



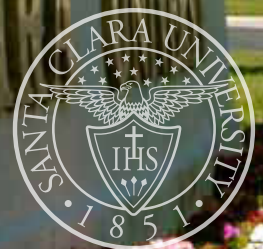
2011/12
Graduate Bulletin

GRADUATE PROGRAM IN PASTORAL MINISTRIES

SANTA CLARA UNIVERSITY



SANTA CLARA UNIVERSITY



Graduate Program in Pastoral Ministries
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Santa Clara University

Graduate Program in Pastoral Ministries

2011-2012

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Academic Calendar 2011–2012

FALL QUARTER 2011

Jul 25-29	M–F	Fall 2011 registration appointment period (current students)
Jul 28-29	Th-F	New Fall students registration dates
Aug 6–Sep 11	Sa–Su	Regular Fall Session Add/Drop period—no charge if registered
Sep 5	M	Labor Day; academic & administrative holiday*
Sep 12	M	Late registration; \$100 fee if no previous enrollment for regular Fall Term
Sep 12	M	Drop/Swap/Add begins; \$50 per course for regular Fall Term
Sep 19	M	Classes begin
Sep 23	F	Last day to withdraw from classes with a full refund and last day to add classes for regular Fall Term
Sept 30	F	Last day to withdraw from classes with 50% refund for regular Fall Term
Oct 7	F	DEADLINE: Submission of “Petition to Graduate Form” for Fall 2011
Oct 7	F	Last day to withdraw from classes with 50% refund for regular Fall Term
Oct 7	F	Last day to submit incomplete spring quarter and summer session 2011 work
Oct 14	F	Last day to withdraw from classes and not receive a W grade for regular Fall Term
Oct 17–21	M–F	Winter 2012 registration appointment periods (current students)
Nov 4	F	Last day to withdraw from classes for regular Fall Term
Nov 21-25	M-F	Academic Holiday
Nov 24–25	Th–F	Thanksgiving; administrative holiday
Dec 2	F	Classes end
Dec 5-9	M–F	Fall quarter final examinations
Dec 23-26	F-M	Christmas recess; administrative holiday
Dec 30	F	New Year’s recess; administrative holiday

WINTER QUARTER 2012

Oct 17–21	M–F	Winter 2012 registration appointment period (current students)
Oct 22–Dec 25	Sa–Su	Add/Drop period—no charge if registered
Nov 20	Su	Continuing students Winter Quarter tuition fee and payment due
Dec 21	W	Winter tuition and fee payment due
Dec 26	M	Late registration: \$100 fee if no previous enrollment
Dec 26	M	Drop/Swap begins; \$50 per course
Jan 9	M	Classes begin
Jan 13	F	Last day to withdraw from classes with full refund and last day to add classes
Jan 16	M	Martin Luther King Day; academic & administrative holiday*
Jan 20	F	Last day to withdraw from classes with 50% refund
Jan 27	F	DEADLINE: Submission of “Petition to Graduate” form for Winter 2012
Jan 27	F	Last day to withdraw from classes with 25% refund
Jan 27	F	Last day to submit incomplete Fall 2011 work to professors
Jan 30-Feb 3	M–F	Spring 2012 registration appointment period (current students)
Feb 3	F	Last day to withdraw from classes and not receive a W grade
Feb 20	M	Presidents’ Day; academic & administrative holiday*
Feb 24	F	Last day to withdraw from classes
Mar 16	F	Classes end
Mar 19–23	M–F	Winter quarter final examinations
Mar 28	W	Winter quarter grades due

* Some classes may meet; refer to course syllabus

Academic Calendar 2011–2012

SPRING QUARTER 2012

Jan 30-Feb 3	M–F	Spring 2012 registration appointment period (current students)
Feb 4 – Mar 18	Sa–Su	Add/Drop period—no charge if registered
Mar 9	F	DEADLINE: Submission of “Petition to Graduate” form for Spring 2012
Mar 19	M	Late registration; \$100 fee if no previous enrollment
Mar 19	M	Drop/Swap begins; \$50 per course
Mar 21	W	Spring tuition and fee payment due
Apr 2	M	Classes begin
Apr 6	F	Last day to withdraw from classes with full refund and last day to add classes
Apr 6	F	Good Friday; administrative & academic holiday
Apr 13	F	Last day to withdraw from classes with 50% refund
Apr 20	F	Last day to withdraw from classes with 25% refund
Apr 27	F	Last day to withdraw from classes and not receive a W grade
Apr 23-27	M–F	Summer 2012 registration appointment period (current students)
May 18	F	Last day to withdraw from classes
May 21	M	Summer tuition and fee payment due
May 28	M	Memorial Day; academic & administrative holiday*
Jun 8	F	Classes end
Jun 11-14	M–Th	Spring quarter examinations
Jun 15	F	Graduate Liturgy, Dinner & Commencement
Jun 19	Tu	Spring quarter grades due

SUMMER SESSION ONE 2012

Apr 23–27	M–F	Summer 2012 registration appointment period (current students)
Apr 28-Jun 10	Sa-Su	Add/Drop period – no charge if registered
Jun 4– Jun 19	M-Tu	Late registration; \$100 fee if no previous enrollment
Jun 6–Jun 19	W-Tu	Drop/Swap begins; \$50 per course
Jun 25	M	Classes begin
Jun 26	Tu	Last day to drop classes with 100% refund less drop fees
Jun 27	W	Last day to drop classes with 50% refund less drop fees
Jun 29	F	DEADLINE: Submission of “Petition to Graduate” form for Summer 2012
Jun 29	F	Last day to withdraw from classes and not receive a W grade
Jul 4	W	Independence Day; academic & administrative holiday*
Jul 6	F	Last day to withdraw

SUMMER SESSION TWO 2012

Apr 23-27	M-F	Summer 2012 registration appointment period (current students)
Apr 28-Jun 10	Sa-Su	Add/Drop period – no charge if registered
Jun 4–Jul 10	M-Tu	Late registration; \$100 fee if no previous enrollment
Jun 6–Jul 10	W-Tu	Drop/Swap begins; \$50 per course
Jun 29	F	DEADLINE: Submission of Petition to Graduate form for Summer 2012
Jul 4	W	Independence Day; academic & administrative holiday*
Jul 16	M	Classes begin
Jul 17	Tu	Last day to drop classes with 100% refund less drop fees
Jul 18	W	Last day to drop classes with 50% refund less drop fees
Jul 20	F	Last day to withdraw from classes and not receive a W grade
Jul 27	F	Last day to withdraw

IMPORTANT SUMMER DEADLINES:

Last day to add classes - End of 2nd scheduled class meeting

Last day to withdraw from classes with 100% tuition refund – End of 2nd scheduled class meeting

Last day to withdraw from classes with 50% tuition refund – End of 3rd scheduled class meeting

*** Some classes may meet; refer to course syllabus**

All dates are inclusive. Registration dates are subject to change.

Registration holds must be cleared with the appropriate office by 5 p.m. on Friday when an eCampus deadline to add or drop a class falls on a Sunday.

Fall, Winter, and Spring Refund Policies: http://www.scu.edu/bursar/refunds/gradrefund_policy.cfm

Summer Refund Policies: http://www.scu.edu/bursar/refunds/summer_refund_policy.cfm

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Santa Clara University

UNIVERSITY MISSION STATEMENT

The University pursues its vision by creating an academic community that educates the whole person within the Jesuit, Catholic tradition, making student learning our central focus, continuously improving our curriculum and co-curriculum, strengthening our scholarship and creative work, and serving the communities of which we are a part in Silicon Valley and around the world.

February 11, 2011

ACADEMIC INTEGRITY

Santa Clara University's community is defined by an uncompromising standard of excellence in teaching, learning, and scholarship. All members of the community— faculty, students, and staff—have a responsibility to promote and maintain that standard. Academic integrity is at the heart of that responsibility. Fundamental to the intellectual enterprise, academic integrity undergirds the academic life described in the following pages, and is an essential component of the statement of responsibilities and standards of conduct that govern student life at Santa Clara.

THE UNIVERSITY

Santa Clara University is a comprehensive Jesuit, Catholic university with 8,831 students located in the heart of Silicon Valley. The University offers a rigorous undergraduate curriculum in arts and sciences, business, and engineering, plus nationally recognized graduate and professional programs in business, education, engineering, counseling psychology, law, divinity, theology, and pastoral ministries.

In 2011, for the 22nd consecutive year, U.S. News & World Report ranked Santa Clara University second for overall academic quality among all regional universities in the West. The University sustains its high national reputation by offering a strong core curriculum, integrated learning environment, and research opportunities for all undergraduate students.

Santa Clara University's diverse community of scholars, characterized by small classes and a values-oriented curriculum, is dedicated to educating students for competence, conscience, and compassion. California's oldest operating higher education institution demonstrates faith-inspired values of ethics and social justice. The traditions of Jesuit education—educating the whole person for a life of service—run deep in all of its curricular and co-curricular programs.

SCU celebrated its 150th anniversary in 2001 and in 2007 completed a \$400 million fundraising campaign. In March 2008 the University opened the \$81 million Learning Commons, Technology Center and Library, a new resource center that anchors the palm-studded 106-acre campus.

FACULTY

Santa Clara's emphasis on a community of scholars and integrated education attracts faculty members who are as committed to their students' intellectual and moral development as they are to pursuing their own scholarship. Santa Clara University's over 800 faculty members include Fulbright professors, nationally recognized authors and poets, groundbreaking scientists, and highly regarded economic forecasters.

STUDENT BODY

Santa Clara University actively seeks diversity. In fall 2010, the University enrolled 5,107 undergraduate and 3,724 graduate students, with male/female ratios at 49/51 undergraduate and 57/43 graduate. In the same term, 40 percent of undergraduate students and 60 percent of graduate students identified themselves as people of color. Approximately 58 percent of entering Santa Clara University undergraduate students are from California; the others are from 37 states and 16 foreign countries. In 2010–11, 81 percent of the undergraduate students received some kind of financial aid—scholarships, grants, or loans.

The University's commitment to learning is expressed in the fact that 93 percent of freshman students advance to the sophomore year, and 85 percent graduate within six years, among the highest percentages in the country.

GRADUATE DEGREE PROGRAMS

The Graduate Program in Pastoral Ministries was founded in 1983 to prepare women and men to enter into professional ministry in the Church. The Graduate Program offers a Master of Arts degree with four emphases: Catechetics, Liturgical Music, Pastoral Liturgy and Spirituality.

The two departments in the School of Education and Counseling Psychology offer several credential and graduate programs. The Department of Education offers programs in teacher preparation and development (California preliminary multiple and single subject teaching credentials, California Clear credential) focusing on teachers in public and Catholic schools; educational administrator preparation (certificate program in Catholic School Leadership, California Preliminary and Clear Administrative Services Credential); and several Master of Arts programs (Interdisciplinary Education with emphases on Science, Technology, Environmental Education, and Mathematics [STEEM], Curriculum and Instruction, Catholic Education, and Educational Administration). The Department of Counseling Psychology offers two degree programs: Masters of Arts in Counseling Psychology and Masters of Arts in Counseling. The Masters of Arts in Counseling Psychology can lead to state licensure for marriage and family therapists and/or licensed professional clinical counselors. The department includes emphasis programs in health, correctional, and Latino counseling.

The School of Engineering offers the M.S. degree in applied mathematics, computer engineering, electrical engineering, engineering management and leadership, mechanical engineering, and software engineering. The engineer's degree is available in computer engineering, electrical engineering, and mechanical engineering. The school also offers the Ph.D. degree in computer engineering, electrical engineering, and mechanical engineering.

Santa Clara's Leavey School of Business offers the MBA degree with coursework in accounting, economics, finance, management, marketing, and operations and management information systems. The J.D./MBA combined degree program is designed to permit students to complete both degrees in less time than if they were earned independently. The Executive MBA program allows seasoned working professionals the opportunity to complete the intensive program in 17 months. A new program at the business school is the M.S. degree in information systems, which equips a student with technical skills to advance in the information systems management field.

The School of Law offers full-time and part-time programs leading to the degrees of Juris Doctor or Master of Laws. Concentration areas include business and commercial law; civil dispute resolution; computer, high-tech, and intellectual property law; constitutional law; criminal law and procedure; environmental law; estate planning and other family wealth transfers; family law; international law; labor law; personal injury law; public interest law; real property; social justice; and taxation.

In July 2009, the Jesuit School of Theology (JST) in Berkeley became a part of Santa Clara University. Established in 1934, the Jesuit School of Theology of Santa Clara University is an international center for the culturally contextualized study of theology and ministry, committed to social justice, Jesuit tradition, spirituality, and connecting students to the world around them. The School offers: Master of Arts, Master of Divinity, Master of Theological Studies, Master of Theology, Licentiate in Sacred Theology, Doctor of Sacred Theology, Bachelor of Sacred Theology and a Master of Arts in Biblical Languages.

CENTERS OF DISTINCTION

Santa Clara University's three Centers of Distinction serve as major points of interaction between the University and society. Each center focuses on a theme that is central to the school's distinctive mission as a Jesuit university offering an educational environment that integrates rigorous inquiry and scholarship, creative imagination, reflective engagement with society, and a commitment to fashioning a more humane and just world. Each center engages faculty and students from different disciplines, as well as experts and leaders from the community.

The Ignatian Center for Jesuit Education

The Ignatian Center is dedicated to preserving and enhancing the Jesuit and Catholic mission and identity of Santa Clara University through the exploration of the Ignatian vision, the educational and spiritual legacy of St. Ignatius of Loyola, founder of the Society of Jesus. Following the Jesuit ideal of being “contemplative in action,” the Center seeks to integrate faith and justice in a scholarly way and combine Ignatian reflection with active community engagement. The Arrupe Partnerships for Community-based Learning educate students and the University as a whole in the realities of the lives of the marginalized and the poor through community placements in Santa Clara County. The Bannan Institute for Jesuit Educational Mission assists the University in keeping its Catholic and Jesuit character at the center of the educational enterprise by encouraging all members of the campus community to reflect on, discuss, and creatively explore Catholic and Jesuit ideals. The Kolvenbach Solidarity Program offers students, faculty, staff, and alumni immersion experiences in the reality of our globalizing world.

Center for Science, Technology, and Society

Seeking to illuminate the dynamic interplay of science and technology with culture and society, the Center brings together scholars, industry leaders, and public advocates to promote the use of science and technology for the common good. With strong partnerships in Silicon Valley, the Center conducts applied research, sponsors lectures and symposiums, and publishes a quarterly magazine to explore the compelling questions raised by rapid advances in science and technology.

Markkula Center for Applied Ethics

The Markkula Center is one of the preeminent centers for research and dialogue on ethical issues in critical areas of American life. The Center works with faculty, staff, students, community leaders, and the public to address ethical issues more effectively in teaching, research, and action. The Center’s focus areas are business, health care and biotechnology, character education, government, global leadership, technology, and emerging issues in ethics. Articles, cases, briefings, and dialogue in all fields of applied ethics are available through the Center.

CAMPUS

The University is located on a 106-acre campus in the city of Santa Clara near the southern end of San Francisco Bay, in one of the world’s great cultural centers and in the heart of Silicon Valley.

At the campus center is the Mission Church, restored in 1928 and surrounded by the roses, palms, and olive trees in the historic Mission Gardens. The adjacent Adobe Lodge is the oldest building on campus. Restored in 1981 to its 1822 decor, the lodge contains a presidential dining room as well as central and private dining facilities for faculty and staff.

The more than 50 buildings on campus include 13 residence halls, two libraries, a student center, the Ricard Memorial Observatory, the de Saisset Museum, Mayer Theatre, and extensive athletic facilities. In March 2008, the University opened the new \$81 million Learning Commons, Technology Center, and Library, a four-story Spanish mission-inspired structure housing high-capability technology resources and nearly 800,000 volumes. Through a \$68 million construction program, the University also recently added science laboratories, arts and sciences classrooms and offices, a recreation and fitness center, a residential learning complex for juniors and seniors, a baseball stadium, a facilities/support services building, and a parking structure. In September 2008 the new three-story, 86,000 square-foot Lucas Hall business facility opened, which houses 12 classrooms, six executive-style conference rooms, and 16 project rooms—all wirelessly connected and most high-definition, teleconferencing-ready.

Computer and telecommunications technology is an integral part of the life and learning at Santa Clara University. All residence hall rooms and most classrooms are connected to high-speed Internet access and campus e-mail.

ATHLETICS AND RECREATION

The University maintains a well-balanced program of intercollegiate and recreational sports and is a Division I member of the National Collegiate Athletic Association (NCAA) and the West Coast Conference (WCC).

Santa Clara fields one of the top athletic programs for a school of its size and scope. Its teams regularly appear in NCAA post-season playoffs, including a national championship won by the women's soccer team in 2001.

The University also offers a range of club sports (men's boxing, men's volleyball, men's and women's lacrosse, and men's and women's rugby) and an extensive program of recreation and intramurals (basketball, soccer, volleyball, flag football, badminton, tennis, and softball). Lifetime classes include instruction in aerobics, kickboxing, swimming, weight and fitness training, and yoga.

Informal recreation includes unstructured use of facilities for weight training, cardiovascular conditioning, lap swimming, and gym sports. The Pat Malley Fitness and Recreation Center offers a 9,500-square-foot weight training and cardiovascular exercise room and houses all recreation, intramural, lifetime fitness, and club sport programs. In October 2008, the new Sullivan Aquatic Center for lap swimming and water polo opened to the SCU community. The renovated Leavey Center features a new roof surrounded by spectacular 23-foot glass walls, a new floor, new bleachers, and a new suspended scoreboard.

The Degheri Tennis Center features nine lighted championship courts with seating for 750 spectators. Stephen Schott Baseball Stadium, which opened in 2005, is one of the finest college baseball facilities on the West Coast, with state-of-the-art facilities and seating for 1,500 people. Rounding out the other athletic facilities are 12 acres of intramural athletic fields, and the soccer complex of Buck Shaw Stadium.

ALUMNI

Over 75,000 alumni live in all 50 states and in 98 foreign countries. More than half live in the Bay Area, where many of them are leaders in business, law, engineering, academia, and public service. In 2009, President Barack Obama selected SCU alumna Janet Napolitano as secretary of the Department of Homeland Security. In 2011, he selected alumnus Leon Panetta as secretary of the Department of Defense.

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School Academic Policies and Procedures

OBLIGATION TO READ EMAIL

All official communication from the university and program is sent to the student's Santa Clara University e-mail address ([yourname]@scu.edu). University and program officials will assume all email sent to the Santa Clara University address will have been received and read by the student.

Email sent by a student, via the Santa Clara University email system, will be considered a formal communication. The use of this password-protected account will constitute an electronic signature by the student.

COMPLIANCE WITH UNIVERSITY AND PROGRAM POLICIES

Students are personally responsible for knowing all academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the university. Continued enrollment is subject to compliance with the academic and administrative policies and regulations as described herein and otherwise published by the university. Failure to understand the policies and regulations does not relieve a student of his/her responsibility for adhering to the policies and regulations.

ACADEMIC PROGRAM AND GRADUATION REQUIREMENTS

Students are responsible for meeting, in a timely fashion and in the appropriate sequence, the requirements set forth in this bulletin throughout their program of study. Each student is responsible for matriculation and ensuring satisfactory progress toward the degree. Students should direct any questions about requirements, policies or procedures to the Senior Administrative Assistant prior to the related deadlines.

Students needing accommodation for a disability should contact Disabilities Resources at 408-554-4109.

The student should meet with the Director during his/her first term and establish a plan to meet all degree requirements.

Candidates for a master's degree must submit a petition to graduate to the Senior Administrative Assistant by the following dates:

- December Graduation (completion of coursework during fall term): Form due first Friday in October
- March Graduation (completion of coursework during winter term): Form due third Friday in January
- June Graduation (completion of coursework during spring term): Form due first Friday in March
- September Graduation (completion of coursework during summer term): Form due third Friday in June

The petition must include the following:

- Petition to Graduate form
- Permission to Participate form - this form is required ONLY if you wish to participate in the Commencement program and will not graduate by that time. Permission to Participate forms must be submitted to the program office by the first Friday in March.

Candidates who fail to meet all requirements for graduation in the term specified must file a new Petition to Graduate form in their final quarter.

REGISTRATION AND REGULATIONS

Registration constitutes a commitment by the student to abide by university and program policies, rules, requirements and regulations. These include, but are not limited to: registration, academic performance and progress, student conduct, health and safety, housing, use of the libraries and computing resources, operation of vehicles on campus, facilities, and the payment of fees. Some of these are set forth in this bulletin; others may be found in the respective university offices.

Students must enroll in courses for all non-summer terms of the academic year from the admit term until conferral of the degree. (Students possessing an F-1 or J-1 student visa may be subject to additional course enrollment requirements in order to retain their legal status in the United States.) The only exception is for an authorized [leave of absence section](#); please see the [leave of absence section](#) for details.

Satisfactory completion of at least one course during each required enrollment term is required to make satisfactory progress toward degree.

In addition, students are to be registered during the following: in each term when any official program requirement is fulfilled, including comprehensive exams; in any term when financial support is awarded; in any term when university facilities are used; and, for international students, in any term of the academic year (summer may be excluded) during non-immigrant visa status (i.e., a J-1 or F-1).

Students who fail to be either enrolled by the add deadline or approved for a leave of absence by the start of a term are discontinued and must be re-admitted before returning to the same degree program. See the [section on readmittance](#) for details. Students failing to satisfactorily complete at least one course during each required enrollment term will be placed on academic probation. See the section on [academic probation](#) for details.

Each quarter has a registration period allowing all students to enroll in courses. Students are assigned appointment times in the eCampus system during the designated registration period. Appointment times are assigned based on the number of units a student has accumulated and current enrollment. Students may register for courses any time after their appointment day and time. Students may add, drop or swap courses within the designated time frames. Students assume all fees associated with schedule changes. Please see the [Academic Calendar 2011–2012](#) for important registration deadlines.

Prior to registering for courses, a student must resolve any holds placed on his/her account. To resolve a hold, the appropriate office(s) must be contacted.

ACADEMIC STANDING

Enrollment Status

There are five categories:

1. Active – Matriculated and making satisfactory progress in academic program.
2. Leave – On an approved leave of absence for a specific amount of time.
3. Withdrawal – Voluntary and student-initiated removal from academic program. Individual is eligible for readmission to the program.
4. Discontinuation – Failure to register for a required academic term and obtain an approved leave of absence (or failure to return from an approved leave of absence) will result in removal from the academic program. Individual is eligible for readmission to program.
5. Dismissal – Permanent termination of active student status in the program in addition to the loss of all pertinent rights and privileges. The individual is prohibited from readmission.

Full-Time Status Unit Requirement

A full-time student must enroll and satisfactorily complete a minimum of 8 units per term (excluding summer). Fewer than 8 units will be considered part time.

Academic Performance Standards

Students are expected to maintain an overall minimum grade point average of 3.0 (B). Those falling below this standard will be placed on academic probation. See the section on academic probation for details.

Students receiving a grade below C- in any one course will be dismissed from the program of study and the school. Dismissed students are not eligible for future admission into any academic program in the school.

Course Load

Students may carry no more than 16 units in a single quarter. During the summer session, students may not carry more than 8 units. If a student wishes to exceed this limit, s/he must gain permission from the Senior Administrative Assistant.

Academic Probation

Students failing to maintain the required grade point average or make satisfactory academic progress will be notified by the Senior Administrative Assistant at the end of the term. The student will be placed on academic probation and referred to the Director. If there are any special circumstances explaining the failure to make satisfactory progress, the student should immediately (within 48 hours of communication being sent) inform the Senior Administrative Assistant.

Students on academic probation will receive a hold on their ability to register. If the student has already enrolled in courses, s/he will be dropped from each course by the Senior Administrative Assistant.

Students on academic probation are required to meet with their advisor, discuss the situation and develop a plan for improving academic performance. A summary of the discussion is to be written and submitted to the Senior Administrative Assistant. This record will be placed in the academic file and the hold removed. This process must be completed by the add deadline for the specific quarter.

Any student failing to make satisfactory academic progress by the end of the following quarter (except summer) will be discontinued from the program.

Program Withdrawal

When a student initiates a withdrawal from the university, a request must be made in writing to the Senior Administrative Assistant. This email authorizes the Senior Administrative Assistant to close the student's degree program and cancel the authorization to register. It must be received prior to the start of the quarter in which authorization to register is to be cancelled.

Students wishing to withdraw for health reasons or emergencies must contact the Vice Provost for Student Life in addition to the Program Director. The Vice Provost and Director will work together on an appropriate response to the specific circumstance. The section on University Policies will govern these cases.

Students should discuss plans with the Program Director before contacting the Senior Administrative Assistant to withdraw. International students holding visas should discuss how a withdrawal will affect their visa status with International Student Services.

The student is responsible for dropping courses through eCampus separately from withdrawal from the university.

Withdrawal from the university is not officially complete until all financial obligations are cleared with the Bursar's Office. Students on deferments or federally-funded loans must also clear financial obligations with the Financial Aid Office.

Readmittance

If someone is withdrawn or discontinued and wishes to return, s/he must submit a new application for admission. See the school web site for details. Those dismissed from the program are not eligible for readmission.

Readmission decisions are made at the discretion of the program and are based on several factors, including, but not limited to, the following: the applicant's academic status when last enrolled; activities while away from campus; the length of the absence; the perceived potential for successful completion of the program; and any other factors or considerations regarded as relevant by the admissions office.

Readmission decisions for cases involving the Vice Provost for Student Life will be adjudicated according to the text in the section on [University Policies](#).

CHANGING DEGREE EMPHASIS

Students wishing to change from one emphasis to another (e.g., pastoral liturgy to spirituality) must submit a change-of-degree program form. Signed forms must be returned to the Senior Administrative Assistant.

TIME LIMIT FOR COMPLETION OF ACADEMIC PROGRAM

Requirements for all degrees must be completed within five years from the first matriculated quarter. This timetable includes leaves of absences.

Requests for an extension of the completion requirements must be made in writing and submitted one month before the conclusion of the program's time limit. The request must include a detailed plan of how and when the requirements will be met. Requests must be approved by the Program Director. There is no obligation to grant an extension.

The maximum extension is two calendar years.

Failure to satisfactorily complete the program requirements within the established time limits will lead to dismissal.

Students determined to be in danger of not completing the academic program within the appropriate time limit will be placed on academic probation. See the section on **academic probation** for details.

LEAVES OF ABSENCE

In circumstances where continuous enrollment is not possible, students may request a suspension of their enrollment by means of a leave of absence. Failure to be either enrolled by the appropriate deadline or to be approved for a leave of absence by the start of a term will result in discontinuation from the program of study.

Students who do not meet the requirement for continuous registration during the academic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. The leave of absence must be reviewed by the Program Director and, if the student is on a foreign student visa, by International Student Services. The granting of a leave of absence is at the discretion of the Program Director.

The school may condition its approval of a petition on the student's meeting requirements the program deems appropriate (e.g., in the case of a leave for medical reasons, proof of treatment or an interview with a provider at Cowell Health Center).

Students may not take a leave of absence during their first matriculated quarter.

Length of leave

Leaves of absence, whether continuous or discontinuous, are granted for a maximum of one calendar year. Any exception must be approved by the Program Director.

To request an extension, the student must submit a letter to the Program Director explaining the circumstances and outlining a plan to complete the program of study. The request must be submitted within three weeks of the end of the academic term.

There is no obligation to grant the extension and doing so is at the discretion of the Program Director. The Program Director's decision is final.

Status while on leave

Students on an approved leave of absence retain their student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete course work for which an **Incomplete** grade was reported in a prior term and are expected to comply with the terms governing Incompletes. The leave of absence does not extend the maximum time limit of the program expiration date.

Leaves do not delay program expiration dates. Official department requirements (e.g., comprehensive examinations) cannot be fulfilled during the leave period.

Failure to return as scheduled or to secure an extension of a prior leave will result in discontinuation from the academic program.

When a student is granted a leave of absence after the beginning of the term, courses in which the student was enrolled after the drop deadline will appear as a W on the transcript. To avoid a W grade, students must drop all their courses prior to filing for a leave of absence.

The leave of absence form must be submitted to the Senior Administrative Assistant via email. If a leave of absence is requested after registration has occurred, the student is responsible for dropping all courses through eCampus in addition to filing for the leave.

ATTENDANCE

Students are expected to attend all class sessions. Specific attendance requirements (including consequences for absences) are set by the faculty member in the course syllabus and are binding. Whether or not the assignments were announced during an absence, students are accountable for all course assignments.

GRADING SYSTEM

Grades are assigned by the instructor to reflect the quality of a student's work. Plus (+) and minus (-) suffixes are incorporated with letter grades to provide the following marks (and numerical equivalents that indicate grade points):

A = 4.0	D- = 0.7
A- = 3.7	F = 0.0
B+ = 3.3	W = Withdrawn
B = 3.0	I = Incomplete
B- = 2.7	NS = No Show
C+ = 2.3	N = Continuing work
C = 2.0	AUD = Audit
C- = 1.7	
D+ = 1.3	
D = 1.0	

Withdrawn (W)

The mark of W is assigned when a student completes the formal requirements to drop a course or withdraw from the university. A mark of W cannot be changed to any other grade or mark. A mark of W is included in the student's academic record and appears on the student's transcript, but is not included in the calculation of the student's grade point average.

Incomplete Grades (I)

A Request for Incomplete form must be submitted to the Program Director on or before week 10 of the quarter or week 4 of a Summer Session.

The unfinished work must be completed and given to the course instructor no later than 3 weeks after the Friday of week 10 of the quarter or Friday of week 4 of a Summer Session. Unfinished work must be completed and given to the course instructor within 7 days of the final date of any session lasting fewer than 5 weeks.

If a student is unable to submit the work within this period of time, then: (a) the student's final grade will be dropped by one letter grade; and (b) the student must file for a 4-week continuance of the incomplete. The continuance of incomplete form must be completed by the student and include the relevant course instructor's signature prior to submission to the Senior Administrative Assistant. The Continuance of Incomplete form must be filed with the Senior Administrative Assistant no later than 1 week prior to the date that the original incomplete expires. Only 1 continuance of incomplete per student per course is allowed.

The obligation to file for, as well as to fulfill, an incomplete resides solely with the student. Failure to:

- File a Request for Incomplete form within the time period articulated above will result in an F for the course; or,
- File a Continuance of Incomplete form in a timely manner will automatically result in a grade of F; or,
- Complete the required work before the continuance expires will automatically result in the grade of F.

If the student and instructor feel an exception to the work-completion deadline is warranted, a formal request must be submitted to the Program Director one week before the incomplete deadline. The request must contain rationale for the exception and a reasonable time limit for completion of the work. The Director's decision will be final.

There is no appeal process in the failure to comply with this policy. Any student who receives an F will be dismissed from his/her degree program and the school.

No Show (NS)

A grade of NS is assigned when a student fails to attend and does not drop a course for which s/he has registered. The NS grade does not impact the student's GPA, but cannot be changed or removed from the transcript.

Continuing Work (N)

An instructor may assign the mark of N when course requirements span more than one term. When the course requirements are completed, the instructor assigns a standard grade. A student may not graduate and receive a degree with a mark of N on his/her academic record.

Audit (AUD)

The mark of AUD is assigned when a student enrolls in a class on an audit basis. A mark of AUD cannot be changed to any other grade.

Students accepted into the program may audit one course per quarter. No more than three courses may be audited during a student's program. Permission to audit a course will be given only: 1) if space is available in the class; and 2) with approval of the instructor. No credit is assigned for an audited course, but the successful completion of an audit will be indicated on a student's transcript by the grade of AUD.

In order to audit a course, an add/drop form must be approved by the instructor and submitted to the Senior Administrative Assistant.

Grade Point Average

A student's grade point average is determined by multiplying each grade point value by the number of quarter units assigned to the course, adding these grade point units from all courses taken, and dividing this sum by the total number of quarter units for which letter grades were reported. Grade reports are posted at the end of each quarter and indicate both the grade point average earned by the student during the quarter and the cumulative grade point average earned by the student for all courses completed to that point.

Evaluation of Progress

Grades are available at the end of the term via eCampus. Faculty members are expected to apprise students of their course progress at reasonable intervals. Some measurements of progress should take place in time to enable students to make reasonable decisions with respect to withdrawal deadlines.

CHANGE OF GRADE

Only the instructor of record assigns grades. All grades, except incomplete and continuing work, become final when assigned and reported to the Office of the Registrar. An instructor may approve and report a correction of a final grade to the Office of the Registrar only if a clerical or procedural error was made in assigning, transmitting, or recording the original grade. Grades can only be changed up to one year after the class was originally taken.

GRIEVANCE PROCESS

If a student has a grievance related to a course, s/he should first speak directly with the course instructor. If further mediation is necessary, the student should submit the concern in writing to Program Director. If the student wishes to appeal the decision, s/he must present the concern, in writing, to the Office of the Dean within one week of receiving the Director's decision. The decision of the dean will be delivered in 30 days and shall be final.

ACADEMIC CREDIT EVALUATION

Transferring Classes From Other Institutions

Students may transfer up to 12 quarter units of graduate-level (post-baccalaureate) coursework from other accredited institutions. Courses to be considered for transfer must have been completed within five years of the initial enrollment date in the program. Transferred credits only apply to the specific course for which the exemption is sought. Successfully transferred classes appear as transfer units on the student's Santa Clara University transcript.

For consideration, the student must submit the Application for Transfer Credit Form, the syllabus from the original course, a certified official transcript from the accredited institution and all other applicable documents. A minimum grade of B in the course(s) is required.

The Program Director reviews the request. A decision will be delivered to the student within 2 weeks of application submission.

Challenging Courses

Students may challenge certain courses that satisfy specific degree requirements. A successful challenge may allow a student to substitute an elective for an otherwise required course.

Challenged courses, however, do not satisfy the unit requirement for graduation. Students may be required to take another class in lieu of the challenged class in order to meet this requirement.

Students are not allowed to challenge more than three courses. A successfully challenged course is appropriately acknowledged on the student's transcript.

To challenge a course, students must: (1) have completed at least 12 units at Santa Clara (unless an exception is granted by the Program Director in writing); (2) have a cumulative grade point average of at least 3.2; and (3) have permission from the instructor and Program Director to proceed with the challenge. The instructor must complete a written description of the proposed challenge process and have it reviewed by the Program Director.

A decision will be delivered to the student within 2 weeks of application submission.

Waiving Courses

Students wishing to waive courses must submit the Application for Waiver Credit form, official transcript(s) from the accredited institution(s), a course description and a syllabus detailing the coursework completed. A minimum

grade of B is required. Waiver credits are reviewed by the Program Director. A decision will be delivered to the student within 2 weeks application submissions.

Courses need to be completed within five years of initial enrollment date.

Such waivers are rare and may be granted only in cases where a student has had recent and parallel graduate coursework or experience (e.g., graduate course in biblical studies). The content of the substituted course must be consistent with the academic goals and objectives of the respective emphasis.

Students who have received formal approval to waive courses receive no indication on their transcript that the courses have been waived. Official documentation that the specific course requirements have been met and waived must be recorded in the student's file. These students may be required to take another course in lieu of the waived class.

ACADEMIC INTEGRITY AND CONFIDENTIALITY

Academic Integrity

The university is committed to academic excellence and integrity. Engaging in plagiarism, cheating or other acts generally understood to be academically dishonest will subject the student to disciplinary action.

Students violating copyright laws, including those covering the copying of software programs, or who knowingly alter official academic records from this or any other institution, are also subject to disciplinary action.

Any student suspected of engaging in the above acts will be subject to the Periodic Professional Review process articulated below.

Confidentiality

Students have the right to expect confidentiality when sharing private content. Exceptions to confidentiality are codified by state law and professional ethics.

Students to whom personal disclosure is made in courses, practica, counseling sessions, and other training activities also have an obligation of confidentiality.

Any student suspected of engaging in the above acts will be subject to the Periodic Professional Review process articulated below.

Periodic Professional Review

As stated in the SCU student handbook section I.C. (Statement of Responsibilities & Standards of Conduct), "All members of the Santa Clara University community are expected to conduct themselves in a manner that is consistent with the goals of the institution and demonstrate respect for self, others, and their property."

As part of the program's commitment to the profession, the faculty program committee may review students' academic performance and professionally-relevant capacities, behaviors, and demeanor (including on-campus or off-campus behavior of which the institution becomes aware). Among the matters that may be reviewed are potential or actual violations of law, potential or actual violations of SCU policies, potential or actual violations of the ethical or legal considerations that govern the professions that the students may serve after graduation, or that reflect poorly on SCU, the school or the departments.

All matters of concern will be presented to the program committee. Based on the recommendation of the program

committee, such matters may be (a) dismissed; (b) referred to the faculty advisor, or (c) referred for formal review or investigation by two faculty members on an ad hoc basis. The program committee may appoint the ad hoc committee. In the case of (b) or (c), the Program Director shall be advised of the outcome. The Program Director shall consult with the dean or the dean's designee regarding the matter. The Program Director will be responsible to communicate the outcome to the student in writing.

Potential outcomes of this review include, but are not limited to, counseling the student, temporary involuntary leave of absence that may include completion of designated remedial activity(ies) prior to or concurrent with the return to class, or dismissal of the student from the program. Dismissal may come at any point of the student's academic program and will not be impacted by the number of units completed. If the Program Director believes the situation is serious enough to warrant immediate implementation of an outcome, the decision may be immediately implemented before the 30-day appeal period has run.

This information will be placed in the student's official file.

The student will have the right to appeal by submitting in writing the basis for the appeal to the dean of the college within 30 days of the date of the written notice informing the student of the department's action.

The dean shall consider the appeal and issue a written response within 30 days. The decision of the dean shall be final.

INFORMATION DISCLOSURE REQUIREMENTS

Student Records

University policy relating to student records complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Accordingly, the university may release directory information to any person on request, unless a student requests in writing that directory information be kept confidential. A student's directory information is designated as follows:

1. Name
2. Address, telephone number (campus, local, and/or permanent), e-mail
3. Date and place of birth
4. Dates of attendance, full-time/part-time status, major field of study, classification, expected graduation date, degrees, and honors received
5. Photographic image
6. Most recent previous educational institution attended
7. Participation in officially recognized activities, including intercollegiate athletics
8. Name, height, and weight of participants on intercollegiate athletic teams

During the registration period and throughout the academic year, students may request in writing, through the Office of the Registrar, that directory information be kept confidential. Once filed, the request remains in effect until the beginning of the next academic year, or a shorter period, if designated by the student.

Certain records are excluded by law from inspection, specifically those created or maintained by a physician, psychiatrist, or psychologist in connection with the treatment or counseling of a student. Parents' financial

information, including statements submitted with scholarship applications, is also excluded by law from inspection. Third parties may not have access to educational records or other information pertaining to students without the written consent of the particular student about whom the information is sought.

Former or current borrowers of funds from any Title IV student loan program should note carefully that requests for nondisclosure of information will have no effect on preventing Santa Clara University from releasing information pertinent to employment, enrollment status, current address, and loan account status to a school lender, subsequent holder, guarantee agency, U.S. Department of Education, or an authorized agent.

Students have the right to inspect and review their educational records at the following offices:

1. Official academic records, including application forms, admission transcripts, letters of acceptance, and a student's permanent academic record are on file and maintained in the Office of the Registrar.
2. Working academic files are also maintained by the deans in their respective offices.
3. Records related to a student's non-academic activities are maintained in the Office of Student Life.
4. Records relating to a student's financial status with the university are maintained in the Bursar's Office.

Students have the right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of a student's privacy or other rights. Students may direct complaints regarding academic records to the dean of the college or school in which they are enrolled or to the university registrar. In addition, students have the right to file a complaint concerning alleged failures by Santa Clara University to comply with the requirements of FERPA with the U.S. Department of Education. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202-5920. Detailed information can be found on the Family Compliance Office website: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>. Copies of Santa Clara University's student records policy are available from the Office of the Registrar in Walsh Administration Building, and online at www.scu.edu/studentrecords.

CAMPUS SECURITY AND CRIME STATISTICS ACT

The U.S. Department of Education requires universities that receive Title IV funding to disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded, and crime statistics. Information presented in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is made available to assist current and potential students and employees in making informed decisions regarding their attendance or employment with Santa Clara University. To view the Santa Clara University reports, please go to the Campus Safety Services website: university-operations.scu.edu/campus-safety

A paper copy of the annual crime statistics report may be obtained by writing to Campus Safety Services, Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053.

3**Financial Information****FINANCIAL RESPONSIBILITY**

Students assume responsibility for all costs incurred as a result of enrollment at Santa Clara University. It is the student's responsibility to be aware of his/her account balance and financial aid information, and maintain current valid address information at all times to ensure receipt of all university correspondence in a timely manner.

FINANCIAL AID**Financial Aid**

Financial assistance is awarded according to both need and merit. All students are eligible.

Students wishing to apply for scholarship assistance from the program must complete the Financial Aid Application form found on the program's web site.

Loans

Information regarding university financial aid (loans) can be obtained from the Financial Aid Office: (408) 554-4505.

Students who wish to be considered must file a Free Application for Federal Student Aid (FAFSA). Students must be enrolled in a minimum of 5 units to be eligible for federal financial aid.

If a student withdraws or drops below the 5-unit minimum, s/he may no longer be eligible to receive federal financial aid or student loans. The account will be adjusted accordingly and aid returned to the appropriate program. If a refund has been issued, these funds must be reimbursed to Santa Clara University immediately. For more information on financial aid forfeiture, please visit the Financial Aid Office website (www.scu.edu/financialaid) or make an appointment with a financial aid counselor.

TUITION RATES

Graduate and Credential Programs Tuition (per unit).....\$476

MISCELLANEOUS FEES**Admission Fees**

Application Fee \$50

Registration Fees

Late Registration Fee\$100

Course Drop/Swap Fee \$50 (per course)

Audit fee \$238 (per course)

Course Equivalency, Challenge and Examination Fee \$100 (per exam)

Course and Student Association Fees

Private Music Lesson Fee (one hour) LITM 55	\$150 (per course)
Student Association Fee	\$50 (per quarter)
Thesis Submission Fee (School asks for 1 copy)	\$15 per binding

Penalty Fees

Late Payment Fee (per billing statement)	\$75
Returned Check Fee.....	\$25
Refund Replacement Fee.....	\$25
Replacement for lost or damaged ACCESS card.....	\$15

Parking

Permits are required for all users of university parking facilities and can be purchased via eCampus. Parking per term may be arranged. Fees vary; contact Campus Safety.

Housing

Available through the Housing Office. Rates for a 10-month contract:

Alviso House	\$8,406
University Square	\$10,584
Villa Apartments	\$10,584
Park Avenue, Washington and Market	\$10,584
Franklin House	\$10,292
Lafayette Apartments	\$11,558

BILLING AND PAYMENT PROCEDURES

Students may designate a third party (e.g., parent or spouse) to be an authorized payer for their student account. That individual is authorized by the student to have access to his/her billing statements and to make payments on the student's behalf. Once authorization is arranged, the authorized payer will be notified via the e-mail address provided by the student verifying access to view and pay a student's bill online. Authorized payers do not have access to any other student account information via this site.

Students receive monthly bills electronically via a third-party vendor that are accessible through eCampus. A billing notification will be sent to the student's university e-mail address and to the e-mail address of any payer authorized by the student. Students may also forward account statements electronically to any third party they authorize for remittance. Information on a student's account cannot be provided to any third party payer unless a completed Family Educational Rights and Privacy Act form authorizing its release by the student is on file with the university.

Students are obligated to pay the applicable tuition and fees associated with their enrollment status by the published payment deadline. Registered students who do not withdraw formally from the university are responsible for all tuition and fees assessed to their account as well as any penalty charges incurred for nonpayment. Nonattendance does not relieve the student of his or her obligation to pay tuition and fees.

Additional information, including detailed instructions on billing and payment procedures, are located at www.scu.edu/bursar.

Billing dates and deadlines

The following dates are the initial payment deadlines for each term/semester:

Graduate Programs

Fall 2011	Billing available September 1; payment due September 21
Winter 2012	Billing available December 1; payment due December 21
Spring 2012	Billing available March 1; payment due March 21
Summer 2012	Billing available May 1; payment due May 21

Viewing your online billing statement

From the Student Center page via eCampus, click the Bursar Office link under the My Menu options to the left. Then View Bill & Make Payment. You will be automatically transferred to our online bill/pay site provided by Nelnet. Here you have more options for adding authorized payers or an additional email address for billing notification. You can view statement/payment history and set up a payment profile. To view your most current statement, click on the View Accounts link.

Please remember that students who register or change enrollment after the billing date will not receive a revised billing statement until the next billing cycle. If sending payment by mail, be sure to include the remittance portion of the bill to alleviate posting errors and delays with your payment. Simply click on the PDF file icon to reveal a full downloadable copy of your statement and the remittance address.

SCU Account Detail

There is a simple way to review all charges/credits posted to your student account via eCampus. The SCU Account Detail link is located under the Finances section of your Student Center page. This will show your entire account history by transaction date, including any charges/credits not yet billed. This is especially helpful if courses have been dropped but don't appear on the current billing statement.

PAYMENT METHODS & POLICIES

Santa Clara University offers a variety of payment methods to students (or authorized payer) to assist with their financial obligations. Information on all payment methods is located at www.scu.edu/bursar/payment.

Payment by Electronic Check

A student or authorized payer may make online payments by authorizing a fund transfer directly from his/her personal checking or savings account through a third-party website accessible via the eCampus system. The payer is able to make electronic check payments online without incurring a service fee.

Payment by Mail

Payments for student account charges are accepted by mail utilizing the university's cash management service lockbox. The payer should download a copy of the student's billing statement, enclose it with a personal or cashier's check payable to Santa Clara University, and mail both to: Santa Clara University Bursar's Office, P.O. Box 60000, File 72662, San Francisco, CA 94160-2662.

Payment in Person

Payments for student account charges may be made in person by personal/cashier's check, money order or cash at the Bursar's Office in Walsh Administration Building. The Bursar's Office is not able to accept any electronic form of payment, including debit or credit cards. However, there are computer kiosks located in Walsh Administration

Building for the convenience of students and their payers who wish to make electronic payments.

Wire Transfer

Students can submit funds via wire transfer directly to Santa Clara. Students should ensure all pertinent information is included on the wire transfer for accurate posting. Please note the complete transaction process may take up to 3-5 business days so plan accordingly.

Extended Payment Options

The university offers various extended payment plans through a third-party vendor. There is a modest fixed fee to enroll in these plans; however, no interest is charged during the payment term.

Delinquent Payments

If all charges on a student's account have not been cleared by payment, financial aid, or loan disbursement, a late payment fee will be assessed to the student's account and a hold will be placed on the student's record. A hold on a student's record prevents the release of transcripts or diplomas, prevents access to any registration services, and may limit access to other university services. Students who have unpaid accounts at the university or who defer payment without approval are subject to dismissal from the university. All unpaid balances will accrue 10 percent interest per annum on the balance remaining from the date of default in accordance with California state law.

Delinquent student accounts may be reported to one or more of the major credit bureaus and may be forwarded to an outside collection agency or an attorney for assistance in recovering the debt owed to the university. The student is responsible for all costs incurred to collect outstanding debt, including but not limited to accrued interest, late fees, court costs, collection fees, and attorney fees. All outstanding bills and costs of collection incurred by the university must be paid in full prior to a student re-enrolling at the university.

Refunds for Credit Balances

Refunds will be granted only for student accounts reflecting a credit balance. A refund will not be granted based on anticipated aid. All financial aid must be disbursed into a student's account before a refund is processed. It is the student's responsibility to make sure that all necessary documentation is completed and submitted to the respective Financial Aid Office so aid can be disbursed properly and in a timely fashion. Payment received by personal check will have a 21-day hold before a refund can be issued to the payee.

Refunds are processed during the second week of each school session via direct deposit or check. Please visit the www.scu.edu/bursar for details on each process.

TUITION REFUND POLICY

Students who formally withdraw from the university or drop courses are eligible for a refund of tuition charges in accordance with the policies outlined below. No refunds are made for registration fees or course audit fees.

The effective date used for the determination of any refund of tuition is the date on which notification of withdrawal is received by the Office of the Dean or the date on which the student drops his/her course online, not the last date of attendance by the student. Informing an individual faculty member, an academic department, or the Dean's Office does not constitute an official withdrawal from the university. The official date of withdrawal from the university cannot be backdated prior to the date on which the student submits the applicable withdrawal form or notification is received by the Office of the Dean. Students who fail to drop a course, even if they do not attend, or fail to notify the university of intent to withdraw, regardless of the reason, will be responsible to pay all tuition and

fee charges reflecting on the account.

Fall, Winter, Spring

Students who withdraw from the university or drop courses during fall, winter, or spring term will receive a tuition refund in accordance with the following schedule:

- Students who withdraw from the university or drop courses by the end of the first week of classes will receive a full refund of tuition for the term, less any applicable fees.
- Students who withdraw from the university or drop courses by the end of the second week of classes will receive a 50 percent refund of tuition for the term, less any applicable fees.
- Students who withdraw from the university or drop courses by the end of the third week of classes will receive a 25 percent refund of tuition for the term, less any applicable fees.
- Students who withdraw from the university or drop courses after the third week of classes will receive no tuition refund for the term.

Please note: Students may drop courses online until 11:59 p.m. on the Sunday immediately following the beginning of the term and still receive a 100 percent refund. However, this is only valid if a student has no registration holds and does not require assistance from a staff member. All other transactions must be completed by 5 p.m. on the first Friday of the term.

Students who withdraw from the university or drop courses due to an illness, injury, or psychological/emotional condition are eligible for a tuition refund in accordance with the schedule above. Tuition insurance may be purchased to cover tuition charges for medically related withdrawals.

Students who withdraw from the university after the third week of the term due to a qualifying financial hardship may be eligible for an allocation from the student hardship fund for 25 percent of the tuition charges for that term. Qualifying financial hardships include: [1] death, disabling injury, or medical emergency, [2] loss of job by an independent student, [3] medical or other emergency involving a dependent of an independent student, and [4] student deployment for active military duty. The Vice Provost for Student Life (or designee), in consultation with the Financial Aid Office, will determine qualifying financial hardships and any allocation from the student hardship fund.

No tuition refunds are made because of curtailment of services resulting from strikes, acts of God, civil insurrection, riots or threats thereof, or other causes beyond the control of the university.

Summer

The following refund schedule applies to students who formally withdraw or drop courses for the summer term:

- Students who withdraw from the university or drop courses by the end of day of the second class meeting will receive a full refund of tuition, less any applicable fees.
- Students who withdraw from the university or drop courses by the end of day of the third class meeting will receive a 50 percent refund of tuition, less any applicable fees.

Other

Any course schedule not covered by the summer policy will follow the refund schedule outlined above for Fall, Winter and Spring terms.

TUITION INSURANCE PROTECTION

Students and their families may protect themselves against financial loss, due to an unexpected withdrawal from the university for medical reasons, by purchasing tuition insurance coverage. The university has identified an insurance company, AWG Dewar, Inc., to provide an optional tuition insurance protection plan. This plan is designed to protect from loss of funds paid for tuition should it be necessary to withdraw completely from the university during the term for medical reasons. Information on the tuition insurance plan is available from the Bursar's Office and www.scu.edu/bursar.

EDUCATIONAL TAX CREDITS

Students may be eligible for a higher education tax credit designed to help students and their parents finance the cost of education. Tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance, and the taxpayer's adjusted gross income. Students enrolled in an eligible degree program may qualify for a Hope Scholarship Credit or Lifetime Learning Tax Credit. Specific information is available from the Internal Revenue Service.

RETURN OF FEDERAL TITLE IV FUNDS

In addition to the institutional refund policy, all students who withdraw completely from the university and who have federal financial aid, including federal student loans, are subject to the return of Title IV funds policy. Under this policy, it is assumed that a student earns his or her aid based on the period of time he or she remains enrolled. Unearned Title IV funds, other than federal work-study, must be returned to the federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned.

During the first 60 percent of the enrollment period, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the period that the student remained enrolled is the percentage of disburseable aid for that period that the student earned. Institutional costs play no role in determining the amount of Title IV funds to which a withdrawn student is entitled.

A student who withdraws after the 60 percent point of the enrollment term earns all Title IV aid disbursed for the period.

Examples of common return of Title IV funds situations are available from the Financial Aid Office located on the second floor of Varsi Hall.

All funds must be returned to federal programs before being returned to state or institutional aid programs and/ or the student. This return of funds allocation will be made in the following specific order and will be

applied to all students who have received federal Title IV assistance:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan

4. Federal Grad PLUS Loan
5. Other federal, state, private, or institutional assistance programs
6. Student

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Degree Requirements

The Master of Arts in Pastoral Ministries is offered during the four quarters of the academic year. The Program's primary orientation is Roman Catholic, but women and men from a variety of denominations are members of the student body.

GENERAL REQUIREMENTS

The Graduate Program in Pastoral Ministries offers a Master of Arts degree in Pastoral Ministries, with emphases in Catechetics, Liturgical Music, Pastoral Liturgy, and Spirituality.

A graduate degree requires 60 units of coursework or 56 units of coursework and a 4 unit thesis in the field of specialization. Please note that a thesis is an exception generally reserved for students who intend to continue on to doctoral work.

For the Liturgical Music emphasis, each student completes 60 units of coursework, including a 2-unit recital.

GPPM provides a very strong foundation in theology for all students. This foundation is essential for preparation for study in any one of the emphases. One course in each of the following areas is required of all students:

Fundamental Theology, Christology, Ecclesiology, Ethics, Hebrew Bible, and New Testament.

Students are encouraged to take these foundational courses early in their program to have a sound underpinning in the principles and methods necessary for each area of specialization.

In addition to the six foundational courses, all degree candidates are required to take four core courses in their emphasis and five advanced electives (or four advanced electives and a thesis).

Students take four of their five advanced electives in their area of specialization. For example, if the student's emphasis is catechetics, the student would take both the four core catechetics classes and five advanced electives (or a thesis in the student's field of specialization).

Liturgical music students complete their advanced electives by taking 18 units in musicianship to complement their foundational and core courses.

Some classes will require workshop attendance as well as field experience in order to complete the course requirements. For details about field experience, please refer to the course descriptions listed below.

Comprehensive examinations are required of all students. These examinations are based on but not limited to coursework and encompass both the required and supplementary readings from the foundational and the core courses of the student's emphasis. They are to be taken only during the last quarter of enrollment. These examinations can be scheduled any day of the week, three hours each day. On each day, students are presented with six questions from which they are required to answer three. No notes or study aids may be used during the exam. Students who do not successfully complete the comprehensive examinations may choose to take them one more time.

Thesis

The thesis option is considered preparation for further graduate work. If a student's writing and research skills are strong and doctoral studies are a possibility, the student may petition to select the thesis option after successful completion of comprehensive examinations.

Ordinarily, the thesis is completed over two quarters and the student registers for 2 units each quarter. If a thesis is incomplete after the second quarter, the student must register for 1 unit each succeeding quarter until the thesis is accepted. If the thesis option is selected, successful completion is required for graduation.

Foundational Courses

These courses provide the theological underpinnings that inform the various M.A. emphases. All students are required to take one course from each of the following six foundational areas:

Fundamental Theology

PMIN 201. Fundamental Theology

PMIN 288. Practical Theology

Christology

PMIN 203. Mystery of Jesus Christ

Ecclesiology

PMIN 204. Church

Ethics

PMIN 287. Issues of Moral Theology

Hebrew Bible

PMIN 205. Hebrew Bible

PMIN 283. Hebrew Bible in its Cultural Context

The New Testament

PMIN 206. Synoptic Gospels

PMIN 214. New Testament

CATECHETICS EMPHASIS

The study of the history, nature, process, and goals of catechesis, is a ministry in the strengthening and conversion of the faith of the ecclesial community. This emphasis is designed to offer students professional preparation for catechetical ministry in parishes, schools, retreat, hospital, and diocesan work.

Students who earn a degree in catechetics often go on to become directors of religious education, primary and secondary educators, or youth ministers. Courses in catechetics often require field experience that introduces the student to the practical application of their academic work.

In addition to taking one course from each of the foundational course areas described above, catechetics students take the following four required core courses and five of the following advanced electives listed below but not limited to them:

Core Courses

CATE 211. Foundations of Catechesis
CATE 212. Process of Catechesis
CATE 216. Liturgical Catechesis
CATE 224. Practice of Catechesis

Catechetics Advanced Electives

CATE 217. Transformative Catechesis
CATE 218. Catechisms
CATE 219. Contemporary Issues in Catechesis
CATE 223. Catechesis and Culture
CATE 275. Introduction to Canon Law
PLIT 202. Christian Liturgy
PLIT 232. Eucharist
PLIT 262. Teaching the Faith (RCIA)
SPIR 245. Process of Transformation
SPIR 248. Prayer and Prayer Methods

LITURGICAL MUSIC EMPHASIS

This emphasis focuses on the study and relationship of liturgy and music. The Liturgical Music emphasis prepares students for professional music ministry in Christian churches. Music is an integral part of today's liturgies and Masses and the importance of music in liturgies is increasingly recognized. This emphasis is highly practical and students must complete multiple elective units in private instruction as well as perform a public recital.

In addition to taking one course in each of the foundational course areas described above, Liturgical Music emphasis students must take the following core courses and 18 units of the following advanced electives:

Core Courses

PLIT 202. Christian Liturgy -or- PLIT 232. The Eucharist
LITM 250. Music for the Eucharist and Liturgical Year
LITM 251. Music for Liturgical Seasons and Celebrations
LITM 254. Sacred Music Literature
LITM 299. Recital (2 units)

Musicianship Courses (18 units required)

LITM 252. Musicianship for Liturgical Musicians (4 units)
LITM 253. Choral Conducting and Choir Techniques (4 units)
LITM 255. Private Music Instruction (1 unit)
LITM 270. Music Ensemble (1 unit)
LITM 271. Music Lab (1 unit)
PLIT 265. Inculturation and Liturgy (4 units)

PASTORAL LITURGY EMPHASIS

Pastoral liturgy is the study of liturgy in the life of the church today. It explores the nature of worship as expressive and constitutive of Christian faith. The Pastoral Liturgy emphasis is designed to offer students professional preparation for participation in liturgical ministries, for planning liturgical celebrations, and for leadership as a liturgical director in a diocese or as a coordinator in a parish. The pragmatic nature of this work requires students to be enrolled in fieldwork.

In addition to taking one course from each of the foundational course areas, Pastoral Liturgy emphasis students must take the four required core courses and five of the following advanced electives listed below but not limited to them:

Core Courses

PLIT 202. Christian Liturgy
 PLIT 231. Ritual Theory and Practice
 PLIT 232. The Eucharist
 PLIT 262. Teaching the Faith (RCIA)

Pastoral Liturgy Advanced Electives

PLIT 217. Lay Presiding and Preaching
 PLIT 233. Sacraments of Healing: Reconciliation and Anointing
 PLIT 265. Inculturation and Liturgy
 CATE 216. Liturgical Catechesis
 CATE 275. Introduction to Canon Law
 LITM 250. Music for the Eucharist and Liturgical Year
 LITM 251. Music in Liturgical Seasons and Celebrations
 SPIR 230. Liturgical Spirituality
 SPIR 248. Prayer and Prayer Methods

SPIRITUALITY EMPHASIS

Different spiritualities express various views on the meaning of life: how one relates to God, to others, and to the universe. This emphasis examines historical, cultural, and theological expressions of major Christian spiritualities and explores issues related to contemporary spiritualities whose impact is dynamic in today's world.

A key supposition in the emphasis is that the community is the context out of which any authentic Christian spirituality emerges and to which it is directed. The Spirituality emphasis is for persons interested in renewing the faith life of the community.

In addition to taking one course in each of the foundational course areas, spirituality emphasis students must take the four required core courses and five of the following advanced electives listed below but not limited to them:

Core Courses

SPIR 230. Liturgical Spirituality
 SPIR 240. History of Western Christian Spirituality
 SPIR 242. Discernment and Christian Decision Making
 SPIR 243. Psychological Issues in Spirituality

Spirituality Advanced Electives

- SPIR 241. The Scriptures and Spirituality
- SPIR 244. Spirituality and Ministry
- SPIR 245. Process of Transformation
- SPIR 246. Contemporary Issues in Spirituality
- SPIR 248. Prayer and Prayer Methods
- SPIR 260. Art of Spiritual Direction
- SPIR 276. Inter-Religious Dialogue
- SPIR 277. Ignatian Spirituality
- SPIR 278. Christian Spiritual Traditions
- SPIR 280. The Wounded Healer: The Making of a Pastoral Person

COURSE DESCRIPTIONS**Foundational Courses****PMIN 201. Fundamental Theology**

A consideration of revelation as God's self-communication. What is the relationship of revelation to Christian faith? (4 units)

PMIN 203. Mystery of Jesus Christ

An introduction to contemporary Catholic Christology. Examines Jesus Christ as a historical figure and object of faith and the Christian answer to the human situation. Coursework centers on Jesus' proclamation of the kingdom of God and considers his history through the Resurrection. (4 units)

PMIN 204. Church

An examination of the Christian church, the meeting place of all mysteries, from cultural, scriptural, historical, doctrinal, and ministerial perspectives. (4 units)

PMIN 205. Hebrew Bible

A study of Hebrew historical, prophetic, wisdom, and apocalyptic literature as the medium of God's teaching word in Israel and in the church. (4 units)

PMIN 206. The Synoptic Gospels

A study of the first three gospels with special attention given to methodology of Scriptural exegesis. Includes study of literary genres, source analysis, and problems of oral and written transmission, as well as the unique contributions of the evangelists as authors. (4 units)

PMIN 213. Scripture and the Moral Life

An investigation of the role that Scripture plays in the moral life of Christians with special attention to the experience of discipleship, how the early Christian communities adapted the example of Jesus to their contexts, and how Christians in different cultural contexts learn from and apply Scripture. (4 units)

PMIN 214. The New Testament

An introduction to the socio-historical contexts, literary characteristics, and theological messages of the New Testament texts, with special attention to the methodology of biblical exegesis for contemporary Christian communities. (4 units)

PMIN 225. Church History

A survey of the major theological developments in Christian history against the backdrop of the social and political currents of the periods in question. (4 units)

PMIN 230. Ethics and Spirituality: Perspectives in Catholicism

This online course provides an overview of the moral/ethical and spiritual traditions in Catholicism. Moral/ethical topics include methodologies, questions in the areas of biomedical ethics, sexuality, the environment, terrorism, and war. Topics in spirituality include history and themes, spirituality of the faithful, relationships and community, prayer, and the work of selected contemporary spiritual authors. (4 units)

PMIN 283. The Hebrew Bible in its Cultural Context

An examination of the Hebrew Bible in light of comparative literature from the ancient Near East; how the biblical writers framed their theology as a response to the ideologies, mythologies, and ritual practices of their age; consideration of how the cultured character of the Bible can stand in dialogue with contemporary issues of diversity and multiculturalism. (4 units)

PMIN 287. Issues of Moral Theology

Examination of the sources and methods of moral theology in the context of ministry in the Catholic Church today. Special attention is given to issues as they have developed since the end of Vatican II. These topics include the role of Scripture, moral principles, sin, freedom, authority, conscience, and natural law. Attention will also be given to contemporary debates over procreative ethics, divorce, euthanasia, abortion, and poverty. (4 units)

PMIN 288. Practical Theology

Practical theology is the conscious engagement of theological thinking with sociocultural practices, including the practices that make up the life of the Church. This course questions both the practices that make up life and ministry on the one hand, and theology itself on the other. (4 units)

PMIN 310. Independent Study

Supervised course of study initiated by the student. A written proposal and course syllabus must be submitted to the Graduate Services Office by the end of the first week of the term in which the course will be conducted. The proposal must be approved with signatures from the faculty member of record, the department chair, and the Executive Director. Full-time faculty members are preferred course supervisors. (4 units)

Catechetics Courses**CATE 211. Foundations of Catechesis**

An exploration of and reflection on the nature, goals, and process of catechesis. Examines catechetical renewal and the catechetical models that emerged from this renewal. (4 units)

CATE 212. The Process of Catechesis

A study of processes for catechesis and the implications of the processes for all age groups. Students design, test, and implement a parish catechetical program. (4 units)

CATE 216. Liturgical Catechesis

Intensive study of the revised rites of the church and the catechesis that accompanies these rites. Special emphasis is given to historical development, the lectionary, the prayer texts, and the symbolic action of each rite as sources of catechesis. (4 units)

CATE 217. Transformative Catechesis

Introduction to the theory of transformative catechesis, its philosophical foundation, process, and connection to liturgy. (4 units)

CATE 218. Catechisms

A study of the historical development of Christian catechisms, their emergence as a genre, and the theologies behind the texts. The course will critique their use for purposes other than education and formation. (4 units)

CATE 219. Contemporary Issues in Catechesis

A review of recent developments in catechesis. Consideration of new forms of catechesis, their relationship to marginalized and underserved groups within the church, and the socio-political dimensions of handing on the faith. (4 units)

CATE 223. Catechesis and Culture

An examination of specific issues involving culture, ethnicity, gender, geographic location, socio-economic status, age, and language in catechesis. Students will define an “inculturated catechesis” and the principles that should inform such ministry (with fieldwork). (4 units)

CATE 224. The Practice of Catechesis

An exploration of the role and person of the catechist; practical issues and problems catechists face; specific catechetical methods; and the planning, implementation, and revision of catechetical programs. (4 units)

CATE 275. Introduction to Canon Law

A study of the theological underpinnings of the law of the Church and the relationship of canon law to various pastoral ministries, such as liturgy, the RCIA, catechesis, and marriage. (4 units)

CATE 298. Thesis Option

Students who are considering doctoral work may propose to select this option with their academic advisor and the director of the Program. Thesis courses are taken during two academic quarters. (2 units each of two quarters)

Liturgical Music Courses

LITM 250. Music for the Eucharist and Liturgical Year

An in-depth exploration of liturgy—its construct and nature and its relationship to music. Special emphasis is given to musical forms and for a focus on Eucharist and the liturgical year. Includes a consideration of various church traditions. (4 units)

LITM 251. Music for Liturgical Seasons and Celebrations

An exploration of the Sacraments and the Liturgy of the Hours. Includes the integration of music in particular rites: funeral, wedding, baptism, and RCIA. (4 units)

LITM 252. Musicianship for Liturgical Musicians

The craft of the liturgical musician is a combination of both skills and liturgical expertise. This course focuses on three areas essential to celebrate effectively the elements of a liturgical celebration: I. Vocal Production, II. Instrumental techniques and repertory, and III. Composition. Students will compose settings of the Entrance Hymn, Penitential Rite, Gloria, Psalm, Alleluia, Eucharistic Acclamations, Lamb of God, Communion Processional, and Song of Thanksgiving for a Sunday liturgy in Ordinary Time. (4 units)

LITM 253. Choral Conducting and Choir Techniques

An examination of the techniques of choral conducting, as well as the choral training necessary for developing a well-balanced choir. Focuses on solving vocal problems encountered in both small ensembles and large choirs. (4 units)

LITM 254. Sacred Music Literature

A comprehensive survey of sacred and liturgical choral/organ literature from A.D. 600 to the present. Includes Gregorian chant, music from various historical periods, and contemporary music. (4 units)

LITM 255. One-Hour Private Music Instruction

Lessons may include: organ, voice, composition, choral conducting, or instrument instruction. (1 unit)

LITM 270. Music Ensemble

Provides student with varied experiences of music making. Emphasizes conducting and choral skills. (1 unit)

LITM 271. Music Lab

A supervised practicum of choral and/or organ experience in an area church. (1 unit)

LITM 299. Recital (2 units)

Pastoral Liturgy Courses

PLIT 202. Christian Liturgy

An exploration of the great Christian symbols and the importance of ritual in Christian celebration. Includes an introduction to worship (with fieldwork) as experienced and celebrated by the Christian community. (4 units)

PLIT 217. Lay Presiding and Preaching

A praxis-oriented course in which students will learn the theology and the history of lay liturgical ministry by creating various liturgical events. (4 units)

PLIT 218. Preaching a Moral Message

This seminar is developed to explore how to deliver effectively the moral messages of the scriptures and the rich moral tradition of the Catholic Church in an engaging and challenging manner. (4 units)

PLIT 231. Ritual Theory and Practice

An introduction to the study of ritual as a universal human phenomenon and the source of Christian worship and celebration. Introduction to ritual theory, including analysis of the anthropological, psychological, and sociological dimensions of ritual action. (4 units)

PLIT 232. The Eucharist

An introduction to the theology and celebration of the Eucharist (with fieldwork). Includes New Testament beginnings, a historical overview, and pastoral questions concerning celebration of the Eucharist. (4 units)

PLIT 233. Sacraments of Healing: Reconciliation and Anointing

A consideration of liturgical prayer in relation to the experience of sickness and dying. Examination of the theological, historical, and pastoral aspects of ministry to the sick and dying based on the rites. (4 units)

PLIT 262. Teaching the Faith (RCIA)

A study of the pastoral aspects of the RCIA: the parish, the team, and those being initiated. Provides an in-depth study of the rites and the catechesis necessary to help an entire parish celebrate these rites. (4 units)

PLIT 265. Inculturation and Liturgy

An analysis of the complex relationship between culture and liturgy, and a critique of current church practice involving several different cultural communities. (4 units)

PLIT 298. Thesis Option

Students who are considering doctoral work may propose to select this option with their academic advisor and the director of the Program. Thesis courses are taken during two academic quarters. (2 units each of two quarters)

Spirituality Courses**SPIR 230. Liturgical Spirituality**

A study of the liturgy as leading to and expressive of Christian discipleship and an encounter with Christ. (4 units)

SPIR 240. History of Western Christian Spirituality

A study of major traditions and issues in Western Christian spirituality. Analyzes various spiritualities in terms of their historical context, suppositions, strengths, and weaknesses. (4 units)

SPIR 242. Discernment and Christian Decision-Making

A study of the elements and dynamics of spirituality with emphasis on communal and individual Christian decision-making. In-depth study of the rules of discernment of Ignatius of Loyola. (4 units)

SPIR 243. Psychological Issues in Spirituality

An exploration of the relationship of psychology to spirituality, emphasizing how the insights of psychology may be used in spirituality. (4 units)

SPIR 241. The Scriptures and Spirituality

An exploration of diverse forms of biblical literature in their historical and sociocultural contexts as the sources and models of Judeo-Christian spirituality. (4 units)

SPIR 244. Spirituality and Ministry

An examination of the nature and development of ministry in the church with special attention given to theological reflection with adults. (4 units)

SPIR 245. Process of Transformation

A laboratory course on the process of spiritual transformation. Lectures, class discussions, readings, guided meditations, and sharing in triads. (4 units)

SPIR 246. Contemporary Issues in Spirituality

An exploration of the ways traditional spiritual concepts and language need to be translated if they are to speak to our contemporary human experience. (4 units)

SPIR 248. Prayer and Prayer Methods

An experiential and theological exploration of prayer and meditation methods within the Christian tradition, with emphasis on noticing and articulating one's religious experience as a foundation for personal and communal theological reflection. (4 units)

SPIR 260. Art of Spiritual Direction

An exploration of spiritual direction and how it evolves between director and directee. Topics addressed include prayer, discernment, listening, God's healing, transference and counter-transference, and the differences between spiritual direction and psychotherapy. (4 units)

SPIR 276. Inter-Religious Dialogue

An analysis of the major theological issues involved in inter-religious dialogue, and the implications of these issues for world events in the 21st century. (4 units)

SPIR 277. Ignatian Spirituality

A contemporary study and experience of Ignatian spirituality through the writings of St. Ignatius of Loyola, including his Spiritual Exercises, autobiography, spiritual journal, and letters. (4 units)

SPIR 278. Christian Spiritual Traditions

An examination of a specific spiritual tradition or historical era within Western and Eastern Christian Spirituality. Representative traditions include Desert, Carmelite, Celtic, or Liberation spiritualities. The historical studies include ancient, medieval, reformation, and modern spiritualities. (4 units)

SPIR 298. Thesis Option

Students who are considering doctoral work may propose to select this option with their academic advisor and the director of the Program. Thesis courses are taken during two academic quarters. (2 units each of two quarters)

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Campus Life

Santa Clara students are encouraged to participate in extracurricular activities as part of their total development. The primary educational objective in supporting student activities and organizations is to foster a community that is enriched by men and women of diverse backgrounds, wherein freedom of inquiry and expression enjoys high priority.

The following sections describe various aspects of student life and services.

CAMPUS MINISTRY

Campus Ministry is the heart of spiritual life at Santa Clara University and fosters the spiritual life of our students. We provide opportunities for all SCU students to explore faith through worship, reflection, fellowship, learning, conversation, retreats, spiritual direction, and the connection of spirituality and justice. We believe that engaging the experiences, practices and questions of faith is central to the development of the whole person. Embracing Jesuit and Catholic traditions, and grounded in Christian faith, we seek to honor the diversity of religious expressions on our campus.

REGISTERED STUDENT ORGANIZATIONS

Graduate Program in Pastoral Ministries Student Association (GPPMSA)

The purpose of the GPPMSA is to provide a forum in which all interested students can increase their involvement with the University, the Graduate Program in Pastoral Ministries, and their fellow students.

CHARTERED STUDENT ORGANIZATIONS

KSCU

KSCU is a student-run, non-commercial radio station at 103.3 FM. The program format features primarily independent music, including indie rock, punk, ska, jazz, blues, and reggae. Students may get involved with the radio station as a staff member or as a volunteer disc jockey, office assistant, fundraiser, or sound technical staff.

Multicultural Center (MCC)

The Multicultural Center provides programming and program support for students of diverse ethnic backgrounds and for the campus community. The Center has more than 500 participating members and houses nine clubs, including Asian Pacific Student Union, Japanese Student Association, Barkada, Chinese Student Association, Igwebuike, Intandesh, Ka Mana'o O Hawaii, MEChA-El Frente, and the Vietnamese Student Association. Students may get involved with the Multicultural Center in a staff position and in volunteer opportunities as a board member, club leader, or event assistant.

The Santa Clara Community Action Program (SCAAP)

SCAAP is a community-based, volunteer service organization that promotes social awareness, leadership for social justice, and compassion, and provides students opportunities to apply their education to social service. Program opportunities include Special Olympics, Veteran Connection, tutoring, and education. Students may get involved in

both staff leadership positions and volunteer opportunities.

STUDENT RESOURCES AND SERVICES

Listed below are some of the many service centers established to meet the needs of students. Each center provides a variety of programs to encourage personal growth.

The Career Center

The Career Center provides students with a variety of services and resources to encourage self-discovery, provide a meaningful vocational journey, and educate for the continuous process of career and life development. Students explore their majors and career choices with counselors to reflect on attributes such as personality, skills, interests, and values and learn to represent those attributes effectively on resumes, in cover letters, during interviews, and throughout the life of their careers. The Career Center offers a variety of programs and services each year, including career fairs, employer information sessions, career networking with alumni, vocation symposia, workshops on career strategies, resume writing seminars, internship workshops, interview training, mock interviews, and appointments with career counselors. A critical piece of educating for life is on- and off-campus student employment positions, internships, cooperative education placements, and volunteer opportunities. Positions are posted through the Career Center's BroncoLink online job listing and are accessible to students via e-campus. The Career Center disseminates information through its mobile and Web presence including Facebook, BroncoLink, text announcement messaging, and Shelfari (library resources).

Counseling And Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) offers mental health services to undergraduate and graduate students. The mission of the services is to support the developmental growth of students in ways that enable them to become more effective in their personal, academic, and social functioning. Counseling helps students address psychological issues that may affect their successful participation in the learning community. Among the psychosocial and developmental issues that students work on with their counselors are depression, anxiety, interpersonal problems, disturbed sleep or eating behaviors, acculturation, academic motivation, homesickness, family concerns, intimacy, and sexuality. The services are confidential and free and include individual counseling, couples counseling, group counseling, and psycho-educational programs. When CAPS is closed, an after-hours crisis line is available to students at 408-551-1760.

Student Health Services

Cowell Student Health Center is located in Cowell Center on campus near the tennis courts. All students may see the Health Center medical staff by appointment while the university is in session. Students may call 408-554-4501 for hours of service and to schedule an appointment.

Domestic graduate students who choose not to enroll in the university's-sponsored insurance plan must pay a health fee of \$90 per quarter to be seen at the Health Center with no office visit charge. Graduate students enrolled in the university health insurance plan may use the Health Center at any time. The health center fee is included in the cost of the insurance premium. There may be a charge for laboratory tests and medicines. The Health Center is staffed with physicians, nurse practitioners, nurses, and medical assistants who care for a variety of illnesses and injuries.

Santa Clara University requires all international graduate students on an F-1 visa to either enroll in the university-sponsored health insurance plan or annually complete the on-line waiver detailing the student's own health insurance information. The deadline to complete this waiver is September 3, 2011. Health insurance is voluntary for all domestic graduate students. See www.scu.edu/cshc/insurance.cfm for details on completing the waiver or on-line enrollment.

The Health Center hours are Monday through Wednesday and Friday, 8:30 a.m. to 5 p.m. and Thursday 9:15 a.m. to 5 p.m., during the time undergraduates are in session. Call the Health Center for updated hours and information. The center is closed during the summer and university holidays.

For additional information on health insurance fees, please visit the Cowell Student Health Center, www.scu.edu/cshc/insurance.cfm

Disabilities Resources

The Disabilities Resources Office has been designated by the university to ensure access for students with disabilities to all academic programs and campus resources. The goal is to support students with medical, physical, psychological, attention-deficit, and learning disabilities to participate fully in campus life, its programs, and activities. Emphasis is on growth and individual achievement through the provision of academic accommodations, support services, self-advocacy skill training, and disability-related educational programming for the campus community. Reasonable accommodations are provided to minimize the effects of a student's disability and to maximize the potential for success.

Information Resources

Graduate students are supported with a variety of computing services at Santa Clara University. All registered students are provided with university networking (wire and wireless) and email accounts and may use any of the general computing resources provided by the university. Students agree that their use of the network and computing resources will be in accordance with the university's Acceptable Use Policy. The university uses Santa Clara email as one of the communication channels for official notification to students.

Students have access to administrative information and services at all times through the e-Campus portal. Web-based services include registering for classes, checking class availability, adding and dropping classes, reviewing class schedules, checking course grades, obtaining transcripts, reviewing financial accounts, and updating demographic information such as local and permanent addresses, phone numbers, and alternate email addresses. Students and their faculty advisors can conduct degree audits online to assess progress toward completing degree requirements. An especially important administrative service is Campus Alert, the university's emergency notification system. Students should log onto e-Campus to keep their emergency contact information current.

Although most students have their own computers, the university provides both PC and Macintosh high-end workstations in the Harrington Learning Commons for general computing. High-end multimedia workstations can also be found in the Multimedia Lab. The general workstations have a variety of software packages for word processing, spreadsheet, database, presentation, and programming use, as well as networking software to support Web browsing, telnet, and FTP with full Internet access. The multimedia stations include software for video editing, Web design, publishing, and other purposes. In addition to the workstations provided in Harrington, there are more than 400 computers located in classrooms and distributed computing labs dedicated to specific academic disciplines.

The university is connected to the Internet via high-speed connections with Internet access from the Santa Clara campus freely available to all students. Students living off campus must make separate arrangements for Internet access from their local residence. A wireless network covers just about all of campus.

All full-time faculty members have a personal computer or workstation in their offices, and computer use is a common element in all disciplines. Email is a frequent communication tool between and among faculty and students. Many faculty place course-related materials on Camino, the university's learning management system, or the university electronic reserve system (ERes); each is accessible 24 hours per day.

International Student Services

International Student Services provides assistance to undergraduate and graduate international students with issues related to visas, matters pertaining to immigration law, and general support for their transition to, and continued success in, their studies on campus.

Kids On Campus

Kids on Campus is the university childcare and preschool program for children of faculty, staff, students, and alumni between 6 weeks and 5 years of age. The staff at Kids on Campus provides a loving, creative, and safe learning environment designed to enhance the physical, mental, and social growth of each child through a “learning through play” philosophy.

Writing Center

The Hub, Santa Clara University’s Writing Center, offers student writers at all skill levels opportunities to work with tutors to improve fluency and effectiveness in written communication, and provides access to a variety of resources, some in SecondLife, including print and online reference materials, reading groups, and workshops. The Hub also offers students opportunities to become peer tutors, certified writing tutors, and teaching assistants working with faculty to enrich instruction.

Office for Multicultural Learning

The mission of the Office for Multicultural Learning is to coordinate, collaborate and promote cross-campus programming of enhancing Santa Clara University’s goals for diversity and inclusive excellence and providing a welcoming campus climate in conjunction with the University Council on Inclusive Excellence. The Office for Multicultural Learning will foster multicultural learning experiences that educate the campus to respect and honor differences; promote dialogue and interactions among individuals from different backgrounds; support collaborate efforts within the university and between local Santa Clara community to advance multicultural education and serve the campus-wide resource for information and multicultural issues and diversity. The Office is located on the second floor of Benson Memorial Center in office 207.

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Facilities

ADOBE LODGE

Adobe Lodge is the oldest building on campus. Restored in 1981 to its original 1822 decor, the lodge contains a presidential dining room as well as central and private dining facilities for faculty and staff.

BELLOMY FIELDS

Eight acres of well-lighted grassy field space accommodate intramural, club, and some intercollegiate practices for softball, flag football, soccer, rugby, lacrosse, and baseball.

BENSON CENTER

The Robert F. Benson Memorial Center is the hub of campus life. The Benson Center is designed to meet the various needs of students, faculty, staff, alumni, and guests, and to provide an environment for the education of the whole person that continues outside the classroom. Among the many services and facilities available are The Bronco (SCU's late-night food and social venue), the Information Desk, Market Square, Mission Bakery and Terrace Cafe, Shapell Lounge, meeting rooms, the bookstore, and post office. In addition, the offices of Campus Ministry and the University Writing Center call Benson home.

DE SAISSET MUSEUM

The de Saisset Museum includes American, European, African, and Oriental art, as well as historically important objects from the early days of Mission Santa Clara. In addition to its permanent collection, it features special exhibitions of traditional, modern, and contemporary art.

The museum is open Tuesday through Sunday, 11 a.m. to 4 p.m., during regularly scheduled exhibitions. Admission is free. Please call 408-554-4528 before visiting to confirm the schedule.

KENNA HALL

Kenna Hall was dedicated to Rev. Robert E. Kenna, S.J., student, professor and twice president of Santa Clara University. Originally used freshman housing on the upper levels and classrooms on the lower levels. Today, several units call Kenna home: Department of Religious Studies; Department of Philosophy; Department of Modern Languages and Literatures; Graduate Program in Pastoral Ministries; and the Drahnmann Center.

KENNEDY COMMONS

Kennedy Commons represents one of the first entirely green academic buildings in the U.S. The residential quad is intended to educate users and visitors on the importance of sustainable design. The building uses a multitude of green materials to create a highly functional and flexible environment. The latest energy-efficient technology such as straw bale walls, raised flooring and natural ventilation were incorporated into the construction of the structure.

LEARNING COMMONS, TECHNOLOGY CENTER AND LIBRARY

The University library provides reference and information services in support of the University's undergraduate and graduate programs. In spring 2008, the library relocated to the new Learning Commons, Technology Center and Library facility, which combines the services, resources, and staffs of the University library, Information Technology, and Media Services.

The new Learning Commons facility contains 30 collaborative workroom spaces, wired and wireless network access, classroom and laboratory facilities, technology training opportunities, and language learning centers. The library's collection includes 792,138 volumes, almost 600,000 government documents, and more than 841,000 microform units. The library subscribes to more than 4,400 current serials, including more than 500 titles in electronic format, and is a depository for United States and California government documents. In addition, the library has ample course reserves and a curriculum section located in the main stacks. Last, the library provides access to many other information resources through the Internet and other electronic services.

The online library system OSCAR is available via the campus network or the Web. Through Link+, SCU students may quickly obtain books owned by a number of other California colleges and universities. Bronco Express, the library's interlibrary loan/document delivery service, is designed to quickly supply books and copies of articles that are not owned by Santa Clara University or available through Link+. SCU students can make requests for both of these services electronically, using OSCAR.

Students can obtain basic information about the library by visiting www.scu.edu/library, or by using the many helpful printed publications and guides that are available in the library. Library staff can also provide information, answer questions, and assist students in locating and using resources. For more in-depth research advising, individual students or project teams can make advance appointments with a librarian. Instruction in finding, using, and evaluating library and information resources is also incorporated into a number of regularly scheduled classes. In addition, the library provides training on popular computer software programs for students and other members of the University community. To obtain information on current training offerings and to register for classes, students should access the training website at www.scu.edu/training.

During the academic year, the library is open seven days a week, for a total of 116 hours. Most books may be checked out to undergraduates for 21 days and to graduate students for 42 days. Course reserve materials are often made available electronically through ERes. Circulation periods for printed reserve materials are limited to two hours, one day (24 hours), three days, or seven days. A student's current University ID (ACCESS card) serves as a library card and must be presented to borrow materials.

LEAVEY CENTER

The Leavey Center is a popular multiuse facility that features a 5,000-seat arena. The Leavey Center is named after the founder of Farmers Insurance, the late Thomas E. Leavey, who graduated from Santa Clara University in 1922. The center is the home to the SCU Broncos men's and women's basketball and women's volleyball teams.

LOYOLA HALL

Loyola Hall is across from the central campus at the intersection of the Alameda and El Camino Real. It houses the School of Education and Counseling Psychology, Office of Marketing and Communications, Development Office, Affirmative Action Office and Human Resources. It has its own parking lot that can be used by students and faculty.

LUCAS HALL

Santa Clara University's Lucas Hall facility offers its Leavey School of Business students firsthand experience with leading-edge, 21st-century technology.

The three-story, 86,000 square-foot building, named after Silicon Valley venture capitalist Donald L. Lucas, opened in September 2008, and is two and a half times the size of the former business school hub. Lucas Hall contains 12 classrooms, six executive-style conference rooms and 16 team project rooms. All are wirelessly connected and most are high-definition, teleconferencing-ready. This Cisco-based networking and telecommunications infrastructure makes enterprise-class technology available to students, faculty, and staff.

The high-definition video and voice technology has made SCU's business school headquarters one of the most technologically advanced in the world. It enables professors to bring top national and global business leaders into the classroom through crisp, vivid virtual connections and facilitates collaboration with other universities worldwide.

Reflecting Santa Clara University's commitment to green and sustainable building, Lucas Hall was built using national Leadership in Energy and Environmental Design (LEED) guidelines to reduce energy consumption, and features dozens of energy-efficiency measures.

O'CONNOR HALL

O'Connor Hall was the gift of Mr. and Mrs. Myles P. O'Connor. Originally holding classes on the first floor with dormitories on the second and third, and the bookstore and recreational facilities of the Associated Students in the basement. Today, O'Connor hall holds classes and houses several departments: Mathematics and Computer Science, Anthropology and Sociology.

PAT MALLEY FITNESS AND RECREATION CENTER

The Pat Malley Fitness and Recreation Center provides a gathering place for campus fitness enthusiasts of all levels and interests. The 44,000-square-foot Malley Center includes a 9,500-square-foot weight room equipped with state-of-the-art cardiovascular machines, free weights, and weight machines. There are three courts for basketball, volleyball, and badminton. Additional space includes a multipurpose room for aerobic and martial art classes, locker/shower rooms with dry heat sauna, Campus Recreation offices, and the Wellness Program office. In October 2008, the new Sullivan Aquatic Center for lap swimming and water polo opened to the SCU community. A valid ACCESS card or VIP card is required for use of all recreational facilities. Facility hours and campus recreation program information are available at the Malley Center service desk, 408-554-4068.

LOCATELLI STUDENT ACTIVITY CENTER

Named after the late Fr. Paul L. Locatelli, S.J., former president of the university, the center has offices for several student organizations, meeting rooms, additional indoor and outdoor spaces, and a multi-purpose room for large events.

LOUIS B. MAYER THEATRE

The 500-seat Louis B. Mayer Theatre is designed to provide the traditional proscenium stage common to most theatres, as well as an orchestra pit and thrust elevators that can be raised or lowered electrically. In a remarkably simple procedure, a wall is moved, a few seats are relocated, and the main theatre is reoriented to a new dramatic form that extends the stage into the auditorium so that the audience surrounds the action on three sides.

The Mayer Theatre also has a special floor constructed for dance, as well as a large movie screen and film projector.

The Fess Parker Studio Theatre, housed within the Mayer Theatre complex, has no fixed stage or seating. Its black-box design, complete with movable catwalks, provides superb flexibility in an experimental setting.

MEDIA SERVICES

Media Services, which is located in the Learning Commons, Technology Center and Library, facilitates the application of media technology and non-print media resources to support and enhance teaching, learning, scholarship, and administrative services, as well as other campus activities and events.

Media Services offers a broad range of audio, video, and computer services. The office can provide instructional technology such as audiovisual or computer projection equipment to the classroom, create PowerPoint slides, or loan digital cameras (both still and video) for a class project. All faculty, students, and staff have access to equipment and services for class use, class-related projects, and co-curricular use.

Web publishing at Santa Clara University is supported by the following: Office of Marketing and Communications; Information Services; Information Technology; Media Services; the University Webmaster; and web applications.

MISSION SANTA CLARA

The handsomely rebuilt Mission Santa Clara, the sixth mission structure to be constructed under the Santa Clara name, recaptures the appearance of the 1825 church and marks the historic heart of the university. The fifth mission church burned down in 1926, although some of the art and artifacts were preserved. Adjacent to the beautiful Mission Gardens, the church holds regular liturgical and sacramental services and provides an open place for quiet reflection and prayer.

BUCK SHAW STADIUM

Originally built in 1962 for Santa Clara's varsity football and baseball programs, the 6,400-seat stadium is home to the men's and women's soccer programs. The surrounding fields are used as practice facilities for the soccer programs. The stadium regularly hosts NCAA postseason events and was the site of the 1996 NCAA women's soccer championships.

STEPHEN SCHOTT BASEBALL STADIUM

The Schott Stadium is the newest addition to Santa Clara University's athletic facilities. It is named after Stephen Schott, former co-owner of the Oakland A's and founder of Citation Homes. Schott, who played baseball for the University as a student, graduated in 1960.

Home to the Santa Clara baseball team, the stadium has a seating capacity of 1,500.

7

Student Conduct Code

STATEMENT OF RESPONSIBILITIES AND STANDARDS OF CONDUCT

Responsibilities

For the most current information on the student conduct code and all policies and procedures regarding the student judicial system, please refer to the Office of Student Life website at www.scu.edu/studentlife/osl.

A goal of Santa Clara University is to provide students with a general education so that they will acquire knowledge, skill, and wisdom to deal with and contribute to contemporary society in constructive ways. As an institution of higher education rooted in the Jesuit tradition, the university is committed to creating and sustaining an environment that facilitates not only academic development, but also the personal and spiritual development of its members.

This commitment of the university encourages the greatest possible degree of freedom for individual choice and expression with the expectation that -individual members of the community will:

- Be honest.
- Demonstrate respect for oneself.
- Demonstrate respect for others.
- Demonstrate respect for the law and university standards, policies, and procedures, their administration, and the process for changing them.

In keeping with this commitment, this Statement of Responsibilities and Standards of Conduct and related policies and procedures have been formulated to guarantee each student's freedom to learn and to protect the fundamental rights of others. The university administration has established standards, policies, and procedures that are necessary to achieve its objectives as a Catholic, Jesuit university. These standards, policies, and procedures are inclusive of the laws of the nation, the state of California, and the local community.

All members of the Santa Clara University community are expected to conduct themselves in a manner that is consistent with the goals of the institution and demonstrate respect for self, others, and their property. Students living off campus are members of this community and, as such, are representatives of the university to the community at large. In this regard, students living off campus maintain an equal measure of accountability to the values and expectations of all members of this community as identified in the Student Conduct Code.

Whether living in or traversing through the neighborhood, or parking in the street, students are expected to adhere to the same high standards of conduct and behavior that are consistent with the students' developing role as responsible and accountable citizens and reflect well upon the Santa Clara University community.

STUDENT CONDUCT CODE

All members of the university community have a strong responsibility to protect and maintain an academic

climate in which the fundamental freedom to learn can be enjoyed by all and where the rights and well-being of all members of the community are protected. To this end, certain basic regulations and policies have been developed to govern the conduct of all students as members of the university community.

The university reserves the right to review student conduct that occurs on and off campus when such behavior is inconsistent with these expectations and the Student Conduct Code. In addition, students are responsible for the actions of their guests and will be held accountable for any violations of university standards, policies, and procedures by a guest. Students should accompany their guests while on campus. If necessary, the university reserves the right to limit the guest privileges of a student.

The following acts may subject students to disciplinary action:

1. Engaging in any form of academic dishonesty, such as plagiarism (representing the work or ideas of others as one's own without giving proper acknowledgment), cheating (e.g., copying the work of another person, falsifying laboratory data, sabotaging the work of others), and other acts generally understood to be dishonest by faculty or students in an academic context.
2. Illegal use, possession, or distribution of drugs. The use or possession of equipment, products, or material that is used or intended for use in manufacturing, growing, using, or distribution of any drug or controlled substance.
3. Falsification or misuse, including non-authentic, altered, or fraudulent misuse, of university records, permits, documents, communication equipment, or identification cards and government-issued documents.
4. Knowingly furnishing false or incomplete information to the university, a university official, or judicial hearing board in response to an authorized request.
5. Disorderly, lewd, indecent, or obscene conduct; excessive or prolonged noise; behavior that interferes with the orderly functioning of the university, or interferes with an individual's pursuit of an education on university-owned or controlled property or during an authorized university class, field trip, seminar, competition or other meeting, or university-related activity.
6. Detention, physical abuse, or conduct that threatens imminent bodily harm or endangers the physical well-being of any person, including harm to self.
7. Nonconsensual physical contact of a sexual nature such as sexual misconduct, sexual assault, and rape.
8. Destruction, damage, or misuse of university property or the property of any other person or group.
9. Theft or conversion of university property or the property of any other person or group.
10. Hazing, harassing, threatening, degrading language or actions, including stalking, or any practice by a group or individual that degrades a student or employee, endangers health, jeopardizes personal safety, or interferes with an employee's duties or with a student's class attendance or a person's educational pursuits.
11. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities; or obstruction or disruption that interferes with the freedom of movement, both pedestrian and vehicular.
12. Possessing, concealing, storing, carrying, or using any real or simulated weapons (including toy guns). The definition of weapons includes, but is not limited to, firearms (including BB/pellet, Airsoft, and paintball guns—regardless of whether they are disassembled), knives [switchblade, double-edged, hunting-style (fixed-blade) of

any length, throwing, folding (pocket-style with a blade that locks into place), and knives of 2.5 inches in length or greater], explosives (including, though not limited to, fireworks and firecrackers), ammunition, dangerous chemicals, or any other dangerous weapons or instruments, or chemicals as defined by, though not limited to, California State Law except if expressly authorized by university policy or procedure.

13. Unauthorized entry into or use or defacement of university facilities, including residence halls and other buildings and grounds, including unauthorized entry into or presence in or on a university building; unauthorized erection or use on university property of any structures including specifically but not limited to tents, huts, gazebos, shelters, platforms, and public address systems; or unauthorized use of university property for dances, concerts, assemblies, meetings, sleeping, cooking, or eating if said activity interferes with the operation of the university or surrounding community.
14. Publication, posting, or distribution through the use of university resources (e.g., computer networks, telephone lines, e-mail services, Internet connections), or at authorized university activities of material that violates the law of libel, obscenity, postal regulations, the fair use of copyrighted materials, or any law or statute or university policy.
15. Failure to comply with a reasonable request or order of a university executive or other authorized official(s); refusal or failure to leave such premises because of conduct prescribed by this code when such conduct constitutes violations of this code or a danger to personal safety, property, or educational or other appropriate university activities on such premises; or refusal or failure to identify oneself when requested by a university official provided the official is identified and indicates legitimate reason for the request.
16. Possession, consumption, sale, or action under the influence of alcoholic beverages by persons under the age of 21; furnishing alcoholic beverages to persons under the age of 21; consumption of alcoholic beverages in a public place (all areas other than individual residences, private offices, and scheduled private functions); excessive and inappropriate use of alcoholic beverages.
17. Misconduct in which a student is detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws that materially or adversely affect the individual's suitability as a member of the Santa Clara University community.
18. Tampering with, removing, damaging, or destroying fire extinguishers, fire alarm boxes, smoke or heat detectors, emergency call boxes, and other safety equipment anywhere on university property; creating a fire, safety, or health hazard; or failure to respond to fire alarms, evacuate buildings during alarm activation, or respond to the directions of emergency personnel.
19. Any behavior that disrupts or causes disruption of computer services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks; or uses data, computer systems, or networks to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property, or data.

Students who are alleged to have violated the Student Conduct Code may be subject to disciplinary action and, if applicable, may also be subject to criminal prosecution.

JUDICIAL RECORDS POLICY

The Office of Student Life maintains a hard copy file and a digital record of a student's judicial history. Judicial records are educational records, and are thereby subject to the Family Educational Rights and Privacy Act (FERPA)

and the university's Student Records Policy.

The judicial record is confidential and is only shared internally with university officials in instances when the student grants permission to release the record, or there is what FERPA defines "an educational need to know" basis for the request. The judicial record is maintained throughout the student's enrollment and thereafter as indicated below. A student's judicial record will only be released from the hard copy file to a person or party external to the university if the student has granted permission, where the disclosure of the record is permissible under the provisions of FERPA, or where the university is required to do so by law. The digital copy of the judicial record will only be released to an external person or party where the university is required to do so by law.

RETENTION OF HARD COPY OF JUDICIAL RECORDS

1. The hard copy file of a student's entire judicial history is kept for a minimum of one (1) academic year beyond the academic year in which the date of the last violation of the Student Conduct Code occurred. When a student commits a violation of academic integrity, the hard copy file is retained for the remainder of a student's academic career.
2. The files of any student who has received one or more of the following sanctions will be maintained for three (3) academic years beyond the academic year in which the student's tenure in his/her current degree program at the university has ended:
 - A. Removal from university housing.
 - B. Disciplinary probation.
 - C. Deferred suspension.
 - D. Suspension.
3. The judicial files of a student who has been expelled will be maintained for seven (7) years beyond the academic year in which the student's tenure at the university has ended.

The university reserves the right to change this policy at any time at its sole discretion.

8

University Policies

STUDENT FREEDOM OF EXPRESSION

Freedom of expression at Santa Clara University implies the right of students to present ideas in the spirit of developing knowledge and pursuing truth. Examples of freedom of expression are debates, speeches, symposia, public posting of signs and handbills, petitioning, dissemination of printed matter, and the invitation of guest speakers to address the university community. The exercise of freedom of expression implies the freedom to associate with other members of the university community, to form registered student organizations, and to participate in activities sponsored by those organizations. The university shall not, without due cause, impair or abridge the right of exercise of freedom of expression beyond the regulation of time, place, and manner of that expression.

Copies of the full text of the Santa Clara University Student Freedom of Expression Policy are available in the Office of Student Life, Benson Center, Room 205.

LIABILITY AND PROPERTY INSURANCE

Except by expressed arrangement with the university, the university's insurance does not cover students' liability or students' personal property. Students may wish to seek the services of their personal insurance agent to arrange for such coverage.

POLICY ON DISCRIMINATORY AND SEXUAL HARASSMENT

In June 1995, the Board of Trustees approved a university-wide policy governing discrimination and sexual harassment that applied to all constituencies: students, faculty, and staff. This policy is still in effect as it pertains to faculty and students. The appeals process in that policy was rendered obsolete in October 1998 with the adoption of the new policy manual for staff. The proposed policy below reflects the new appeals process recommended by the Staff Affairs University Policy Committee (SAC). Other changes to the policy, as it pertains to staff, reflect clarifications arising out of recent case law, etc. While the university policy is in proposed status pending review by the appropriate faculty and student policy committees, it is in effect as it pertains to staff employment. In the event of a complaint involving a staff member and either a faculty or student respondent, the respective faculty or student process from the 1995 policy will be followed. Should the faculty or student review committees recommend changes to the university policy that would affect staff also, they will be reported to the SAC for consideration, review, and action.

I. PREVENTION OF UNLAWFUL HARASSMENT AND DISCRIMINATION STATEMENT

Santa Clara University is dedicated to:

- An uncompromising standard of academic excellence and an unwavering commitment to academic freedom, freedom of inquiry, and freedom of expression in the search for truth.
- Being a community enriched by men and women of diverse backgrounds, respectful of difference and enlivened by open dialogue, caring and just toward others, and committed to broad participation in achieving the

common good.

Unlawful harassment and discrimination subverts these university ideals. Any behavior constituting unlawful harassment or discrimination toward any individual in the course of any university-administered program, job, or activity is prohibited. The university does not tolerate unlawful harassment or discrimination and will take prompt and effective corrective action including, where appropriate, disciplinary action up to and including dismissal or expulsion. The university's policy applies to university staff, students, and faculty, and all other individuals engaged with university activities.

Nonharassment

Harassment includes verbal, physical, and visual forms of harassment, and conduct related to sexual favors, based upon a person's protected status, including race, color, national origin, ancestry, gender, sexual orientation, age, religious creed, physical and mental disability, medical condition, marital status, citizenship status, or other status protected by law.

Verbal harassment includes conduct such as epithets, insults, and derogatory comments. Physical harassment includes conduct such as assault, impeding or blocking movement, or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons, or drawings. Conduct related to sexual favors includes unwanted sexual advances that condition an employment or other university benefit upon an exchange of sexual favors.

Sexual Harassment Warrants Special Attention

Whether committed by faculty, students, supervisors, or nonsupervisory staff, sexual harassment in the workplace and in the educational environment is prohibited. This includes, but is not limited to, unwelcome acts or statements including sexual advances, touching, propositions, continual verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and/or the display in the workplace or educational environment of sexual objects or pictures; or other physical, verbal, or visual conduct based on gender when (1) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive, or abusive environment; (2) submission to the conduct is an explicit or implicit term or condition of employment; and/or (3) submission to or rejection of the conduct is used as the basis for an employment or academic decision.

University officials are empowered and required to address harassing behavior promptly and thoroughly. An individual with a complaint may always directly contact the department head or supervisor; if the problem concerns the department head or supervisor, the individual may contact a next-level supervisor. In addition, the individual may always contact the university's director of diversity.

An individual's filing or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse university decisions concerning the individual's student, faculty, or staff position or status. Retaliation is forbidden.

Nondiscrimination

Decisions regarding conditions of employment including recruitment, hiring, placement, transfer, promotion and termination, and recruitment, retention, and participation in programs by students will not be based on race, color, national origin, ancestry, gender, sexual orientation, age, religious creed, physical and mental disability, medical condition, marital status, citizenship status, or other status protected by law. The university will offer reasonable

accommodation to qualified individuals with disabilities to the extent provided by law.

Except to the extent permitted by law, these factors also will not affect the manner in which the university administers personnel policies, programs, and activities such as compensation, promotions, terminations, benefits, training, and recreational programs; nor will they affect the manner in which the university administers student-related policies, programs, and activities such as admissions and extracurricular and recreational programs or activities.

II . PROCEDURE

General

Any faculty, staff, students, or others who believe they have been subjected to unlawful harassment or discrimination in the course of a university-administered program, job, or activity should provide as soon as possible a written or oral complaint to their department head or supervisor, other higher-level university officer, or the Affirmative Action Office.

The person making a complaint (the complainant) should ordinarily include details of the incident(s), name of the person alleged to have engaged in the conduct (the respondent), and the names of any witnesses.

In addition, apart from complaints of unlawful harassment or discrimination, an individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination.

University supervisors and managers, including academic personnel with managerial authority on behalf of the university, have a duty to report any conduct that they believe may constitute unlawful harassment or discrimination to the director of diversity and, at their option, to their next-level supervisor.

Informal Resolution

An informal resolution of the complaint may always be pursued as a first step without regard to whether the complaint is determined by the university to be one of unlawful harassment or discrimination. The director of diversity will be available to meet with the parties separately and seek to find a resolution that is mutually acceptable to both parties.

The resolution may be one or more of the following, or other appropriate prompt and effective corrective action: the respondent's reading or listening to a statement made by the complainant; apologizing to the complainant; ending a practice that is harassing or otherwise unacceptable to the complainant; participating in educational programs aimed at correcting behaviors that are harassing to the complainant, etc. The director of diversity will document and maintain records of the agreement and resolution of the issue(s) in the Affirmative Action Office. Every effort should be made to resolve complaints informally, promptly, and within 30 days of receipt of the complaint.

If a mutually acceptable informal resolution is not reached within 30 days, or otherwise in a manner necessary to promptly and effectively correct unlawful harassment or discrimination, the director of diversity may recommend that the informal resolution stage of the procedure conclude.

Formal Resolution

If the informal resolution stage ends without a satisfactory conclusion, the director of diversity or his/her designee may conduct a formal investigation or take other action necessary to effect prompt and effective corrective action. In appropriate circumstances, the president or other appropriate university officer may designate an alternative

investigator acting on behalf of the university.

The university investigation of the complaint will be timely and thorough. When the investigation is completed, the director of diversity or his/her designee will make a timely report of the matter, with evidentiary findings, to the appropriate university officer, who will determine the appropriate resolution, including prompt and effective corrective action, if any. In the case of a respondent student, the appropriate university officer is the assistant dean of students. In the case of a respondent staff member, the appropriate university officer is the assistant vice president for human resources. In the case of a respondent faculty member, the appropriate university officer is the provost.

The individuals involved will be informed of the action taken by the university at the conclusion of the formal stage to the extent appropriate considering the privacy of the individuals involved.

Appeal Procedure

In the event of dissatisfaction with the result of the formal procedure, a staff member, student, or faculty member who is a complainant or respondent may appeal the decision. In the event he or she believes the result of the formal resolution was unfair or inappropriate under university policy, a written appeal must be submitted to the cognizant officer within 14 working days after being informed of the decision. The vice provost for student affairs is the cognizant officer for student appeals, the vice president for administration and finance for staff appeals, and the provost for faculty appeals. If the vice provost or vice president for administration and finance is the respondent, the appeal is to the president. If the president is the respondent, the officer is the chair of the Board of Trustees.

If the respondent is a faculty member, the matter will be referred to the Faculty Affairs Board. The Faculty Affairs Board will follow the procedures in the Faculty Handbook, except that if the complainant is a staff member, two of the five members of the hearing committee must be staff members.

If the respondent is a staff member, the matter may be referred to neutral arbitration. The staff member and the university will choose any arbitrator by mutual agreement. The arbitrator shall be a qualified professional labor/employment arbitrator. If the parties are unable to agree on the identity of the arbitrator, the staff member shall request a panel of names from JAMS/Endispute of Santa Clara County. The arbitrator shall be chosen from the panel of names by alternate striking of names, beginning with the staff member, until one is left, who shall serve as arbitrator. The university shall be responsible for the professional fees of the arbitrator, unless the staff member objects, in which case the university and the staff member shall each be responsible for 50 percent of the professional fees of the arbitrator. The arbitrator will be authorized to award appropriate remedy under law as to the specific issues submitted; however, the arbitrator shall have no power to add to, subtract from, change, alter, or ignore the provisions of the Staff Policy Manual or any other university policy. The arbitrator's decision will not be binding unless the staff member and the university mutually choose to execute a written stipulation designating that the arbitrator's decision is final and binding.

If the respondent is a student, the matter may be referred to the University Board of Appeals. The University Board of Appeals will follow the guidelines for appellate hearings in the Undergraduate Student Handbook.

Confidentiality

All aspects of these procedures are confidential. University personnel may not confirm, deny, or acknowledge to any third parties that any complaint has been filed by a complainant except where required or permitted by law, or otherwise authorized by the university.

Nonretaliation

Any form of retaliation against an individual by any member of the university community is prohibited.

If at any point the University determines that the alleged conduct of the respondent is likely to recur and to cause others severe harm, the university may take reasonable steps to prevent such result prior to the conclusion of the procedures set forth above.

III . RESPONSIBILITY

To achieve the goals of the university policies, each member of the university community must understand and accept responsibility both for fulfilling the ideals of the Statement of Purpose and for honoring the guiding principles. Vice presidents within their areas, together with deans, program chairs, directors, managers, and supervisors, are responsible for promoting progress on the ideal of building a diverse, nondiscriminatory community and initiating creative actions to increase diversity. Academic deans (for faculty), the dean of student life (for students), and the assistant vice president for human resources (for staff) are responsible for monitoring implementation of this policy; the director of diversity is responsible for inquiries regarding federal and state laws, as well as for filing reports required by federal and state law.

IV . RESOURCES

Within the University

The director of diversity is in Loyola Hall and the phone number is 408-554-4113. Contact the Office of Affirmative Action Office if you have questions or would like more information about this policy.

Outside the University

Members of the university may file a discrimination or sexual harassment complaint within the time required by law with the federal Equal Employment Opportunity Commission, the federal Office of Civil Rights, or the California Department of Fair Employment and Housing.

DRUG-FREE POLICIES

It is the goal of Santa Clara University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Santa Clara University campus, in the workplace, or as part of any of the university's activities. This includes the unlawful use of controlled substances or alcohol in the workplace even if it does not result in impaired job performance or in unacceptable conduct.

The unlawful presence of any controlled substance or alcohol in the workplace and campus itself is prohibited. The workplace and campus are presumed to include all Santa Clara premises where the activities of the university are conducted.

Violations will result in disciplinary action up to and including termination of employment for faculty and staff or expulsion of students. A disciplinary action may also include the completion of an appropriate rehabilitation program. Violations may also be referred to the appropriate authorities for prosecution.

The program information is distributed on an annual basis to all faculty, staff, and students. New staff employees are given a copy in New Employee Orientation. New faculty employees are given a copy at New Faculty Orientation. The program is reviewed at least biennially by the Office of Student Life, Affirmative Action Office, and the Department of Human Resources. Contact the Office of Student Life for a complete copy of the program.

SEXUAL ASSAULT AND MISCONDUCT REPORTING PROTOCOL

Purpose Statement

Santa Clara University seeks to provide a consistent, caring, and timely response when sexual assaults occur within the university community. The university prohibits any nonconsensual physical contact of a sexual nature, including sexual assault and sexual misconduct. Sexual assault or misconduct can occur between people of different genders or of the same gender. (For definitions of sexual assault and sexual misconduct, see “Definitions” at the end of this document.)

The following procedures were created to:

- Facilitate the recovery of a sexual assault victim/complainant by providing prompt and compassionate support services
- Create a campus environment that both expedites and encourages the prompt reporting of sexual assaults or misconduct against students
- Facilitate the apprehension of assailants when such assaults are committed and/or process cases through the campus judicial system
- Establish and cultivate a climate of community involvement in sexual assault or misconduct prevention
- Increase the safety of the campus community
- Ensure accurate reporting of crime statistics

Students are encouraged to report all instances of sexual assault or misconduct. Victims/complainants who have engaged in alcohol or other drug use at the time of the assault will not be subject to disciplinary action for such use. Every effort will be made to ensure that students are informed of rights and resources, including options for reporting through the university or the appropriate police department.

Campus Sexual Assault Victims’ Bill of Rights

In compliance with the Campus Sexual Assault Victims’ Bill of Rights, sexual assault and misconduct victims/complainants have the right to be informed:

About notifying appropriate law enforcement authorities with the assistance of university personnel if requested;

About existing on and off campus counseling, mental health, or other services;

That the university will change academic and living situations after an alleged report if those changes are requested by the victim/complainant and are reasonably available;

That the victim/complainant and the accused are entitled to the same opportunities to have others present during a university disciplinary proceeding; and

About the outcome of the university disciplinary proceeding.

The rights specified in items 1 through 3 are applicable to any victim/complainant regardless of whether the accused

is a student at Santa Clara University.

Sexual Assault Reporting Protocol for Student Victims

If you are the victim of an assault, your personal safety is most important. You are encouraged to go to a safe place if you are somewhere you do not feel comfortable. If you are comfortable, share what has occurred with someone you trust. Sharing as much specific information as you can remember with this individual may help in the event that you decide you want to report the assault to university officials and/or the police.

Preserve Evidence

Do what you can to preserve any evidence, even if you are not certain you want to file a report with the police department or the university. Preserving evidence now will give you the options should you decide to report later. It is best for any physical evidence to be collected within the first 24 hours.

If you can avoid it, do not wash your face or hands, bathe, brush your teeth, drink or eat, douche, or change clothes. If you must change your clothes, place each garment in a separate paper (not plastic) bag.

On and Off Campus Counseling Services

You are encouraged to seek out the support of family, friends, and/or a counselor.

We encourage you to make an appointment at Counseling and Psychological Services, located in Cowell Health Center, 408-554-4172. If you do not want to wait, you can request to see the on-call counselor for the day. Except in cases when students are under the age of 18, Counseling and Psychological Services are not required to report incidents of sexual assault or misconduct.

The YWCA Rape Crisis Hotline is available as a resource and support for you. The confidential hot line is open 24 hours a day/7 days a week and can be reached at 408-287-3000. You do not need to be in crisis in order to contact a counselor from the hot line. Counselors on the hot line are trained to help rape victims and offer support and information about legal, medical, and mental health resources. The hotline is also available to anyone providing support to a victim of sexual violence.

Physical Health

You are the victim of an assault and should be examined by a doctor as soon as possible for injuries you may not be able to see. You might also want to preserve evidence this way. Under certain circumstances, medical health care providers are required to report crimes such as sexual assault to the police.

If you are interested in an evidence exam, go to Santa Clara Valley Medical Center located at 751 S. Bascom Avenue in San Jose, CA. This is the forensic medical facility in the area. They are a specially trained nursing facility. If you want to have an evidence exam conducted, go to the emergency room and tell them you have been sexually assaulted. If you would like, Campus Safety Services can arrange at no cost for transportation to Santa Clara Valley Medical Center. Campus Safety Services can be contacted at 408-554-4441.

You can have a medical-only (non-evidence) exam to treat cuts, infections, and internal injuries. It is important to know that you will lose the opportunity to collect evidence at this time. Before making this decision, consider talking to a rape crisis counselor through the YWCA Rape Crisis Hotline at 408-287-3000.

Cowell Health Center provides pregnancy, STD testing, or baseline HIV testing. Cowell Health Center does not prescribe emergency contraception and does not collect evidence.

Campus Advocate and Academic and Living Accommodations

The Office of Student Life, located in Benson Center, Room 205, or at 408-554-4583, can assist you by informing you of 1) your rights, 2) on and off campus resources, 3) reporting options, and 4) your options through the University Judicial System. The on campus resources include the Campus Advocate Program. A Campus Advocate is a trained staff or faculty member who is available to support you through the university reporting process. You can also choose to request assistance with academic and living accommodations. The person you meet with will also inform you about the law enforcement reporting process and your options regarding filing a criminal complaint. More detailed information about university and local resources are available through the Office of Student Life.

Reporting Options

If you decide to report, you will be asked to give a detailed account of what has occurred. This can be a difficult process and you are encouraged to bring a friend or advocate for support. YWCA advocates can support you with off-campus proceedings and Campus Advocates can assist you with on-campus proceedings.

Filing a Police Report

If you are interested in filing a police report, call 911 for immediate response, or call the police department in the city where the assault occurred. If the assault occurred in the city of Santa Clara, contact the Santa Clara Police Department, located at 601 El Camino Real or at 408-615-4700. An officer can meet you at your residence or somewhere else on campus such as at the Campus Safety Services office. Part of the investigation and with your permission, may include a medical exam at Santa Clara Valley Medical Center (see the previous “Physical Health” section for more details). You have a legal right to have a YWCA advocate present during your interviews and interactions with the police department. The YWCA is the recognized advocate provider for Santa Clara County.

Filing a report with the police does not necessarily mean prosecution will occur. If you do not want to call the police, you can call a friend to take you to a hospital or go to Cowell Health Center for referral.

Filing a University Report

You can begin the process for filing a report through any of the following departments:

Call Campus Safety Services at 408-554-4444 to file a report involving another student, even if the assault occurred off campus. Campus Safety can also connect you to the appropriate police department to file a report.

Call the Office of Student Life (408-554-4583) in Benson Center, Room 205 to schedule an appointment or report to the office to request a same day appointment. You may simply state that you want to meet with a Student Life staff member to discuss a “student welfare matter.” The Office of Student Life will introduce you to a Campus Advocate, if you agree to meet with one, who can support you through the campus reporting process, explain the resources available to you, including the University Judicial System, and if applicable, arrange for you to file a report with Campus Safety Services.

In addition to contacting the Office of Student Life or Campus Safety Services, if the assailant is a staff or faculty member, you can also report the incident to the Office of Affirmative Action, located in Loyola Hall or at 408-554-4178. Faculty/staff should report any assault committed by another member of the university community to the Office of Affirmative Action, not the Office of Student Life.

Understanding Who at the University is Mandated to Report Instances of Sexual Assault or Misconduct

The university seeks to provide accurate and timely information to the campus community related to public safety. Faculty and staff are encouraged to consult with the Office of Student Life about accessing campus resources to

support student victims.

In cooperation with the Santa Clara Police Department to provide for the safety and welfare of the community, the university notifies the Santa Clara Police Department of reports of sexual assault or misconduct. The Office of Student Life and/or Campus Safety Services will assist you with this process or will provide the report on your behalf. You may choose to either participate or not participate in a criminal investigation. If you choose not to participate, it is highly unlikely the police will file criminal charges.

Mandated Reporters

Faculty and staff who have significant responsibility for student and campus activities are required to inform Campus Safety Services of allegations of sexual assault or misconduct reported by students. When this happens, Campus Safety Services will notify the Office of Student Life. If preferred, faculty and staff can contact the Office of Student Life to assist with the process of notifying Campus Safety Services. University personnel who are mandated reporters include, though not limited to, Office of Student Life, Residence Life (including CFs and ARDs), Residence Ministers, Housing, Athletics and Recreation, Center for Student Leadership, Drahmann Center, Disability Resources, Career Center, Campus Ministry, and Campus Safety Services.

Licensed medical professionals, such as those in Cowell Health Center, are required by law to notify law enforcement if they have reason to believe or know that a patient has been sexually assaulted.

Supervisors of student employees are required to report to the Office of Affirmative Action allegations of sexual assault or misconduct that happened in the context of employment.

Not Mandated to Report

Unless there is a statutory duty to do so, university personnel who are not mandated reporters include pastoral (clergy) and professional counselors when acting in those roles, faculty who do not advise student groups, and clerical or support staff. Students who participate in 1 in 4 and Every Two Minutes, which are the peer sexual assault prevention and education programs, are not mandated reporters.

Anonymous Reporting for Statistical Purposes

Staff, faculty, and students who are not mandated reporters are encouraged to report instances of sexual assault or misconduct to the Office of Student Life. These reports can be made without identifying the victim. In such instances, the report of the incident will be included in the university's Annual Disclosure of Crime Statistics. Office of Student Life staff will provide to the reporting person resources and information about how to file a campus judicial report and police report should the victim decide to do so.

University Response to Sexual Assault and Sexual Misconduct

As authorized by the Board of Trustees and the university president, the vice provost for student life or designee will adjudicate a charge of sexual misconduct or assault under the Student Conduct Code, Section 7: Nonconsensual physical contact of a sexual nature such as sexual misconduct, sexual assault, and rape. The university's definitions of sexual assault and sexual misconduct are explained in this section and are the standards by which the university

holds its students accountable. The university reserves the right to review all student conduct that occurs on and off campus when such behavior is inconsistent with the Student Conduct Code.

Violations of the Student Conduct Code do not necessarily constitute violations of the law. A report of sexual assault or misconduct filed with the university is evaluated according to university standards through a university process and is separate from a criminal investigation. Any sanction within the full range of disciplinary action, including expulsion, may be imposed upon a student who is found responsible for committing sexual assault or misconduct.

Disciplinary sanctions for findings of sexual misconduct or assault will be imposed regardless of whether the nonconsensual sexual activity was preceded or followed by consensual sexual activity.

The use of alcohol or other drugs can blur the distinction between consensual and nonconsensual sexual activity. If the accused person knew or reasonably should have known that the victim was incapable of providing consent due to the use alcohol or another drug, the accused person is in violation. The accused person's use of alcohol or other drugs does not diminish his or her responsibility for committing the sexual misbehavior.

Definitions

Consent means mutually understandable words or actions that demonstrate a voluntary agreement to engage in mutually agreed-upon sexual activity. Consent must be informed, active, and freely given. Consent is invalidated when it is forced, coerced, or nullified by a person's incapacitation, including being under the influence of alcohol or other drug. Non-action as a response does not constitute active or affirmative consent.

In reviewing a report of sexual misconduct or assault, consent is a critical factor in determining whether there is a violation of Section 7 of the Student Conduct Code. It is the responsibility of individuals to engage only in mutually agreed upon sexual activity and it is the responsibility of the person initiating sexual activity to obtain consent.

Act referenced in the terms below, includes but is not limited to sexual intercourse, sodomy or sexual penetration with an inanimate object, the touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or compelling a person to touch his or her own, or another person's intimate parts without consent.

Coercion means compelling another person to do something through emotional or physical pressure, threats, or other forms of intimidation. Real or perceived power differentials between individuals also may create an atmosphere of coercion that can significantly impair the ability to consent.

Sexual assault occurs when the act is intentional and is committed by a) physical force, violence, threat, or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of drugs or alcohol; or d) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Sexual misconduct occurs when the act is committed without intent to harm another and where, by failing to

correctly assess the circumstances, a person believes unreasonably that consent was given without having met his/her responsibility to obtain consent. Situations involving physical force, violence, threat or intimidation fall under the definition of sexual assault, not sexual misconduct, and will be treated as such. Sexual misconduct or assault can occur between people of different genders or of the same gender. In some cases, consensual sexual activity occurs before an assault or after an assault.

COMPUTING RESOURCES POLICIES

General guidelines for use of computing and communication facilities on campus are based on principles of etiquette, fairness, and legality. In making use of these resources, students should respect the rights of others to enjoy equal access to the facilities; refrain from malicious or annoying behavior; and observe state and national laws, including those related to intellectual property and copyright issues. More detailed information about policies related to use of computing and communication resources is available from Information Technology, or on the campus website: it.scu.edu/policies.

SMOKING POLICY

The purpose of the smoking policy is to promote and foster the health, comfort, and safety of all members of the Santa Clara University community.

Santa Clara University, in compliance with the City of Santa Clara Ordinance No. 1654, has adopted a nonsmoking policy. Smoking is prohibited at all times in all university facilities that house offices, work areas, classrooms, or residence rooms. Members of the community who choose to smoke must maintain a distance of 25 feet from any building opening.

POLICY FOR WITHDRAWAL FOR HEALTH REASONS/EMERGENCIES

Students may experience an illness, injury, or psychological condition, herein referred to as a health condition, which significantly impairs their ability to function successfully or safely in their roles as students. In these instances, time away from the university for treatment and recovery can restore functioning to a level that will enable them to return to the university.

The purpose of this policy is to set forth the procedures for student withdrawals from the university for reasons of health and/or safety. The university has designated four categories relating to enrollment status. They differ according to who initiates the action, whether it is voluntary or not, and the re-enrollment procedures.

Students who withdraw under this policy are strongly encouraged to either purchase or continue purchasing the tuition insurance plan. See the end of this policy for more details about this plan.

The Vice Provost for Student Life or designee, in consultation with the appropriate mental and medical health professionals, Office of the Dean and other staff as deemed necessary, is responsible for the implementation of this policy.

HEALTH WITHDRAWAL CATEGORIES

A. Health Withdrawal And Reenrollment

A student who has a health condition that temporarily precludes continued enrollment, other than the conditions described in items B, C, and D, can choose to withdraw from the university. The process of withdrawing for health reasons is the same as that of withdrawing for any other personal reason with the intention of returning to the university. The student is responsible for using standard procedures and for notifying the university in writing when withdrawing and re-enrolling in the University. A student who drops all of his/her courses is not withdrawn from the university. During an academic quarter, a student who takes a health withdrawal, as defined in this section, is subject to the university Tuition Refund Policy.

B. Conditional Health Withdrawal And Reenrollment

If the student's health condition substantially threatens the welfare of self or others or the student's behavior significantly disrupts the integrity of the university's learning environment, the university may recommend professional evaluation and treatment, withdrawal from on-campus housing, and/or withdrawal from the university. Conditions for re-enrolling in the university are established and documented at the time of the withdrawal. If the student does not agree to the recommendation, the university reserves the right to implement such action without the consent of the student (See Involuntary Conditional Health Withdrawal).

A Conditional Health Withdrawal may apply to:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others is here defined to include, but not limited to, any danger of suicide, self mutilation, accident, or assault which necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his/her safety and the safety of those around him/her.
2. Students whose behavior is severely disruptive to others. Disruptive is here defined to include, but not limited to, behavior that causes emotional, psychological, or physical distress to students, faculty, or staff above that normally experienced in daily life and/or impacts the integrity of the university's learning environment. Such disruption may be in the form of a single behavioral incident or somewhat less severe but persistent disruption over an extended period.
3. Students (a) who refuse or are unable to cooperate with recommended assessment and/or treatment and/or (b) whose behavior or physical condition suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without such assessment and/or treatment. When standard assessment is impossible because of the student's resistance, indirect behavioral observations may constitute the basis for such judgment.

Advantages of Taking a Conditional Health Withdrawal:

1. The time away from the university will allow the student to focus on his/her health condition without the additional responsibilities associated with being a student.
2. The student can seek the most appropriate professional treatment and resources without the constraints imposed by remaining enrolled at the university.

3. The student may be granted grades of W (withdrawn) in all enrolled classes, even if the normal deadline for a W has passed.
4. The student may be eligible for a tuition refund for the quarter less any applicable financial aid. If the student lives on campus, the student may be eligible for a room and board refund based upon the date s/he officially checks out of the on-campus residence in accordance with Residence Life and Housing procedures. See “Tuition Refund” at the end of this policy for more details.

RE-ENROLLMENT PROCEDURES

When the student is ready to be considered for re-enrollment, the student should contact the Vice Provost for Student Life or designee according to the written conditions for re-enrollment and provide appropriate documentation of sustained behavioral change, and satisfactory resolution of the initial condition that gave rise to the withdrawal, including compliance with the conditions of re-enrollment. The student must be assessed by an appropriate professional: a licensed psychologist or psychiatrist if evaluating mental health concerns or a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern. The off-campus health care professional will be asked to provide a written evaluation of the student’s current health status, the nature of the treatment, and provide recommendations regarding: a) the student’s readiness to return to the academic and co-curricular demands of university life; b) the student’s readiness to live in the on-campus residential community; c) ongoing treatment, academic accommodations or testing needs; and d) any conditions or restrictions that the university should impose.

The Vice Provost for Student Life or designee may consult with the Director of Health and Counseling Services, Office of the Dean and any other appropriate university departments. The Vice Provost for Student Life or designee will either initiate the re-enrollment process or deny the student’s request and specify when the next request for re-enrollment will be considered, as well as the conditions that must be met for re-enrollment.

Once approved for re-enrollment by the Vice Provost for Student Life or designee, a student may re-enroll without further permission if the student was in good academic standing prior to leaving the university, does not have any outstanding financial obligations with the university, is returning to the same college or school, and is returning within five years of the date of the withdrawal. Students who do not meet these conditions must seek permission to re-enroll from the Dean of Academic Support Services.

C. Involuntary Health Withdrawal And Re-enrollment:

This policy is meant to be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary withdrawal, and such a withdrawal may be necessary to protect the safety of that student and/or others, or the integrity of the university’s learning environment. If a student does not agree to comply with the university’s recommendation to withdraw voluntarily,

1. The Vice Provost for Student Life or designee will
 - o Consult, as may be appropriate and feasible, with representatives from the Office of Student Life, Counseling and Psychological Services and Cowell Health Center, Residence Life, the Drahmman Advising Center, Office of the Dean, the student’s professors, and other individuals or departments.

- o Seek, if appropriate and feasible, the cooperation and involvement of parents or guardians of the student. The decision to notify a student's family members will be weighed carefully against the student's privacy rights. The student's parents or guardians may be contacted without the expressed consent of the student if it is perceived necessary to protect the welfare of the student or other individuals.
 - o Review, if feasible, with the student the reasons why an involuntary health withdrawal is being considered, provide an opportunity for the student to respond to the reasoning and assert his/her reasons as to why withdrawing is not necessary and/or appropriate.
2. In the event that the student is incapable of responding on his/her own behalf due to his/her condition or if the student is choosing not to respond to inquiries or directives of the university, the university reserves the right to withdraw the student without the voluntary consent of the student or the parent or guardian. The terms of the withdrawal may include denying the student permission to be on university-owned or -controlled property.
 3. The student will receive written notice of the final decision, including the conditions for re-enrollment, if the student is withdrawn.
 4. The student may be granted grades of W (withdrawn) in all enrolled classes, even if the normal deadline for a W has passed.
 5. The student may be eligible for a tuition refund for the academic term less any applicable financial aid. If the student lives in university housing, the student will be eligible for a room and board refund based upon the date s/he officially checks out of the on-campus residence in accordance with Residence Life and Housing procedures. See Tuition Refund at the end of this policy for more details.
 6. If the decision includes a requirement for the student to obtain off-campus health care as a condition of re-enrollment, the student must give signed consent for the off-campus health care professional and the Director of Health and Counseling to communicate about the nature of the problem that led to this action by the university, a complete description of the university's concerns, and the scope of the resources that the university offers. This communication should occur prior to the beginning of the student's treatment to ensure that there is clarity regarding the medical and/or psychological problems that need to be addressed.

Appeal Process

A student who is involuntarily withdrawn from the university may appeal this decision. If an appeal is denied, the decision is final and no further appeal is permitted. The student must submit the appeal and the reason(s) why the appeal should be granted within three business days of notice of the involuntary withdrawal. The student must submit the appeal and the reasons supporting the appeal to the Vice Provost for Student Life. In the event the Vice Provost for Student Life is the person who made the decision to involuntarily withdraw the student, the Provost or the Provost's designee will hear the appeal. On appeal, the decision will be upheld if there is sufficient evidence that the student's health condition substantially threatens the welfare of self or others, or the student's behavior significantly disrupts the integrity of the university's learning environment. The decision on the appeal will be communicated to the student within three business days of the day the appeal was submitted.

During the duration of the appeal process, the student will be placed on interim emergency health restriction (see item D below). If the student does not submit an appeal, the involuntary health withdrawal will be implemented at the conclusion of the three business day period to submit an appeal.

Re-Enrollment Procedure

A student who is involuntarily withdrawn from the university under this policy may be considered for re-enrollment by following the same procedures as above, under "Re-Enrollment Procedure."

D. Interim Emergency Health Restriction

If, for reasons pertaining to a health condition, a student's behavior poses an immediate and direct threat to self or others, or an immediate disruption to the integrity of the university's learning environment, the Vice Provost for Student Life or designee may suspend the student from the university or restrict the student's access to the university campus, university housing, services, and activities, as appropriate, for an interim period before a final determination of the matter. If the student is placed on interim emergency health restriction at the discretion of the Vice Provost for Student Life or designee, the student will not be permitted to attend classes, participate in class in any way, or be on university-owned or -controlled property.

This decision will be based upon a review of the available information that may include, if possible, speaking with the student regarding the matter. The Vice Provost for Student Life or designee may seek the cooperation and involvement of the student's parents or guardians. The decision to notify a student's family members will be weighed carefully against the student's privacy rights. The student or family member, if appropriate and feasible, will be notified of the interim emergency health restriction as well as the subsequent process in making a final determination regarding the student's enrollment status.

The interim emergency health restriction will remain in effect until a final decision has been made. The Vice Provost for Student Life or designee will review relevant available information related to the student's behavior and health, and provide, if possible, an opportunity for the student to meet with him/her. The standards for making the decision are whether the student's health condition substantially threatens the welfare of self or others or the student's behavior significantly disrupts the integrity of the university's learning environment. The Vice Provost for Student Life or designee will document the findings of the review process and the recommendations and will notify the student in writing accordingly. If the student is withdrawn, the student will be informed of the conditions that must be met for re-enrollment.

RE-ENROLLMENT PROCEDURE

A student who is withdrawn from the university under this policy after being placed on interim emergency health restriction may be considered for re-enrollment by following the same procedures as above, under Re-Enrollment Procedures.

TUITION REFUND

Students who are placed on conditional health withdrawal or involuntary health withdrawal are eligible to receive only one tuition refund under the Policy for Withdrawal for Health Reasons during their academic tenure at the university. Any student who receives a tuition refund under this policy must meet re-enrollment conditions before the student will be permitted to return to the university.

TUITION INSURANCE PLAN

The student is strongly encouraged to purchase the university's tuition refund insurance prior to the beginning of the quarter and to maintain the insurance through the remainder of his/her enrollment. Students are eligible to receive only one tuition refund under the Policy for Withdrawal for Health Reasons. This is applicable even in the event that the tuition insurance plan excludes coverage for a student's condition. The student is responsible for reviewing the terms and conditions of the insurance plan including those pertaining to coverage and exclusions.

NONDISCRIMINATION POLICY

Santa Clara University prohibits discrimination and harassment on the basis of race, color, religious creed, sex, gender, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics, or employment-related policies, programs, and activities or other university-administered policies, programs and activities.

Additionally, it is the university's policy that there shall be no discrimination or retaliation against employees or students who raise issues of discrimination or potential discrimination of who participate in the investigation of such issues. The university will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law.

Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the grievance procedures covering discrimination and harassment complaints should be directed to Affirmative Action Office, Loyola Hall, Second Floor, Santa Clara University, Santa Clara, CA 95053, 408-554-4178.

Accreditations and Selected Memberships

University Accreditation

Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges
985 Atlantic Avenue, Suite 100 Alameda, CA 94501 510-748-9001

Specialized Accreditations

ABET, Inc. (formerly Accreditation Board for Engineering and Technology)
 Association of American Law Schools
 Association of Theological Schools
 Association to Advance Collegiate Schools of Business-International
 Association to Advance Collegiate Schools of Business-Accounting
 American Association of Museums
 American Bar Association
 American Chemical Society
 California Commission on Teacher Credentialing
 California Board of Behavioral Sciences Accredited Marriage and Family Therapists
 State Bar of California

Selected Memberships

American Council of Learned Societies
 American Council on Education
 Association of Catholic Colleges and Universities
 Association of Governing Boards of Universities and Colleges
 Association of Independent California Colleges and Universities
 Association of Jesuit Colleges and Universities
 Campus Compact
 College Entrance Examination Board
 Council for Advancement and Support of Education
 Council of Graduate Schools in the United States
 Council for Higher Education Accreditation
 National Association of Independent Colleges and Universities

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**SANTA CLARA UNIVERSITY
CAMPUS MAP KEY**

Organization	Building Name and Number		Map Location
Academic Departments and Programs			
Accounting Dept	Lucas Hall		C3
Anthropology Dept	O'Connor Hall	111	B3
Applied Mathematics Dept	Bannan Hall	405	C5
Arabic, Islamic, and Middle Eastern Studies	Kenna Hall	204	B5
Art & Art History Dept	Fine Arts Bldg.	601	C8
Asian Studies Program	Arts & Sci. Bldg.	804	C4
Biology Dept	Alumni Science	208	B3
Biomedical Engineering	Bannan Engineering	404	C5
Biotechnology	Alumni Science	208	B3
Catholic Studies Program	Arts & Sci. Bldg	804	C4
Center for Innovation & Entrepreneurship	900 Lafayette St.		A3
Center for Nanostructures	Bannan Engineering	404	C5
Center for Professional Development	Loyola Hall		E10
Chemistry Dept	Daly Science	211	B3
Civil Engineering Dept	Bannan Engineering	404	C5
Civil Society Institute	Lucas Hall		C3
Classics Dept	741 Franklin St.	741	B2
Communication Dept	Arts & Sci. Bldg.	804	C4
Computer Engineering Dept	Bannan Engineering	404	C5
Counseling Psychology Dept	Loyola Hall		E10
Economics Dept	Lucas Hall		C3
Education Dept	Loyola Hall		E10
Electrical Engineering Dept	Bannan Engineering	404	C5
Engineering Management Dept	Bannan Engineering	404	C5
English Dept	St. Joseph's Hall	102	B5
Environmental Studies & Sciences Dept	874 Lafayette St.	874	A4
Ethnic Studies	St. Joseph's Hall	102	B5
Executive Development Center	Lucas Hall		C3
Finance Dept	Lucas Hall		C3
Food & Agribusiness Program	Lucas Hall		C3
Gerontology Program	Alumni Science	208	B3
Graduate Program in Pastoral Ministries	Kenna Hall		B5
History Dept	O'Connor Hall	111	B3
Individual Studies Program	O'Connor Hall	111	B3
Liberal Studies	743 Franklin St.	743A	B2
Management Dept	Lucas Hall		C3
Marketing Dept	Lucas Hall		C3
Mathematics & Computer Science	O'Connor Hall	111	B3
Mechanical Engineering Dept	Bannan Engineering	404	C5
Medieval/Renaissance Program	Fine Arts Bldg.	601	C8
Military Science Dept	Varsi Hall	106	A5

Organization	Building Name and Number	Map Location
Academic Departments and Programs (cont.)		
Modern Languages & Literature Dept	Kenna Hall 204	B5
Musical Theatre	Mayer Theatre 110	A3
Music Dept	Music & Dance Bldg. 114	A3
Operations & Management		
Information Systems (OMIS)	Lucas Hall	C3
Osher Lifelong Learning Institute	Loyola Hall	E10
Philosophy Dept	Kenna Hall 204	B5
Physics Dept	Daly Science 211	B3
Political Science Dept	Arts & Sci. Bldg. 804	C4
Pre-Health Sciences	Daly Science 211	B3
Pre-Law	St. Joseph's Hall 102	B5
Pre-Teaching	743 Franklin St. 743A	B2
Psychology Dept	Alumni Science 208	B3
Religious Studies Dept	Kenna Hall 204	B5
Retail Management Institute	Lucas Hall	C3
Retail Studies Program	Lucas Hall	C3
Sociology Dept	O'Connor Hall 111	B3
Study Abroad	Kenna Hall 204	B5
Summer Program (Undergraduate)	Arts & Sci. Bldg. 804	C4
Theatre & Dance Dept	Mayer Theatre 110	A3
University Honors Program	St. Joseph's Hall 102	B5
Urban Education	743 Franklin St. 743A	B2
Women's & Gender Studies	St. Joseph's Hall 102	B5
Centers of Distinction & Other Offices		
Center for Science, Technology, & Society	Nobili Hall 109	A4
Ignatian Center for Jesuit Education	Sobrato Hall 605A	D8
Markkula Center for Applied Ethics	Arts & Sci. Bldg. 804	C4
University Administrative Offices ACCESS Card Office	Benson Center 301	B6
Administration & Finance, V.P.	Walsh Admin. Bldg. 201	B4
Affirmative Action Office	Loyola Hall	E10
Alumni Relations	Donohoe Alumni House 103	B5
Arts & Sciences, Dean	Arts & Sci. Bldg. 804	C4
Athletics	Leavey Center 702	E6
Auxiliary Services	Benson Center 301	B6
Bronco Bench Foundation	Leavey Center 702	E6
Budget Office	990 Benton St. 990	A2
Bursar's Office	Walsh Admin. Bldg. 201	B4
Campus Ministry	Benson Center 301	B6
Campus Safety Services	Parking Structure 714	D5
Career Center	Benson Center 301	B6
Center for Performing Arts	Music & Dance Bldg. 114	A3
Center for Student Leadership	Benson Center 301	B6
Controller's Office	990 Benton St. 990	A2
Counseling & Psychological Services	Cowell Bldg. 701	D7

Organization	Building Name and Number	Map Location
Centers (cont.)		
Cowell Health Center	Cowell Bldg. 701	D7
Development Office	Loyola Hall	E10
Dining Services Office	Benson Center 301	B6
Disabilities Resources	Benson Center 301	B6
Drahmann Advising & Learning Resources Center	Kenna Hall 204	B5
Engineering, Dean	Bannan Engineering 404	C5
Engineering Design Center	Bannan Engineering 404	C5
Enrollment Management	Varsi Hall 106	A5
Facilities Office	Facilities Bldg. 604	D9
Faculty Development Office	St. Joseph's Hall 102	B5
Fellowships, Office of	St. Joseph's Hall 102	B2
Financial Aid Office	Varsi Hall 106	A5
General Counsel, Office of	Nobili Hall 109	A4
Housing Office	Benson Center 301	B6
Human Resources	Loyola Hall	E10
Information Services Office	Learning Commons, Technology Center, and Library 401	C6
Information Technology	Learning Commons, Technology Center, and Library 401	C6
Institutional Research	Walsh Admin. Bldg. 201	B4
International Programs Office	Kenna Hall 204	B5
International Student Services	Benson Center 301	B6
Law, Dean	Heafey Library 202	C5
Law, Development & Alumni Relations	900 Lafayette St. 900	A3
Leavey School of Business, Dean	Lucas Hall	C3
Mailing Services	Facilities Bldg. 604	D9
Marketing & Communications, Office of Media Services	Loyola Hall Learning Commons, Technology Center, and Library 401	E10 C6
Multicultural Learning Office	St. Joseph's Hall 102	B5
Planning and Projects Office	Facilities Bldg. 604	D9
President's Office	Walsh Admin. Bldg. 201	B4
Property Management	990 Benton St. 990	A2
Provost's Office	Walsh Admin. Bldg. 201	B4
Purchasing	Facilities Bldg. 604	D9
Registrar, Office of the	Walsh Admin. Bldg. 201	B4
Residence Life	Benson Center 301	B6
Education and Counseling Psychology	Loyola Hall	E10
Sponsored Projects	St. Joseph's Hall 102	B5
Student Life	Benson Center 301	B6
Undergraduate Admissions	Varsi Hall 106	A5

Organization	Building Name and Number	Map Location
Centers of Distinction (cont.)		
Undergraduate Studies, Office of	St. Joseph's Hall 102	B5
University Archives	Learning Commons, Technology Center, and Library 401	C6
University Cashier	Walsh Admin. Bldg. 201	B4
University Event Planning	Benson Center 301	B6
University Operations	Facilities Bldg. 604	D9
University Relations	Loyola Hall	E10
University Support Services	Facilities Bldg. 604	D9
Other Campus Facilities		
Adobe Lodge	Adobe Lodge 108	A4/5
Bookstore	Bookstore 303	C6
Buck Shaw Stadium	Buck Shaw 706	D4
de Saisset Museum	de Saisset Museum 206	B4
Jesuit Community	Jesuit Residence 801	A2/B2
Kennedy Commons	Kennedy Mall 306	A6
Kids on Campus	Kids on Campus	B7/C7
Law, Heafey Library	Heafey Library 202	C5
Leavey Events Center	Leavey Center 702	E6
Malley Recreation Center	Malley Center 715	D6
Mayer Theatre	Mayer Theatre 110	A3
Mission Church	Mission Church 101	B4
Post Office	Benson Center 301	B6
Schott Baseball Stadium	443 El Camino Real	F8/9
University Library	Learning Commons, Technology Center, and Library 401	C6
Student Organizations		
Activities Programming Board (APB)	Benson Center 301	B6
Advocate, The	Bannan Hall 405	C5
Associated Graduate Engineering Students (AGES)	Bannan Engineering 404	C5
Associated Students (ASSCU)	Benson Center 301	B6
Counseling Psychology Graduate Student Association	Loyola Hall	E10
Education Graduate Student Association	Loyola Hall	E10
Graduate Program in Pastoral Ministries Student Association	Kenna Hall	B5
KSCU FM 103.3 Radio Station	Swig Hall 307	B6
MBA Student Association	Lucas Hall	C3
Multicultural Center	Shapell Lounge 302	C6
Redwood Yearbook	Benson Center 301	B6
Santa Clara Review	Benson Center 301	B6
Santa Clara, The (student newspaper)	Benson Center 301	B6
Student Bar Association	Bannan Hall 405	C5

Organization	Building Name and Number	Map Location
Residence Halls		
Bellarmino Hall	2505 The Alameda	C9
Campisi Hall	505	D7
Casa Italiana	602	D8
Dunne Hall	308	A6
McLaughlin Hall	305	/A6B6
Sanfilippo Hall	506	D7
Sobrato Hall	605A	D8
St. Clare Hall	3355 The Alameda	B1/C1
Swig Hall	307	/A6B6
Walsh Hall	304	A6

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