



NATIONAL  
UNIVERSITY

# ERRATA TO ADDENDUM F

## TO THE NATIONAL UNIVERSITY GENERAL CATALOG 82

**Effective Date October 18, 2019**

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**National University Academic Headquarters**

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## GENERAL INFORMATION

### General Description

Dedicated to educational access and academic excellence, National University provides challenging and relevant programs that are student-centered, success oriented, and have a proven balance of theoretical and practical attributes. Additionally, students are encouraged to take advantage of National University's unique student services options designed to support students throughout their career. National University is geographically dispersed, with its academic and administrative headquarters located in La Jolla, California. These departments include the Office of the President, Vice Presidents, Provost, College Deans and Department Chairs, and Enrollment Management. From its administrative headquarters, National University supports a variety of onsite campuses in California and Nevada, making learning convenient for its students. National University provides online classes only in all other states.

### General Fees

Students are not required to purchase books, materials, and supplies from the University except for the programs and courses identified below.

#### MA in Digital Journalism Fees

iPad Mini Package..... \$900  
(Including the device and related software.)

#### MFA Digital Cinema and Professional Screenwriting Fees

MDC 688 Course Fee..... \$1,250  
MDC 689 Course Fee ..... \$550  
MDC 695 Course Fee..... \$300  
SCR 675 Course Fee..... \$750  
SCR 670P Course Fee..... \$250  
SCR 690 Course Fee..... \$350  
SCR 691 Course Fee..... \$350

#### Master of Science in Nursing Fees

FNP and PMHNP Area of Specializations carry additional program fees.  
FNP and PMHNP Program Fees.....\$11,325  
Nursing Administration and Nursing Informatics Program Fees.....\$475  
(in addition to tuition)

#### Post-Graduate Family Nurse Practitioner Certificate

Program Fees.....\$10,125

#### Post-Graduate Psychiatric Mental-Health Nurse Practitioner Certificate

Program Fees.....\$10,125

#### Master of Arts in Counseling Psychology MFT

Program Fees..... \$350

### Technology Fees

The following courses utilize a third-party technology. Accessing the third-party technology is a required component of your course. The technology fee will be applied to the student's account at the time tuition is applied.

#### General Education Fees

BIO 100 Technology Fee.....\$32.00  
BST 322 Technology Fee.....\$89.25  
COM 100 Technology Fee.....\$64.00  
MUS 100 Technology Fee.....\$40.00  
SOC 100 Technology Fee .....\$31.50

#### Psychology Programs

PSY428 Technology Fee.....\$61.00  
PSY469 Technology Fee.....\$61.00

#### RN to BSN Fees

NSG 442 Technology Fee.....\$105.00  
NSG 443 Technology Fee ..... \$105.00  
NSG 444 Technology Fee .....\$105.00

#### Bachelor of Science Information Technology Management

ITM 200 Technology Fee.....\$20.00  
ITM 205 Technology Fee.....\$20.00  
ITM 230 Technology Fee.....\$20.00  
ITM 320 Technology Fee.....\$20.00  
ITM 325 Technology Fee.....\$20.00  
ITM 340 Technology Fee.....\$20.00  
ITM 345 Technology Fee.....\$20.00  
ITM 420 Technology Fee.....\$20.00  
ITM 430 Technology Fee.....\$20.00  
ITM 434 Technology Fee.....\$43.00  
ITM 435 Technology Fee.....\$43.00  
ITM 438 Technology Fee.....\$20.00  
ITM 440 Technology Fee.....\$20.00  
ITM 450 Technology Fee.....\$20.00  
ITM 470 Technology Fee.....\$20.00  
ITM 475 Technology Fee.....\$20.00  
ITM 490A Technology Fee.....\$20.00  
ITM 490B Technology Fee.....\$20.00  
ITM 490C Technology Fee.....\$20.00

#### Bachelor of Science Cybersecurity

CYB 200 Technology Fee.....\$20.00  
CYB 211 Technology Fee.....\$56.00  
CYB 212 Technology Fee.....\$64.00  
CYB 216 Technology Fee.....\$60.00  
CYB 331 Technology Fee.....\$20.00  
CYB 332 Technology Fee.....\$20.00  
CYB 333 Technology Fee.....\$20.00  
CYB 420 Technology Fee.....\$20.00  
CYB 450 Technology Fee.....\$39.00  
CYB 451 Technology Fee.....\$59.00  
CYB 452 Technology Fee.....\$20.00  
CYB 453 Technology Fee.....\$39.00  
CYB 471 Technology Fee.....\$68.00

CYB 472 Technology Fee.....\$20.00

**Master of Science Cybersecurity**

CYB 600 Technology Fee.....\$56.00  
CYB 601 Technology Fee.....\$64.00  
CYB 602 Technology Fee.....\$39.00  
CYB 604 Technology Fee.....\$68.00  
CYB 606 Technology Fee.....\$59.00  
CYB 608 Technology Fee.....\$20.00  
CYB 612 Technology Fee.....\$20.00  
CYB 613 Technology Fee.....\$20.00  
CYB 616 Technology Fee.....\$20.00  
CYB 632 Technology Fee.....\$20.00  
CYB 633 Technology Fee.....\$56.00  
CYB 634 Technology Fee.....\$20.00

**Master of Science Nursing**

NSG623 Technology Fee .....\$89.25

**State Licensing**

**Minnesota**

Minnesota residents interested in enrolling in the Bachelor of Science in Criminal Justice program should make note that the state of Minnesota licenses police officers and there are specific educational requirements. In addition, additional training (a skills-based course) is also required before being eligible for licensure as a police officer in the state of Minnesota.

**Nevada**

National University has an account for student indemnification in the manner of a surety bond, which may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by the institution of any provision of NRS 394.383 to 394.560.

**Wisconsin**

Students must submit an enrollment agreement before beginning classes at National University. The agreement includes topics pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other matters of enrollment. Contact an enrollment advisor for further information.

The student may cancel enrollment during the 3-business-day period by delivering or mailing a signed written notice to the school at the address set forth in the notice of cancellation privilege. Saturdays, Sundays and holidays are not business days. The school shall, within 10 business days after receiving notice of cancellation from the student, make any refund owing as a result of the cancellation and arrange for a termination of the student's obligation to pay any sum. This cancellation privilege does not apply to any program for which the total cost is less than \$150 and which is offered in less than 6 class days, provided that the program is not one of a

sequence.

**Wisconsin Refund Policy**

A student who withdraws or is dismissed after the cancellation period has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

1. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.
4. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
5. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

**Assessing Student Learning in Programs and Academic Program Review**

The National University community is actively engaged in knowing what students are learning and using that information to guide program improvement. Standards of performance are measured on an ongoing basis through National University's regular assessment cycle, which exists in relationship with the mission, values, and strategic planning of the institution. The annual assessment process, where learning outcomes assessment occurs, is called the Program Annual Review (PAR). Within the context of the PAR process, all degree programs as well as the undergraduate general education program are required to articulate program learning outcomes (PLOs) that indicate the standards of

performance expected of each program graduate. The annual PAR provides for regular and ongoing opportunities for faculty engagement and reflection based on learning results. Both qualitative and quantitative data are critical components of the PAR. On an annual basis, degree programs collect and assess student performance relative to the course learning outcomes (CLOs). In most programs, direct assessment strategies collate data from individual instructors' assessments of student work from their own courses utilizing a course-specific rubric or exam question associated with one or more of the CLOs. Additionally, student exit surveys or focus groups are analyzed against benchmarked standards. The University's Five-Year Program Review (FYR) identifies the strengths and seek out areas in which improvements can be made to the academic program of study that will correspondingly enhance the learning experience and academic success of its students. The FYR at National University involves significant collaboration among faculty, staff, students, alumni, administration, and appropriate stakeholders. Each review involves a comprehensive internal and external evaluation of applicable course, program, and institutional data to determine current programmatic effectiveness and make informed recommendations for improvement. Curriculum mapping, comparison of learning outcomes to industry standards for disciplinary competencies (as applicable), use of diverse learning strategies, review of syllabi across the program and modalities for quality and meeting of the credit hour, and alignment to the university's MQID framework are explored. Additionally, end-of-course student evaluations include student comments and provide a useful tool for improving course content and faculty performance.

## **STUDENT SUPPORT SERVICES**

### **Career Services**

Career Services is committed to providing professional career and employment related services to National University's current students and alumni. Regardless of the geographical location of students, Career Services provides online and in person assistance in the following areas: resume review and development, job search assistance, interviewing and negotiating techniques, career management assistance and career exploration through online assessments for those seeking additional support.

Career Services also offers an online portal that enables students and alumni to search for jobs and post resumes. The portal contains additional career-related resources as well. For more information about Career Services and its services, call 858-541-7950 or 1-866-NU-ACCESS, ext. 7950 or e-mail: [careerservices@nu.edu](mailto:careerservices@nu.edu).

The University does not guarantee employment and student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

Placement services provided by the school is offered as an assistance in working out the student's placement but is not offered as an assumption of the responsibility for finding the student a job.

## **GENERAL POLICIES AND PROCEDURES**

### **Attendance Procedures**

The academic year is divided into four 12-week quarters, each comprised of three 4-week sessions. Students may apply and enroll in classes in most programs any month of the year. All students must be officially enrolled in order to attend class and to receive a grade. This means that the course must be added to the student's schedule prior to the ninth (9th) day of the session.

Students are expected to attend all scheduled classes of a course. An absence is recorded each time a student does not attend a regularly scheduled class, whether or not it is an excused absence. Students who contact their instructor, through phone or email, at least one hour prior to the class start time are considered to have an excused absence. Tardiness and early departures from classes accrue and have the potential to cumulatively affect absences. A tardiness is assessed when a student enrolled in an onsite course is not present at the time attendance is taken. Tardiness is recorded for each course separately. Tardiness is not assessed for online courses.

Attendance is recorded for onsite classes through an attendance roster. Attendance rosters are generated and provided to instructors by campus staff. Instructors must return attendance rosters back to the campus staff after each class meeting. Onsite attendance is updated in the student information system by campus staff. Attendance in online classes is recorded in the learning management system. Academic activity is necessary for a student to be considered in attendance. Academic activity includes discussion postings, threaded discussion participation, completion of exams or quizzes, submission of assignments, or engagement with the instructor. Students who have more than three (3) absences and who are still enrolled as of midnight (PST) of the twenty-first (21st) day of the session will be issued a letter grade of "F" or "U" as appropriate for the grading criteria of the class. Absences do not result in withdrawal or dismissal from a course or the institution.

Students with zero recorded attendance within the first nine days of a class will be dropped for non-attendance and are considered to have constructively withdrawn and subject to refunds. Lack of participation and/or attendance for students taking onsite or online classes after the ninth day of class does not qualify the student for a refund or consideration for a drop or withdrawal from the class unless the student submits the request within the established timeframe. If a student does not complete a course, tuition refunds are made according to the schedule below. The refund policy is the

same for onsite and online classes.

- Prior to midnight (PST) of the ninth (9th) day of the session receive a 100 percent refund;
- Prior to midnight (PST) of the tenth (10th) day of the session receive a 50 percent refund; and
- After midnight (PST) of the tenth (10th) day receive no refund.

Students, whether onsite or online, are responsible for following the published policy on deadlines for drop and withdrawal.

With instructor approval, students may be allowed to make up examinations or class assignments missed due to absence or tardiness. Students must arrange to complete any make-up work with the instructor in advance. Work must be completed prior to the final class session.

### **Withdrawal from the University**

Students who wish to withdraw permanently from National University should take one of two actions:

1. Complete a “University Withdrawal Form” available at each campus, online through the University’s website, or via the student web portal; **OR**
2. Contact their Academic Advisor who will submit the request in writing on behalf of the student to the Office of the Registrar.

Students taking one of the two above actions will be withdrawn from the University and all future classes will be deleted from their schedules. Students should be aware that the current term class remains subject to the official drop and withdrawal deadlines as published in the catalog.

Students who do not complete either of the two options are not considered withdrawn or discontinued from the University until they either request to enter that status or have a 12-month break from the last class, but are considered withdrawn (for verification purposes such as loan deferment or full/half time student certification) for the time period in which there was a break of two months or more. Financial aid recipients who do not attend for a quarter (a three-consecutive-month period) are considered to be withdrawn for that time period. Federal student aid recipients should refer to the “Financial Aid Refund Policy” in the catalog.

### **STUDENT COMPLAINT**

#### **State Contact Information**

Section XI. If Wisconsin student complaints are not satisfactorily resolved with National University, Wisconsin students can escalate the complaint to the Educational Approval Program (EAP). The EAP contact information is listed below:

Department of Safety and Professional Services  
Educational Approval Program  
P.O. Box 8366  
4822 Madison Yards Way  
Madison, WI 53705

### **ACADEMIC INFORMATION FOR UNDERGRADUATE DEGREES**

#### **Qualifications**

Applicants for admission to an undergraduate program must meet the following requirements:

Freshman Admission Applicants:

- Must have attended a regionally accredited high school\*
- Must have a high school GPA of 2.0; or submit official SAT scores of 480 for Evidence-Based Reading and Writing and 530 for Math or official ACT score of 19

High school applicants who are within six months of completing their high school diploma may be eligible for conditional admission. See conditional admission section below.

\* Applicants who attended a non-regionally accredited high school or were home schooled must petition for admission approval.

#### **Home Schooled Applicants**

Undergraduate students who indicate they received their secondary school instruction through home schooling will be required to submit an official high school transcript with the following information:

- Student’s name
- List and description of courses completed by grade level
- Grades earned for the courses completed
- Number of credits earned for each course
- Names of textbooks utilized in courses
- Signed by person who administered curriculum
- Graduation date (if applicable)

Students must also provide a letter from their state Department of Education or local school district confirming home school registration. If the student’s home state requires that individuals who were home schooled take an exam to show high school completion, the student must submit official high school proficiency exam test scores to the Office of the Registrar. The student will not be required to submit an official high school transcript if providing official high school proficiency exam test scores.

Students will be considered to be provisionally accepted (see Provisional Acceptance section below) until receipt of the required documentation. Students may be allowed to take courses but should note that final verification of high school completion will be made by the Office of the Registrar at the time official high school transcripts are received. Students

who are deemed to not have met the high school completion requirement will be required to submit official high school equivalency test scores prior to continued enrollment.

### Transfer Applicants

- Applicants who have not earned an associate's degree from a regionally accredited institution or who have completed fewer than 90 quarter (60 semester) units of transferable college credit (remedial, pass/fail, repeats, and excessive vocational/PE courses are nontransferable) must have graduated from high school, passed a high-school-level proficiency test (standard score for each section must be at least 410 with an overall score of 2250), or received a Certificate of Proficiency from a state Department of Education to be accepted on a provisional basis.
- Applicants transferring from regionally accredited colleges and universities are admitted as degree students if their cumulative grade point average from all schools is 2.0 (C) or better.
- Applicants with a cumulative grade point average below 2.0 may be admitted on probationary status if there is sufficient evidence of potential to complete college studies. See Probationary Admission section below.
- Students who have documents from a foreign country must request a foreign credential pre-evaluation through their enrollment advisor to determine eligibility.

All applicants must present preliminary evidence of prior education at the required interview with an admissions advisor. Unofficial transcripts are acceptable.

After the Office of the Registrar receives all official transcripts and other documents required for admission, the student's records are evaluated for transferability of credit. The Office of the Registrar makes the official determination regarding the applicability of previous coursework towards the requirements of a particular degree program. The university makes transfer credit decisions based upon its assessment of the collegiate institution and the circumstances and performance of the student. Tuition, textbooks, materials, and other costs may change based on transfer credits granted for previous coursework, the actual number of attempted courses, and credits necessary to successfully complete this program.

All applicants to the University must also:

1. Complete an application for admission\*
2. Execute an enrollment agreement

If the University determines that a student does not meet stated admissions requirements, his/her studies will be interrupted. A policy exception must be approved for the above admissions requirements before the applicant can be

accepted for admission to the University.

\*The University accepts applications year-round. Students must be admitted and enrolled by the ninth day of the term in which they seek to begin class.

### Provisional Acceptance

Undergraduate students may take courses during provisional acceptance while the Office of the Registrar awaits receipt of official transcripts from:

- All regionally accredited colleges and universities previously attended.
- All examinations taken including CLEP, AP, DSST, and/or Excelsior College Exams.
- Official Military DD-295 or Official Military JST Transcript (Army, Navy, Marine, or Coast Guard).
- Community College of the Air Force transcript.
- High school transcripts (required if the student has not earned an associate's degree from a regionally accredited institution or has less than 60 semester units [90 quarter units] of transferable coursework from previous collegiate level institutions or if the student has not attended any higher education institution).

High school proficiency certificates may be submitted by students who have obtained high school equivalency through an alternative route. Coursework not included in total transferable units include remedial, pass/fail, repeats, and excess vocational, and PE.

If the Office of the Registrar does not receive all required documentation within 60 days of the date of admission, the students' studies are temporarily interrupted until the Registrar receives all official documents. If the student's studies are temporarily interrupted this can affect financial aid eligibility. The Office of the Registrar will send a courtesy notification every 20 days to students in provisional status advising them of any outstanding documentation needed for their file to be complete. Students should also view their to-do list on the student web portal to view outstanding documents. Coursework satisfactorily completed during the provisional acceptance period counts toward graduation if it is consistent with specific degree program requirements.

### Conditional Admission

Applicants who are within six months of completing a high school diploma may apply and be conditionally admitted into a National University undergraduate program. The official admission of such students will occur when they produce, in a sealed envelope, an official transcript that shows conferral of the high school completion. Baccalaureate courses may not be taken until proof of the student's high school conferral is provided. When the Office of the Registrar receives this official documentation, students will be considered for full admission into a National University program.



### **Probationary Admission**

Applicants who have a cumulative grade point average (GPA) below 2.0 may be accepted on probationary status. Students are ineligible for official admission and will not be processed for degree evaluation or financial aid until students have completed a minimum of 4.5 or a maximum of 13.5 quarter units of college level undergraduate courses with a cumulative GPA of 2.0. Student should be aware that remedial courses will not be calculated in cumulative GPA and should not be completed during the probationary period. Students admitted on probationary status are not permitted to schedule more than 13.5 quarter units during the probationary period. If the first required course in a student's degree program is taken using Satisfactory/Unsatisfactory (S/U) grading criteria, the student may schedule the S/U course and additional courses that issue a letter grade. Students are not permitted to enroll in other courses until official grades have been posted to their record and their probationary status has been lifted. Students should be aware that this may mean a break in enrollment of one term (month) due to the timeframe for submission of grades by instructors. Students who fail to achieve a minimum cumulative GPA of 2.00 during the probationary period are not eligible for admission to the University. Probationary admission students are not eligible for financial aid.

### **Grade Point Average (GPA) Requirements**

Undergraduate students must maintain a "C" (2.0) grade point average for coursework taken at National University. All coursework completed at National University in fulfillment of major requirements must average 2.0 or higher. All coursework completed for the minor or the concentration must average 2.0 or higher. If the required grade point average is not maintained, the minor or concentration is not awarded. If the degree requires a concentration, then the student must repeat coursework that was completed with a grade of "C-" or below until the required 2.0 GPA is obtained.

### **Academic Standing**

Students attending National University are expected to maintain satisfactory academic progress in their degree program. Academic progress is defined by a quantitative measure. The quantitative academic progress is assessed by the cumulative grade point average (GPA) achieved at National University. Academic progress is processed four times annually at the end of each quarter (see Calendar and Class Schedule for dates).

A student whose cumulative GPA falls below 2.0 from good standing shall be placed on academic warning. Students are strongly recommended to complete an academic plan with their academic advisor.

A student who is unable to improve their cumulative GPA after being on academic warning will be placed on second warning. Students on second warning are required to complete an academic plan and meet with a student services professional.

A student on second warning whose cumulative GPA remains below 2.0 but whose term(s) GPA is/are at a minimum 2.0 will be placed on academic probation. A registration hold is placed on the student's record until they meet with success coach. Students may be required to limit the number of classes/units scheduled while on a second warning. Students must meet with a success coach to learn more about the specific requirements needed in order to remove their registration hold. Students can remain on academic probation if their term GPA remains at a minimum 2.0. Students whose term GPA falls below 2.0 will be placed on Academic Suspension.

A student whose cumulative GPA and terms GPA have been below a 2.0 for two quarters while on probation is subject to academic suspension. A registration hold will be placed on the student's record and will prevent the student from registering for courses at the university. If the student is registered for the following quarter, their courses will be dropped.

Students will be placed on academic suspension for a minimum of one quarter. If after completing the suspension period the student's GPA has not improved, the student must meet with a success coach to discuss appealing their suspension. Students must submit a letter of intent explaining the academic strategies the student intends to employ to ensure academic success. If there is sufficient evidence of potential to continue in the program, the student will be admitted for one additional quarter. The conditional requirements are individualized according to each student's situation. Students who fail to meet the conditional requirements, or whose appeal is denied, will be dismissed from the institution and are not eligible for admission.

A student is placed in good standing at any point once the student's cumulative GPA improves to the minimum 2.0.

### **ACADEMIC INFORMATION FOR GRADUATE DEGREES**

#### **Academic Standing**

Students attending National University are expected to maintain satisfactory academic progress in their degree program. Academic progress is defined by a quantitative measure. The quantitative academic progress is assessed by the cumulative grade point average (GPA) achieved at National University. Academic progress is processed four times annually at the end of each quarter (see Calendar and Class Schedule for dates).

A student whose cumulative GPA falls below 3.0 from good standing shall be placed on academic warning. Students are strongly recommended to complete an academic plan with their academic advisor.

A student who is unable to improve their cumulative GPA after being on academic warning will be placed on second warning. Students on second warning are required to

complete an academic plan and meet with a student services professional.

A student on second warning whose cumulative GPA remains below 3.0 but whose term(s) GPA is/are at a minimum 3.0 will be placed on academic probation. A registration hold is placed on the student's record until they meet with a success coach. Students may be required to limit the number of classes/units scheduled while on a second warning. Students must meet with a success coach to learn more about the specific requirements needed in order to remove their registration hold. Students can remain on academic probation if their term GPA remains at a minimum 3.0. Students whose term GPA falls below 3.0 will be placed on Academic Suspension.

A student whose cumulative GPA and terms GPA have been below a 3.0 for two quarters while on probation is subject to academic suspension. A registration hold will be placed on the student's record and will prevent the student from registering for courses at the university. If the student is registered for the following quarter, their courses will be dropped.

Students will be placed on academic suspension for a minimum of one quarter. If after completing the suspension period the student's GPA has not improved, the student must meet with a success coach to discuss appealing their suspension. Students must submit a letter of intent explaining the academic strategies the student intends to employ to ensure academic success. If there is sufficient evidence of potential to continue in the program, the student will be admitted for one additional quarter. The conditional requirements are individualized according to each student's situation. Students who fail to meet the conditional requirements, or whose appeal is denied, will be dismissed from the institution and are not eligible for reinstatement.

A student is placed in good standing at any point once the student's cumulative GPA improves to the minimum 3.0.

#### **Academic Dismissal and Readmittance**

Students dismissed from their program are not eligible for readmission to the institution.

### **ACADEMIC PROGRAM INFORMATION**

## **SANFORD COLLEGE OF EDUCATION**

**\*THE FIRST PROGRAM OFFERING WILL BE AVAILABLE JANUARY 6, 2020**

#### **MASTER OF ARTS IN EDUCATION**

*Academic Program Director: Thomas Reynolds;  
(858) 205-8795; treynold@nu.edu*

The Master of Arts in Education (MAE) program is designed for individuals interested in non-credential professional growth and advancement in educational fields.

Acknowledging the importance of customized study in the development of professional competencies, degree candidates complete a two-course sequence that emphasizes plan of study customized designs and applications of practitioner research. In addition to the two required courses, program candidates will designate an eight-course emphasis plan of study from approved emphasis area courses.

**Note:** The program is not designed for students seeking a credential.

#### **Program Learning Outcomes:**

Upon successful completion of this program, students will be able to:

- Integrate advanced approaches to instruction, assessment, and learning using digital tools and skills.
- Design learning experiences that include learner characteristics, principles of customized learning, and assessment as learning
- Develop reflective practices that are grounded in current learning science research, professional ethics, and include pathways to continuous growth.
- Apply practitioner research methods to study and inform instruction in traditional and digital learning environments

#### **Degree Requirements**

To receive a Master of Arts in Education students must complete 45 quarter hours of graduate work. A total of 4.5 quarter units of transfer graduate credit may be granted if not used earning another advanced degree. An additional 11.25 units of graduate level credit may also be transferred through prior learning experience. All prior learning experience will be reviewed by the Academic Program Director before accepted for transfer.

#### **Requirements for the Degree:**

(10 courses; 45 quarter units)

#### **Required Courses**

(2 courses; 9 quarter units)

MAE 610	Plan of Study & Prac Research
MAE 670	App Prctnr Rsrch & Cust Study

#### **Emphasis Requirements:**

(8 courses; 36 quarter units)

MAE program courses may be selected from any SCOE graduate level, non-credential course from the following programs:

- Master of Science in Advanced Teaching Practices
- Master of Science in Early Childhood Education
- Master of Science in Educational and Instructional Technology
- Master of Science in Higher Education Administration
- Master of Arts in Special Education



- Any emphasis courses in the Master of Education in Inspired Teaching and Learning

**Notes:** Courses with pre-requisites may not be taken without prior faculty permission. Students in a credential program, who no longer desire to earn the credential, may transfer courses into the MAE.

**Guided Study Option**

(0.5 - 6.0 quarter units)

Students who transfer prior learning credit course work may take a variable unit course to help meet the total degree unit requirements. This course is only offered as an independent study request. Please contact your academic advisor for additional information.

MAE 691            Soc Emtnl Lrng & Relationship  
                           *Variable Unit (0.5 – 6.0 quarter units)*

**COURSE DESCRIPTIONS**

**MAE- Master Arts Education**

**MAE 610 Plan of Study & Prac Research**

Required first course in the MAE program. Course participants are presented with essential experiences and exercises to select MAE emphasis courses that align with MAE Program Learning Outcomes (PLOs) and evaluate practitioner research paradigms and effective research designs used in education by practitioner researchers.

**MAE 670 App Prctnr Rsrch & Cust Study**

Presents course participants with experiences and exercises to develop a practitioner research proposal based on a relational practitioner research question and produce a reflective presentation that evaluates plan of study digital portfolio artifacts alignment to MAE Program Learning Outcomes.

**MAE 691 Soc Emtnl Lrng & Relationship**

*Variable Units (0.5 – 6.0 quarter units)*

Provides an overview of social and emotional learning (SEL), the impact of SEL on academics and how SEL practices can lead to healthy growth and human development and help build positive and dynamic relationships.