the research and the documentation in the form of a final written dissertation that meets the standards of academic quality and an original contribution to knowledge. The completed research dissertation includes a statement of the research question(s) and its significance, how the research will make an original contribution to knowledge, a robust literature review, the research design and methodology, an assessment of expected limitations, and some ideas of future research. It ends with carefully considered conclusions, based upon the research results and analyses and which are consistent with the introduction. It should be well-written, in compliance with current APA style guidelines, and present a compelling justification for its value as a worthy research focus. Graded on a credit/no credit basis.

Public Administration

PAD 100 Public Policy and Administration

3 unit(s)
Introduces the theory and practice of public policy and administration; focuses on the administrative enforcement including relations between governmental branches; a history of administration; theories of administrative organization; the management of public organizations including leadership, personnel and budgetary concepts; planning and evaluating; public policy questions; and current and future issues. Recommended as the first course in the public administration concentration for the bachelor of arts and bachelor of science degrees and the undergraduate certificate in Public Administration Leadership.

PAD 102 Policy Making and Analysis

3 unit(s)
Provides an introduction to policy making, policy analysis and policy evaluation. Focuses on the theories of policymaking and the public process. Introduces students to some techniques and practical examples of public policy analysis.

PAD 104 Privatization and the Public Service

3 unit(s)
Examines the growing trends and experiences toward market-based public service delivery systems. Public administrators in many levels of government are being challenged to become more entrepreneurial in their management of public enterprises. Additionally, contracting with private firms and adapting e-Commerce processes to provide public services is becoming the norm, rather than the exception.

PAD 105 Public Budgeting Techniques and Processes

3 unit(s)
Provides an exploration and analysis of the budgetary process typically employed at the federal, state and local levels of the government. Students will study the practical as well as theoretical exposure to the techniques and various formats of public budgeting.

PAD 106 Administrative Law and Justice

3 unit(s)
Introduces students to the concepts, resources and language of law as these relate to administrative law; functions and procedures of the public agency; limitations to and safeguards against arbitrary or erroneous administrative action; extent of judicial control over administrative action; Administrative Procedures Act; and

relationship of executive branch agencies to the other branches of government. Prerequisite(s): ENGL 60.

PAD 197 Internship: Public Administration

3 unit(s)
Offers students the opportunity to receive work experience in a public management setting. Students will be responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

PAD 198A-ZZ Special Topics in Public Administration

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in public management. Topics are compiled and selected by the department chair. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

PAD 199 Directed Study in Public Administration

1-3 unit(s)
Serves as an individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

PAD 300 Theory, Ethics and Practice in Public Service

4 unit(s)
Introduces graduate students to key thinkers in public administration, examines the boundaries of the field and its overlaps with political science, international studies and political economy. Upon taking this class - a survey of all the courses in the program - students will better understand and appreciate the rigors and riches in the field of public policy and administration. Advanced critical thinking and analysis is utilized.

PAD 300A Theory, Ethics and Practice in Public Service

3 unit(s)
Introduces graduate students to key thinkers in public administration, examines the boundaries of the field and its overlaps with political science, international studies and political economy. Upon taking this class - a survey of all the courses in the program - students will better understand and appreciate the rigors and riches in the field of public policy and administration. Advanced critical thinking and analysis is utilized.

PAD 301 Research Methods and Analysis

4 unit(s)
Provides students with the writing, analytical and research tools required of professional public managers. Emphasis is on the methods of problem identification, developing a research strategy and formal research proposal; identification of secondary sources essential to public policy and management research; use of the Internet as a research tool; appropriate research methodologies; and a special emphasis on improving their ability to write concisely and in a persuasive style. Training in the use of multi-media presentation methods will be provided as well.

PAD 301A Research Methods and Analysis

3 unit(s)
Provides students with the writing, analytical and research tools required of professional public managers. Emphasis is on the methods of problem identification, developing a research strategy and formal research proposal; identification of secondary sources essential to public policy and management research; use of the Internet as a research tool; appropriate research methodologies; and a special emphasis on improving their ability to write concisely and in a persuasive style. Training in the use of multi-media presentation methods will be provided as well.

PAD 302 Public Policy Analysis and Program Evaluation

4 unit(s)
Explores the environment of the policy analyst, including an examination of the frames of reference that both guide and constrain work in the field. Students will be introduced to policy analytical paradigms, examine historical themes in the policy literature and use the major tools used in policy analysis and program evaluation, including benefit-cost analysis, factor analysis and time series analysis. The advantages and disadvantages of these tools will be critically examined. Case studies will be used extensively as example and source material for theory building.

PAD 302A Public Policy Analysis and Program Evaluation

3 unit(s)
Explores the environment of the policy analyst, including an examination of the frames of reference that both guide and constrain work in the field. Students will be introduced to policy analytical paradigms, examine historical themes in the policy literature and use the major tools used in policy analysis and program evaluation, including benefit-cost analysis, factor analysis and time series analysis. The advantages and disadvantages of these tools will be critically examined. Case studies will be used extensively as example and source material for theory building.

PAD 303 Organizational Development and Leadership

4 unit(s)
Examines the development and current emphases in organization theory from scientific management to the present. Focuses on the uses of pertinent theories in public management as well as the specific diagnosis and intervention tools and strategies employed in organizational development and change. Specific emphasis is given to experiential skill-building techniques, action research, work design and organizational development methods.

PAD 303A Organizational Development and Leadership

3 unit(s)
Examines the development and current emphases in organization theory from scientific management to the present. Focuses on the uses of pertinent theories in public management as well as the specific diagnosis and intervention tools and strategies employed in organizational development and change. Specific emphasis is given to experiential skill-building techniques, action research, work design and organizational development methods.

PAD 304 Public Enterprise Management and Public Sector Business Relations

4 unit(s)
Focuses on the growing trend toward market-based public service delivery systems. Public administrators in many levels of government are being challenged to become more entrepreneurial in their management of public enterprises. Contracting with private firms to provide public services is becoming the norm, rather than the exception. The course examines these trends and provides students with needed competencies related to contract management, marketing, customer service and quality management.

PAD 304A Public Enterprise Management and Public Sector Business Relations

3 unit(s)
Focuses on the growing trend toward market-based public service delivery systems. Public administrators in many levels of government are being challenged to become more entrepreneurial in their management of public enterprises. Contracting with private firms to provide public services is becoming the norm, rather than the exception. The course examines these trends and provides students with needed competencies related to contract management, marketing, customer service and quality management.

PAD 305 Budgeting and Financial Management

4 unit(s)
Examines financial administration in public and not-for-profit organizations. Topics include concepts and activities in public financial management, budgeting, taxation, revenue planning, borrowing, fiscal controls and the analytical skills needed to direct and control public fiscal activities. Particular attention is given to the nature of public expenditure controls, the budget cycle (preparation, submission, review, adoption, execution and evaluation), financial management and legislative and accounting analysis of budgets.

PAD 305A Budgeting and Financial Management

3 unit(s)
Examines financial administration in public and not-for-profit organizations. Topics include concepts and activities in public financial management, budgeting, taxation, revenue planning, borrowing, fiscal controls and the analytical skills needed to direct and control public fiscal activities. Particular attention is given to the nature of public expenditure controls, the budget cycle (preparation, submission, review, adoption, execution and evaluation), financial management and legislative and accounting analysis of budgets.

PAD 306 Public Service and the Law

4 unit(s)
Introduces public service managers and executives to administrative law and related administrative procedures. The major constitutional and statutory provisions that impact public service activities are discussed. Major topics include constitutional law and special provisions of the California Constitution, the Freedom of Information Act, the Federal and California Administrative Procedures Acts, the Brown Act and the Privacy Act. Cases will be used extensively to illustrate concepts and the application of the law.

PAD 306A Public Service and the Law

3 unit(s)
Introduces public service managers and executives to administrative law and related administrative procedures. The major constitutional and statutory provisions that impact public service activities are discussed. Major topics include constitutional law and special provisions of the California Constitution, the Freedom of Information Act, the Federal and California Administrative Procedures Acts, the Brown Act and the Privacy Act. Cases will be used extensively to illustrate concepts and the application of the law.

PAD 307 Personnel Management and Labor Relations

4 unit(s)
Covers contemporary issues surrounding employer/employee relations in public sector organizations. Topics include images of public service, work life in organizations, staffing, training and development, merit systems, labor relations, equal employment opportunity and affirmative action and job evaluation. Particular attention is given to developments in public service employees' collective bargaining legislation, improved employee-participation programs, and strategies and techniques used in conflict resolution.

PAD 307A Personnel Management and Labor Relations

3 unit(s)
Covers contemporary issues surrounding employer/employee relations in public sector organizations. Topics include images of public service, work life in organizations, staffing, training and development, merit systems, labor relations, equal employment opportunity and affirmative action and job evaluation. Particular attention is given to developments in public service employees' collective bargaining legislation, improved employee-participation programs, and strategies and techniques used in conflict resolution.

PAD 311 Current Issues in Law Enforcement

4 unit(s)
Students apply practical and innovative approaches to managing the complexities facing law enforcement agencies and officials that include recruitment, retention and succession planning. In addition, students will discuss the position of leadership roles, its effect on organizational behavior, effective negotiations and personnel, ethics and laws. Students will understand the importance and impact of media relations, public outreach, and collaboration with the private sector and non-governmental organizations.

PAD 311A Current Issues in Law Enforcement

3 unit(s)
Students apply practical and innovative approaches to managing the complexities facing law enforcement agencies and officials that include recruitment, retention and succession planning. In addition, students will discuss the position of leadership roles, its effect on organizational behavior, effective negotiations and personnel, ethics and laws. Students will understand the importance and impact of media relations, public outreach, and collaboration with the private sector and non-governmental organizations.

PAD 312 Disaster, Emergency and Security

4 unit(s)
Students will critically examine preparation, coordination and actions of first responders to emergencies, disasters, terrorism, and civil disobedience. Directives and guidelines from the Department of Homeland Security, FEMA, CDC, TSA, and other federal agencies will be discussed in relation to the role of state and municipal law enforcement officials and administrators. This course will also consider detection, prevention, and communications strategies to such threats and acts.

PAD 312A Disaster, Emergency and Security

3 unit(s)
Students will critically examine preparation, coordination and actions of first responders to emergencies, disasters, terrorism, and civil disobedience. Directives and guidelines from the Department of Homeland Security, FEMA, CDC, TSA, and other federal agencies will be discussed in relation to the role of state and municipal law enforcement officials and administrators. This course will also consider detection, prevention, and communications strategies to such threats and acts.

PAD 313 Law Enforcement Ethics, Training and Accountability

4 unit(s)
This course addresses the ethical, moral, and accountability dilemmas that face law enforcement practitioners in preventing and controlling crime. Students will explore and apply the key practices of the audit and oversight functions in law enforcement. The social, political, economic and organizational factors affecting law enforcement policies along with recent development of law enforcement innovations will be discussed, such as the use of Zero Tolerance Enforcement, CompStat, Law Enforcement Community Partnerships, and Restorative Justice Practices. The role in Law Enforcement training will be examined.

PAD 313A Law Enforcement Ethics, Training and Accountability

3 unit(s)
This course addresses the ethical, moral, and accountability dilemmas that face law enforcement practitioners in preventing and controlling crime. Students will explore and apply the key practices of the audit and oversight functions in law enforcement. The social, political, economic and organizational factors affecting law enforcement policies along with recent development of law enforcement innovations will be discussed, such as the use of Zero Tolerance Enforcement, CompStat, Law Enforcement Community Partnerships, and Restorative Justice Practices. The role in Law Enforcement training will be examined.

PAD 320 Growth, Technology, and Competitiveness

4 unit(s)
This course delves into the critical economic concerns and crafts creative solutions associated with the urbanization of cities and regions. In this course, students will discuss and debate intractable problems that follow smart growth, rapid gentrification, redevelopment, technology, and immigration as cities transform into competitive megalopolises. Then, students will determine if practices applied in the past are still appropriate solutions. If they are not, students will design innovative but practical strategies to address them. Chosen responses must harmonize the diverse interests and resources of business, government, and society.

PAD 320A Growth, Technology, and Competitiveness

3 unit(s)
This course delves into the critical economic concerns and crafts creative solutions associated with the urbanization of cities and regions. In this course, students will discuss and debate intractable problems that follow smart growth, rapid gentrification, redevelopment, technology, and immigration as cities transform into competitive megalopolises. Then, students will determine if practices applied in the past are still appropriate solutions. If they are not, students will design innovative but practical strategies to address them. Chosen responses must harmonize the diverse interests and resources of business, government, and society.

PAD 321 Inclusion, Diversity, Equity, and Accessibility

4 unit(s)
This course examines crucial social problems and determines creative solutions associated with the urbanization of cities and regions. In this course, students will analyze diversity, equity, inclusion, and accessibility issues, and explore concepts, theories, and paradigms related to transportation, housing, health, and human services in municipal and metropolitan communities. Then, they will determine if best practices applied in the past are compatible solutions. If not, students need to design innovative but practical alternatives to address them. Chosen strategies must take into high consideration vulnerable and marginalized urban populations.

PAD 321A Inclusion, Diversity, Equity, and Accessibility

3 unit(s)
This course examines crucial social problems and determines creative solutions associated with the urbanization of cities and regions. In this course, students will analyze diversity, equity, inclusion, and accessibility issues, and explore concepts, theories, and paradigms related to transportation, housing, health, and human services in municipal and metropolitan communities. Then, they will determine if best practices applied in the past are compatible solutions. If not, students need to design innovative but practical alternatives to address them. Chosen strategies must take into high consideration vulnerable and marginalized urban populations.

PAD 322 Resilience, Livability, and Sustainability

4 unit(s)
This course examines the critical environmental problems and formulates creative solutions associated with the urbanization of cities and regions. In this course, students will discuss and debate policies on disaster preparedness, sustainable ecosystems, recycling, waste management, urban resilience, and funding adequacy. Then, students will determine if past and present approaches are still relevant. If not, students will craft innovative but practical strategies to address them.

PAD 322A Resilience, Livability, and Sustainability

3 unit(s)
This course examines the critical environmental problems and formulates creative solutions associated with the urbanization of cities and regions. In this course, students will discuss and debate policies on disaster preparedness, sustainable ecosystems, recycling, waste management, urban resilience, and funding adequacy. Then, students will determine if past and present approaches are still relevant. If not, students will craft innovative but practical strategies to address them.

PAD 396 Graduate Research Project in Public Management

4 unit(s)
Presents the capstone course taken in the final term of the MPA program. The student will undertake a major research project to integrate and synthesize the knowledge and skills acquired in the program. The research project is expected to involve rigorous research, primary data gathering, creative analysis, policy recommendations and have practical utility in relationship to their organization or society. Prerequisite(s): PAD 301.

PAD 396A Graduate Research Project in Public Management

3 unit(s)
Presents the capstone course taken in the final term of the MPA program. The student will undertake a major research project to integrate and synthesize the knowledge and skills acquired in the program. The research project is expected to involve rigorous research, primary data gathering, creative analysis, policy recommendations and have practical utility in relationship to their organization or society. Prerequisite(s): PAD 301A.

PAD 397 Internship: Public Service

4 unit(s)
Offers students the opportunity to receive executive public service immersion and internship experience(s) in a job directly related to their academic major and career goals. Students are responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the internship. This course may be taken more than once for credit. Prerequisite: Consent of the department.

PAD 397A Internship: Public Service

3 unit(s)
Offers students the opportunity to receive executive public service immersion and internship experience(s) in a job directly related to their academic major and career goals. Students are responsible for their own placements in internships approved by the department chair. A written internship proposal is required before consideration for this course. A written report is required upon completion of the

internship. This course may be taken more than once for credit. Prerequisite: Consent of the department.

PAD 398A-ZZ Selected Topics in Public Policy and Administration

1-4 unit(s)
Address significant, topical and practical problems, issues and theories in public policy and administration. Topics are compiled and selected by the department chair. Prerequisite(s): will vary based on topic.

PAD 399 Directed Study

4 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. The project to be undertaken should include an element of creativity and lend itself to completion within 150 hours. Ordinarily, directed individual study courses must be completed within one trimester. Only one directed-study course may be taken for credit toward a master's degree. Prerequisite(s): consent of the department.

PAD 399A Directed Study

3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. The project to be undertaken should include an element of creativity and lend itself to completion within 150 hours. Ordinarily, directed individual study courses must be completed within one trimester. Only one directed-study course may be taken for credit toward a master's degree. Prerequisite(s): consent of the department.

Science

SCI 50 Science, Technology and Social Change

3 unit(s)
Examines the impact of scientific thought and technological innovation on major cultures of the modern world. Analyzes the acquisition, application and adaptation of technology in pre-industrial, industrial and post-industrial societies. Prerequisite(s): ENGL 50 or ENGL 60 and MATH 20.

SCI 60 Introduction to Astronomy

4 unit(s)
This course is al tour the history of the universe using modern technology and the constantly evolving knowledge of generations of astronomers and physicists. This course uses relevant and exciting discoveries to introduce light, the origin of the solar system, the Sun, the Earth, the Moon, the inner and outer planets and their moons, exoplanets, the life cycles of stars, dead stars, the Milky Way and other galaxies, black holes, the Big Bang, dark matter and energy, and the fate of the universe. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

SCI 198A-ZZ Special Topics in Science

3 unit(s)
Addresses significant, topical and practical problems, issues and theories in science. The department coordinator will select topics. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

Social Science

SOSC 50 American Government in the 21st Century

3 unit(s)
Every citizen in the United States is impacted by the decisions made in the executive, legislative, and judicial branches of government. The depth and breadth of that impact is difficult to understand without knowledge of the historical context of the formation of national government and its evolution since its inception. This course seeks to provide knowledge of that context, addressing issues of politics, power, and culture, as we gain greater understanding of how government works in the 21st century.

SOSC 60 Introduction to Sociology

4 unit(s)
An introduction to the discipline of sociology. Topics covered include the sociological imagination; theoretical perspectives; research methods and ethical concerns; socialization; culture; groups and organizations; stratification; social control and deviance; race; gender, sex, and sexuality; family; religion; education; health, medicine, and the body; the environment; media; technology; social movements; social change. This course may not be audited. This course is offered only for students enrolled in GGU Degrees+ programs, in partnership with **Outlier.org**.

SOSC 198A-ZZ Special Topics in Social Sciences

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in social science. The department coordinator will select topics. Prerequisite(s): consent of the department. Prerequisites will vary based on topic.

SOSC 199 Directed Study in Social Sciences

1-3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed-study course per trimester. This course may be taken more than once for credit. Prerequisite(s): consent of the department.

Statistics

STATS 303 Statistics and Probability in Decision Modeling

3 unit(s)
In this course students will learn the basic ideas relationship among the multivariate data and how the concepts of probability and statistics extend to supervised statistical models. Students learn some of the most widely used statistical techniques such as Linear Regression, Naïve Bayes classifier and Logistic Regression that are used to solve problems in Prediction and Classification.

Taxation

TA 306A Pro Bono Tax Clinic: State Income Tax

1-3 unit(s)
Under supervision of an attorney from the Board of Equalization's Taxpayer Rights Advocate Office, students assist taxpayers with state income tax disputes against the California Franchise Tax Board (FTB). Students receive legal practice skills training, including gathering and identifying evidence, drafting legal briefs, and representing clients/taxpayers in negotiations with the FTB and at oral hearings before the BOE. This course is graded on a Credit/No Credit basis. Program Director approval is required for all students seeking to register.
Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 306A.

TA 306B Pro Bono Tax Clinic: Sales & Use Tax

1-3 unit(s)
The Sales and Use Tax Clinic is a hands-on clinic where students will gain real world experience, allowing them to apply what they are learning in the classroom to actual client cases. Under the supervision of an attorney, students will represent clients who are appealing Sales and Use Tax assessments issued by the Board of Equalization (BOE). Students will have the opportunity to gain practical legal skills including: client interview and counseling, gathering evidence, preparing legal briefs, performing case strategy, as well as negotiating with auditors and settlement attorneys from the BOE. Furthermore, when necessary, students will have the opportunity to represent clients in a litigation setting at Appeals Conferences (informal hearings) and Oral Hearings (similar to a court trial). And although the cases involve tax issues, students do not need to be focused on tax law to participate. This course is graded credit/no credit. Program Director approval is required for all students seeking to register.
Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 306B.

TA 318 Advanced Federal Income Taxation

3 unit(s)
Examines the basics of federal income taxation with emphasis on statutory materials; special attention to problems of individual taxpayers and specific rules regarding gross income, adjusted gross income, taxable income, deductions, exemptions and credits. Students are required to take this course as one of the first two advanced graduate seminars in taxation. Corequisite(s): TA 329A or TA 329. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 318.

TA 319 Federal Tax Procedure

3 unit(s)
A survey course in the procedural aspects of dealings between taxpayers and their representatives on the one hand and the Internal Revenue Service, IRS Office of Professional Responsibility, the Office of the Chief Counsel for the Internal Revenue Service, and the Tax Division of the Department of Justice on the other hand. Assists students in understanding and preparing to handle practical issues involving their and their clients' or employers' duties, powers, responsibilities, liabilities, privileges and ethical obligations arising in federal tax practice, including access to information; IRS examinations and appeals; deficiency assessments; interest on underpayments and overpayments; penalties (civil and criminal) against taxpayers, their representatives, and their tax return preparers; statutes of limitations on assessment and collection of taxes and penalties and criminal tax prosecutions; and refund and collection of federal income, estate and gift taxes. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 319.

TA 320 Multistate Tax of Business Entities

3 unit(s)
Analyzes the tax treatment, tax problems and tax-planning techniques of corporations and flow through entities engaged in multistate activities. Emphasis is on California law and how it applies to businesses organized or doing business in the state, however each section does include analysis of the law in other states. Topics include: Constitutional limitations on states' ability to tax multistate corporations and flow through entities, new developments in California doing business standard, California tax treatment of S corporations, partnerships and LLCs, computation of taxable income and issues related to conformity, business vs. nonbusiness income, formula apportionment, unitary taxation, combined reports, consolidated returns and water's-edge elections. Case studies are used to illustrate concepts. Prerequisite(s): TA 318 and either TA 329A or TA 329. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 320.

TA 321 Principles of International Taxation

3 unit(s)
Presents a broad survey of the rules of US income taxation regarding international transactions. Covers both in-bound transactions - the treatment of non-resident aliens and foreign corporations investing and/or doing business in the United States, as well as out-bound transactions - the treatment of US citizens and residents investing and/or doing business outside the US. Prerequisite(s): TA 318 and (TA 329A or TA 329). Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 321.

TA 322A Federal Income Taxation of Corporations and Shareholders I

3 unit(s)
Analyzes tax treatment, tax problems and tax planning techniques involving transactions between corporations and their shareholders: transfers to corporation; capital structure; dividends and other distributions; stock redemptions and liquidations; stock dividends and preferred stock bailouts; personal holding companies; accumulated earnings tax and introduction to S corporations. Prerequisite(s): TA 330. It is recommended that students also complete TA 338 prior to enrolling in TA 322A. Corequisite(s): TA 338. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 322A.

TA 322B Federal Income Taxation of Corporations and Shareholders II

3 unit(s)
Covers specific issues of operating in corporate form: corporate reorganizations and divisions; carryovers of tax attributes; limitations on carryovers. Prerequisite(s): TA 322A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 322B.

TA 323 Multistate Tax of Individuals, Trusts/Estates and State Tax Research

3 unit(s)
Covers the state tax structure applied to individuals, which includes in-depth coverage of issues related to residency and sourcing of income of nonresidents. Also explores the rules in multiple states and analyzes the constitutional limitations on the state's ability to extend its tax system to nonresidents. Covers state sourcing rules that apply to nonresident partners, shareholders and LLC members. The course will also examine issues related to telecommuting and the mobile work force. Also analyzed are the issue of conformity to federal law in light of massive nonconformity by most of the states; tax incentives offered by the states to encourage job growth; and specialized topics.
Also covers the state tax structure applied to all taxpayers, as well as various sources of law in California (and other states). Also covers resources available to locate state tax law on various matters.
Examines state tax practice, states that require registration to prepare tax returns and that regulate tax return preparers. Discusses state ethical procedures and rules dealing with such issues as client confidentiality, privileged communication, malpractice and the unauthorized practice of law. Prerequisite(s): TA 318 and TA 329A. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 323.

TA 325 Estate and Gift Taxation

3 unit(s)
Covers federal estate, gift and generation-skipping transfer taxes; preparation of the federal estate tax return and federal gift tax return. Prerequisite(s): TA 318 and (TA 329A or TA 329). Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 325.

TA 326 Real Estate Taxation

3 unit(s)
Analyzes tax advantages of ownership of real property; how to acquire real property; choice of entity; ownership and operation of real property; sales, exchanges, conversions and abandonments; postponing taxation on sale; tax aspects of mortgage financing; foreclosures and cancellations; leasing real property; hybrid financing through sales and lease backs; partnerships, subdivisions, syndicates, real estate investment trusts; ownership by homeowners associations, co-ops, tax exempt and foreign investors and real estate holding companies. Prerequisite(s): TA 329A or TA 329. Corequisite(s): TA 330.

TA 328 Federal Income Taxation of Partners and Partnerships

3 unit(s)
Analyzes tax problems of the organization and operation of partnerships including the treatment of partnership distributions, withdrawal of a partner during his/her lifetime, dissolution of the partnership, sales or exchanges of partnership interests. Prerequisite(s): TA 330. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 328.

TA 329 Tax Research and Decision Making

3 unit(s)
Examines the primary sources of Federal tax laws, the IRC, and administrative and judicial interpretations. Analyzes the research process using both paper products as well as electronic resources. Practical written and computerized assignments will be completed using research tools to locate, understand and interpret primary source materials. This is a writing-intensive course. Most students should take TA 329A and TA 329B in lieu of this course. Students may enroll in this course only with the permission of the dean.

TA 329A Tax Research and Writing

1 unit(s)
This course examines the primary source of Federal tax laws: legislative history, the Internal Revenue Code, Treasury interpretations and case law. Because the substantive graduate tax courses are taught using primary authority, students are required to take this course as their first course in taxation.

TA 329B Advanced Tax Research and Writing

2 unit(s)
This course examines all components of research necessary to ethically address a tax question in the most effective and efficient way. Students will complete practical research projects using electronic research tools to resolve specific tax issues and communicate the research results using formats standard to the tax industry. This is a writing intensive course. Prerequisite(s): TA 318 , TA 329A. Corequisite(s): TA 330.

TA 330 Property Transactions

3 unit(s)
Analyzes federal income taxation of property transactions, including definition and mechanics of property transactions, definition of capital assets, nonrecognition property transactions, including IRC Sections 121, 1031 and 1033; examination of the at risk and passive loss rules. Corequisite(s): TA 318, (TA 329A or TA 329). May be taken with (or prior to) TA 329B. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 330.

TA 334 Estate Planning

3 unit(s)
Examines selected topics in estate planning, including general legal principles relating to estate planning, including a review of relevant, legal documents; lifetime gifting, including utilization of the annual exclusion and alternative forms of wealth transfer; marital deduction planning, including quantifying the deduction through partial QTIP elections, utilization of the TPT credit, and the use of formula clauses; gifts to charity, including the use of both outright and split-interest gifts; the use of life insurance in estate planning; planning for generation skipping transfers; advising elderly clients; and post mortem planning. Prerequisite(s): TA 325. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 334.

TA 337 Individual Retirement Plans and Distributions

3 unit(s)
Presents a discussion and analysis of the estate, income and excise tax treatment of retirement plans, SEPS and IRAs, including various methods of distribution, naming of individuals or trusts as beneficiaries, marital deduction, and non-citizen spouse issues, comparison of deferral and payment of benefits during life, and after death, with emphasis on actual case studies and examples of the interplay between estate and income tax consequences of retirement plans and IRAs. Prerequisite(s): TA 318 and (TA 329A or TA 329). Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 337.

TA 338 Tax Timing

3 unit(s)
Examines issues related to the allocation of items of income and deduction to the proper taxable year, including adoption of tax year end; definition of method of accounting; the annual accounting concept; cash, accrual and installment methods of accounting; time value of money; and the Uniform Capitalization Rules. Corequisite(s): TA 318 and (TA 329A or TA 329). Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 338.

TA 344 Federal Income Taxation of Trusts and Estates

3 unit(s)
Analyzes taxation of trusts and estates and their creators, beneficiaries and fiduciaries, including computation of distributable net income and taxable net income, taxation of simple and complex trusts, operation of "throwback" rules, computation of income in respect of a decedent, preparation of the last return for a decedent and the returns of trusts and estates from inception through termination. Prerequisite(s): TA 318 and (TA 329A or TA 329). Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 344.

TA 347 State Sales & Use Tax

3 unit(s)
Sales, use, excise, and gross receipts taxes are forms of indirect taxes that states and localities use to generate income. This course analyzes the constitutional and governmental limitations on a state's ability to impose a tax on the sale of goods and services. Topics covered include marketplace facilitators, state compliance burden and procedures, economic nexus rules, interstate purchases and sales, leasing, construction, and technology transfers. Prerequisite(s): TA 318 and (TA 329A or TA 329). Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 347.

TA 356 Choice of Entity

3 unit(s)
Examines and compares the tax characteristics of business and investment entities. Explores the tax treatment, problems and planning techniques of formation and operation of entities, including effective tax rate, eligibility, election, revocation, termination and accounting rules. Prerequisite(s): TA 322A and TA 328. Cross-listed with and equivalent to the following course. (Note: no academic credit is awarded for retaking equivalent course.): LLM 356.

TA 362 Accounting for Income Taxes

3 unit(s)
Examines the financial accounting and reporting of income taxes under Statement of Financial Accounting Standards Codification Topic 740 (FASB ASC 740), formerly known as FAS 109, and related accounting literature. Covers the calculation of current and deferred income taxes, an overview of book-tax differences, the calculation of interim period tax provisions, and the presentation and disclosure of income taxes in financial statements. Students will learn the basics of accounting for income taxes related to advanced topics such as stock compensation expense, foreign operations, state income taxes, and accounting for uncertain tax positions (formerly known as FIN 48). The difference between US and international accounting standards will be identified and discussed. Prerequisite(s): ACCTG 100A or equivalent or CPA license or consent of department.

TA 396A-ZZ Selected Topics in Taxation

1-3 unit(s)
Addresses significant, topical and practical problems, issues and theories in taxation. Topics are compiled and selected by the dean. Prerequisite(s): will vary based on topic.

TA 398 Internship: Taxation

3-6 unit(s)
Affords students the opportunity to gain direct tax practice experience for course credit. The educational value of the internship lies in the student's ability to apply the substantive body of tax knowledge and skills in a real-world setting under the supervision of a tax practitioner. To be eligible for internship course credit, students must be in good academic standing, and have satisfied prerequisites and additional requirements determined by the Bruce F. Braden School of Taxation. For more information on student eligibility for TA 398, Internship: Taxation, go to http://www.ggu.edu/programs/taxation/internship/ This course may be taken more than once for credit.

TA 399 Directed Study

1-3 unit(s)
Provides an opportunity for the advanced student with a specific project in mind to do reading in a focused area and to prepare a substantial paper under the direction of a faculty member. Only one directed-study course may be taken for credit toward a master's degree. This course may be taken more than once for credit. Prerequisite(s): completion of six graduate taxation courses and consent of dean.

Undergraduate Programs

UGP 10 Gateway to Success

3 unit(s)
This course lays the groundwork for student success in academic programs while at GGU and beyond; and prepares them for professional success after graduation. Students will develop and practice time management skills and will become familiar with: GGU's academic policies and procedures (including the Academic Integrity Policy); student support services & resources (wellness, advising, etc.); opportunities for student involvement (clubs, student government, etc.); and academic resources & support (tutoring, library resources, etc.). Students will articulate educational and professional goals, will set a plan for their time at GGU (including exploring options for minors, certificates, etc.), and will begin to think ahead toward their degree completion and next steps after graduation.
Must be taken during the first term of enrollment as an undergraduate degree student in all programs except Degrees+ programs.

UGP 80 Pathway to Success

3 unit(s)
The capstone for the associate of arts degree integrates learning across the general education program. Using skills, knowledge and abilities in the area of critical thinking, communication, ethics, lifelong learning, quantitative fluency and information literacy, this class will require the application of knowledge to create a professional portfolio that demonstrates mastery of the program's learning objectives. This course is to be taken in the last term of the Associate of Arts programs.

UGP 150 Learning Counts

3 unit(s)
Uses Prior Learning Assessment (PLA) to allow students to demonstrate learning they have acquired through training and experience outside of the higher education classroom. Through the completion of a six-week online course (CAEL 100) that provides instruction on how to prepare a portfolio of evidence of prior learning, students can earn up to 12 of general elective or discipline-specific credit. A faculty advisor will coordinate the Learning Counts process, including the selection of appropriate course equivalents for portfolio review. Credit/No Credit. Prerequisite(s): UGP 10 and recommendation of advisor.

UGP 199 Directed Study in Undergraduate Programs

3 unit(s)
Provides individual study of selected topics under supervision of a faculty member. Students are limited to one directed study course per trimester. Prerequisites: Consent of the department.

Full-time Faculty

School of Accounting

Farima Fakoor, Associate Professor

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John Lord, Lecturer

BS, California State University, East Bay

Edward S. Ageno School of Business

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Michael Horne, Associate Professor; Director, Human Resource Management and Leadership Programs

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BA, U.C. Berkeley; MBA, University of San Francisco; MS, Boston College; PhD, U.C. Berkeley

Judith Lee, Professor; Chair, Department of Business Innovation and Technology

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BS, University of Phoenix; M, University of Denver

Gary Kurtzman, Adjunct Professor

Cert, St. Mary's College of California; BS, University of California, Berkeley; MS, University of Chicago

Diego Kusnir, Adjunct Professor

BA, University of California, Berkeley; PhD, California School of Professional Psychology

Amy Kweskin, Adjunct Professor

BA, Ithaca College; MA, Golden Gate University

James Lee, Adjunct Professor

BS, Catholic University of America; MS, Rensselaer Polytechnic Institute; EngD, Rensselaer Polytechnic Institute

Renee Mayne, Adjunct Professor

BS, State University of New York; MA, California State University, Dominguez Hills

Martin Medeiros, Senior Adjunct Professor

BA, University of California, Santa Cruz; MA, California State University, East Bay

Joshua Misner, Adjunct Professor

BA, MA, PhD, Gonzaga University

Anthony Paolino, Adjunct Professor

AS, Community College of Rhode Island; BS, Providence College; MPA, Brown University

Peter Pecholcs, Adjunct Professor

BS, SUNY Center at Stony Brook; MS, Columbia University

Richard Rushlow, Adjunct Professor

BA, MS, Golden Gate University

Michael Savod, Distinguished Adjunct Professor

MBA, Golden Gate University

Gary Stroud, Adjunct Professor

BA, MA, Northwestern State University of Louisiana; PhD, Capella University

Serena Sy, Adjunct Professor

BBA, MBA, Golden Gate University

Evan Uribe, Adjunct Professor

MS, Golden Gate University

David Ziegler, Adjunct Professor

BS, Denison University; PhD, Massachusetts Institute of Technology

Wai Yip, Adjunct Professor

BS, San Francisco State University; MS, Golden Gate University

Daniel Amir, Adjunct Professor

BA, MA, Hebrew University; MBA, University of California, Los Angeles

Holden Reyes, Adjunct Professor

AA, Solano Community College; BBA, Sonoma State University; MBA, Southern New Hampshire University

School of Law

Harish Bhat, Adjunct Professor

BS, Mumbai University; Certificate of Completion in Generative AI, UC Berkeley Law Executive Education

Rachel Brockl, Adjunct Professor

BS, San Francisco State University; JD, Golden Gate University School of Law

Andrew Gordon, Adjunct Professor

BA, Florida Atlantic University; JD, Florida International University College of Law

Amir Sarreshtehdary, Adjunct Professor

BA, University of California, Irvine; JD; University of California, Law, San Francisco

Johanna Gomez, Adjunct Professor

Faculty Emeriti

Philip Friedman

BBA, City College of New York; PhD, Massachusetts Institute of Technology

Marianne Koch

BA, University Michigan; MA, Columbia University; PhD, Columbia University

Marcia Ruben

BA, University of California, Berkeley; MS, California State University, East Bay; MA, PhD, Fielding Graduate University

Blodwen Tarter

BA, Stanford University; MA, Stanford University; MBA, University of Chicago; PhD, Golden Gate University

James Henderson

BA, San Francisco State University; JD, University of San Francisco

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Kenneth Tanzer, BA

Controller

Student Services

Jessica Bride, JD

Associate Dean for Student Affairs & Career Services, School of Law

Melissa McNair, MS, MA

Director of the Office of Accessible Education

Tuition and Fees

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

Undergraduate Tuition

Standard Rate
$462 per unit

Active-Duty Tuition Assistance
$250 per unit

GGU Aspire Program
$300 per unit

Associate's Degree Transfer Program
$300 per unit

Degrees+ | Outlier Programs
Programs started Spring 2024 or later: $199 per unit

Programs started before Spring 2024: $149 per unit

Graduate Tuition

By School:

Business
$1,090 per unit

Accounting
$1,090 per unit

Taxation
$1,250 per unit

Other Rates:

Active-Duty Tuition Assistance
$475 per unit (except Law, EMBA, and DBA programs)

Special Degree Program Rates:

Executive Master of Business Administration (EMBA)
$75,000 for program

Doctor of Business Administration (DBA)*
$1,175 per unit
* Program closed to new applicants

CPA Applied Accounting Graduate Certificate
$545 per unit (300-level courses only)

Law School Tuition

JD Tuition
$1,750 per unit

MLS Tuition
$660 per unit

LLM Tuition
$1,860 per unit*

SJD Tuition
$21,800 per residency term (Note: students must complete two residency terms during the first year of the program.)
$1,000 per candidacy term

J-1 Visa Visiting Scholar
$5,000 per semester (fees included)

**Auditors are assessed 2/3 of the applicable tuition rate.*

Mandatory Fees

- Activity Fee (per semester/trimester | reversible in accordance with applicable withdrawal policy) $30
- International student fee (applies per term to all F-1 and J-1 students): $275
- Technology Fee (per semester/trimester | reversible in accordance with applicable withdrawal policy): $85

Miscellaneous Fees

- Commitment Deposit (non-refundable all students): $250
- Commencement fee: $100
- Deferred tuition -- Employer reimbursement plan (per term): $100
- Deferred tuition -- Installment payment plan (per term): $55
- Diploma Fee: $50 per diploma
- Doctoral business core exam: $150
- Doctoral dissertation binding (four copies and copyright/microfilm service): $300
- Doctoral qualifying exam: $150
- Late registration fee*: $100
- Late payment fee for installment payment plan: $40 per occurrence.
- Other fees: Fees may vary by program, course, or section
- Proctored exam fees for online courses (see course syllabus for requirements)
  - Electronic proctoring (ProctorU): 2 hours - $10 | 3 hours - $12 (additional on-demand scheduling fees may apply)
  - Consortium of College Testing Centers: Varies by site
  - GGU SF campus: Free
- Returned check service charge fee: $25
- Student ID replacement fee: $10

Transcript request

- Online requests through the National Student Clearinghouse: $10 per copy + $2.90 ordering processing fee
- Offline requests: $15 per copy
- Express Mail
  - United States (per address): $39
  - Canada and Mexico (per address): $59
  - International (per address): $75

*Students who wish to register for courses after the Add Period must submit written approval (e-mail is acceptable) of the course instructor and a senior school administrator of the school in which the course is offered and pay a $100 late fee. The fee is assessed only once per term regardless of the number of courses for which students register after the Add Period. The fee is assessed even if students are adding different sections of courses that they dropped the same term.

Academic Calendar

2025 - 2026 ACADEMIC YEAR

FALL 2025 ACADEMIC PERIOD			
Academic Term	**25/FA (15 Weeks)**	**25/FB (7.5 Weeks)**	**25/FC (7.5 Weeks)**
Registration Opens	Jul 14	Jul 14	Jul 14
Student Success Orientation	Sept 03	Sept 03	Sept 03
Instruction Begins	Sept 07	Sept 07	Oct 29
Last Day to Register/Add Course (Late Registration process required after this date)	Sept 13	Sept 13	Nov 04
Payment Due	Sept 27	Sept 27	Nov 18
Last Day to Drop Course Without Tuition Charge or "W" Grade (Except Oregon[1] residents)	Sept 27	Sept 27	Nov 18
Campus Week		Sep 29 – Oct 4	Nov 17–22
Veteran's Day Holiday[2] (Tuesday)	Nov 11	N/A	Nov 11
Thanksgiving Holiday[2] (Thursday and Friday)	Nov 27–28	N/A	Nov 27–28
Last Day to Withdraw from Course, Change to Audit Status, or Elect CR/NC (pass/fail) Grading	Dec 06	Oct 21	Dec 13
Instruction Ends	Dec 20	Oct 28	Dec 20
Grades Due[3]	Jan 02	Nov 04	Jan 02
WINTER BREAK: Sunday Dec 21, 2025 - Saturday, Jan 10, 2026			

[1]See the **Oregon Resident Refund Formula** for more information.
[2]The university will be closed on these dates.
[3]Grades are due five (5) business days after the end of the term, or the end of the course section, whichever date occurs first.

SPRING 2026 ACADEMIC PERIOD			
Academic Term	**26/SA (15 Weeks)**	**26/SB (7.5 Weeks)**	**26/SC (7.5 Weeks)**
Registration Opens	Nov 17	Nov 17	Nov 17
Student Success Orientation	TBA	TBA	TBA
Instruction Begins	Jan 11	Jan 11	Mar 04
Last Day to Register/Add Course (Late Registration process required after this date)	Jan 17	Jan 17	Mar 10
Martin Luther King, Jr. Holiday[2] (Monday)	Jan 19	Jan 19	N/A
Payment Due	Jan 31	Jan 31	Mar 24

Last Day to Drop Course Without Tuition Charge or "W" Grade (Except Oregon[1] residents)	Jan 31	Jan 31	Mar 24
Campus Week		Feb 02–07	Mar 23-28
President's Day Holiday[2] (Monday)	Feb 16	Feb 16	N/A
Last Day to Withdraw from Course, Change to Audit Status, or Elect CR/NC (pass/fail) Grading	Apr 11	Feb 25	Apr 18
Instruction Ends	Apr 25	Mar 03	Apr 25
Grades Due[3]	May 01	Mar 10	May 01

[1]See the **Oregon Resident Refund Formula** for more information.
[2]The university will be closed on these dates.
[3]Grades are due five (5) business days after the end of the term, or the end of the course section, whichever date occurs first.

SUMMER 2026 ACADEMIC PERIOD			
Academic Term	**26/UA (15 Weeks)**	**26/UB (7.5 Weeks)**	**26/UC (7.5 Weeks)**
Registration Opens	Mar 16	Mar 16	Mar 16
Student Success Orientation	TBA	TBA	TBA
Instruction Begins	May 10	May 10	Jul 01
Last Day to Register/Add Course (Late Registration process required after this date)	May 16	May 16	Jul 07
Memorial Day Holiday[2] (Monday)	May 25	May 25	N/A
Payment Due	May 30	May 30	Jul 21
Last Day to Drop Course Without Tuition Charge or "W" Grade (Except Oregon[1] residents)	May 30	May 30	Jul 21
Campus Week		Jun 01–06	Jul 20–25
Juneteenth Holiday[2] (Friday)	Jun 19	Jun 19	N/A
Independence Day Holiday[2] (Friday)	Jul 04	N/A	Jul 04
Last Day to Withdraw from Course, Change to Audit Status, or Elect CR/NC (pass/fail) Grading	Aug 08	Jun 23	Aug 15
Instruction Ends	Aug 22	Jun 30	Aug 22
Grades Due[3]	Aug 28	Jul 08	Aug 28

[1]See the **Oregon Resident Refund Formula** for more information.
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[3]Grades are due five (5) business days after the end of the term, or the end of the course section, whichever date occurs first.

GOLDEN GATE
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