Catalog Changes

This CATALOG is neither a contract nor an offer to contract between the University and any person or party; thus, the University reserves the right to make additions, deletions, and modifications to curricula, course descriptions, degree requirements, academic policies, schedules and academic calendars, financial aid policies, and tuition and fees without notice. All changes take precedence over catalog statements.

While reasonable effort will be made to publicize changes, students are encouraged to seek current information from appropriate offices because it is the responsibility of the student to know and observe all applicable regulations and procedures. No regulation will be waived or exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations and their interpretation should be addressed to the office or college in which the student’s major department is located.

The University reserves the right to effect changes without notice or obligation including the right to discontinue a course or group of courses or a degree program. Although the University attempts to accommodate the course requests of students, course offerings may be limited by financial, space, and staffing considerations or may otherwise be unavailable. Students are strongly encouraged to schedule an appointment with their advisor at least once each term, preferably before registering for the succeeding term.

Financial Support

The University draws its financial support from tuition, fees, endowments, gifts, and grants; it is entirely independent of any government body, religious order, or fraternal organization.

Non-Discrimination

John F. Kennedy University does not discriminate on the basis of race, color, height, weight, national origin, ancestry, citizenship, religion, age, marital status, pregnancy/childbirth, gender identity, sexual orientation, veteran status, or disability. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University actively encourages applications from members of all groups that are underrepresented in higher education.

Green Practices

In keeping with its mission, John F. Kennedy University is proud to be recognized as a green business. Green businesses are certified for their green practices—conserving water, energy, and other materials and recycling and preventing pollution. More information is available about California green businesses by visiting http://www.greenbiz.ca.gov.

Credits

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Project Coordinators in the Colleges: Peggie Rizzo, Charlene Tuckerson, Sherrill Hall

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Pleasant Hill, CA 94523-4817
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(925) 969-3300
John F. Kennedy University is an affiliate of the National University System.

www.jfku.edu
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Welcome

Since 1964, more than 15,000 graduates have joined the University’s mission established in honor of perhaps the most socially-conscious president in the history of the United States. John F. Kennedy University perpetuates the vision of our 34th president by offering innovative undergraduate and graduate programs that transform the lives of our students and of others in our communities.

The John F. Kennedy University experience is interactive, student-focused, and centered upon our non-profit mission to serve the larger communities in which we operate. Students enjoy mentoring from professors who are passionate about their profession and areas of expertise, small classes, and personalized attention. Success is at their fingertips through the array of free services available, including career counseling, financial aid guidance, writing and research assistance, online math tutoring, accommodations for disabled students, and a Veteran Success Center.

Whether your major area of study is Law, Counseling, Sport Psychology, Business, Museum Studies, Entrepreneurship, or Health, we believe that our decades of educational excellence will enable you to sharpen your mind to address the seminal issues at the core of lifelong learning and provide you with tools necessary to be successful in today’s ever-changing world.

In the words of President Kennedy, “The problems of the world cannot possibly be solved by skeptics or cynics whose horizons are limited by the obvious realities. We need men [and women] who can dream of things that never were.” As the University embarks on its next 50 years, we are strengthening our commitment to transformational education so that our graduates can reach toward the realities unforeseen by traditional education.

All of us look forward to welcoming you to our community, during the course of your studies and throughout your professional career.

Sincerely,

Dr. Charles “Mac” Powell, PhD
President
John F. Kennedy University
John F. Kennedy University (JFK University) was founded in 1964 as one of the first universities in the United States dedicated solely to adult education. More than 30,000 adults have attended classes at the University, and over 16,000 women and men hold JFK University degrees. During the University’s early years, typical students were working adults who had completed two years of college, experienced an interruption in their formal education (often to raise a family), and wanted to return to college to complete their degree. By offering graduate and upper-level undergraduate programs, the University helped create educational opportunities for adult students.

Students come to John F. Kennedy University from unusually rich and diverse backgrounds with a wide array of academic, professional, cultural, and artistic experiences. Since 1964, the University has grown steadily, expanding programs and services to meet the full range of adult and traditional student needs. JFK University programs enable graduates to master theoretical knowledge, gain a sense of personal power, and acquire skills to perform effectively in their chosen field. Through a broad range of career-oriented programs, the University encourages intellectual inquiry, breadth of vision and spirit, and active contribution to the community. As scholar-practitioners, the faculty collaborate with students in an environment that values individual and cultural differences while striving to forge bonds of common understanding for an independent world.

As an affiliate of the National University System, John F. Kennedy University is working aggressively to build capacity with system resources, while maintaining independent academic programs and services. Today, the University’s three colleges enroll over 1,500 students in degree and certificate programs in the fields of museum studies, liberal arts, management, psychology, health, and law. Eighty percent of students are enrolled in graduate programs.

Accreditation and Recognition

John F. Kennedy University is accredited by the Western Association of Schools and Colleges (WASC). Accreditation entitles the University to participate in federal student financial aid programs. The University is approved for veterans’ training.

Students and graduates of the University are accepted by other colleges and universities upon transfer. In addition, many businesses, government agencies, industries, and other employers recognize the value of advanced study at the University and approve reimbursement to their employees for all or a portion of their tuition costs. Interested parties may contact WASC at:

Western Association of Schools and Colleges
Accrediting Commission for Senior Colleges and Universities
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
Phone: (510) 748-9001
Fax: (510) 748-9797
e-Mail: wascsr@wascsenior.org
Internet: http://www.wascweb.org

The College of Law is accredited by The Committee of Bar Examiners of the State Bar of California.

The Doctor of Psychology (PsyD) program is accredited by the American Psychological Association (APA).

The Bachelor of Science in Business Administration and the Master in Business Administration are accredited by the International Assembly for Collegiate Business Education.

The Bachelor of Arts in Legal Studies and the Paralegal Certificate programs are approved by the American Bar Association.

John F. Kennedy University is a member of the Servicemembers Opportunity Colleges (SOC).
Campuses and Centers

John F. Kennedy University has campuses and counseling centers that provide optimum opportunities for integrating University programs and community resources.

The Pleasant Hill Campus houses the University’s administrative offices, two libraries, and classrooms for its three colleges: College of Undergraduate Studies, College of Graduate and Professional Studies, and College of Law.

At the campus in San Jose, the University offers psychology programs, including a Bachelor of Arts completion program through the College of Undergraduate Studies and two Master’s programs, the Master of Arts in Counseling Psychology and the Master of Arts in Counseling Psychology - Holistic, in the College of Graduate and Professional Studies. The campus houses its own program administrative offices, classrooms, and resource center with computers.

The Berkeley Campus offers courses from Arts & Consciousness, Counseling Psychology, Counseling Psychology - Holistic, and Museum Studies programs in the College of Graduate and Professional Studies. The campus also features a resource center and a computer lab.

The University’s Institute of Entrepreneurial Leadership maintains its offices in the Business Accelerator located off of Todos Santos Plaza in Concord. In addition to classes and seminars, a residential program offers office space and services for entrepreneurs. JFK University maintains three Community Counseling Centers in Concord, Oakland, and Sunnyvale.

---

Pleasant Hill Campus
100 Ellinwood Way
Pleasant Hill, CA 94523-4817
(800) 696-JFKU (5358)
(925) 969-3300

San Jose Campus
3031 Tisch Way, 3PW
San Jose, CA 95128-2541
(408) 236-1120

Berkeley Campus
2956 San Pablo Avenue, 2nd Floor
Berkeley, CA 94702-2471
(510) 649-0499
### Degrees, Majors, and Certificates

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<tr>
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¹ Offered on the San Jose campus.
² Offered on the Berkeley campus.
³ Offered on both the San Jose and Pleasant Hill campuses.
⁴ Offered on the Berkeley, San Jose, and Pleasant Hill campuses.
⁵ Offered online.
⁶ Offered on the Pleasant Hill campus and online.
⁷ Program is discontinued. No new students will be admitted to this program. Students currently enrolled may be allowed to complete within a limited time-frame. Contact the program for details.

### Key to Degree Abbreviations

- **BA** Bachelor of Arts
- **BS** Bachelor of Science
- **GC** Graduate Certificate
- **JD** Juris Doctor
- **LLM** Master of Law
- **MA** Master of Arts
- **MBA** Master of Business Administration
- **PsyD** Doctor of Psychology
THE MISSION

John F. Kennedy University’s mission is to provide access to high-quality, innovative educational opportunities that integrate theory and life experience. We inspire personal, professional, and academic growth and advance the well-being of our diverse local and global communities. This mission is built upon our core values:

Accessibility
- We are a vibrant and humane learning community that embraces all forms of diversity;
- Our locations, schedules, curricula, and technology afford students maximum flexibility;
- Our culture is welcoming, respectful, and ethical;

Quality and Innovation
- Our courses of study are delivered by outstanding scholar-practitioners in a creative and challenging environment;
- We promote holistic, interdisciplinary, experiential learning that balances breadth and depth;
- We are responsive to the changing needs of our students and society;

Transformative Growth
- We are dedicated to students who want to continue their formal education; chart new, professional directions; and derive greater meaning from their lives;
- Our rigorous academics and whole-person orientation stimulate intellectual inquiry and inspire students to realize their potential and achieve their dreams;

Diversity
- We are committed to a culture that respects and values all forms of diversity and sparks creativity, collaboration, and leadership;

Global Worldview
- We respect individual and cultural differences while forging bonds of common understanding essential to our global interdependence; and
- Our programs encourage active and sustained contributions to our society and environment.

BY ACCOMPLISHING our mission, living out our core values, and implementing our strategic plan, we will achieve the John F. Kennedy University vision—to be the learning environment of choice for those seeking a transformative and life-enhancing educational experience.

The JFK University Vision of a Living Culture of Diversity

In service to our mission of academic excellence, John F. Kennedy University strives to embody a Living Culture of Diversity. We recognize that a diverse college environment is one that supports the academic community in gaining the awareness, knowledge, and skills to work effectively with all people. We understand that this goal is an ongoing process requiring an active commitment from all levels of our University. JFK University is dedicated to developing a supportive, diversity-rich environment. Recognizing the impact of negative attitudes and systemic discrimination at all levels of individual and group interaction at our University, in our local communities, and in the wider social/global milieu, JFK University seeks to establish a Living Culture of Diversity, characterized by these five principles:

- An ongoing practice of openness and respect for people with experiences, beliefs, and traditions different from our own;
- An understanding that diverse cultural backgrounds, life experiences, challenges, and values of faculty, students, staff, and administrators creates a dynamic learning community vital for academic excellence;
- A recognition that, in alignment with our commitment to academic excellence, openness to difference exposes students and faculty to broader perspectives, fosters deeper critical analysis, and opens new vistas for scholarly inquiry;
- A commitment to eradicating intolerance, oppression, prejudice, discrimination, and harassment in all interactions within the JFK University community in order to impact, through our example, the local, national, and global communities we inhabit. To appreciate the value of self-reflection in reaching these goals; and
- A commitment to supporting and providing accessibility of education and resources to equip the student body, faculty, and administration with the knowledge, skills, and attitudes required to “work together across our differences to forge the bonds of understanding essential for success in our interdependent global community.”

Religious Pluralism

JFK University is not affiliated with any denomination or religion. It is customary for the University to observe major national holidays. Personal observance of other religious and/or spiritual high holidays is respected by the University. Every effort is made to avoid scheduling university activities which conflict with those religious days or events; however, some conflicts may arise. Students need to contact their programs or instructors if they will be absent due to a religious holiday.
Definitions

Unit Credit
Units described throughout this catalog, excluding law, are quarter units (credits). The University subscribes to the national standard for student workload, which is 30 hours per quarter unit of credit. For each unit of credit, a student is expected to complete 10 hours in class and 20 hours of outside preparation.

The College of Law is on the semester system. Semester units (credits) are calculated as equivalent to one and one-half (1.5) quarter units (credits).

Academic Term
The University’s academic year, other than the College of Law, is divided into four 11-week quarters. For financial aid purposes, an academic year is defined as a minimum of three quarters of enrollment. Some lower division undergraduate transfer credit courses may be on the semester system and are specifically identified under the Course Description section of this catalog.

The Counseling Psychology program offered on the Berkeley campus meets in five academic sessions each year. However, contact and content is structured so that each course awards credit fully equivalent to the University’s academic quarters.

Fall and spring semesters for the College of Law are 18 weeks in duration, which includes 15 weeks of instruction, a one-week reading period, and two weeks for final examinations. Summer semester is 11 weeks in duration, which includes a three-day reading period and four days for final examinations.

Unit Load
For the purpose of financial aid and enrollment verification: full-time load is defined as 12 units per quarter for undergraduates, undergraduate certificate, and credential programs; nine units per quarter for students in master’s degree, graduate certificate programs, or the PsyD program; and six units per semester for law students. Refer to the following chart for a complete definition of unit loads:

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Admissions

The admissions process examines both the academic and personal qualifications of all applicants. John F. Kennedy University aims to ensure that students accepted into its programs have the ability to benefit from and contribute to the integrated educational experience at the University. Admissions decisions are also based on the congruence of the applicant’s educational interests with the philosophy and purpose of the program to which he or she is applying. JFK University values a diverse academic community and is committed by purpose and obligated by law to serve all people on an equal and nondiscriminatory basis. Admissions’ decisions are made independent of need for financial aid.

The admissions office welcomes applications for:
- An undergraduate student in a program leading to a bachelor’s degree;
- A graduate student in a program leading to a master’s, Juris Doctor, or a doctoral degree;
- A certificate student at undergraduate, graduate, and post-master’s levels; and
- A non-degree student taking courses for personal enrichment.

In addition to the University application and admissions requirements, many degree and certificate programs have additional specific requirements described in the college and program sections of this catalog. (For information about law admissions, please review the law catalog.) Failure to follow the required procedures, provide all requested documentation, or declare all prior enrollments in post-secondary institutions may result in a delay in the application process, denial of admission, or dismissal from the University. The University reserves the right to verify the authenticity of any document through contact with the issuing source and/or a request for further documentation.

Application Information

All applications must be submitted with a non-refundable application fee and additional documentation as may be requested by the admitting program. Programs with application deadlines will accept applications after the stated deadline on a space-available basis. For programs that do not have specific application deadlines, it is recommended that prospective students submit their application and all required documentation at least two months prior to the quarter of intended enrollment. (International applicants [F-1 classification] should refer to information on the following pages for deadlines.)

The applicant is responsible for requesting and submitting all documentation necessary to complete the application process.

All documentation submitted in support of an application for admission becomes the property of the University and will not be returned. Photocopies of documents submitted to support an application will not be given to applicants, students, or outside parties. Documentation submitted in advance of the application will be retained for one year. Incomplete applications and files for applicants who were admitted but did not enroll will be destroyed one year after the date of the application. For matriculated students, only the official transcripts are kept unless otherwise specified by an accrediting body.

Degree and Certificate Students

Individuals wishing to enroll in a degree or certificate program must apply and be admitted to JFK University. All admission materials must be submitted directly to the Admissions Office by the application priority deadline (if applicable). An application to JFK University includes, but is not limited to, the following:
- A completed application form and non-refundable application fee.
- Undergraduate, graduate, and doctoral applicants must submit official transcripts from all previously attended colleges or universities.
- Federal regulations mandate that educational institutions review all prior credit for all active military, former military and eligible dependents. Prior to being certified for benefits by the educational institution, all official transcripts, including military transcripts, must be submitted.
- Applicants for master’s and doctoral programs must submit official transcripts from the bachelor degree-awarding institution(s), and any post-bachelor degree institution including any master’s degrees or credits. Programs with undergraduate prerequisites require official transcripts from the originating institution.
- Some programs may have added requirements, including, letters of recommendation, an academic writing sample, resume, personal/goal statement, art portfolio, or an interview. See the admissions requirements for specific programs in this catalog for more detailed information.

Provisional Admission

Provisional admission is primarily granted in cases where an applicant is admitted without a complete academic record (e.g., the Admissions Office has not received official transcripts from every previously attended university or college) or in cases where an applicant is completing the requisite degree at the time he or she is applying to JFK University. In such cases, full admission will be granted upon receipt of outstanding, official transcripts or the posting of degree conferral. Financial aid is not available for students with provisional admission. Students may hold provisional status for only one quarter.

Probationary Admission

An applicant may be admitted on a probationary basis when the previous college grade-point average is below the minimum required by the program. In such cases, completion of one quarter of full-time coursework at the University with grades of B or better will remove the probationary status.

Enrollment Deposit

Upon notification of acceptance into certain degree programs, students are required to submit a non-refundable enrollment deposit, by the date on the acceptance letter, in order to secure their place in the program. Students who are admitted to a program but who do not pay the deposit are not guaranteed a place in the program. The deposit is credited to the student’s account and is
applied toward tuition. Students who submit an enrollment de-
posit and do not enroll in the intended term or fail to request
a deferment will forfeit their enrollment deposit. Students who
cannot submit a deposit but who intend to enroll must submit
in writing to the Director of Admissions and Advising an expla-
nation which states why he or she is unable to put forward the
deposit and that he or she is indeed planning to enroll.

**Deferment**

Pending departmental approval and provided an enrollment de-
posit is paid (if required), applicants may defer enrollment up to
one year from the time of initial acceptance. Applicants who fail
to enroll within one year after deferring will forfeit their place in
the program and their enrollment deposit, and they will be re-
quired to submit another application if they choose to reapply.
Requests for deferment must be made in writing to the Admis-
sions Office.

**Readmission**

Students who leave the University must reapply before resum-
ing their studies. Upon return, students must provide transcripts
from all colleges attended during their absence from JFK Uni-
versity, complete a readmission application, and pay any reapplication
fees. The University has established a leave of absence policy to
accommodate students who must leave their studies for a period of
time; see the Leave of Absence policy in this catalog for details.

Students should note that after an absence of five years or more,
their files may be destroyed. In that case, students must provide
new copies of all transcripts, writing samples, portfolios, and meet
any other admission requirement as prescribed for their program
in addition to submitting a new application form and fees.

Readmission is not guaranteed and is at the discretion of a pro-
gram. Readmitted students are under the catalog requirements
of their program at the time of their readmission. A student is
required to fulfill the current program requirements. Students
applying for readmission are not eligible for a deferment of their
readmission.

**Program Transfer**

Some students decide after matriculation that they are better suit-
ed for another program at the University. In such cases, students
may apply to transfer provided they have the new program com-
plete a Change of Program form, which reflects the application
requirements the transferring student must meet in order to be
admitted into the new program. Please visit the Registrar’s Office
for more information. The Change of Program form is only used
between programs of the same academic level; students apply to a
different academic level must go through the admissions process.

**Denial**

Departments may deny any applicant whose academic record
indicates a lack of adequate preparation for university study or
whose academic objectives are not congruent with those of the
program to which the applicant applied. The department’s deci-
sion is final, and appeals of the decision will not be considered.
Due to the complexity of the admission and evaluation process,
it is not possible to inform unsuccessful applicants of the reasons
for the decision of the department.

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**International Students**

The University requires prospective international students
(non-immigrants) to have an academic background equivalent to
the appropriate educational preparation in the United States, to
fulfill the specific admissions requirements of the degree or cer-
tificate program, and to speak and write English fluently. Interna-
tional students are required to have sufficient financial resources
to meet the expenses of studying and living in the United States as
there are strict limitations on work authorizations and no finan-
cial aid is available for non-immigrant students.

Proof of English proficiency is required of all international stu-
dents whose native language is not English. English proficiency
may be met by achieving the following:

- on the Test of English as a Foreign Language (TOEFL), 550
  and above on the paper-based test or 79–80 on the Inter-
  net-based test (600 paper-based/100 Internet-based for the
  Museum Studies program);
- with the International English Language Testing System
  (IELTS), a score of 6 with no band lower than 5.5 (7 with no
  band lower than 6.5 for the Museum Studies program); or
- by other measures which may be reviewed on a case-by-
case basis.

The TOEFL exam must have been taken within two years prior to
submitting an application. In addition to an English proficiency
test, applicants and students may be required to take University-
administered writing competency examinations.

To apply for admission to the University as an international stu-
dent, all applicants must submit to the University:

- A completed application form;
- The appropriate non-refundable application fee in U.S.
  dollars;
- Proof of English proficiency if English is not the native
  language;
- Certification of finances in U.S. dollars;
- Official transcripts of all post-secondary work, sent di-
  rectly to JFK University by the institutions attended, in an
  envelope bearing the institution’s seal or stamp, and/or an
  appropriate signature across the sealed flap;
- Certified translations of all school transcripts if not in En-
  glish including any post-secondary work and any degrees or
  certificates awarded; and
- Transcript evaluation by an approved credential evaluation
  service showing course-by-course and lower-/upper-division
detail for an application to a bachelors degree or law
  program in which the undergraduate units have been
  earned outside of the United States (required for graduate
  applicants when equivalency cannot be determined by the
  International Admissions Advisor).

Applicants must also meet any additional requirement(s) estab-
lished by the specific program within the University. (Please see
the admission requirements in the respective college and program
sections of this catalog.) Applicants to a master’s program must
possess an educational background equivalent to the minimum
of a United States bachelor’s degree from an institution whose
accreditation is recognized by the Council for Higher Education Accreditation (CHEA). Applicants to the Doctor of Psychology program must possess an educational background equivalent to the minimum of a United States bachelor’s degree from a regionally accredited institution.

The deadline for submission of the application and all supporting documentation is three months prior to the first day of the quarter of anticipated enrollment unless the desired program has an earlier deadline.

The United States Citizenship and Immigration Services (USCIS) Certificate of Eligibility Form (travel document) will be issued only after an applicant has been admitted to the University. USCIS requires that the name of the applicant match exactly with the name on the passport. If admitted, proof of health insurance is required prior to the end of the first quarter of enrollment.

Questions concerning international student application or admission, including questions about other non-immigrant classifications and evaluation of prior academic work, should be directed to the international Student Advisor in the Office of Student Services.

Housing
The University does not provide student housing or dormitory facilities to any of its students. The local areas of our three campuses offer a variety of living accommodations including apartments, rooms for rent and single family dwellings. A very helpful and reliable website to visit for an idea of the area’s available housing is www.craigslist.org.

The University also offers housing accommodations for the Pleasant Hill campus through Diablo Valley Homestay. For more information visit their website at www.diablovalleyhomestay.com.

Non-Degree Students
Individuals interested in taking courses for academic credit but not in pursuing a degree should apply as a non-degree student. While non-degree students are not required to undergo a formal admissions process, they are required to be granted program approval prior to registering.

Non-degree students who later decide to apply for admission to a degree program must submit an application, pay the appropriate non-refundable fee, and complete all admission requirements for the desired program. Admission as a non-degree student does not guarantee admission to a degree or certificate program. A maximum of 30 percent of a program’s requirements may be completed as non-degree, with the exception of the MA Counseling Psychology program where all coursework must be taken in residence and within the qualifying degree program as required by the California Board of Behavioral Sciences.

Non-degree students are not eligible for financial aid.

Auditors
Individuals who want to take a course for no academic credit must register as an auditor and pay the appropriate tuition and fees. Auditors do not pay student association fees, are not members of the student association, and do not receive a student ID card. Audited courses do not appear on official transcripts. Each college determines which courses in their programs are eligible for audit. Individuals wishing to audit a course should obtain an Auditor Application form from the Registrar’s Office.

Undergraduate Applicants
Applicants to bachelor’s degree programs must submit official transcripts from all colleges and universities previously attended. Because John F. Kennedy University offers primarily upper-division programs, applicants are expected to have completed a minimum of 45 quarter units (30 semester units) of the lower-division requirements prior to applying (54 units for the legal studies program with 27 units in undergraduate general education coursework). Individuals who have high potential of completing this unit requirement through College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), or Credit by Assessment are also encouraged to apply, although formal acceptance will not be offered until the lower-division unit requirement has been met.

Undergraduate Transfer Credit
A maximum of 105 quarter units (70 semester units) may be allowed for a combination of work completed through a community or junior college or other two-year institutions, CLEP, Advanced Placement, DSST lower division, Massive Open Online Courses (MOOCs), military service, American Council on Education (ACE) credit recommendations for lower-division credit, and training as a registered nurse. Subject credit may be granted beyond this maximum, but not unit credit. DSST upper-division credit is not included in the 105 quarter-unit maximum.

A maximum of nine quarter units may be accepted in transfer for physical education courses and a maximum of six quarter units for cooperative work experience.

Lower- and upper-division courses that are completed with a grade of C or higher and meet the other standards of the University will be accepted for transfer credit. Only applicable upper-division courses completed with a grade of C or higher will be considered for transfer credit in the major, emphasis, specialization, track, or core requirements.

Credit is not allowed for continuing education courses, non-credit workshops, remedial or vocational courses, or for work completed at an institution whose accreditation is not recognized by the Council for Higher Education Accreditation (CHEA).

Transfer credit that is recorded has the computational effect of CR on the student’s record (although courses may not be itemized and the actual symbol used may be different). This means that the units attempted and completed are computed and shown, but the grade points and base hours are zero. Transferred courses do not compute into the cumulative GPA, nor do new students entering fall 2006 and beyond have a JFK University GPA until after their first graded course in residence.

Transfer credit awarded prior to fall 2006 includes grade points and base hours in addition to units attempted and completed. Transfer work prior to fall 2006 contributes to the student’s cumulative GPA.
Lower-division requirements are outlined below:

- **Composition**: nine units of composition, up to four and half of those nine units may be satisfied with a critical thinking course;
- **Mathematics**: three units, one college-level mathematics course;
- **Natural Science**: nine units chosen from courses in the physical and life sciences;
- **Humanities**: twelve units chosen from courses in at least two of the following areas: the arts (theory, history, or literature pertaining to the arts); literature; philosophy;
- **Social Science**: twelve units chosen from courses in at least two of the following areas: cultural anthropology; cultural geography; business economics; history; political science; psychology; social science; and sociology.

Courses taken to fulfill the general-education breadth requirements cannot be used to satisfy a requirement of the major, core, or track. Consult the Registrar’s Office for appropriate use of any courses in lower- and upper-division general-education breadth areas.

Students must complete 45 units in lower-division general-education breadth. Some upper-division courses offered by the College of Undergraduate Studies may be applied to the lower-division general-education breadth requirements. The list of approved courses is available from the College of Undergraduate Studies and the Registrar’s Office.

Applicants to JFK University BA and BS degree programs will be considered to have fulfilled all lower-division general-education breadth requirements provided any of the following are true:

- Applicant has a BA or BS degree from a regionally accredited college or university (or the equivalent); or
- Applicant has a California AA, AS, AAT or AST degree; or
- Applicant has an IGETC or CSU certification.

Applicants who have other degree titles—or who are applying to other degree titles—will not receive a blanket waiver for lower-division general-education breadth. These students are eligible to apply to JFK University baccalaureate programs, but their credits will be transferred on a course-by-course basis. After transfer credit is awarded, these applicants must satisfy all remaining general-education breadth requirements.

Lower-division requirements are outlined below:

- **Composition**: nine units of composition, up to four and half of those nine units may be satisfied with a critical thinking course;
- **Mathematics**: three units, one college-level mathematics course;
- **Natural Science**: nine units chosen from courses in the physical and life sciences;
- **Humanities**: twelve units chosen from courses in at least two of the following areas: the arts (theory, history, or literature pertaining to the arts); literature; philosophy;
- **Social Science**: twelve units chosen from courses in at least two of the following areas: cultural anthropology; cultural geography; business economics; history; political science; psychology; social science; and sociology.

The amount of credit awarded for a CLEP examination depends upon a number of variables including the number of units and distribution of units previously accepted in transfer, prior courses completed, where prior transfer units were completed, and current status relative to the University’s residency policy.

The University does not allow credit for a CLEP examination if (1) the exam content would duplicate transfer credit previously awarded for a college course; or (2) the exam content is at an academic level below one at which the student has previously demonstrated competence (academic regression). Units awarded for CLEP examination do not fulfill residency requirements. The Registrar’s Office should be contacted regarding the transferability and applicability of CLEP tests.

Corporation or Government Agency Courses

The American Council on Education (ACE) reviews selected courses offered by corporations or government agencies. The University considers ACE credit recommendations for courses applicable to a student’s degree program.

DANTES Subject Standardized Tests

Credit may be allowed for DANTES Subject Standardized Tests (DSST) exams with consideration given to ACE recommendations. The amount of credit awarded depends on a number of variables including the number of units and distribution of units previously accepted in transfer, prior courses completed, where
prior transfer units were completed, and current status relative to the University’s residency policy.

The University does not allow credit for a DSST examination if (1) the exam content would duplicate transfer credit previously awarded for a college course; or (2) the exam content is at an academic level below one at which the student has previously demonstrated competence (academic regression). Units awarded for DSST exam do not fulfill residency requirements. The Registrar’s Office should be contacted regarding the transferability and applicability of DSST tests.

Massive Open Online Courses (MOOC)

John F. Kennedy University understands learning takes place in numerous modalities and that collegiate level learning should be recognized given appropriate analysis of educational equivalency. If taken from an institution whose accreditation is recognized by CHEA, students may earn credit for a Massive Open Online Course approved by the American Council on Education by submitting official documentation of completion.

Transfer credit for MOOCs may also be awarded through an examination process. If a student takes a John F. Kennedy University faculty-approved MOOC and demonstrates learned knowledge and skills through successful completion of an examination, credit will be taken in transfer. The equivalent of a CR grade must be earned. Please see the Grading System section for clarification. Each college will determine, through their curriculum review process, the approved MOOC courses and examination process that must be completed for consideration of transfer units.

Military Service

Credit for military service may be allowed with consideration given to ACE recommendations. A DD214, DD295, or official military transcript form is required to consider credit for military service. A maximum of six quarter units will be allowed for military basic training. JFK University is a member of Servicemembers Opportunity Colleges (SOC).

Registered Nurse’s Training

Transfer credit may be granted for nursing courses taken at a university, community college, or hospital-based RN program. Courses will be reviewed on a case-by-case basis for eligibility. Students need not have graduated from their nursing program to have their coursework considered for transfer; however, all other University requirements and credit limits apply. Vocational courses taken in LPN or LVN programs are not eligible for transfer.

A maximum of 90 quarter units may be allowed upon evaluation of hospital-based nursing school transcripts and presentation of a current California nurse’s registry card. Nursing coursework taken at a university or community college will be considered for transfer credit up to the 105 quarter-unit maximum with presentation of a current California nurse’s registry card.

Second Baccalaureate Degree

Normally, a student who has a bachelor’s degree is discouraged from working toward a second degree at the baccalaureate level. However, changes in academic objectives and other circumstances may make a second bachelor’s degree desirable. Students are never permitted to enroll in any degree program that is the same as or closely related to a previously earned degree at the same level.

To obtain a second undergraduate degree, an applicant must complete at least 45 units of new work beyond the first degree, fulfill all University requirements for a bachelor’s degree (including the 36-unit residency requirement), and any requirements in the major for the second degree that were not previously completed.

Graduate Applicants

Applications for graduate programs must submit official transcripts from the bachelor degree-awarding institution(s), and any post-bachelor degree institution including any master’s degrees or credits. Applicants must possess a bachelor’s degree from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA), except for applicants to the Doctor of Psychology (PsyD) programs, which require a bachelor’s degree from a regionally accredited institution.

Graduate Transfer Credit

Transfer credit may be awarded for applicable graduate courses completed at other institutions whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA) with verification of transferability by the Registrar’s Office and approval by the program chair. The PsyD and the MA Counseling Psychology program in the College of Graduate and Professional Studies require graduate transfer work to have been completed at a regionally accredited institution. At least 70 percent of the work required for a graduate degree must be completed in residence at the University; some programs may require a residency greater than 70 percent.

Graduate-level courses will be considered for transfer credit if relevant to the degree program and completed with a grade of B (or equivalent) or higher. Graduate transfer credit and prerequisite credit may be denied if the course was taken as pass/fail, credit/no credit, satisfactory/unsatisfactory, or another grading system without letter grades.

Graduate transfer credit is not allowed for undergraduate coursework or for continuing education units and non-credit workshops. Graduate coursework applied toward completion of another degree will not be considered for transfer except for the Doctor of Psychology program which may consider transfer credit from a relevant master’s degree.

A maximum of nine quarter units from graduate-level extension courses may be allowed toward a master’s degree. Graduate transfer credit is not allowed into linked-degree programs or into certificate programs.
**General Information**

**Academic Policies and Procedures**

**Attendance**

Students are expected to attend all class meetings of courses in which they are enrolled and comply with attendance requirements specified in the course syllabus. Excessive unexcused absences may affect the course grade.

**Registration**

Students may register to take courses for credit after complying with admission requirements. Students receive credit only for courses in which they are officially registered and are not allowed to attend courses for which they are not registered. Official registration consists of enrolling in classes over the Internet (at https://express.jfku.edu), calling the Registrar’s Office during specified dates and times, or completing the appropriate registration forms in person. Payment arrangements are due at the time of registration. Students with unpaid balances may be prevented from attending classes or have holds placed that will prevent future registration.

Prior to each registration cycle, the Registrar’s Office sends an email notice to all students advising them of the upcoming important registration information. This information will also be on the University’s website along with general registration information and class schedule information.

**Schedule of Classes**

The University maintains scheduling information containing course offerings, registration periods, and instructions, forms, and other useful information for registration on its website. Printed class schedule information is also available in various offices throughout the University.

**Changes in Registration**

Students are expected to register for classes—including field placements, independent studies, and internships—during the registration period before the first day of the term. The web portal remains open for adds and drops during the beginning two weeks of the term (see the Refund Policy in this section). Beginning the first day of the term, registration and changes in registration done directly with the Registrar’s Office are subject to a processing fee. A late registration fee for initial registrations on or after the first day of the term will be imposed whether the late registration is done on Express or through the Registrar’s Office. Beginning in week three of the term, a late course fee will be charged to add a course late.

If no written approval from the college is required, students may make a change in registration by using the web portal (https://express.jfku.edu) during the beginning two weeks of the term. There is no processing fee for changes made using the web portal. Students may also call the Registrar’s Office at (925) 969-3353; however, changes in registration made by registration are subject to a processing fee. The Registrar’s Office does not accept voice mail or email messages to register or change registration.

Students are required to pay any additional tuition charges, and schedule changes are subject to a processing fee. Schedule changes resulting in a reduction of units will be credited according to the refund schedule described in the following sections.

If the student is on academic probation, registration and schedule changes cannot be done on the web. An approved Probation Form must accompany the initial registration as well as for each change of registration. Phone permission is not acceptable for students on Academic Probation.

**Dropping Courses**

Students may drop courses during the beginning two weeks of the terms by using the web portal or by notifying the Registrar’s Office. Notifying an instructor or other office of intent to drop does not constitute an official drop. Dropping a course during the add/drop period does not relieve the deferred payment obligation; fees are non-refundable beginning the first day of the term, and any partial tuition remains if the course is dropped beginning the eighth (8th) calendar day. Refund checks and credits to credit card accounts are processed by the Accounting Office after the fourth week of the academic session. Beginning the first day of the term, fees become non-refundable.

Beginning the fifteenth (15th) calendar day of the term and up to the last business day of the session, students may officially withdraw by notifying the Registrar’s Office. Withdrawals cannot be processed if a grade has been entered. Notifying an instructor or other office of intent to withdraw does not constitute an official withdrawal. Withdrawing from a course does not relieve the deferred payment obligation. Students who withdraw are still responsible for the full amount of tuition for the course, and all fees. A Withdrawal (W) is posted on the transcript for withdrawn courses but does not affect the student’s grade point average (GPA).

Students who fail to complete a course or to officially drop or withdraw will receive a failing grade or UW (Unauthorized Withdrawal). The UW has the academic weight of F in a letter-graded course or NC in a Credit/No Credit course.

Law students who do not complete a course and fail to drop or withdraw will receive a failing grade or a grade of FW (Failure to Withdraw), which has the academic weight of 50 in a numerically graded course and NC in a Credit/No Credit course.

Students on financial aid who withdraw from all courses should contact the Financial Aid Office. Refunds are calculated following federal regulations and supersede University policy.

**Refund Policy**

Students enroll in classes with the understanding they will attend the entire course. Faculty contracts, commitment of space, and other University resources are allocated on that assumption, creating financial obligations that students who drop or withdraw must share. The University’s refund policy reflects this position. A student may drop a course prior to midnight (PST) of the fourteenth (14th) day of the session by contacting the Office of the Registrar at (925) 969-3353 or through the student web portal, Express. A processing fee may be assessed when drops are performed by the Office of the Registrar; there is no processing fee.
for schedule changes made through the web portal. The Express system will remain open for registration and registration changes through midnight of the 14th calendar day of the term. After that, any registration changes (withdrawal) must be done by speaking directly with a registration assistant.

To accurately count session days, note that the first day of a session—and not the actual day a student attends class—counts as day one. This refund policy applies to all courses, including those that begin beyond the fourteenth (14th) day of the session and weekend courses. The session calendar is published by the Office of the Registrar and sent to students prior to the session in the Registration Letter, found in the University’s General Catalog, and online at: www.jfku.edu. The University counts calendar days rather than business days for determining refunds. Therefore, if the first day of the session is a Monday, the student would need to drop prior to midnight (PST) of the Sunday, the fourteenth day of the session for at least a partial tuition credit.

If a student drops a course, tuition refunds are made according to the schedule below. The refund policy is the same for onsite, hybrid and online classes. The refund/withdrawal policy also applies to seminars and workshops that have not met by the fourteenth (14th) day of the term. Students who drop or withdraw from a course:

- prior to midnight (PST) of the seventh (7th) day of the session receive a 100% tuition credit;
- prior to midnight (PST) of the fourteenth (14th) day of the session receive a 80% tuition credit;
- after midnight (PST) of the fourteenth (14th) day until the last business day of the session receive no tuition refund, and the course remains on the transcript with a grade of W that does not affect the grade point average (GPA).

Fees are nonrefundable beginning the first day of the term.

For students receiving Federal Financial Aid, a separate Return to Title IV calculation is used. Please consult the Financial Aid section of this catalog, or contact the Financial Aid Office at (925) 969-3385 for additional information.

**Auditors/Field Placement/Research, Online and Hybrid Courses**

Auditors follow the same registration and refund policy as regular academic courses. Field placement, research, online and hybrid courses also follow the same registration and refund policy as regular academic courses.

**Non-Registered Students**

Persons whose names do not appear on the class list or roster are not registered for the course. Fundamentally, a person who is not registered has no relationship with the University and is not entitled to any services including instruction, testing, evaluation, disability services, or submission of a grade.

Persons registered in a course who have not arranged for payment of tuition and fees or are deviating from the curriculum without approval will be administratively withdrawn and may not continue attending the course. Such persons will still owe tuition for the course. The college dean and the instructor(s) will be notified of the withdrawal. After payment is received, students may be reinstated in the course.

Persons who are sitting in class and are not on the class list or roster will be asked to leave the course until they are registered. Return to the class is only allowed when a copy of the Student Data Sheet showing enrollment in the course with stamped proof of payment is provided to the instructor.

**Graduate Work by Undergraduates**

Undergraduates who are adequately prepared to undertake advanced work may enroll in master-level courses. Written permission must be obtained from the student’s undergraduate advisor and the dean or program chair of the graduate college prior to registration. In some circumstances, written approval must also be obtained from a graduate advisor. If approval is granted, the graduate units apply only to the bachelor’s degree unless the student has been admitted to a linked-degree program. Graduate-level tuition is charged for graduate-level courses regardless of the student’s academic level.

**Maximum Unit Load**

Both undergraduate and graduate students who wish to register for more than 18 units per quarter must obtain written approval from their program advisor.

**Independent Study**

Independent study offers students opportunity for individual or tutorial instruction in areas not covered by regularly offered courses. Such study is initiated and planned by the student but it must be directed by a JFK University faculty member.

A student who wishes to undertake independent study must obtain the permission of the college dean or program chair. The student is expected to demonstrate to the dean’s satisfaction that:

1. the planned course of study cannot be completed through a regularly offered course;
2. the proposed study is demonstrably upper-division or graduate-level academic work; 
3. the student workload standard of 30 hours per unit of credit will be met; and
4. the content, objectives, and timetable of the study have been carefully planned.

When independent study is approved, the dean or program chair assists the student in selecting a faculty member to supervise the project. The student and faculty supervisor prepare a Contract for Independent Study detailing the objectives of the course, the materials and projects to be completed, arrangements for meetings between student and supervisor, units of credit to be given, number of student-applied hours required, number and dates of examinations and written assignments, and criteria for evaluation. The contract also establishes a date by which the student must complete all specified work.

The completed Contract for Independent Study is submitted to the Registrar’s Office after it has been signed by the student, faculty supervisor and dean. The Registrar’s Office enters the course and registers the student, who is then responsible for paying tuition and any non-refundable fees. The Contract for Independent Study must be received by Registrar’s Office no later than Friday of the second week of the session.

No work should begin on an independent study project until all approval and registration procedures have been completed. Forms and instructions may be obtained from the Registrar’s Office.
The dean has immediate responsibility and the Vice President of Academic Affairs ultimate responsibility for the quality of independent study. Independent studies are reviewed periodically by the Vice President of Academic Affairs to ensure that completed work meets University standards of academic excellence.

Credit by Assessment

Undergraduate students may petition for credit for prior learning through CBA. Students interested in CBA should contact their department or program chair. Master’s-degree students may use CBA to fulfill only undergraduate prerequisite requirements.

CBA cannot be used to obtain credit for coursework already completed. Some degree requirements may not be eligible for satisfaction through CBA. Students should check with the department or program.

A maximum of 45 quarter units may be earned through Credit by Assessment. The assessor determines the units awarded and the academic level of those units (lower or upper division). The program advisor determines how those earned units are applied to the student’s program.

Payment of the assessment fee does not guarantee the outcome of the assessment or ensure that academic credit will be awarded. Units awarded through CBA will be graded on a Credit/No Credit basis. All units earned through CBA will be designated as such on the transcript. Units earned through CBA do not fulfill residency requirements.

Master’s Thesis

When a thesis, research report, or comparable project is required to fulfill degree requirements, the student must arrange an initial conference with the thesis coordinator of the degree program at least one year before expected graduation.

In consultation with the thesis coordinator, the student prepares a formal application and receives thesis instructions specific to the college or degree program. Approval for permission to enroll in thesis research must be obtained from the thesis coordinator prior to registration.

Before beginning a project, the student’s writing abilities and preparation for writing a research paper are assessed. A basic composition course may be required prior to the research course and thesis work if, in the judgment of the thesis coordinator, the student needs to strengthen basic writing skills. Specific programs with thesis or final project components may require enrollment in a course that instructs the student in writing and research methods.

The thesis coordinator, in consultation with the student, appoints at least one other member of the University faculty to serve with the coordinator as the thesis committee. The other member of the committee serves as faculty advisor. The student prepares a thesis proposal that must be approved by the thesis coordinator and the faculty advisor at least two quarters before expected graduation. Approval must also be obtained from the faculty committee established to protect individual and University rights against legal and ethical infringements.

The student meets regularly with the faculty advisor for oral and written critiques of work in progress. The student will be asked to work with a writing instructor if the thesis draft is seriously deficient. Students needing writing assistance may want to contact the JFK University Academic Support Center at (925) 969-3530.

When the rough draft has been approved by the members of the thesis committee, the student prepares the final draft. Instructions on format should be obtained from the thesis coordinator. The thesis coordinator retains copies of all drafts of the proposal as well as copies of critiques written by members of the thesis committee.

The thesis coordinator has immediate responsibility and the Vice President of Academic Affairs ultimate responsibility for guaranteeing that the instruction and student work meet the university’s academic quality standards.

Students who plan to do thesis work in any of the colleges must enroll in all required units of thesis or project research and maintain continuous enrollment. Students who need further help after completing these courses must enroll for additional units as required by the individual program. Additional units, however, do not count toward fulfillment of unit requirements for the degree.

Concurrent Enrollment at Other Institutions

Students may receive transfer credit for coursework being taken at another institution concurrent with enrollment at JFK University. Prior to registration at the other institution, students should contact the registrar’s office to verify transferability of the course, to ensure that coursework will be applicable to degree requirements and that University residency requirements will be met. Students receiving financial aid should also contact the financial aid office. International students must have the written approval of the international student advisor.

Cross-Registration

Some courses not offered at JFK University may be taken through cross-registration at the University of California, Berkeley; California State University, East Bay; Laney Community College; and Contra Costa College. Instructions and forms are available in the Registrar’s Office. Students enrolled in a course through cross-registration pay JFK University tuition and fees. Approval is granted only to students needing these courses for their JFK University residency.

Grading System

The grading system that appears in these charts governs grading symbols and computations for all undergraduate and graduate students of the University. All letter grades carry quality points and are computed in student GPAs. Students enrolled in the College of Law follow the grading system as it appears in the College of Law catalog.

Grades of C+ and C are not acceptable in a master’s degree or graduate certificate program. The minimum acceptable grade is B- in a master’s degree or graduate certificate program.

The following marks may be assigned to undergraduate, master’s, and doctoral courses and have the same meaning regardless of the level. By definition, marks differ from grades in that they do not carry quality points or count in the GPA (except for the UW—see note below).
**Grading Criteria Symbols**

LT: letter-grading in undergraduate courses, no auditors allowed without written permission from the program.

LA: letter-grading in undergraduate courses, auditors are allowed.

GT: letter-grading in undergraduate core or major courses, no auditors allowed without written permission from the program.

GA: letter-grading in undergraduate core or major course, auditors are allowed.

DT: letter-grading in graduate and doctoral courses, no auditors allowed without written permission from the program.

DA: letter-grading in graduate and doctoral courses, auditors are allowed.

CN: credit/no credit grading, no auditors allowed without written permission from the program.

CA: credit/no credit grading, auditors are allowed.

*Note: Some courses have been approved to allow IP (In Progress) grades, and those are indicated with a “P” in the grading criteria symbols (CR, LP, DP).*

**Grade-Point Average**

The grade-point average (GPA) is determined by dividing the total number of grade points earned by the total number of units completed in letter-graded (quality) courses. See the section on Repeating Courses in the following pages for information about how repeated courses alter the grade-point average calculation. In letter-graded or numerically graded courses, units with grades of W, I, IS, NR, and IP are not computed in the GPA.

In CR/NC-graded courses, the UW is equivalent to NC; it will appear on the transcript, but will not compute in the GPA. In letter-graded courses, the UW is equivalent to an F; it will compute in the GPA as a failed course (0 points).

In numerically graded courses, FW (Failure to Withdraw) has a numerical weight of 50.

**Credit/No Credit Grading**

Courses designated for Credit/No Credit (CR/NC) grading are indicated as CA, CN, or CP in the Grading Criteria (GR) column of published course listings.

---

### Mark Description

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Auditor</td>
</tr>
<tr>
<td>CR1</td>
<td>Credit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In progress; no grade or units granted until entire course sequence has been completed</td>
</tr>
<tr>
<td>NC</td>
<td>No credit</td>
</tr>
<tr>
<td>NR</td>
<td>Not reported. NR is replaced by the assigned grade when course is complete and grade is posted by the instructor or the Registrar’s Office</td>
</tr>
<tr>
<td>UW2</td>
<td>Unauthorized withdrawal; student failed to complete course requirements, but did not withdraw</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

1 A Credit ‘CR’ is the equivalent of a C or above for undergraduate students and the equivalent of a B or above for master’s and doctoral-level students.

2 In CR/NC courses the UW is equivalent to NC. In letter graded courses the UW is equivalent to F. Refer to the following section for additional information.

### Grade Undergraduate Master’s Level Doctoral Level Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Undergraduate</th>
<th>Master’s Level</th>
<th>Doctoral Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Exceptional</td>
<td>Exceptional</td>
<td>Exceptional</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>Exceptional</td>
<td>Exceptional</td>
<td>Exceptional</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Exceptional</td>
<td>Exceptional</td>
<td>Exceptional</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Above average</td>
<td>Above average</td>
<td>Above average</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>Average</td>
<td>Average</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Above average</td>
<td>Below average, but passing</td>
<td>Below average, but passing</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Below average, but passing</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>Below average, but passing</td>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>Failure</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

1 Grade of B- is acceptable in a master’s degree program. A master’s-level student must achieve a cumulative GPA of 3.0 to earn a degree. A cumulative GPA below 3.0 will place a student on academic probation.

2 A grade of B- is acceptable in a doctoral program. A doctoral student must achieve a GPA of 3.0 to earn a degree. A cumulative GPA below will place a student on academic probation.

3 Grades of C- and D are not acceptable in an undergraduate major, but units can be applied toward a baccalaureate degree. If the course is required for the degree, it must be repeated to earn an acceptable grade. An undergraduate student must achieve a cumulative grade-point average (GPA) of 2.0 to earn a degree. A cumulative GPA below 2.0 will place a student on academic probation.
A mark of Credit (CR) is equivalent to acceptable undergraduate or graduate performance (the equivalent of a C or higher for undergraduate students, a B or higher for graduate-level students, and a 70.0 or higher for law students). A No-Credit (NC) mark indicates that the course was not mastered. CR and NC marks are not included in computing the grade-point average. CR marks are, however, recorded as units completed and included as units satisfying degree requirements.

Graduate students may request CR/NC grading as an alternative to letter grading only in courses designated as fulfilling competency requirements or in undergraduate courses prerequisite to a graduate degree or certificate program. Undergraduate students may request CR/NC grading only in elective courses outside the undergraduate major. A student on academic probation may enroll in CR/NC graded courses only with the approval of the college dean and program advisor.

Requests for CR/NC grading must be submitted to the Registrar’s Office before one-third of the scheduled course hours have met. Students should be aware that many employers require letter grades in all courses for tuition reimbursement. See the section on Registration for additional information.

**Letter Grading in CR/NC-Graded Courses**

Some courses, including courses in the major, are designated for CR/NC grading by the college dean. In such courses, a letter grade normally is not an option. A letter grade is granted in a CR/NC graded course only if the student has written approval of the instructor and the dean of the college offering the course and has submitted the approval form to the Registrar before more than one-third of the scheduled course hours have met.

**Incomplete**

Students are expected to complete all coursework as outlined in the class syllabus by the last meeting date of the course. Granting an Incomplete is at the discretion of the instructor who must follow university policy. The mark of I (Incomplete) may be granted when the student has maintained satisfactory attendance and work throughout most of the course (including independent study) but has not completed all of the coursework as planned and when there is, in the judgment of the instructor, a reasonable probability that the student can complete the course successfully without attending additional sessions of the class.

The student must have good reason for requesting an incomplete and must submit a request to the instructor before the date grades for the course are due to be recorded. Ordinarily, good reason will involve matters not wholly within the control of the student such as illness. The mark may not be used to allow a student to improve a grade by performing additional work or by repetition of work already submitted to the instructor.

The mark of I is not appropriate when, in the instructor’s judgment, it will be necessary for the student to attend subsequent sessions of the class. When further attendance is necessary, the student must register for the class for the term in which attendance is required. In the event of a second registration for the course, the mark of I for the original election will convert to F or NC (which will later be computed as repeated coursework) and the student will be assessed tuition and applicable fees for the second registration.

Students have a maximum of two quarters beyond the quarter in which the course was offered to submit the required work. For the College of Law, students have a maximum of one term. If instructors approve an Incomplete, they may set an earlier due date and may extend an early deadline at their discretion. In no case can the extension be more than two quarters after the term of the original course election (one session for law courses). The responsibility for completing all coursework rests entirely with the student. The mark of I will be changed to a grade when the student completes the coursework as arranged with the instructor and the instructor submits the final grade on the Incomplete form. If the instructor has left the University, the chairperson of the program will receive and grade the work.

If the Incomplete is not made up in accordance with the above policy, the instructor will assign the final grade or the incomplete grade will be converted to a failing grade: F in a letter-graded course, 50 in a numerically graded course, or No Credit (NC) in a Credit/No Credit course. Failing grades may affect a student’s grade-point average.

A degree or certificate cannot be awarded with an Incomplete on the transcript.

**Grade Reports**

For non-law students, final grades are available through the University’s web portal (https://express.jfku.edu) on the Monday following the end of the grade posting period. Printed grade reports are mailed only upon request by a student. Students who want to know a specific grade prior to being able to view grades should leave a self-addressed, stamped envelope with the instructor. No grades will be given by telephone, e-mail, or fax. Law students may access their grades on Express after the grades deadline for the College of Law (3 weeks after the end of the law term.)

**Grade Changes**

**PURPOSE**

- This policy sets forth the conditions under which grades, once properly submitted to the Registrar’s Office and recorded, may be changed. It further governs the procedures by which Petitions for Grade Changes are submitted and evaluated.

- The purpose of the Grade Change Policy is to provide students with an opportunity to dispute a final grade perceived to be inaccurate or even unfair, while respecting the academic responsibility of faculty. It also provides faculty the opportunity to request corrections to grades that were submitted as a result of clear mistakes or errors in the grading process. John F. Kennedy University (JFK University) recognizes that:
  - The integrity of the grading process is paramount in maintaining the overall integrity and credibility of the University. The accurate recording of grades and the meticulous maintenance of academic transcripts is a core function of the University. Once recorded, grades on transcripts or other official records may not be changed absent significant procedural safeguards;
  - Every student has a right to receive a grade based upon a fair and unprejudiced evaluation derived from a method that is neither arbitrary nor capricious; and
Faculty have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students and applied equally, and to be protected from undue influence or inappropriate pressure in the assignment of grades.

Untruthful, distorted or malicious grievances against a member of the John F. Kennedy University faculty or staff are prohibited and constitute grounds for disciplinary action. Student grievances filed against faculty or staff must be supported by evidence. Allegations not supported by evidence will be considered a violation of the student code of conduct, as described in Article II: Student Responsibilities. The student filing the grievance may be subject to Article V: Sanctions.

This policy applies to any program or course for which academic credit is awarded. It does not apply to continuing education programs, extended education programs, or other programs and training courses in which academic credit is not awarded.

This policy does not apply in those instances in which students have been assigned grades based on academic dishonesty or academic misconduct, which are addressed in JFK University’s Academic Honesty Policy.

This policy does not allow challenges to an instructor’s grading standard or methods provided they are found to be neither arbitrary nor prejudicial.

Complaints about unfair grades alleged to be motivated by discrimination or sexual harassment are to be addressed to the appropriate JFK University office responsible for managing complaints related to such conduct.

The grade awarded is not based on criteria related to course objectives, student learning outcomes, the grading rubric contained on the course syllabus, or other expected standards of judgment.

The instructor made a mistake in fact (clerical error) or calculation (mathematical error).

The grade awarded is motivated by ill will, and is not indicative of the student’s actual demonstrated academic performance.

DESCRIPTION

Grounds.

- Only clerical or mathematical errors, arbitrariness, or prejudice will be considered as legitimate grounds to approve a Petition for Grade Change.

- While a student has a right to expect fairness in the grading process, it must be recognized that varied standards, individual approaches, and discretion in grading are valid. This policy does not provide recourse for the reassessment or reevaluation of final grades, individual assignments or projects absent specific findings of error, mistake or prejudice.

All grade changes may be approved only upon the recommendation and approval of a designated committee of faculty following the procedure below. This ensures that no individual faculty member or administrator has the authority to approve a change to a recorded grade. This procedural step is necessary given the importance of maintaining the integrity of the grading process, the academic freedom of faculty, and the need to protect any individual faculty member or administrator from undue pressure or influence.

- Procedure.

Students or faculty may petition for a change of grade. Faculty who discover an error or mistake in their recorded grades may submit a Petition for Grade Change directly to the Dean of the College in which the course was offered. Students who feel that they have received an erroneous grade are encouraged to discuss the matter first with the faculty member to see if there is agreement on the existence of an error or mistake in the grading process. A student is not required, however, to communicate directly with the faculty member if concerns exist regarding the anonymity of the grading process or any possible conflict with the faculty member. If the student and the faculty member agree that a grade change is warranted based on error or mistake, the faculty member should submit a Petition for Grade Change. Should the faculty member for any reason fail to submit a Petition for Grade Change under this scenario within the deadline for such petitions, the deadline shall be extended for thirty days so the student may have adequate time to initiate and submit the petition.

A student may submit a petition for grade change directly to the Dean of the College in which the course was offered. This may occur if the student chose not to consult with the faculty member or if the faculty member did not agree with the student claim of error, mistake or prejudice.

All petitions for grade change must be submitted within 30 days after the grade was first recorded with the Registrar’s Office and made available to the student through the Express system (or other notification system). The petition must be submitted to the Dean of the College in which the course was offered. The Dean shall assign the petition to the Academic Standards Committee (ASC) within that college for resolution (if the Academic Standards Committee is unavailable, the Dean may assign the petition to a specially appointed faculty committee). The ASC shall review and decide the petition within 30 days of the original submission to the Dean’s office. Although the ASC may confer with faculty or with the petitioner if needed, no hearings are required. The ASC shall report its decision in writing to the Dean who will notify the student and faculty member of the decision and will notify the Registrar’s Office if a change has been approved. The Vice-President of Academic Affairs of the University shall oversee this process if the Dean was the faculty member whose course was the subject of the petition.

The decision of the College Academic Standards Committee cannot be overturned by the Dean or Academic Vice-President except upon a clear showing of abuse of discretion in its decision-making.
Prerequisite Courses for Master’s Programs

To ensure that students have sufficient background for graduate work, master’s degree programs may require undergraduate prerequisite courses. Students who have not completed the courses prior to admission are required to do so during the first year of graduate study. Certain programs in the College of Graduate and Professional Studies recommend that its students complete prerequisite courses in the quarter prior to beginning the graduate program; however, students may integrate any required undergraduate courses into the first year of graduate work.

Prerequisite courses may be taken for Credit/No Credit grading as an alternative to letter grading. If a prerequisite course is taken for a letter grade, a grade of B or higher must be earned. Letter grades for prerequisite courses completed at JFK University are included in the cumulative grade-point average for the graduate program. If a graduate student receives a low letter grade in an undergraduate prerequisite course, it may result in being placed on academic probation. Students should be aware that many employers require letter grades in all courses for tuition reimbursement.

Undergraduate prerequisite courses may be satisfied through acceptable coursework at an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA), through CLEP or DSST exam, or through Credit by Assessment. Additional information is available from the Registrar’s Office.

Prerequisite Courses for Doctor of Psychology Programs

To ensure that students have sufficient background for doctoral-level work, the Doctor of Psychology (PsyD) program requires undergraduate prerequisite courses. These courses must be successfully completed prior to enrollment in the doctoral program. Prerequisite courses may be taken for Credit/No Credit grading as an alternative to letter grading. If a letter-graded prerequisite course is completed after the bachelor’s degree has been awarded, a grade of B or higher must be earned.

Program Transfer or Change of Program

Some students decide after matriculation that they are better suited for another program at the University. In such cases, students may apply to transfer to the new program by completing a Change of Program form. The advisor of the new program will review the requirements and, if accepting the student, will sign approval on the Change of Program Form. The Change of Program form is only for use by students who wish transfer within academic levels. Students applying to a different level, e.g., graduate to doctoral, must go through the Admissions Office. Transfer to a different program is not guaranteed. Please visit the Registrar’s Office for more information.

Repeating Courses

Undergraduate students may repeat a course in which they earned a C- and below. Graduate students may repeat a course in which they earned a B- and below. Law students in good academic standing may repeat a course in which they earned less than a 70 or in which they did not receive a credit grade. Law students not in good academic standing may repeat a course in which they earned a grade or score less than that required for satisfactory academic progress only upon approval of the College of Law. Non-law students on probation must have the dean’s approval to repeat a course. Both the original and repeat enrollments will be noted on the student’s transcript; however, only the units and grade points earned for the higher passing grade are computed in the grade-point average. When both grades are equal or there is no basis to determine which is higher (as in the case, for example, of a NC and an F or a CR and an A), the last occurrence will apply to the grade-point calculation.

Undergraduate Transfer Credit

Effective fall 2006, transfer credit recorded has the computational effect of CR on the student’s record. See additional transfer credit information in the Admissions section in the front of this catalog.

Scholastic Performance

Good Scholastic Standing

Students must maintain a satisfactory minimum cumulative grade-point average to be considered in good standing. The minimum for an undergraduate student is 2.0 (C); for a graduate student, 3.0 (B). The minimum cumulative GPA for a law student is 70.0.

Linked students must maintain a minimum 3.0 GPA in graduate courses and a 2.0 in undergraduate courses to be in good standing.

Dean’s List of Honor Students

An undergraduate student who meets the following criteria during any one quarter will be placed on the Dean’s List of Honor:

• Achievement of a minimum 3.5 GPA;
• Completion of six or more units of letter-graded coursework;
• No grade lower than C; and
• No marks of I, UW, or NC.

Placement on the Dean’s List will be noted on the student’s transcript.

Dean’s List for College of Law

The Dean’s List honors the top 10 percent of law students in each of the four classes (first-year, second-year, third-year, and fourth-year) based on students’ GPAs for that year (not on students’ cumulative GPAs). First- through third-year students must have earned at least 12 numerically graded units in residence during the academic year to be eligible for the Dean’s List. Fourth-year students are eligible with at least seven numerically graded units completed in residence.

Students earning Dean’s List honors will have their names posted at the College of Law, will have their honors listed on their transcripts, and will receive letters acknowledging the honors through the College of Law.

Class Ranks for the College of Law

At the end of each academic year, class ranks will be posted for each of the four classes (first-year, second-year, third-year, and
Unsatisfactory Academic Performance

When an instructor notifies the Registrar at midterm of a potential unsatisfactory grade, the Registrar will send a courtesy notice to the student with copies to the college dean and instructor. Students so notified should schedule an academic counseling meeting with the dean or instructor.

A student showing a non-completion pattern of W, UW, I, or NC marks in two or more consecutive quarters in the previous four terms will be referred to the dean, who may refer the student to an advisor or to the Academic Standards Committee for review and advisement.

Probation, Dismissal, and Reinstatement

The following academic policies and procedures apply to all students except those in the College of Law, for whom a separate set of academic policies and procedures apply.

Academic Probation

A student is automatically placed on academic probation upon failure to achieve and maintain a satisfactory grade-point average. The student will be so notified by the Registrar. Satisfactory grade-point average is defined as a 3.0 (B) average for a graduate student and as 2.0 (C) average for an undergraduate student. A linked student is placed on probation for failure to achieve and maintain a 3.0 GPA in all graduate courses and a 2.0 GPA in all undergraduate courses completed during the period of linking. A student on academic probation must have the dean's and the advisor's written approval for a course of study each quarter the student is on probation and for any change to the course of study. No student on academic probation may enroll in any course on a CR/NC basis without written approval of the dean of the college. Probationary status is removed when a probationary student achieves a satisfactory cumulative grade-point average. Students on academic probation cannot register on Express.

Dismissal

A student shall be subject to dismissal from the University if any of the following conditions exist:

- A student has been on academic probation for three consecutive academic quarters in which the student has been enrolled;
- A graduate student has received a grade of C+ or lower in any graduate course;
- An undergraduate student has received a grade-point average of 1.0 (D) or below in any single academic quarter;
- A student violates ethical or other standards associated with the profession for which s/he is in training;
- A student has committed plagiarism (see the Student Conduct section for more information);
- A student has engaged in conduct incompatible with the normal operation of the University (see the Student Discipline section for more information).

College Academic Standards Committees

The dean of each college shall appoint an Academic Standards Committee (ASC) during each academic year. Each committee shall consist of at least three members, at least two of whom are members of the college's faculty. The dean shall not be a member of the committee.

The ASC has responsibility for review and approval of all modifications to the college's curriculum before being forwarded to the University for additional approval and implementation. Additionally, the ASC is the primary faculty body within each college that serves to review and consider academic issues and student academic performance issues (including grade appeals; see Grade Change or Academic Integrity sections). Student conduct are referred directly to the Director of Student Affairs (see Student Conduct section). Civil rights issues are referred directly to the Vice President for Business and Administration (see Civil Rights section).

Academic Standards Committee Review

The case of each student subject to dismissal, as set forth above, shall be reviewed by the ASC of the college in which the student is enrolled. The committee shall schedule a hearing at which the student's dismissal from the University will be considered. It is the responsibility of each student to ensure that the University and the student's college are informed of a current mailing address for receipt of official notices.

Dismissal Hearing Process

A hearing will be conducted in those instances when the ASC recommends dismissal. This hearing shall be conducted before a body composed of the ASC, all of whom shall have full voting rights. The dean may designate a replacement if a member of the committee has a potential for conflict of interest. The hearing is not a legal forum and representation of parties by legal counsel is not permitted. The parties may, however, be accompanied by another member of the university community, who will act as a personal advisor with whom they may consult. Each student scheduled for a hearing shall have the right to be notified of the hearing, to personally appear before the committee, to make a statement, and to present facts relevant to the determination to be made by the committee. At the conclusion of the hearing or within five days thereafter the committee shall notify the student of its decision which will be determined by majority vote.

With regard to the academic deficiencies set forth above, after the hearing the committee may refer the matter back to the dean, it may recommend placing or continuing the student on probation or leave of absence subject to conditions and for a length of time that it shall specify, or it may recommend the student's dismissal from the University. In reaching this determination, the committee shall consider academic performance, potential for academic success, and the extent to which extenuating circumstances interfered with academic performance.

Appeal

A decision of the committee may be appealed by filing a written petition with the dean of the college within 10 days after the student is notified of the decision. In the petition, the student should state in full the facts and arguments in favor of the appeal. The dean will issue a written decision in the matter. The standard of review on appeal is whether, based on the facts presented to the committee at the time of the hearing, the decision was reasonable. The student may appeal the decision of the dean by filing a
notice with the Vice President of Academic Affairs within 10 days after the student is notified of the dean’s decision. The Vice President will review the college’s academic standards committee’s decision, the petition to the dean, and the dean’s decision. Great deference will be given to the dean, and the decision will be modified only if it is found to be an abuse of discretion. The decision of the Vice President of Academic Affairs is final.

Reinstatement
A student dismissed for reasons set forth above may petition for reinstatement to the same degree program after one year. If dismissed, the student may apply for admission at any time to another degree program. The petition shall state in full the circumstances of the dismissal and the actions taken by the student to correct the condition(s) that led to dismissal from the University.

Leave of Absence
Matriculated students are expected to maintain regular (continuous) enrollment in their program. Students who find it necessary not to enroll for one or more terms must complete and submit a Petition for Leave of Absence. Students are responsible for obtaining the necessary approval from an advisor for the leave of absence. This form is available in the Registrar’s Office and on Express. If a student completes a degree or certificate and enrolls in another degree or certificate, the leave of absence calculation starts over. The student will have up to four approved/unapproved leaves with the new program. Students simultaneously enrolled in a combination of degree/certificate programs have only four approved/unapproved leaves.

Non-attendance for one or more terms without an approved leave may impact the student’s matriculation or residency status at the University. Students who are absent without an approved leave or who are absent for a term beyond the approved leave will be required to apply for re-admission before enrolling in further coursework. Such students are subject to having those admissions requirements in place at the time of re-application and are not automatically awarded credit for prior coursework upon readmission.

Students who receive financial aid are strongly advised to contact the Financial Aid Office before requesting a leave of absence to discuss the impact of the leave on financial aid eligibility and loan repayment status. Generally, leaves of absence are treated as withdrawals for federal financial aid purposes and may cause federal loans to enter repayment status.

Other Notes:
The Registrar’s Office will review a student’s record for all absences to determine eligibility:
- If courses remain on the student’s schedule for a term in which a leave of absence is requested, those courses are automatically withdrawn, and the accounting and Financial Aid Offices will be notified. The student remains responsible for the tuition.
- There is no retroactive leave of absence; students must submit petition in the quarter/semester either prior to or concurrent with the request.
- Leaves of absence may be granted for up to four terms (three terms for College of Law), whether consecutive or non-consecutive, approved or unapproved.
- Students on unapproved leaves or who are absent for a term beyond the approved leave will be prevented from registering for classes and will have to contact the Admissions Office to apply for re-admission.
- If a student “drops” all courses within the approved timeframe to receive even a partial credit, that course will not stay on the student’s transcript; therefore, the student is required to request a leave of absence for that term.
- A leave of absence is not required for any term in which a student withdraws from all courses; a “withdrawal” from all courses is defined as dropping all classes without receiving any refund. These courses will remain on the student’s transcript with a grade of “W”, which does not have a negative effect on the grade point average (GPA), and does not require a leave of absence.
- Audited courses do not appear on official transcripts and cannot be used as proof of registration for the term.

A leave of absence is considered “approved” unless otherwise notified by the Registrar’s Office; students will not be notified of approval.

Graduation Requirements
All degree and certificate candidates are required to file a Petition for Degree or Petition for Certificate and pay the required fee. Petitions must be filed by the date specified in the following pages. All financial obligations to the University must be paid in full. In addition, students must complete the requirements in the following table, the additional requirements following the table, and all programmatic requirements as indicated in the University’s catalog.

JFKU Engaged: Service Learning Program
Beginning in January 2015, all new enrolling degree seeking students will be required to complete 30 hours of service learning in a community project prior to graduation. Students will work with faculty and staff to design a project that demonstrates a commitment to the University’s core beliefs that education should be transformative and “change the world”. For more information on the service learning requirement, visit the website at http://www.jfku.edu/Servicelearning/

Bachelor’s Degrees
All candidates for a Bachelor of Arts or Bachelor of Science degree from John F. Kennedy University must complete the following requirements.

Major, Core, or Track
All the requirements of an undergraduate major, core, or track must be satisfactorily completed. A minimum grade of C is required in all letter-graded courses applied to the major, core, or track. The CR/NC grading option may not be exercised for letter-graded courses applied to the major, core, or track; however, courses offered only on a CR/NC grading basis may be included.

Competency Areas
All requirements for demonstration of competence in specified areas must be satisfactorily completed. Requirements are indicated in the Bachelor of Arts and the Bachelor of Science program descriptions in the College of Undergraduate Studies section of the catalog.

General-Education Breadth
This group of requirements applies to all baccalaureate students.
All requirements for lower- and upper-division general-education breadth must be satisfactorily completed. Upper-division requirements are indicated in the BA and the BS program descriptions in the College of Undergraduate Studies section of the catalog.

Courses taken to fulfill the general-education breadth requirements cannot be used to satisfy a requirement of the major, core, or track. Consult the Registrar’s Office for appropriate use of any courses in lower- and upper-division general-education breadth areas.

Students must complete 45 units in lower-division general-education breadth. Some upper-division courses offered by the College of Undergraduate Studies may be applied to the lower-division general-education breadth requirements. The list of approved courses is available from the College of Undergraduate Studies and the Registrar’s Office.

Applicants to JFK University BA and BS degree programs will be considered to have fulfilled all lower-division general-education breadth requirements provided any of the following are true:

- Applicant has a BA or BS degree from a regionally accredited college or university (or the equivalent); or
- Applicant has a California AA, AS, AAT or AST degree; or
- Applicant has an IGETC or CSU certification.

Applicants who have other degree titles—or who are applying to other degree titles—will not receive a blanket waiver for lower-division general-education breadth. These students are eligible to apply to JFK University baccalaureate programs, but their credits will be transferred on a course-by-course basis. After transfer credit is awarded, these applicants must satisfy all remaining general-education breadth requirements.

Lower-division requirements are outlined below:

- **Composition**: Nine units of composition, up to three of those nine units may be satisfied with a critical thinking course;
- **Mathematics**: Three units, one college-level mathematics course;
- **Natural Science**: Nine units chosen from courses in the physical and life sciences;
- **Humanities**: Twelve units chosen from courses in at least two of the following areas: the arts (theory, history, or literature pertaining to the arts), literature, philosophy, religion, humanities (interdisciplinary courses combining the previous four areas), and foreign languages; and
- **Social Science**: Twelve units chosen from courses in at least two of the following areas: cultural anthropology, cultural geography, economics, history, political science, psychology, social science, and sociology.

**Individualized Programs**

In addition to the academic majors outlined in the sections on specific degree programs, a student may be permitted to design an individual program of study. Such individually designed programs are intended for mature students with well-defined, unique educational goals. The program may be an individually planned specialization within a college of the University or a cross-disciplinary concentration integrating courses from more than one college. Individualized programs are considered exceptions to University policy, and are only granted when a compelling case is made to do so.

Any student who wishes to undertake an individualized program should prepare a written proposal that includes the following information:

- A rationale for the proposed program;
- An outline of the proposed program with a list of courses to be undertaken and a statement indicating how these courses form an organic program of study;
- A statement of how comprehensive knowledge of the subject area will be demonstrated (e.g., thesis, research project, master’s examination);
- The proposed degree title; and
- A list of two or more faculty who will be directly responsible for supervising the entire program.

The student must obtain approval of the proposal from the supervising faculty, the dean of the college(s) that will award the degree, the Registrar, and the Vice President of Academic Affairs. Forms for preparing and submitting an individualized degree proposal may be obtained in the college’s administrative office.

The number of units for the individual program is negotiable but should be similar to other programs within the college(s). The student undertaking an individualized program must satisfy all of the University requirements for a bachelor’s or a master’s degree.

**Emphases within Programs**

Graduate and undergraduate programs may offer emphases that encompass a number of related courses on a defined topic. Emphases, unlike specializations, are not recorded on the student’s transcript or noted on the diploma.

**Other Information**

**Graduation and Commencement**

A student is graduated on the next available date from when the Registrar’s Office is notified that all degree or certificate requirements have been completed. (Note that the petition itself is one of the graduation requirements.) Degrees, certificates and specializations are never backdated. A commencement ceremony is held each June to honor students who have completed degree, certificate, or credential program requirements during the academic year or who will be completing requirements during the summer.

**Petition for Degree or Certificate**

Degrees and certificates are not awarded automatically upon completion of scholastic requirements. Students should work with their advisor to review their degree audit and plan for the completion of their degree or certificate requirements. To be considered as a candidate for a degree or certificate, students must submit a Petition for Degree or Petition for Certificate form to the Registrar’s Office accompanied by the appropriate non-refundable fee. Petitions must be on file before a degree or certificate will be awarded. Petition deadlines for all programs except Doctor of Psychology are January 15 for June and September graduation; July 15 for December graduation; October 15 for March graduation. The petition deadline for the PsyD program is February 15.
of the year prior to beginning the internships. Students who wish to participate in the current academic year’s commencement ceremony must petition by the January 15 deadline for no later than the summer term.

**Awarding of the Degree or Certificate**

At the end of the quarter/cohort/semester of anticipated completion, as stated on the petition, the student’s records will be reviewed to verify completion of all requirements. If all requirements have been completed, the awarding of the degree or certificate will be posted on the transcript and the student notified. Degrees or certificates will be dated as of the Monday after the last day of the quarter/cohort/semester in which all requirements have been met. Students who have not fulfilled all requirements will be notified, and the file will not be reviewed again for degree or certificate completion until the Registrar’s Office is notified by the student that requirements have been fulfilled. Students who do not notify the Registrar’s Office of degree or certificate completion may miss participating in the commencement ceremony. Degrees or certificates are never automatically entered onto the transcript without notification of completion and review. Degrees or certificates are not awarded if a student is on academic probation, or if there are marks of I (Incomplete) or IP (In Progress) on the transcript.

**Diplomas or Certificates**

Diplomas or certificates are printed and mailed after all requirements have been completed, the degree or certificate has been posted on the transcript, and all financial obligations to the University have been fulfilled. They are mailed to the address of record approximately three-to-five months after the degree or certificate has been awarded. Diplomas and certificates are printed using the student’s legal name on record. Students wishing a different name on their diploma or certificate must file an official name change with the Registrar’s Office accompanied by the appropriate documentation prior to the issuance of the diploma or certificate.

**Recognition of Academic Honors**

**Undergraduate Students**

Students who demonstrate exceptionally high academic scores are eligible for graduation honors. Academic honors are posted to the diploma and final transcript when the student’s degree is conferred. Graduation honors are based upon all courses applied toward the bachelor’s degree and are determined according to the following:

<table>
<thead>
<tr>
<th>Honor</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.85+</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.75–3.849</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50–3.749</td>
</tr>
</tbody>
</table>

Students who are not eligible for graduation honors may be eligible for honors in the major instead. Only students whose cumulative GPA is below 3.50 are eligible for honors in the major. To receive honors in major, the student’s major GPA, which is computed as the grade-point average of courses in the major program, must be 3.60 or higher.

**Graduate Students**

Graduate students do not receive honors based on grade-point average; however, each college selects an outstanding student to honor at commencement (see below).

**Graduation with Honors for the College of Law**

Students who have completed their degree requirements, have completed at least 39 of the 56 required numerically graded units in residence at the College of Law, and have taken no more than 17 terms (including summers) to complete their degree requirements are eligible for graduation with honors as follows:

<table>
<thead>
<tr>
<th>Honor</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>88+</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>85–87.99</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>83–84.99</td>
</tr>
</tbody>
</table>

Academic honors will be posted on the students’ transcripts and diplomas.

**Commencement Ceremony**

The ceremonial recognition of graduation is a very special occasion at the University. Graduating students and prospective graduates who meet the requirements listed in the policies below are encouraged to participate in this June event. (The College of Law holds a separate commencement ceremony whose eligibility requirements may differ than those stated here; consult the College of Law Catalog for more information.) Students who meet the following criteria are eligible to participate in the commencement ceremony:

- Prior fall and winter graduates;
- Students who are completing all requirements as of spring quarter; and
- Students who have six or fewer quarter units to complete in summer.

Students must also fulfill the master’s/doctoral examination or thesis/master’s/doctoral dissertation project requirements if relevant to their degree programs. Students in programs requiring a master’s examination must either have passed the exam or be scheduled to take it during summer quarter. Thesis and doctoral dissertation students must have the rough draft of the thesis or dissertation project approved by May 15. Students must have petitioned for degree or certificate by the January 15 deadline.

**Awards at the Commencement Ceremony**

**Outstanding Student Award**

At the request of the President of the University, each college selects a student to honor at commencement who best exemplifies academic excellence, service to their college or the University, and service to the community. Due to the high regard in which they are held, these awards are the only awards presented to students at the commencement ceremony.

**The Founding President Harry L. Morrison Distinguished Teaching Award**

A citation and monetary gift is given to honor the memory of Dr. Morrison, founding president of the University. The award recognizes special dedication, to the University and its students, and is made to the faculty member who best exemplifies excellence in teaching and creativity in the classroom, in program and curriculum development, and in contribution to the enhancement and development of the faculty member’s field of study.
## General Graduation Requirements by Program Level

<table>
<thead>
<tr>
<th>Award</th>
<th>Units</th>
<th>Residency</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
<td>A minimum of 180 acceptable quarter units must be completed, of which at least 54 must be in upper-division courses.</td>
<td>At least 36 of the last 45 capstone or project units must be completed in residence (i.e., once 135 units have been accumulated, only nine additional units may be transferred into a degree program). Units transferred from another institution or earned through CLEP, AP, DSST, or CBA do not fulfill residency requirements.</td>
<td>An overall grade-point average of at least 2.0 must be achieved in all coursework including transfer work prior to fall 2006.</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Varies by program</td>
<td>At least 70 percent of the work required for a master’s degree must be completed in residence at the University. Some programs may require a residency greater than 70 percent. Refer to the program-specific sections of the catalog for the number of units required in residence at the university. Transfer credit is not permitted into the Linked MA Sport Psychology/PsyD programs.</td>
<td>A minimum grade of B- is required for each course applied to a master’s degree. An overall grade-point average of at least 3.0 must be achieved in all work for the declared master’s degree.</td>
</tr>
<tr>
<td>Doctor of Psychology (PsyD)</td>
<td>A minimum of 180 acceptable quarter units must be completed.</td>
<td>Once admitted to a doctoral program, all requirements must be completed in residence. Refer to the program-specific sections of the catalog for the number of prior units that might be considered for transfer. Transfer credit is not permitted into the Linked MA Sport Psychology/PsyD programs.</td>
<td>A minimum grade of B- is required for each course applied to the doctoral degree. An overall grade-point average of at least 3.0 must be achieved in all work for the declared doctoral degree.</td>
</tr>
<tr>
<td>Juris Doctor (JD)</td>
<td>Successful completion of 84 units of study in accordance with the prescribed curriculum and in compliance with the residency requirement of the Committee of Bar Examiners of the State Bar of California including a minimum of 68 units of numerically graded coursework. Successful completion of all required courses.</td>
<td>Completion of the final two semesters of law study in residence at JFK University College of Law.</td>
<td>Achievement of a cumulative grade-point average of 70.0 or higher in all numerically graded courses and fulfillment of all conditions imposed by the Academic Standards Committee.</td>
</tr>
<tr>
<td>Certificates</td>
<td>Varies by program</td>
<td>Students enrolled in a graduate certificate program must complete all courses in residence. Please see Legal Studies section for policy on course transfer.</td>
<td>An overall grade-point average of at least 2.0 must be achieved in all work completed for an undergraduate certificate. A minimum grade of B- is required for each course applied to a graduate certificate. An overall grade-point average of at least 3.0 must be achieved in all work completed for a graduate-level certificate.</td>
</tr>
</tbody>
</table>
Institutions of higher education exist for the common good. They are responsible for setting and pursuing goals in their classes without interference. The right of faculty members to select and use academically appropriate materials for their courses is fundamental. Notwithstanding the broad right of faculty members to select and use academically appropriate materials for their courses, faculty members should be sensitive to the possibility that some students in a course may find certain materials to be personally offensive. Faculty members may, but are not required to, provide suitable alternative materials for students who find particular course materials to be personally offensive.

Student Records

Transcripts and other documents received by the University for the purpose of admission or recording supplemental work become the property of the University and will not be released to or copied for students. California regulatory agencies require that student records be kept for only five (5) years. JFK University regularly destroys records after five (5) years of inactivity.

Transcript Request (Issuance)

John F. Kennedy University transcripts are ordered online via the National Student Clearinghouse at www.getmytranscript.com. The transcript fee is $10 for normal processing and $15 for rush orders.

A transcript is issued only if all financial obligations to the University have been paid in full. Transcripts contain only coursework completed at JFK University. A summary of previous education is entered into the official transcript of record. Unofficial transcripts will not be issued to students by the Registrar's Office; however, students may print their own unofficial academic record from the web portal using the Express system. Transcripts are never faxed or sent by email.

JFK University is custodian of records only for American Academy of Family Studies (AAFS) and New College School of Law (NSCL) transcripts. The University does not maintain any other New College academic records. Students wishing to obtain AAFS or NSCL transcripts should contact the Registrar’s Office at (925) 969-3353.

Transferability of JFK University Courses

Each institution has its own policies for transfer credit and students are advised to contact the receiving institution to determine transferability of JFK University coursework. JFK University courses taken credit/no credit may not be accepted by other institutions.

Facility Academic Freedom

Due Process

Faculty are entitled to the rights of due process. These include the right to be notified in a timely manner of any complaints or grievances against them and the right to respond to those complaints or grievances.

Academic Freedom

The right to academic freedom is the right of every faculty member.

Academic freedom is defined as the freedom of thought and expression as it applies to teaching, publication, oral presentation, and extramural activities. It includes the right of faculty members to choose and use materials that they deem appropriate to program or course goals in their classes without interference.

Institutions of higher education exist for the common good. The welfare and strength of John F. Kennedy University and of society at large depend on the uninhibited search for truth and its free expression. Academic freedom is based upon the premise that scholars are entitled to immunity from coercion in matters of thought and expression, and on the belief that the mission of John F. Kennedy University can be performed only in an atmosphere free from administrative or political constraints and tolerant of thought and expression. Academic freedom is fundamental for the protection of the rights of both the faculty in teaching and the student in learning. Academic freedom is also essential to protect the rights of the faculty to freely discuss and debate all ideas, however controversial or unpopular, within John F. Kennedy University or before the broader community. The exercise of academic freedom cannot serve as cause for discipline, dismissal, or non-reappointment. Academic freedom does not include communication or material presented in class that constitutes discrimination, sexual harassment, illegal behavior, or encourages students or others to engage in criminal or unethical behavior.

In the event a faculty member’s choice of course materials is challenged, the burden will be on the challenger to establish by material evidence that the challenged material is academically inappropriate for the course. The College Dean will be the academic administrator charged with oversight of this process. The College Dean will request that the Program Chair assess the allegedly inappropriate material and make a determination of the appropriateness of the materials. If the Program Chair’s materials are in question, the College Dean will request a faculty member in the discipline to assess the materials and make a determination. Determination as to the appropriateness of the course material in question will be made within 60 calendar days of the date that the College Dean receives written challenge to the academic appropriateness of the material in question.

Notwithstanding the broad right of faculty members to select and use academically appropriate materials for their courses, faculty members should be sensitive to the possibility that some students in a course may find certain materials to be personally offensive. Faculty members can elect to alert students at the beginning of their courses to any potentially controversial course materials. Faculty members may, but are not required to, provide suitable alternative materials for students who find particular course materials to be personally offensive.

A faculty member who alleges a violation of his or her academic freedom should notify in writing his or her representative on the Faculty Senate Executive Board and the President of the Faculty Senate. The President of the Faculty Senate will direct the faculty member’s complaint to the appropriate Faculty Senate committee for investigation. The Committee will investigate the charge to determine the merits of the complaint. The Committee will report its findings to the Senate and, if warranted, recommend a remedy. The Faculty Senate will render a finding and recommendation within 60 calendar days of the written notice to the Faculty Senate.

Faculty members who believe that a violation of academic freedom may have resulted in an adverse personnel decision should contact their representative on the Faculty Senate Executive Board and the President of the Faculty Senate in writing. The Senate will investigate this claim and provide its findings to the Vice President for Academic Affairs, with a copy to the faculty member, within 60 calendar days of receiving the faculty member’s written notification. The Faculty Senate’s findings will be considered in any subsequent personnel or grievance proceedings.
Student Services

Changes of Name or Address

Students are responsible for filing a Change of Name/Address/Status Form on Express or in the Registrar’s Office if name, residence, phone number, gender, or email address has changed since last registration. Name change requests must be accompanied by a copy of one of the following: court order, marriage certificate, dissolution decree, social security card, passport or driver’s license.

Academic Advising

Students admitted to a degree or certificate program are entitled to ongoing academic advising. Advising appointments may be scheduled with an academic advisor. The Registrar’s Office will assist academic advisors and is available to answer questions about transfer credit, residency requirements, and degree audits.

Student Affairs

The mission of the Student Affairs Department is to offer helpful, high-quality services that allow students to experience and enjoy a positive learning environment. Through the Academic Support Center, Career Center, International Student Advising, Office of Disabilities Services, and the Veteran Success Center we provide services that enhance and support the academic, personal, professional needs of our students. Student Affairs works closely with other departments to help make the student experience positive and successful. For additional information about Student Affairs services please contact the Director of Student Affairs at student.affairs@jfku.edu or call 925-969-3533.

Academic Support Center

The John F. Kennedy University academic support center’s mission is to support students’ success both at the University and in their subsequent professional careers. Through one-on-one instruction and quarterly workshops, the center offers students free assistance with reading strategies, time-management tools, critical inquiry, and research methods as well as with every stage of the writing process: brainstorming, planning, drafting, revising, and documenting research. Appointments are available Monday through Friday on-site, via email, by fax, or by phone. Students can schedule to meet with staff at the Pleasant Hill, San Jose, and Berkeley campuses.

Online Writing Center: Like JFK University’s Academic Support Center, the online instructors are not editors, but teachers, who provide you with the tools to improve your own writing. To learn more or to schedule an appointment, visit the Writing Center here: http://www.nu.edu/OurPrograms/StudentServices/WritingCenter/OnlineWritingCenter.html.

Online Math Center: Individual and group tutoring is available to students in the fields of mathematics, statistics, sciences, engineering and business mathematics. To learn more or to schedule an appointment with a Math tutor visit: http://www.nu.edu/OurPrograms/StudentServices/mathcenter.html.

Career Center

The JFK University Career Center is a resource for University students, staff, and alumni. The Center offers individual career counseling, resume and cover letter review, group workshops, and interest assessments to support the career-related needs of JFK University students and alumni.

International Student Services

International Student Services is a resource for F-1 international students, other non-immigrant visa holders, and U.S. permanent residents and citizens with international education backgrounds. Information is provided in the areas of F-1 immigration regulations, the U.S. visa process, education equivalency, and student services referrals. New international student orientation workshops are offered. Please contact the International Student Services Specialist at iss@jfku.edu, or call 925.969.3339 for additional information.

Office of Disability Services

The Office of Disability Services for students (ODS) supports students with disabilities through equal access, empowerment, advocacy, resources, collaboration, and outreach. In addition to providing services and accommodations that allow students with disabilities to fully participate in all of the programs offered on campus as mandated by state and federal laws, ODS works closely with faculty and staff to provide disability representation, information, diversity, and awareness throughout the University community.

Students with disabilities who may require accommodations or auxiliary aids should contact ODS early on to schedule an intake appointment. All accommodations, services, and use of auxiliary aids are determined on an individual basis and must be supported by sufficient documentation. Some examples of accommodations include note-taking assistance, testing accommodations (e.g., extended time, reduced distraction environment), and assistive technology such as voice-recognition software, accessible media (e.g., books on tape or electronic text).

For more information, contact ODS at ods@jfku.edu or call (925) 969-3362.

Student Government

The purpose of the University Student Government is to enhance the quality of student life by making every student’s experience at JFK University pleasant and positive. The overriding goals of the Student Government are to unite students who are registered at JFK University under one University-wide government, to represent the interests and concerns of all students at the highest level of decision-making, to advocate for various student interests, and to enrich the reputation of the University within the general, legal, and academic communities. The nominal Student Association fee, charged all students at registration, enables the student government to fund sanctioned student associations as well as other University-wide projects. Student government members are elected annually and required to abide by all JFK University policies and procedures.
Veteran Success Center

The JFK University Veteran Success Center is a resource for all former military members, and active military members. The Center includes computer work stations, information on available community resources and information about VA benefits. The Center hosts workshops from community veteran organizations and the VA. For additional information about the Center, please contact the Veteran Affairs coordinator at vesc@jfku.edu, or call 925-969-3478.

Alumni Association

The alumni association is comprised of all John F. Kennedy University graduates. The association provides a lifelong link between alumni and the University. The association's mission is to have as many alumni as possible serve as volunteers to foster the advancement of the University. The association's work is overseen by a council made up of alumni representing each of the colleges.

Campus Crime

The University will provide upon request all campus crime statistics as reported to the U.S. Department of Education, http://www.ope.ed.gov/security. To request this information, contact the Office of Institutional Research at (925) 969-3403 or visit the website at http://www.jfku.edu/About-Us/Campus-Security.html.

Computer Labs

Computer labs are available on each campus to support the learning, scholarly, and professional pursuits of students and alumni. The Pleasant Hill and Berkeley Computer Labs are maintained and supported by the JFK University Libraries. The San Jose Computer Lab is supported by National University. Please see the library website, library.jfku.edu, for schedule and contact information.

Continuing Education

John F. Kennedy University's Continuing Education (CE) department provides professional development and personal enrichment programs that serve the diverse needs of our alumni and surrounding communities in the greater Bay Area.

Specializing in the fields of psychology, law and health care, CE offers a variety of certificate programs and courses for psychologists, mental health professionals, registered nurses, and attorneys who seek to acquire or maintain licensure, expand their knowledge, increase their proficiency, or specialize in a particular area of expertise in their respective fields. Taught by expert scholars-practitioners at three campuses (Pleasant Hill, Berkeley, San Jose) and online, our courses integrate theory and practice that can be immediately applied, are convenient, are accessible, and are affordable.

Our certificate programs are designed to offer in-depth learning opportunities in select clinical subject areas. Current topics of study include: Autism Spectrum Disorders, Cognitive Behavioral Therapy, Eating Disorders, Expressive Arts Therapy, Deep Imagination, and Treatment Strategies for Returning Troops. CE is approved to sponsor courses by the American Psychological Association (APA), the California Board of Behavioral Sciences (BBS), the California Board of Registered Nursing (BRN), the California Foundation for the Advancement of Addiction Professionals (CFAAP/CAADAC), and the State Bar of California.

CE offers a 10% discount to JFK University students, faculty, staff and alumni for any on-site course. Please note: CE courses cannot be applied toward an academic degree or academic certificate program.

For more information or to receive a catalog of our offerings, contact the Continuing Education office at:

JFK University - CE
100 Ellinwood Way, Suite S205
Pleasant Hill, CA 94523
(800) 557-1384
fax: (925) 969-3155
conted@jfku.edu

Fire Prevention

In the interest of fire safety, the University prohibits any open flames, lit matches or lighters, or the burning of candles inside any University facility.

Food Service

John F. Kennedy University recently renovated the cafe space located in the main foyer of the Pleasant Hill campus. The Classic Cafe offers a healthy selection of salads, soups, sandwiches, burgers, beverages, and snacks. The cafe is open to students, faculty, and staff during building operational hours. The Classic Cafe serves as the sole food vendor for the University.

Health Insurance

A student health insurance policy is available through E. J. Smith Company. Information on policies can be accessed through E. J. Smith’s website: www.ejsmith.com. The University is not affiliated with E. J. Smith Company or its subsidiaries.

Housing

The University does not provide student housing or dormitory facilities to any of its students. The local areas of our three campuses offer a variety of living accommodations including apartments, rooms for rent, and single family dwellings. A very helpful and reliable website to visit for an idea of the area’s available housing is www.craigslist.org.

Libraries

The JFK University Libraries system consists of the central Robert M. Fisher Library in Pleasant Hill and its branches on the Berkeley and San Jose campuses as well as the Law Library, which is also located on the Pleasant Hill campus.

The collections of the University’s libraries number more than 100,000 volumes, 87,000 e-books, 80 online databases, 400 print and 49,000 electronic journals. The libraries collect materials in print, audio, video and electronic formats. Media viewing and listening stations are available at each campus.

Currently registered students have web access to the JFK University Libraries’ e-resources and may use their student ID card to borrow materials at any campus. Interlibrary borrowing and
free document delivery services are available. Alumni have borrow-
ing privileges and may access e-resources on site. Members of 
the public are welcome to access resources on site on a fee basis. 
Please see the Libraries web site for up-to-date information on 
services, open hours, circulation policies, etc.

Reference assistance and research instruction are available on site 
or via phone, email or online chat. In addition to formal library 
research course offerings, course-related workshops are provided 
at the request of faculty. Guides to research methods and a re-
search tutorial are also available on the library web site.

The libraries at JFK University are dedicated to supporting learn-
ing, scholarship, professional development and student success. 
Please visit the library web site at library.jfku.edu for further in-
formation.

Office of the Ombudsman

The objective of the Office of the Ombudsman is to ensure that 
every member of the John F. Kennedy University community re-
ceives fair and equitable treatment in support of a positive work 
and learning environment.

The Office is a confidential service open to all students, employ-
ees, and faculty members of the University. To utilize this service, 
call (925) 969-3330 and leave a message. For more information 
visit: http://www.jfku.edu/About-Us/Diversity-at-JFKU/Office-
of-the-Ombudsman.html.

Smoking

It is University policy to respond to the concerns of nonsmokers 
who want to be protected against passive smoke as a health haz-
ard. Smoking is not permitted at any time inside University facil-
ities or within 20 feet of any entrance. The outdoor picnic tables 
are non-smoking areas.

Student Photo Identification Cards

Student picture ID cards are distributed by the Registrar's Office. 
The cards serve as student identification for a variety of off- and 
on-campus services, including the library, computer labs, free bus 
fare to and from the BART station, and must be updated each 
year for a student to have library borrowing privileges.

A current photo ID may be required for students to participate 
in internship and placement opportunities. Current IDs are avail-
able at the Registrar's Office in Pleasant Hill or student service 
office on the San Jose or Berkeley campuses.

Textbooks and Course Materials

Textbooks and related course materials (called coursepacks) are 
available through the University's virtual bookstore, MBSDi-
rect. Students can access MBSDirect by visiting http://direct.
mbsbooks.com/jfku.htm. Links to MBSDirect are also available 
from the University's website. Course readers are available from 
Copy Central. Students can access Copy Central by visiting http://

Civil Rights Policies and Procedures

Complaints Relating to Discrimination or Sexual Harassment

JFK University is committed to maintaining a working and learn-
ing environment in which students, faculty, and staff can develop 
intellectually, professionally, personally, and socially. Such an at-
mosphere must be free of intimidation, fear, coercion, and repri-
sal. The University prohibits discrimination or harassment on the 
basis of race, color, height, weight, national origin, ancestry, cit-
izenship, religion, age, marital status, pregnancy/childbirth, gen-
der identity, sexual orientation, veteran status, or disability under 
any program or activity offered under its control.

In keeping with this commitment, the University also maintains a 
strict policy that prohibits sexual harassment, which includes ha-assment based on gender, sexual orientation, pregnancy, child-
birth, or related medical condition. This policy applies regardless 
of the gender or sexual orientation of the complainant or the al-
leged harasser.

It is University policy that all persons should enjoy freedom from 
unlawful discrimination of any kind, as well as from sexual ha-assment, or retaliation for reporting a complaint. This policy ap-
plies to prohibit unlawful discrimination or harassment between 
members of the University community, including between stu-
dents and other students and between students and employees or 
third parties, if the University has notice regarding or control over 
the third party. Individuals who engage in prohibited conduct will 
be subject to disciplinary action.

Grievance Procedures for Civil Rights Violations

The University encourages prompt reporting of complaints so 
that a rapid response can be made and appropriate action taken. 
Note that reporting a complaint need not be limited to someone 
who was the target of the discrimination or harassment.

The following person is designated to coordinate the University's 
responsibilities under the law and to insure compliance with the 
University's policies against discrimination:

Vice President of Business and Administration
John F. Kennedy
100 Ellinwood Way
Pleasant Hill, CA 94523
Telephone: (925) 969-3441

A complaint may be filed with the Vice President of Business and 
Administration by any student who feels that they have been sub-
jected to discrimination by a student or by the University through 
any of its employees, contractors, entities, policies, procedures, or 
programs. The University will endeavor to maintain confidentiali-
ty to the extent permitted by law. Where the complainant's desire 
to maintain anonymity constrains the University from attempts 
at establishing facts and eliminating the potential discrimination, 
the University will attempt to find the right balance between the 
complainant's desire for privacy and confidentiality and its re-
 sponsibility to provide an environment free of discrimination.
The University has a duty to investigate even if the student declines to file a complaint or demand action. The University may require complete disclosure of all relevant facts in cases of egregious discrimination.

**Formal Procedures for Civil Rights Issues**

**Filing a written complaint with the Vice President of Business and Administration or designee:**

- The complainant must complete a complaint form. These forms are available in the Office of the Vice President of Business and Administration or designee. To be processed, the complaint must be filed within 120 days of the alleged unlawful discrimination or harassment or within one-hundred twenty (120) days of the complainant's learning of the discriminatory or harassing action.
- The Vice President of Business and Administration or designee dates and logs all written complaints and sends the complainant an acknowledgement that the complaint is under review.
- If the complaint does not meet the procedural requirements, the Vice President of Business and Administration or designee immediately notifies the complainant of the specific deficiencies of the complaint. If the complaint meets the procedural requirements, the Vice President of Business and Administration or designee forwards a copy of the complaint to the alleged offender or unit against which the complaint is made ("respondent").
- The Vice President of Business and Administration or designee will arrange appropriate interim measures when warranted to protect the parties.
- The Vice President of Business and Administration investigates the complaint (or the designee, who has been trained in the investigation of such complaints), meeting separately with the student and with others who are either named in the complaint or who may have knowledge of the facts. Generally, the investigation is completed within thirty (30) days from the date the Vice President of Business and Administration or designee receives the complaint.

On completion of the investigation, the Vice President of Business and Administration or designee will prepare a report of the witness statements and the evidence and will provide a copy to each party.

**A review panel is established as follows:**

The complainant and respondent each nominate one student or employee who is unbiased, not involved in the complaint and willing and available to serve as a member of the panel. The nominated panel members select, by mutual agreement, another member who will serve as chair of the panel, who will conduct the hearing and rule on procedural matters. If they are unable to agree on a chair, the Vice President of Business and Administration or designee makes the selection.

**Once the review panel is established:**

The chair sets the time and place for the hearing at the earliest possible time consistent with the schedules of the parties and the panel. The date of the hearing may be postponed or extended by mutual agreement of the parties with the consent of the chair. The panel makes every reasonable effort to conduct its hearing within fourteen (14) days of the panel's formation.

The failure of any party to appear without justifiable cause will terminate that party’s right of appeal. The Vice President of Business and Administration or designee reviews pertinent evidence and coordinates the hearing process by informing the panel of its role, defining the issues and ensuring that the panel is provided with the complaint, response and other appropriate information. The Vice President of Business and Administration or designee serves as recorder of the proceedings and advisor to the panel, but does not vote.

The standard of review to be used in all proceedings is fundamental fairness. Strict rules of evidence and procedures are not required so long as the proceedings are conducted in a manner that allows both sides to fairly and fully explain the circumstances. Decisions regarding the admissibility of evidence and the weight to be given to pieces of evidence will be made by the chair. The burden of proof is upon the complainant to prove his or her case by a preponderance of the evidence, which means that the proof need only show that the facts are more likely to be so than not so. The review panel proceedings will be conducted in a closed hearing. The parties will have a reasonable opportunity for oral presentation and to present written evidence. The hearing is not a legal forum and representation of parties by legal counsel is not permitted. The parties may, however, be accompanied by another member of the University community, who will act as a personal advisor with whom they may consult.

The panel will make every reasonable effort to forward its written findings to the Vice President of Business and Administration or designee and to the parties within seven (7) days after the close of the hearing. The findings will be recorded and signed by the parties and the Vice President of Business and Administration or designee, except when either party disagrees with the findings of the committee and decides to appeal. Reasonable, timely, and effective action will be taken as needed to correct discriminatory effects, prevent recurrence, or remedy the complainant’s loss, if any. These actions will be communicated to the complainant.

In the event disciplinary action is recommended, the respondent will be entitled to fair process provided by University rules and regulations. Only when a complaint reaches the formal process and only if it is sustained will it be recorded in the respondent’s student or personnel file.

**Appellate Procedures for Civil Rights Issues**

A party may file a written appeal within ten (10) days of receipt of the findings with the Vice President of Academic Affairs. The written appeal must state the objections to the decision. Upon receipt of the appeal, the Vice President of Academic Affairs will forward a copy to the other party(ies).

Parties can forward commentary to the Vice President of Academic Affairs within fourteen (14) days of receipt of the appeal.

Within twenty-one (21) days following receipt of an appeal, the Vice President of Academic Affairs will render a final decision.

Changes to these procedures may be made as needed to resolve problems. Any request for changes should be directed to the Vice President of Business and Administration or designee. If the complaint is against the Vice President of Business and Administration or designee or other officer involved in these procedures,
the Vice President of Academic Affairs will designate a University employee to act in their place in these complaint procedures.

If the decision finds that the complainant falsely accused another of discrimination or harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions.

Retaliatory action of any kind by any member of the University community against anyone seeking redress under these procedures, cooperating in the investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

In cases of discrimination or sexual harassment, the complainant may, at any time during the informal or formal procedure at JFK University, file a complaint with:

Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, California 94105

The University will complete its investigation and make findings on a complaint filed at the University, even if a complaint has also been filed with the Office for Civil Rights.

**Computer Use**

**Computing Resource Usage**

This statement of policy governs the use of university computing and network resources. It is not intended as exhaustive, and all existing law, both federal and state, and all relevant university regulations and policies will also apply, including not only those that are specific to computers and networks, but also those that may apply generally to personal conduct.

All users of JFK University computing and network services acknowledge by their use of these resources that all university computing and network services are provided, managed, and operated for the benefit of the entire university community, and not of any particular account holder or user. Changes in the operation of university computing resources will be made from time to time, and malfunctions may occur. Users must use appropriate judgment in deciding what information to store in the systems, and should keep separate copies of their own data, against possibility of loss. Ultimately, each user is responsible for the safety and security of his or her own data, programs, and files.

**Misuse**

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse may be prosecuted under applicable statutes. Users may also be held accountable for their conduct under any applicable university policies and procedures. Complaints alleging misuse of computing resources will be directed to those responsible for taking appropriate disciplinary action as specified under Enforcement. Storage, reproduction, or other use of any material protected by copyright law may lead to severe legal penalties—see the section in this document titled Notice Regarding Copyright.

Other organizations operating computing and network facilities that are reachable via the John F. Kennedy University network may have their own policies governing the use of those resources. When accessing remote resources from the JFK University facilities, users are responsible for learning and obeying both the policies set forth in this document and the policies of the other organization(s).

** Enforcement**

Minor infractions of this policy, when likely accidental in nature, are typically handled internally by the Information Technology Department in an informal manner via e-mail or in-person discussions. Some examples are poorly chosen passwords, overloading the system, and excessive disk space consumption.

More serious violations are handled via formal procedures. Some examples are sharing accounts or passwords, harassment or repeated minor infractions, as described in but not limited to those described in the preceding paragraph, may result in the temporary or permanent loss or modification of access to the university's computing resources and notification of the student's instructors, department/division chairs, the Director of Student Affairs, or the appropriate manager in the case of a faculty or staff individual.

Particularly grave abuses, such as unauthorized use; attempts to steal passwords or data, or to examine data without authorization; unauthorized use or copying of licensed software; violations of other university policies; or repeated lesser violations as described in the above paragraphs may also result in the temporary or permanent loss of computing access privileges, as well as other disciplinary actions. In such cases, the offender's appropriate instructor(s)/department(s) will be notified of the infractions. If the offender is a student at the university, the case will also be referred to the appropriate vice president for appropriate action.

Any offenses that may be in violation of local, state, or federal law will result in the immediate suspension of all computing privileges, and will be reported to the appropriate university and law enforcement authorities. Additionally, the university's appropriate disciplinary procedures will apply, and the university reserves the right to classify any particular violation's severity, and determine the appropriate administrative response.

**Examples of Misuse**

- Using a computer account you are not authorized to use, by any means whatsoever. Obtaining a password for another’s computer account without the consent of the account owner. If you, as an authorized user, give our your account and password to another individual, you can still be held accountable for any actions that may arise that are associated with your account.

- Knowingly or carelessly performing any act that will interfere with the normal operation of computers, terminals, peripherals or networks, or data or software therein, or impair their security or integrity.

- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating or running programs that are designed to identify security loopholes or decrypt or access intentionally secure data. This also includes storing programs within an account, or under the ownership of an account, that are designed or associated with security cracking.

- Violating terms of applicable software licensing agreements or copyright laws.

- Using e-mail to harass others.

- Creating mail or other electronic distribution lists larger than 10 addresses that send electronic communications to
other accounts without prior permission of the receiving individual, or sending excessive electronic communications to any user without consent.

- Moving large files across networks during peak usage periods or prime hours such that it degrades resource performance. Prime hours will be considered to be Monday through Friday from 10 a.m. to 6 p.m.
- Storing large files on the systems that could compromise system integrity or interfere with other users’ access to storage resources. The Information Technology Department staff may remove or compress any files that in their judgment are consuming excessive amounts of disk or other storage space, with or without prior notification.
- Masking the identity of an account or machine. This includes, but is not limited to, sending mail anonymously.
- Using university computing resources for any activity that is for profit, or that is commercial in nature, i.e., paid for by non-university funds. Commercial activities include, but are not limited to, consulting, typing services, developing software for sale, and advertising.
- Posting on electronic bulletin boards or other generally accessible locations materials that violate existing laws or the university codes of conduct.
- Posting on Internet services, or in any non-private location, information that may be slanderous or defamatory in nature.
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility or other non-private location that can potentially be in view of other individuals, or transmitting such material to another without their advance consent.
- Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner. Accounts and files owned by individual users are to be considered private property, whether or not they are accessible to other users.

Activities will not be considered misuse when authorized in writing by appropriate university officials for security or performance testing.

**Notice Regarding Copyright**

Under the provisions of Title 17, United States Code, as well as under the provisions of domestic and international law, the reproduction of various copyrighted materials, both certain computer programs and other software, and also various other materials, including text and images, is forbidden under certain circumstances. Copyrighted material may not be reproduced or transmitted in any form or by any means, including storage in any information storage and retrieval system, unless permission of the copyright owner has been obtained, or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Violation of copyright law can lead to penalties that include fines and imprisonment.

The university does not authorize or condone the use of university facilities that violates copyright law, and each user will be held personally liable for any reproduction, storage, or dissemination of any material in violation of copyright law.

**Drug and Alcohol Policy**

The “Drug-Free Colleges and Communities Act Amendments of 1989” (Public Law 101–226) clearly stated the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation JFK University wishes to make known its concern for the health and well-being of all members of the University community—students, staff, and faculty—as well as the health and well-being of the community as a whole.

JFK University policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana;
- The sale of any controlled substance which is in violation of local, state, or federal statutes;
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized University activity; and
- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. Disciplinary actions for violations by students will be determined by a Hearing Committee according to the process outlined in “Hearing Procedures” below.

**Academic Integrity**

Because academic integrity is a cornerstone of the University’s commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community the high value placed on truth implies a corresponding intolerance of academic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics.

Academic dishonesty includes cheating, plagiarism, and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some forms academic dishonesty may take:

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise;
- Submitting work previously submitted in another course without the consent of the instructor;
- Sitting for an examination by surrogate or acting as a surrogate;
- Representing the words, ideas, or work of another as one’s own in any academic exercise; and
- Conducting any act that defrauds the academic process.

Plagiarism is the presentation of another person’s ideas or work as one’s own. As such, plagiarism constitutes fraud or theft. Plagiarism or academic dishonesty in any form is a grave offense and will not be tolerated.
If an instructor determines there is sufficient evidence of academic dishonesty on the part of a student, the instructor must report the matter to their program chair and may exercise one or more of the following options:

- Require a timed writing sample to be written on the assigned topic to determine the veracity of the suspicion;
- Require that the work be rewritten;
- Issue a lowered or failing grade for the assignment;
- Issue a lowered or failing grade for the course; and/or
- Request formal disciplinary action by the Academic Standards Committee.

If a student’s assignment or course grade is lowered on the grounds of academic dishonesty, the instructor must inform the student that academic dishonesty figured into the calculation of the grade. The student may exercise his/her right to appeal the grade by requesting a disciplinary hearing, convened by the Academic Standards Committee. The student must submit a written appeal to the Academic Standards Committee within forty-five (45) days of the allegation.

It is the instructor’s responsibility to report any reasonable suspicion of academic dishonesty to the Academic Standards Committee, so that such behavior may be monitored and repeat offenders identified. Notification may be made through one’s program chair. Upon request for disciplinary action or upon repeated offenses, the Academic Standards Committee will initiate hearing proceedings that may result in disciplinary action such as probation, suspension, or expulsion.

Avoiding Plagiarism

Students must give credit for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the strategic importance of the Emancipation Proclamation in the American Civil War. Conversely, major historical facts, such as the dates of the American Civil War, are considered common knowledge and do not require that credit be given to a particular author.

If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, he/she must be careful to use the author’s exact words, enclose them in quotation marks, and cite the source in the body of the text and also on the reference page. If students are unsure whether or not they should cite, they are encouraged to cite. They are also encouraged to ask their instructors for guidance on this issue. Students might also consult writing handbooks and/or refer to their programs or college for specific citation style within that discipline.

Civility in the Classroom: A Code of Classroom Etiquette

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established:

- When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed;
- Conflicting opinions among members of a class are respected and responded to in a professional manner;
- No side conversations or other distracting behaviors are engaged in during class discussions or presentations;
- No offensive comments, language, or gestures are part of the classroom environment;
- Cell phones and other electronic devices (notebooks excepted) are placed in the “off” mode during class time; and
- Children and pets (with the exception of service animals) are not brought to class.

Adherence to this code of etiquette will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.

Online Student Code of Conduct

Equally valued, with freedom of speech and expression, is the respect given to University computer systems and information technology. To that end, students will adhere to the following online code of conduct:

- Access JFK University courses only for lawful purposes;
- Respect the privacy of other members of the class and other students;
- Respect the integrity of the University’s computer systems;
- Respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner;
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidation by e-mail, or on discussion boards and other postings in course shells; and
- Abide by all rules and regulations published by the University and agree to be subject to disciplinary actions as described in the General Catalog.

Student Code of Conduct

John F. Kennedy University dedicates itself to maintaining a supportive and welcoming environment for its students, faculty, and staff. Each college and many individual programs maintain standards and practices for addressing issues related to student conduct and behavior appropriate to the professional field for which the student is preparing. Please refer to the policies and procedures housed in each program or college for clarity on acceptable student conduct and professionalism. When instances are inappropriate for resolution, within the college or are being appealed,
the matter will be referred by the dean to the appropriate university office (i.e., Student Affairs for conduct issues and the Vice President of Business and Administration for civil rights issues). The following University procedures will be followed.

Article I: Standards for Student Conduct
Each member of the campus community must choose behaviors that contribute toward a healthy educational environment. Student behavior that is not consistent with the Student Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

Article II: Student Responsibilities
Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and University life.

Unacceptable Student Behaviors
The following behavior is subject to disciplinary sanctions:

- Dishonesty, including:
  - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage;
  - Furnishing false information to a University official, faculty member, or campus official;
  - Forgery, alteration, or misuse of a University document, key, or identification instrument; and
  - Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries;
- Unauthorized entry into, presence in, use of, or misuse of University property;
- Willful, material and substantial disruption or obstruction of a University-related activity, or any University activity;
- Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community;
- Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity;
- Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community;
- Conduct that threatens or endangers the health or safety of any person within or related to the University including physical abuse, threats, intimidation, harassment, or sexual misconduct (including domestic violence, dating violence, sexual assault and stalking);
- Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student. In addition, any act likely to cause physical harm, personal degradation, or disgrace resulting in physical or mental harm. Neither the express or implied consent of a victim of hazing, nor the lack of active apathy or acquiescence in the presence of hazing, is not a neutral act and is also a violation of this section;
- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations), or the misuse of legal pharmaceutical drugs, or public intoxication related to illegal drug use while on campus or at a University-related activity;
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University-related activity;
- Theft of property or services from the University community, or misappropriation of University resources;
- Unauthorized destruction or damage to University property or other property in the University community;
- Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the University president) on campus or at a University-related activity;
- Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose;
- Misuse of computer facilities or resources, including:
  - Unauthorized entry into a file, for any purpose;
  - Unauthorized transfer of a file;
  - Use of another’s identification or password;
  - Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community;
  - Use of computing facilities and resources to send obscene or intimidating and abusive messages;
  - Use of computing facilities and resources to interfere with normal University operations; and
  - Use of computing facilities and resources in violation of copyright laws;
- Violation of any published University policy rule, regulation or presidential order;
- Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties;
- Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations;
- Violation of the Student Conduct Procedures, including:
  - Falsification, distortion, or misrepresentation of information related to a student discipline matter;
  - Disruption or interference with the orderly progress of a student discipline proceeding;
  - Initiation of a student discipline proceeding in bad faith;
  - Attempting to discourage another from participating in the student discipline matter;
» Attempting to influence the impartiality of any participant in student discipline matter;
» Verbal or physical harassment or intimidation of any participant in a student discipline matter;
» Failure to comply with the sanction(s) imposed under a student discipline proceeding;
• Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline; and
• Any violation of the college specific policies as outlined in the handbook for the college in which the student is enrolled.

Article III: Application of this Code
Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students on leave, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Members of the University community are also responsible for the conduct of their guests and will be held responsible for behavior of guests if it is in violation of the Student Code of Conduct.

Article IV: Disposition of Fees; Campus Emergency; Interim Suspension
The President of the University may place on probation, suspend, or expel a student for one or more of the above enumerated causes. No fees or tuition paid by or for such students for the semester, quarter, term or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the term in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President, the President may place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergent safeguard of persons and property and maintain educational activities.

The President or designee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten (10) working days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of John F. Kennedy University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Article V: Sanctions
• The following sanctions may be imposed upon any student found to have violated the Student Code:
  » Warning. A notice in writing that a student has failed to meet some aspect of the University’s standards of conduct and behavioral expectations;
  » Probation. A period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of specified privileges which a current student would otherwise be entitled to and an acknowledgement by the student that any additional violations of the Student Code will result in a more serious sanction;
  » Suspension. Separation of the student from student status at the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified;
  » Expulsion. Permanent separation of the student from student status from the University; or
  » Restitution. Compensation for loss or damage to property leased, owned, or controlled by the University. This may take the form of monetary or material replacement.
• Multiple Sanctions. More than one of the sanctions listed above may be imposed for any single violation.
• Denial of Access. After a hearing, any suspension or expulsion based on conduct which disrupted the orderly operation of a campus or other facility and which also violates a provision of a California statute may include denial of access to the campus or facility as a condition of such suspension or expulsion for the period of the suspension or in the case of expulsion for a period not to exceed one year. A student who willfully and knowingly enters the campus or facility during the period for which access has been denied is guilty of a misdemeanor pursuant to Penal Code Section 626.2. In the case of a suspension, such entry may be grounds for further disciplinary action;
• Denial of Admission or Readmission. Admission or readmission may be qualified or denied to any student found to have violated the Student Code.
• Record of Discipline. Probation and suspension shall be made part of the student's academic record during the term of the probation or suspension. Expulsion shall be made part of the student’s permanent academic record.

Article VI: Interim Suspension
• Grounds. The President may immediately impose an interim suspension where there is reasonable cause to believe that it is required to protect personal safety or property and to ensure the maintenance of order.
• Notification. A student placed on interim suspension shall be given prompt notice of the charges and the opportunity for a hearing within ten (10) working days of the imposition of the suspension. The hearing shall be held pursuant to the provisions of Article VIII of these procedures.
• Denial of Presence on Campus. During the period of the interim suspension, the student shall not, without prior written permission of the President, enter any campus of JFK University or be present at any University sponsored activity.

Article VII: Conduct By Applicants for Admission
Admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings pursuant to Article V or Article VI of these
procedures. Qualified admission or denial of admission in such case shall be determined by a hearing held pursuant to Article VIII of these procedures.

**Article VIII: Proceedings**

**Complaint:**
Any member of the University community may file a complaint against any student for misconduct or for otherwise being in violation of the Student Code of Conduct.
- The complaint shall be prepared in writing and directed to the Director of Student Affairs or designee.
- The written complaint should include the date, approximate time, location, and description of the incident and alleged offense. The name of the victim, offender, and any witnesses may be included.
- Any complaint should be submitted as soon as possible after the event takes place.
- A complaint is not necessary for the Director of Student Affairs to determine that charges should be initiated.
- The Director of Student Affairs shall investigate each complaint filed and determine whether or not a conference or hearing is warranted.

**Investigation:**
The Director of Student Affairs or designee may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Code, and to initiate disciplinary proceedings.
- An investigation may entail meeting separately with students or individuals named in the complaint or those who may have knowledge of the facts.
- Generally the investigation is completed within 14 days from the date the complaint is received.
- On completion of the investigation the Director of Student Affairs or designee will prepare a written report summarizing the witness statements and the evidence. A copy will be maintained in the Office of Student Affairs and may be provided to each party named in the complaint.

**Conference:**
Except when the student refuses to cooperate, the Director of Student Affairs shall hold a conference with the student named in the complaint to obtain his or her response to the complaint, to determine whether the complaint has merit, and if they may be disposed of informally by mutual consent of the student charged and the Director of Student Affairs. The student may have another person present to observe and consult with during the conference but that person may not be an attorney nor serve as legal counsel. In addition to the sanctions listed in Article V, an agreement reached during this conference may include voluntary actions by the student charged including but not limited to work assignments, service to a campus department, obtaining psychological counseling or compensations for loss, damage or injury.

**Hearing:**
- All hearings held under these procedures shall be conducted according to the following:
  » Hearings shall be closed to all persons other than the Registrar, the student named in the complaint (respondent), the Director of Student Affairs (if they are not conducting the hearing), a single advisor for the student named, a single advisor for the Director of Student Affairs, a person designated to record the hearing and those who may have knowledge of the facts.

  » The student may be accompanied by one advisor of his or her choice, who may act on his or her behalf. As this is not a legal forum, legal counsel is not permitted. The Registrar may be accompanied by one advisor of his or her choice.

  » The Registrar may be accompanied by one advisor of his or her choice. If the campus has elected to exclude attorneys from this part of the proceedings, the advisor may not be an attorney.

  » The campus and the respondent shall have the opportunity of presenting witnesses to the incidents described in the complaint.

  » The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. No evidence other than that received at the hearing shall be considered by the Registrar.

  » The Registrar shall make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence. Any evidence deemed relevant by the Registrar shall be admitted.

  » A tape recording may be kept of the hearing at the request of the Registrar or the respondent. The respondent may, at his or her own expense, request a copy of such recording. No tape recording by the respondent or other persons at the hearing shall be permitted.

  » The respondent shall not be found responsible for violating the Student Code solely because he or she fails to appear at the hearing. If the respondent does not appear, the hearing shall proceed without him or her and a decision shall be rendered on the information presented.

  » Arguments by the respondent or his or her advisor concerning the legal (as distinguished from factual) applicability, or legal validity of any provision with which the student is charged, or of these procedures shall not be addressed to the Registrar, but to the President in writing within three (3) working days following the conclusion of the hearing. The President shall seek advice on the matter. Such advice shall be considered by the President before a final decision is rendered.

  » Where the person testifying is an alleged victim of sexual or physical assault which is the basis for the disciplinary action, that person may be accompanied at the hearing by another person. The other person is not permitted to speak or to participate directly in the hearing. Cross examination of the alleged victim shall be limited to the alleged incident leading to the charge and the events surrounding the charge.

  » The Registrar is responsible for maintaining order, and may establish such rules as are necessary or appropriate to conducting a fair hearing. The Registrar shall not
permit any person to be subjected to abusive treatment. The Registrar may eject or exclude anyone who refuses to be orderly.

- Where more than one student is charged with conduct arising out of a single occurrence or out of connected multiple occurrences, if the Director of Student Affairs and the students named in the complaint consent, a single hearing may be held for all of the students named. Students may request that their case be consolidated with others, or separated from others. The Director of Student Affairs shall make determinations regarding consolidation. The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the remaining cases in the group.

- At any time during the hearing process, the respondent may elect to waive the hearing and accept a sanction recommended by the Director of Student Affairs. The waiver and acceptance of the recommended sanction shall be in writing.

**Recommendation of the Registrar:**

- After the hearing, the Registrar shall make findings of fact and conclusions about whether the facts demonstrate a violation of the Student Code with which the student is charged. The Registrar’s determination shall be made on the basis of whether it is more likely than not that the student charged violated the Student Code.

- After having made its determination, the Registrar shall submit a written report to the Director of Student Affairs or designee that includes a determination as to whether the respondent is responsible for violating the Student Code and recommended sanctions, if any. The Registrar’s report shall be submitted within ten (10) working days of the conclusion of the hearing.

**Director of Student Affairs Action:**

- After reviewing the Registrar’s report, the Director of Student Affairs or designee shall make the final decision regarding disciplinary action. The Vice President of Academic Affairs may impose the sanction recommended, adopt a lesser sanction, refer the matter back to the Registrar for further findings on specified issues or after reviewing the entire record may adopt a more severe sanction. If the Vice President of Academic Affairs decides to adopt a more severe sanction, the Vice President of Academic Affairs shall articulate the reasons for the more severe sanction in his or her decision. The Vice President of Academic Affairs normally shall render a decision within five (5) working days of receipt of the Registrar’s report.

- The Vice President of Academic Affairs shall cause notification of his or her decision to be delivered to the respondent. The notification shall be delivered in person or sent by certified mail return receipt requested to the respondent. Notices addressed to the student at the last known address on campus records and deposited in the United States mail, postage prepaid, shall be presumed to have been received by the student. The report of the Registrar shall be made available to the respondent upon request.

**Appellate Procedures:**

Students who believe they have been wrongfully or excessively penalized may appeal the Director of Student Affairs or

designee decision. Such an appeal must be submitted in writing within ten (10) working days of the notification of the action and must be directed to the President. The student must clearly establish sufficient cause for the appeal to be considered. It is the responsibility of the student to submit a clear, coherent, written statement providing the basis for the appeal, including any supporting documentation.

For an appeal to be granted, the student must present:

- A reasonable possibility that the unfavorable decision was clearly wrong, given the Registrar’s interpretation of the evidence or the disciplinary action imposed.

- New evidence (although related to the original evidence) that was not available for presentation at the original hearing and which, if true, creates a reasonable probability of a different decision. A satisfactory explanation must be provided for the failure to present such evidence at the hearing.

At the discretion of the President any disciplinary action previously imposed may be suspended pending disposition of the appeal. The President will make his or her decision within fifteen (15) working days and send written notification of the decision to the student. The decision is final.

**Policy on Exception to University Policy**

This policy creates a baseline by which all students, faculty and staff have the reasonable expectation of equitable treatment in the review and decision-making process for exceptions to John F. Kennedy University policies. This policy provides a process by which an exception to University policy is considered for circumstances that can arise, and which a University policy cannot anticipate. Submission and consideration of an exception request does not imply or guarantee granting of that exception. Ignorance of University policy and procedures does not constitute valid criteria for granting an exception to University policy. Requests for exceptions must be submitted to the Registrar’s Office no later than the last business day of the following term to which the request is referring. Requests that are received beyond the last business day of the following term will not be reviewed.

An exception to a University policy may be requested using as a basis one of the following reasons/criteria:

- Illness of self or family members;
- Death in the family;
- Military service;
- Job-related issues (e.g., re-location, required to work); and
- An error created by the University or its representative.

All exception requests must be accompanied by an Exception to University Policy form, available from the Registrar’s Office. Students must provide documentation of illness, death, military service, or job-relation changes, or documentation of an error or errors made by the University person or persons acting in his/her their official capacity. Requests are ordinarily initiated and signed by the student requesting the exception. All exceptions must be reviewed by the Dean of the College, with a recommendation to approve or not approve. In some cases, exceptions may be initiated by the University on behalf of a student in those extraordinary circumstances in which a student is not able to initiate the process, or to otherwise correct an injustice.
The Office of the Registrar investigates all exception requests which are then forwarded to the Vice President of Academic Affairs and Registrar for review and decision. Once the decision has been made, the Office of the Registrar notifies the student and all impacted parties regarding the outcome. Questions regarding this policy may be directed to the Registrar.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. (A list of the records that may not be reviewed by a student is available in the JFK University Policy and the Family Educational Rights and Privacy Act of 1974, expanded version, a copy of which may be obtained in the Registrar’s Office, Pleasant Hill; the College of Law, Pleasant Hill; and at the student services office, San Jose.)
- Students shall submit to the Registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect.
- If the records are not maintained by the University official to whom the request is made, that official shall advise the student of the correct official to whom the request should be addressed.
- The University official responsible for the records will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the student believes is inaccurate.
- Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.
- If the University decides not to amend the record, the University will notify the student of the decision in writing and advise the student of his or her right to a hearing.
- After the hearing, if the University still decides not to amend the record, the student has the right to place a statement with the records setting forth his or her view about the contested information.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by JFK University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5920

The University may disclose, without consent, directory information. At JFK University, directory information includes the following:
- Name;
- Major field of study;
- Period of enrollment;
- Awards and degrees received from JFK University; and
- Current enrollment status—full-time/half-time, inactive.

The University must have written permission from the student in order to release any information, other than directory information, from a student’s education record. However, FERPA allows colleges to disclose student records without consent to the following parties or under the following conditions:

- To personnel within the University who maintain educational records and those with a legitimate educational interest including faculty or staff who deal with the student and carry out education duties and employees designated by them to assist in these tasks. JFK University defines “legitimate educational interest” as “needs the record(s) to carry out employment responsibilities.” Therefore, any University employee (or person acting on behalf of the university) may have access to student records without the student’s written consent if that person needs the access to carry out his or her employment responsibilities.
- Other colleges to which a student is transferring;
- Specified University officials or contracted agents for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the University;
- Accrediting organizations;
- Appropriate parties in compliance with a judicial order or lawfully issued subpoena; and
- Appropriate officials in cases of a health and safety emergency.

It is JFK University’s policy to release official transcripts only upon the written and signed consent of the student and upon payment of the fee for each. To protect each student, a record is kept for one year of transcripts issued and of any persons or institutions (other than JFK University officials) which have, upon student consent, been granted access to the student’s records.

**Solomon Amendment (1996)**

In 1996, Congress enacted the Solomon Amendment (10 U.S.C. 983) which requires educational institutions to provide directory-type information on students at least 17 years of age upon request of representatives of the Department of Defense for military recruitment purposes. JFK University routinely receives and complies with such requests. JFK University is obligated under law to provide the following directory information: name, address, phone number, email, date of birth and educational level (undergraduate/graduate) and major. We do not provide information of students who have requested non-disclosure of directory information (FERPA “No”).

**Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which students’ education records and personally identifiable information (PII) contained in such records—including student Social Security Number, grades, or other private information—may be accessed without the student’s consent.
First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to records and PII without a student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain type of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive students' PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
Financial Policies

Tuition and Fees

Tuition and fees are charged as indicated and are subject to change without notice. All tuition charges are per unit unless otherwise indicated. Tuition is payable by check, MasterCard, Visa, or American Express, and is due in full at the time of registration. Checks should be made payable to JFK University. A fee is assessed for checks returned because of insufficient funds (contact the Accounting Office for the current fee).

Beginning Fall 2014, the University will be offering a block tuition for Undergraduate degrees. Students taking 12-18 units in a quarter will pay $5,736 regardless of the number of units enrolled. If the units taken drop below 12, refund calculations will be done. Tuition is refundable on a percentage basis according to the dates published by the Registrar’s Office. (Refer to the Registration section in this catalog.) Fees—including course materials fees—become non-refundable beginning the first day of the term. Students expecting to drop courses or to seek a refund of tuition or fees should consult with the appropriate offices beforehand.

Note: Tuition and fees are charged as indicated and are subject to change without notice. All tuition charges are per unit unless otherwise indicated. See next page for additional information.

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Amount</th>
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<tr>
<td>Undergraduate Degrees/Certificate</td>
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<tr>
<td>Bachelor Completion and Certificate Courses</td>
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<tr>
<td>Block Tuition Rate (for 12-18 Undergraduate Units)</td>
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<td>Graduate Degrees/Certificate</td>
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<td>Field Placement, Pleasant Hill</td>
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<td>Doctoralal</td>
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<td>Adding Course After Term Has Ended</td>
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<td>General Fees</td>
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<tr>
<td>Diploma Replacement</td>
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Deferred Payment of Tuition

Students may be permitted to defer payment. Due dates for deferred payment are established by the Accounting Office. Students are only conditionally registered until the request for deferment is approved. Approval is not automatic; students are notified if the deferment is not approved.

A deferred payment fee is charged for this service and a late penalty per payment is charged for payments made beyond the deferred payment deadlines. Contact the Accounting Office for the current fees and penalties. A Deferred Tuition Agreement and Promissory Note must be filed with the Accounting Office. Withdrawing from classes does not relieve the student from the obligation for full payment of deferred tuition. All accounts must be paid in full prior to registration for the following term.

University Refund Policy

University fees are non-refundable beginning the first day of the term. Course fees are refundable unless the course schedule indicates otherwise.

Students enroll in classes with the understanding they will attend the entire course. Faculty contracts, commitment of space, and
other University resources are allocated on that assumption, creating financial obligations that students who drop or withdraw must share. The University’s refund policy reflects this position. A student may drop a course prior to midnight (PST) of the fourteenth (14th) calendar day of the session by contacting the Office of the Registrar at (925) 969-3353 or through the student web portal, Express. A processing fee may be assessed when drops are performed by the Office of the Registrar; there is no processing fee for schedule changes made through the web portal. The Express system will remain open for registration and registration changes through midnight of the 14th calendar day of the term. After that, any registration changes (withdrawal) must be done by speaking directly with a registration assistant.

To accurately count session days, note that the first day of a session—and not the actual day a student attends class—counts as day one. This refund policy applies to all courses, including those that begin beyond the fourteenth (14th) day of the session and weekend courses. The session calendar is published by the Office of the Registrar and sent to students prior to the session in the Registration Letter, found in the University’s General Catalog and online at: www.jfku.edu. The University counts calendar days rather than business days for determining refunds. Therefore, if the first day of the session is a Monday, the student would need to drop prior to midnight (PST) of the Sunday, the fourteenth day of the session to receive at least a partial tuition credit.

If a student drops a course, tuition credits are made according to the schedule below. The credit policy is the same for onsite, hybrid and online classes. Students who drop or withdraw from a course:
- prior to midnight (PST) of the seventh (7th) calendar day of the session receive a 100% tuition credit;
- prior to midnight (PST) of the fourteenth (14th) calendar day of the session receive a 80% tuition credit;
- after midnight (PST) of the fourteenth (14th) calendar day through the end of the term receive no tuition credit, and the course remains on the transcript with a grade of W that does not affect the grade point average (GPA).

For students receiving Federal Financial Aid, a separate Return to Title IV calculation is used. Please consult the Financial Aid section of this catalog, or contact the Financial Aid Office at (925) 969-3385 for additional information.

Financial Aid

The Financial Aid Office provides financial assistance in the form of loans, grants, scholarships and work-study. Aid is intended to help students who, because of limited resources, would otherwise be unable to attend college, or who, with the aid, are able to take additional courses and graduate at an earlier date. The philosophy underlying administration of federally funded financial aid places primary responsibility for meeting educational costs on students and their families. As a result, most financial aid is available only to help fill the gap between a student's or family's expected contribution and a student's educational expenses.

Students considering applying for financial aid are urged to contact the Financial Aid Office as eligibility for financial aid programs is very individualized. Several booklets containing detailed information about eligibility, procedures, and the financial aid programs available at the University are available from the Financial Aid Office. Basic eligibility requirements include half-time enrollment in an eligible program. In addition, no prior student loans may be in default status.

Financial aid regulations change frequently. Students should check with the Financial Aid Office for the latest information. Financial aid is available to students who are U.S. citizens, nationals or permanent residents of the U.S. or certain Pacific Islands (Freely Associated States) and any other eligible non-citizens (individuals who can provide documentation from the United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS) that they are in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident). Students should contact the Financial Aid Office for specific requirements regarding citizenship.

Grants and Scholarships

Grants and scholarships are gifts of money that do not have to be repaid. These funds are extremely limited.

Federal Pell Grants. Federal Pell Grants are federally funded entitlements for low-income undergraduates. Grant amounts range from $565 to $5,645 per year and are prorated for less-than-half, half-, three-quarter-, and full-time enrollment. Eligibility is based on financial need.

Federal Supplemental Educational Opportunity Grants (FSEOG). Federal Supplemental Educational Opportunity Grants are federally funded grants for undergraduates, ranging from $200 to $1,000 per year. Eligibility is based on extreme financial need and priority is given to students with extremely limited resources.

Cal Grants A and B. Cal Grants A and B provide scholarship funds to undergraduates to cover tuition, living expenses, and most fees. Cal Grant eligibility is determined by the California Student Aid Commission and is based on grade-point average and student’s or parent’s financial need. Applications for Cal Grants are due by March 2nd each year.

Federal Work-Study. The Federal Work-Study provides part-time employment (up to 20 hours per week) to undergraduate and graduate degree-seeking students who are enrolled at least half-time (undergraduates - 6 units; graduate - 4.5 units and law - 3 units) and who show financial need. The Financial Aid Office determines FWS eligibility.

JFK University Scholarships. JFK University scholarships are institutionally funded awards for graduate and undergraduate students. Among these are scholarships for students transferring from a community college and diversity scholarships. Scholarships amounts can range from $250 to $5,000 per year; they are designed to reduce students’ reliance on loans and enable additional students to attend the University.

JFK University Law Scholarships. The JFK University Law Honors Student Merit Scholarship and JFK University Law Honors Student Full-Tuition Merit Scholarships are available to JFK University Law students. These are merit-based scholarships. See College of Law catalog for details.

Other grants and scholarships are periodically available from the University and outside sources (e.g., private foundations). Notices regarding the application process for these awards are available in
the Financial Aid Office, at the colleges and are posted on the JFK University Financial Aid website at www.jfku.edu.

JFK University welcomes contributions to the University scholarship fund. All contributions are tax deductible and may be sent to:

JFK University
Office of University Advancement
100 Ellinwood Way
Pleasant Hill, CA 94523-4817

Loans
Loans are funds that must be repaid with interest. Students should check with the Financial Aid Office for current information on loan limits, interest rates, and terms. Federal Direct Stafford Subsidized, Unsubsidized and PLUS student loans are disbursed through the Federal Direct Student Loan Program.

Federal Direct Stafford Loans. Federal Direct Stafford Loans (subsidized and unsubsidized) are long-term, low-interest loans that are available from the U.S. Department of Education. Both undergraduate and graduate students are eligible for Federal Stafford Loans. Graduate students may borrow up to $20,500 per academic year; lower-division undergraduates, up to $9,500 for the first academic year and $10,500 for the second academic year; and upper-division undergraduates, up to $12,500 per academic year.

Beginning July 1, 2012, graduate students are no longer eligible for new Federal Direct Subsidized Loans.

The Subsidized Federal Direct Loan. The Subsidized Federal Direct Loan exists to assist undergraduate students who demonstrate financial need. Interest does not accrue while the student is enrolled at least half-time status (undergraduate = 6 units; graduate = 4.5 units; law = 3 units) in an eligible program. Repayment begins and interest starts to accrue six months after graduation, withdrawal, or cessation of half-time enrollment. Repayment may take up to ten years. Eligibility is based on financial need. These funds are extremely limited.

Federal Perkins Loan. Federal Perkins Loans are 5% interest loans for graduate and undergraduate students. They are awarded by the Financial Aid Office from funds consisting of a federal contribution, university contribution, and repayment from previous borrowers. Most Federal Perkins Loans range from $3,000 to $8,000 annually. Repayment begins nine months after graduation, withdrawal, or cessation of half-time enrollment. Repayment may take up to ten years. Eligibility is based on financial need. These funds are extremely limited.

Application Forms and Deadlines
The Free Application for Federal Student Aid (FAFSA) is used to calculate eligibility for the Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, the JFK University Scholarship, Federal Direct Loans, undergraduate and graduate Direct PLUS loans, and Cal Grants. The Cal Grant application requires a separate GPA verification as well as filing of the FAFSA by March 2 each year. Separate application forms are required for the Federal Subsidized Direct Loan, the Federal Unsubsidized Direct Loan and Direct PLUS loans (graduates and dependent parent borrowers) and Federal Work-Study. Students should contact the Financial Aid Office with questions regarding any applications for financial aid. Students must apply each academic year (three terms) to receive financial aid. Any student who knowingly submits incorrect, misleading, or incomplete information in applying for or receiving financial aid will be subject to discontinuation of funds and may be subject to dismissal from the University.

Satisfactory Academic Progress Standards for Financial Aid
Satisfactory academic progress is defined as reasonable and timely advancement by students toward completion of their educational goal. All students who apply for federal, state and most institutional financial aid at John F. Kennedy University must maintain satisfactory academic progress while receiving financial aid.

The Financial Aid Office at JFK University monitors academic progress each term, monitoring all units attempted and completed, including:

• Units that were transferred from another institution and accepted by JFK University;
• Units from JFK University that were attempted for which the student did not receive any aid; and
• Units earned prior to a student’s change in program.

The University complies with federal regulations to monitor student aid recipients’ academic progress toward a degree or certificate in the following ways:

U.S. Department of Education regulations (Code of Federal Regulations §34CFR682.604g) requires all recipients of Federal Direct Student Loans (subsidized and unsubsidized) and Federal Perkins Loans to attend or complete an entrance interview prior to loan certification and an exit interview prior to graduation or withdrawal from school. The exit interview includes information on the average indebtedness of students, the average anticipated monthly repayments on the loan, and the options available to students for repayment and deferment of payment. Failure to complete an exit interview could result in a hold being placed on the student’s diploma and academic transcripts.
QUALITATIVELY. Ensuring students’ academic grades are consistent with requirements for receipt of a degree or certificate. Students must maintain a minimum, cumulative grade point average (GPA) of:

- 2.0 (C) if an undergraduate student;
- 3.0 (B) if a graduate student;
- 3.0 (B) in all undergraduate and graduate courses during the period of linking if
- Student is linking a BA or BS to an MA program; or
- A score of 70 if a law student.

QUANTITATIVELY. Ensuring students complete their program within a maximum time frame.

Because students at JFK University pursue a variety of educational objectives, the number of units required for completion will vary from program to program. A standard academic year at JFK University is defined as three terms (either three quarters or three semesters) or four sessions. In order to be considered making quantitative satisfactory academic progress, however, all financial aid applicants and recipients must adhere to the following guidelines:

- Unit Completion Rate/Pace Requirement: Students must complete (receive credit for or earn units in) at least 80% of all cumulative units attempted. The following grades are not considered units successfully completed: I, W, UW, AU, NC, F, NR; and
- Maximum Timeframe: Students are limited to taking no more than 150% of the units, including transfer units, of the published length of their program.

Repeating Courses to Achieve a Passing Grade. Repeated coursework may be included when determining enrollment status in a term if a student needs to meet an academic standard for a particular previously passed course, such as minimum grade.

Financial Aid Warning. Any student who fails to meet the satisfactory progress standards for either GPA and/or units completed percentage will be notified and placed on a Financial Aid Warning for one term. Students are still eligible to receive federal aid while on a Financial Aid Warning.

Juris Doctor Program Financial Aid Warning. Any Law student (only pertains to students enrolled in the Juris Doctor program at JFK University) who fails to meet the satisfactory progress standards for either GPA and/or units completed percentage will be notified and placed on a Financial Aid Warning for two semesters if a course is noted with an “In Progress” (IP) grade after the first semester of a two-semester (one-year) course. Students are still eligible to receive federal aid while on a Financial Aid Warning.

Financial Aid Termination. When grades have been posted at the end of the Financial Aid Warning period (one term), any student still failing to meet either the qualitative or quantitative standards for maintaining Satisfactory Academic Progress will be disqualified from receiving further financial aid. In addition, students are granted only one warning period while enrolled. Once a student has used his/her FA Warning Period and subsequently re-establishes eligibility, (s)he will automatically be disqualified if (s)he ever falls below the required minimums again.

Apartment Process/Financial Aid Probation. If the student is not making Satisfactory Academic Progress after the Warning Period their FA eligibility is terminated. A student may appeal to have their eligibility reinstated. The Financial Aid Appeals form is available in the JFK University Financial Aid Office in Pleasant Hill. The Financial Aid Director will review each appeal on a case-by-case basis within 30 days upon receipt of the appeal. If the Director approves the appeal, additional term(s) of probation may be offered. The student will continue to receive Financial Aid during the approved probationary period. Appeals may be accepted or denied at the discretion of the JFK University Financial Aid Office. No federal funds will be released until all final grades for a term in question are posted. Either of the following must be included in the appeal.

- Extraordinary Circumstances: Any student who feels that there were extraordinary circumstances that were beyond their control that contributed to their being placed on a Financial Aid Warning may file a written appeal with the FA Director requesting a probationary period to continue FA eligibility, along with appropriate documentation of the extraordinary circumstances. Important Notice—The appeal cannot be based upon your need for assistance or your lack of knowledge that your assistance was in jeopardy.

- In addition to documenting the extraordinary circumstances, the appeal must include what has changed in the student’s situation that would allow the student to demonstrate that they are or will be making Satisfactory Academic Progress in the future.

- Academic Plan: A probationary period may require an approved Financial Aid Academic Plan that will ensure that the student is able to meet the institution’s Satisfactory Academic Progress standards by a point in time. The FA Academic Plan can come from and be approved by a Program Chair or Academic Advisor. If the student does not follow the requirements of the FA Academic Plan or fails to meet the Satisfactory Academic Progress standards by the date specified on the Plan, then the student will lose financial aid eligibility and will not be eligible to appeal.

Reinstatement. If, after a student has been disqualified from receiving federal aid, the student feels that (s)he has improved his/her academic standing to comply within the minimum financial aid academic standards, (s)he may petition the Director of Financial Aid to have his/her financial aid eligibility re-established from that point forward. Students may re-establish eligibility only one time.

These policies are subject to federal, state and institutional changes without prior notice. The Financial Aid Office will make every attempt to advise students of impending change but cannot guarantee such notice. All students are subject to current standards, not the standards which were in effect at the time of enrollment. This is necessary to comply with any change in federal and/or state statute, regulation or policy regarding student aid eligibility.

Return of Title IV Funds

Return of Title IV Funds is a federally mandated policy that applies only to students who receive federal financial aid and who
After the Return to Title IV Funds policy is applied, all student aid FSEOG and Cal Grants. Direct PLUS (graduate and dependent parent) Loans, Pell Grant, Federal Loans - Subsidized and Unsubsidized, Perkins Loans, Federal Direct PLUS Loans (graduate and dependent parents), Pell Grant, FSEOG and Cal Grants. The Return to Title IV Funds calculation identifies two types of federal aid, earned and unearned. The “earned” aid is based on a percentage calculated by dividing the number of days the student completed by the number of days in the payment period.

\[
\% \text{ earned} = \frac{\# \text{ of days completed up to the withdrawal date}}{\text{Total # of calendar days in term}}
\]

A student who remains enrolled beyond the 60% point earns all disbursed (received) and disbursable aid. Disbursable aid includes aid received and the aid that could have been (but was not) disbursed as of the withdrawal date. If earned aid exceeds disbursed aid, a post-withdrawal disbursement may be made. JFK University will first credit post-withdrawal disbursements toward unpaid tuition and fees. JFK University will offer the student part of the post-withdrawal not credited to university charges. Within 30 days of determination that the student withdrew, the Financial Aid Office will provide the student with notification of any post-withdrawal funds that are available to the student. No post-withdrawal disbursements will be made if the student does not respond within 14 days of the notification.

Unearned aid is any disbursed aid that exceeds the amount of Title IV aid the student earned. The “unearned” aid amount is to be returned to the lender, a responsibility shared by JFK University and the student. JFK University is responsible for returning the lesser of the total amount of unearned aid or the JFK University institutional charges multiplied by the percentage of unearned aid.

\[
(100\% - \% \text{ earned}) \times \text{Amount of aid disbursed toward institutional charges}
\]

JFK University’s charges used in the Return to Title IV calculation can include the amount that had been assessed to the student’s account before the student’s withdrawal. The student is responsible for the difference between the total unearned amount and the JFK University share.

JFK University must return its share of unearned funds no later than 45 days after it determines that the student withdrew. Funds returned will be distributed in the following order: Federal Direct Loans - Subsidized and Unsubsidized, Perkins Loans, Federal Direct PLUS (graduate and dependent parent) Loans, Pell Grant, FSEOG and Cal Grants.

After the Return to Title IV Funds policy is applied, all student aid is subject to the JFK University institutional refund policy.

Withdrawal/Leave of Absence

All undergraduate and graduate students who wish to withdraw from John F. Kennedy University during a quarter/semester must do so according to the schedule and instructions published by the Registrar’s Office.

Reauthorization of the Higher Education Amendments, signed into law on October 7, 1998, resulted in a process in the federal regulations governing the refund or return of federal (Title IV) funds. When a student withdraws from the university, the withdrawal date used in determining the federal refund policy is the date:

- The student files the Add/Drop Form with the Office of the Registrar;
- The student officially notifies in writing or by phone to Registration his/her intent to withdraw;
- The date JFK University determines most accurately reflects the last day of attendance at an academically-related activity of the student.

If the student leaves without beginning the official withdrawal process or otherwise providing official notification of intent to withdraw, the withdrawal date will be the 50 percent point in the term. In this instance, JFK University could determine an earlier withdrawal date if documented circumstances beyond the student’s control (e.g., illness) have prevented the student from beginning the official withdrawal process. The university could also determine the last date of an academically related activity of the student.

The date used to determine the return of federal funds may be different than the date used by the university to determine institutional refunds.

The Financial Aid Office at JFK University does not recognize leaves of absence for financial aid purposes.

Veterans’ Benefits

John F. Kennedy University degree programs are approved by the California State Approving Agency for Veteran’s Education (CSAAVE) and the U.S. Department of Veterans Affairs (VA).

Non-academic certificate programs are not approved for VA benefits. Veterans who expect to receive VA educational benefits must complete a notice to the Veteran’s Affairs Coordinator at the time of registration. Contact the Veteran’s Affairs Coordinator in the Veteran Success Center for current information.

Federal regulations mandate that educational institutions review all prior credit for all active military, former military and eligible dependents. Prior to being certified for benefits by the educational institution, all official transcripts, including military transcripts, must be submitted.

Montgomery G.I.-Bill Chapter 30

Monthly benefits for the Montgomery G.I.-Bill are based on the number of units taken each quarter, the scheduled meeting dates of each course taken, and the number of the veterans’ dependents. The minimum number of units for each classification is listed in the following table:

<table>
<thead>
<tr>
<th>Status</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12</td>
<td>9.0</td>
<td>6</td>
</tr>
<tr>
<td>Three-Quarter-Time</td>
<td>9</td>
<td>6.0</td>
<td>4</td>
</tr>
<tr>
<td>Half-Time</td>
<td>6</td>
<td>4.5</td>
<td>3</td>
</tr>
</tbody>
</table>

Information on monthly benefits for the above attendance rates, for course attendance while on active duty, or for less than half-time attendance may be obtained by visiting www.gibill.va.gov.
Disabled veterans are advised to contact the Vocational Rehabilitation and Counseling Division located at 1301 Clay Street, Oakland, CA 94612-5209. Disabled veterans should also contact the University’s Office of Disability Services to review accommodation needs. Children of veterans qualify for benefits only if the veteran has a 100 percent service-related disability.

All applicants and recipients of veterans’ benefits must maintain a cumulative grade-point average (GPA) of 2.0 (C) if an undergraduate, 3.0 (B) if a graduate student or 70 if a law student. Linked students must maintain a cumulative GPA of 2.0 (C) in all undergraduate courses and a cumulative GPA of 3.0 (B) in all graduate courses during the period of articulation.

Students who fail to meet the minimum satisfactory GPA requirements will be placed on academic probation and notified. If a student remains on academic probation beyond two quarters or semesters, the University will report a termination of benefits to the Department of Veterans’ Affairs. The University may not continue to certify the enrollment of a veteran or eligible person whose academic progress remains below graduation requirements.

The University must report the assignment of non-punitive grades (e.g., Incompletes) to the Department of Veterans’ Affairs within 30 days from the date the grades are assigned. The student is required to submit corroborative evidence to substantiate the student’s claim of mitigating circumstances. This is necessary to ensure compliance with statutory restrictions on benefit payments. If, at the end of one year from the date the Incomplete was assigned, the student’s records still reflect a non-punitive grade for the course, the Department of Veterans’ Affairs will inform the student that the benefit payments for the course must be retroactively terminated.

**Post 9-11 G.I.-Bill**

The Post-9/11 G.I. Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 G.I. Bill. For further assistance please set-up an appointment with the Veteran Affairs Coordinator at (925) 969-3478.

**Yellow Ribbon Program**

John F. Kennedy University participates in the Yellow Ribbon Program. The University provides tuition assistance to a limited number of eligible Post-911 (Ch.33) veterans. In order to be eligible for this program a veteran must be 100% eligible for the Post-9/11 (Ch.33) G.I. Bill. For further information on Yellow Ribbon program eligibility please visit the G.I. bill website at www.gibill.va.gov. Veterans interested in applying for the Yellow Ribbon program should contact the Veterans Certification Office/Director of Financial Aid at (925) 969-3385.

**Veterans Success Center**

The John F. Kennedy University Veterans Success Center is a resource for all former military members, active military members and dependents of all military members. The center includes computer work stations, information on available community resources and information about VA benefits. The center hosts workshops from community veteran organizations and the VA.

For additional information about the center please contact the Veteran Affairs Coordinator at vsc@jfku.edu or call (925) 969-3478.
The College of Undergraduate Studies brings together undergraduate completion programs in business, health sciences, law enforcement leadership, legal studies, liberal studies and psychology to provide a rich, diverse learning environment. The community thrives on the values of building critical thinking skills, honoring diverse perspectives, creating space for dialogue, and engaging the whole person in a transformative learning experience.

The academic excellence of the College’s programs prepares students to pursue graduate degrees, advance their careers, follow a new career path, return to the job market, or advance their own personal growth. The curriculum is continually reviewed to ensure that coursework is grounded, relevant, conceptually interesting and dynamic.

The College’s dedicated faculty and staff create a supportive learning community, encouraging students along the path of achieving their educational goals. Classes in all programs are taught by successful practitioners in their fields, so that the content is current and lessons learned in class can be readily applied on the job.

**JFKU Engaged: Service Learning Program**

Beginning in January 2015, all new enrolling undergraduate degree students will be required to complete 30 hours of service learning in a community project prior to graduation as part of the University’s service learning initiative, JFKU Engaged. Students will work with faculty and staff to design a project that demonstrates a commitment to the University’s core beliefs that education should be transformative and “change the world”. For more information on the service learning initiative, contact the Service Learning Coordinator at 925.969.3403.

To further assist students in realizing their educational goals, the College offers two unique programs:

- **Credit by Assessment.** Students in the Business Administration and Criminal Justice Leadership programs can earn undergraduate credit for work-related projects, including corporate training, professional workshops, and volunteer training.

- **Linking Program.** Qualified undergraduate students who are accepted into one of the JFK University master’s programs can apply graduate-level units toward both a bachelor’s and master’s degree. Participating students:
  - Save time and money by completing an undergraduate degree while earning up to 21 units towards an MA or MBA degree;
  - Expand their depth of learning by attending graduate-level classes and through working with graduate students; and
  - Broaden their selection of available courses.

Students interested in the linking option can obtain details about the linking process from their undergraduate program chair or advisor.

The admissions process to the College of Undergraduate Studies examines both the academic and personal qualifications of applicants to ensure that students accepted into its programs have the ability to benefit from and contribute to the University’s integrated educational experience. All applicants must complete the University’s general admissions requirements as stated in the front of this catalog. Individual programs have additional requirements which can be found in the following sections.
Business Administration

Bachelor of Science in Accounting

The online Bachelor of Science in Accounting can position you to be prepared with the knowledge and skills to be competitive in the accounting field. This program is designed to meet the educational requirements for licensing as a Certified Public Accountant (CPA) or a Certified Management Accountant and to prepare students to be successful on the certification exams.

The BS in Accounting can be completed in two years, depending on the number of units transferred in to the program. Students will have access to and become familiar with a variety of online resources and databases, such as The Generally Accepted Accounting Principles (GAAP) Codification of the Financial Accounting Standards Board (FASB), the Government Accounting Standards Board (GASB), the American Institute of CPAs, and the Public Company Accounting Oversight Board.

Within the online format, students will be able to actively engage with faculty and fellow students through the interactive learning platform combined with live discussions.

Program Learning Outcomes

Upon completion of the program, the students will be able to:

- **Accounting Principles** – Demonstrate understanding of generally accepted accounting principles relating to measuring and reporting the results of operations and the financial condition of businesses, governmental entities and not for profit organizations and related ethical issues.

- **Analysis of Business Operations** – Demonstrate proficiency in the ethically appropriate methods of analyzing and reporting on business operations including cost analysis for products and services.

- **Tax Accounting and Reporting** – Demonstrate an understanding of the principles of ethical income tax accounting and reporting for individuals and businesses.

- **Audit Techniques and Procedures** – Demonstrate an in depth perception of the methods of auditing and reporting on publicly owned and privately owned entities.

- **Application of Critical Thinking and Problem Solving Skills** – Use critical thinking and problem solving skills in resolving accounting issues for reporting entities.

Admission Requirements

Applicants must have completed a minimum of 45 lower division quarter units (30 semester units) and have a 2.0 GPA. Applicants must submit a JFK University application and a Statement of Intent describing their professional and educational experience and their interest in attaining a BS in Accounting degree. Applicants must forward official transcripts from all colleges and universities they attended.

Degree Requirements

The BS in Accounting degree requires completion of a total of 180 quarter units, comprised of the following.

<table>
<thead>
<tr>
<th>LOWER DIVISION GENERAL EDUCATION BREADTH REQUIREMENTS (45 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPOSITION</td>
</tr>
<tr>
<td>HUMANITIES</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
</tr>
<tr>
<td>MATHEMATICS</td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
</tr>
</tbody>
</table>

Courses are 4 quarter units unless otherwise marked.

<table>
<thead>
<tr>
<th>REQUIRED COURSES (62 Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR 3146 Information Literacy (2)</td>
</tr>
<tr>
<td>BUS 3000 Financial Accounting</td>
</tr>
<tr>
<td>BUS 3030 Business Law</td>
</tr>
<tr>
<td>ACC 3050 Applied Tech for Accountants</td>
</tr>
<tr>
<td>ACC 3100 Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC 3120 Intermediate Accounting II</td>
</tr>
<tr>
<td>ACC 3140 Intermediate Accounting III</td>
</tr>
<tr>
<td>ACC 3200 Managerial Accounting I</td>
</tr>
<tr>
<td>ACC 3220 Managerial Accounting II</td>
</tr>
<tr>
<td>ACC 3300 Taxation-Individual</td>
</tr>
<tr>
<td>ACC 3320 Taxation-Business</td>
</tr>
<tr>
<td>ACC 3400 Advanced Accounting</td>
</tr>
<tr>
<td>ACC 3500 Auditing I</td>
</tr>
<tr>
<td>ACC 3520 Auditing II</td>
</tr>
<tr>
<td>ACC 3420 Government and Nonprofit Accounting</td>
</tr>
<tr>
<td>ACC 3700 Capstone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTIVES (13 Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR 3100 Critical Thinking and Writing</td>
</tr>
<tr>
<td>BUS 3400 Business Communications</td>
</tr>
<tr>
<td>BUS 3151 Principles of Management</td>
</tr>
<tr>
<td>BUS 3020 Business Finance</td>
</tr>
<tr>
<td>BUS 3590 International Business</td>
</tr>
<tr>
<td>BUS 3033 Problem Solving and Managerial Decision Making</td>
</tr>
<tr>
<td>BUS 3414 Project Management</td>
</tr>
<tr>
<td>BUS 4005 Marketing</td>
</tr>
</tbody>
</table>

Lower division breadth requirement 45 units
Degree requirement 75 units
Units to reach 180 varies
Total units for degree 180 units
BS in Business Administration

The Bachelor of Science in Business Administration (BSBA) completion program provides an in-depth look at the diverse human resource, management, economic, and technical challenges that exist in today’s business climate as well as a foundation in basic business management practices and core skill development. It fosters critical thinking processes that examine business operations within the greater social, cultural, economic, technological, and political-regulatory environment. The program challenges students to pursue their educational goals in professionally rewarding and personally meaningful ways, and to utilize their education in making directed career and life transitions.

Linked Degree Option

JFK University offers a linked bachelor’s and master’s degree program in the field of Business Administration. Linked degree programs allow qualified students to apply graduate-level units towards both the undergraduate and graduate degrees. Students interested in seeking a linked degree must have been admitted to the undergraduate business program and have:

• Completed 159 undergraduate units
• Completed all requirements for the BSBA program
• Achieved a minimum of 3.0 cumulative GPA.

Linking Program Process

To apply for the linked program, students must:

• Meet with a program chair to review linking program requirements;
• Complete a request of linked eligibility review form and a petition for degree form for the program; and
• Submit both forms to the Registrar’s office with applicable, non-refundable fees along with the required documentation for admission to the MBA program.

Credit by Assessment Program

Students may earn up to 45 quarter units of undergraduate credit for knowledge gained through corporate training, professional workshops, and supervised volunteer training. To earn credit, students must take the prior learning course where they evaluate their personal and professional experiences and prepare essays summarizing them. These essays are evaluated and students can receive 3-6 units for each content area. Students receive personalized coaching throughout this process.

Program Learning Objectives

• General Business Knowledge and Management Application. Students will demonstrate knowledge in the following management areas: basic management principles, change management, accounting and finance, economics, and human resources.
• Ethics and Social Responsibility. Students will be able to identify how ethical principles and social responsibility are actualized in an organization.
• Communication and Collaboration. Students will demonstrate the ability to communicate effectively in a variety of modalities including written, oral, and electronic communication.

• Business Operations and Marketing. Students will demonstrate an understanding of business operations and markets including global business operations and markets.
• Information Utilization and Problem Solving. Students will be able to use business tools to gather information, draw conclusions, and make decisions.

Degree Requirements

All courses are 4 quarter units unless otherwise indicated.

### LOWER DIVISION GENERAL EDUCATION BREADTH REQUIREMENTS (LDGE) (45 units)

Students may complete the lower division coursework by taking recommended courses from local community colleges, earning credit through the College Level Examination Program (CLEP), or taking approved College of Undergraduate Studies’ courses.

| COMPOSITION | Composition/Critical Thinking and Writing (9 units) |
| HUMANITIES | Must have completed at least one 3-unit course in two areas (12 units) |
| NATURAL SCIENCE | (9 units) |
| MATHEMATICS | (3 units) |
| SOCIAL SCIENCE | Must have completed at least one 3-unit course in two areas (12 units) |

### FOUNDATIONAL COURSES

These courses are not required for all students but are assigned as needed by the Program Chair:

| COR 1000 | Prior Learning Experience and Portfolio Development (3) |
| BUS 2010 | Microeconomics (3) |
| BUS 2015 | Macroeconomics (3) |
| BUS 2500 | Math for Managers (3) |

### REQUIRED COURSES

| BUS 3002 | BSBA Student Orientation (0) |
| COR 3100 | Critical Thinking and Writing |
| COR 3146 | Information Literacy (2) |
| BUS 3000 | Financial Accounting |
| BUS 3020 | Business Finance (Prerequisite BUS 3000) |
| BUS 3030 | Advanced Business Law |
| BUS 3032 | Essentials of Human Resource Management |
| BUS 3033 | Problem Solving and Managerial Decision Making |
| BUS 3041 | Statistics and Research Applications |
| BUS 3151 | Principles of Management |
CONVERGENCE JOURNALISM

Bachelor of Arts in Convergence Journalism

Recognizing the rapidly evolving demands in and nature of the field of journalism, the Bachelor of Arts in Convergence Journalism provides a solid foundation in the journalistic principles of storytelling, ethics, newsgathering, multimedia content delivery, and comparative history, with a focus on digital media.

The program curriculum integrates traditional forms of media, digital and emerging formats and content delivery streams. Students will craft podcasts, blogs, and short video pieces, and learn how to utilize social and digital media tools to reach and connect with audiences, tell stories, and gather news more efficiently. They will come out of the program prepared for “Journalism 2.0.” Students will also learn about the responsibility of being a journalist, including the importance of fairness, accuracy, and credibility, and the ethical and legal issues that permeate the field. Students will receive training in how to write for different types of media, as well as practical experience in the field.

By the end of their degree program, students will have built a professional portfolio tailored to their chosen professional course and designed to help them compete in the digital media marketplace. They will be uniquely poised to attain jobs throughout the ever-changing journalism industry, including writing/blogging, social media production, or at a traditional media outlet (print or broadcast) looking to develop, expand, and make a mark with its digital platforms.

Program Learning Outcomes

Upon completing the degree, students will be able to:

- Effectively write and produce focused, fair, well-thought-out, factually sound pieces for various media platforms in a new media environment.
- Demonstrate a clear understanding of constitutional and other law pertaining to the media and the limits of the law.
- Apply ethical principles of journalism.
- Demonstrate News Literacy: skill in the principles of what constitutes news, research, copyediting, and fact-checking.

- Demonstrate strong audio and visual skills and know when to use audio, video, or other elements in a story.

Admission Requirements

Applicants must have completed a minimum of 45 lower division quarter units (30 semester units) and have a 2.0 GPA. Applicants must submit a JFK University application and a writing sample, such as a story or article, in AP (Associated Press) style. Applicants must forward official transcripts from all colleges and universities they attended.

Degree Requirements

The following courses are required to complete the BA in Convergence Journalism.

### LOWER DIVISION GENERAL EDUCATION BREADTH REQUIREMENTS (LDGE) (45 units)

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPOSITION</td>
<td>Composition/Critical Thinking and Writing (9 units)</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>Must have completed at least one 3-unit course in two areas (12 units)</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>(9 units)</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>(3 units)</td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>Must have completed at least one 3-unit course in two areas (12 units)</td>
</tr>
</tbody>
</table>

All courses are 4 units.

### CORE/MAJOR REQUIREMENTS (86 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR 3100</td>
<td>Critical Thinking and Writing</td>
</tr>
<tr>
<td>COR 3146</td>
<td>Information Literacy</td>
</tr>
<tr>
<td>JOU 3000</td>
<td>Comparative Journalism</td>
</tr>
<tr>
<td>JOU 3200</td>
<td>Digital Media Basics</td>
</tr>
<tr>
<td>JOU 3050</td>
<td>Writing/Storytelling</td>
</tr>
</tbody>
</table>

* These courses are waived for students who link to the MBA program.

** Students have the option of applying to and completing the Institute of Entrepreneurial Leadership certificate in lieu of the Capstone courses. Contact Program Chair for additional information.
CRIMINAL JUSTICE LEADERSHIP

The Bachelor of Science in Criminal Justice Leadership (BS CJL) (formerly Law Enforcement Leadership) completion program offers an opportunity for students to link to the graduate program in business administration. Unlike many undergraduate criminal justice degrees, the BS CJL provides the breadth and depth of interdisciplinary education that characterizes business and public administration, as well as other undergraduate offerings.

The criminal justice field is thriving. The U.S. Bureau of Labor Statistics reports employment for Correctional, Law Enforcement, Security, Gaming, and Probation Officers; and Private Detectives and Investigators is projected to increase as much as 22% from 2013 to 2023. The projected 22% growth rate for the law enforcement field is faster than the projected 14% average growth rate for all occupations from 2013 to 2023. Numerous advances in technology and a post-September 11 emphasis on homeland security have fueled a demand for a new breed of criminal justice professional equipped to meet the changes in national security, which includes the private sector, i.e. corporate security and investigations. Advanced education is a primary tool used by government agencies to screen for suitability for specialty positions and promotion; therefore, the number of those seeking degrees will increase incrementally.

The BS CJL program is built upon the foundation of the BSBA program by developing key competencies, which results from the extensive use of critical thinking, quantitative and qualitative methodologies to address social problems relating to criminal and unethical behavior. The BS CJL program provides an opportunity for students to obtain leadership positions, which include supervisory, middle, and executive management in the public and private sectors with an emphasis in law enforcement, corporate security, or corporate investigations environment. Students will complete the BSCJL program in an online environment, which facilitates intense interaction among local, national, and international students. Students will gain greater networking opportunities that could lead to enormous opportunities for leadership positions globally.

Linked Degree Option

JFK University offers a linked Bachelor’s and Master’s degree program in the field of Business Administration. Linked degree programs allow qualified students to apply graduate-level units towards both the undergraduate and graduate degrees. Students interested in seeking a linked degree must have been admitted to the undergraduate BS CJL program and have:

- Completed 159 undergraduate units;
- Completed all requirements for the BS CJL program; and
- Achieved a minimum of 3.0 cumulative GPA

Linking Program Process

To apply for the linked program, students must:

- Meet with a Program Chair to review linking program requirements;
- Complete a Request of Linked Eligibility Review form and a Petition for Degree form for the program; and
- Submit both forms to the Registrar’s office with applicable, non-refundable fees along with the required documentation for admission to the MBA program

Credit for Life and Work Experience

Students may earn up to 30 quarter units of undergraduate credit for knowledge gained through corporate training, professional workshops, and supervised volunteer training. To earn credit, students must take the prior learning course where they evaluate their personal and professional experiences and prepare essays summarizing them. These essays are evaluated and students can receive 3-6 units for each content area. Students receive personalized coaching throughout this process.

Program Learning Objectives

- Civic Leadership: Students will demonstrate a vision of professional leadership rooted in ethics, cultural sensitivity, social justice, and service to the community.
• **Organizational Management**: Students will demonstrate an understanding of law enforcement organizations and their operations and be able to interact with diverse leadership styles and manage multicultural teams.

• **Workforce Engagement**: Students will demonstrate skills in hiring appropriate workplace talent, in developing team-oriented work environments that engage workers, and in empowering them to take ownership of their jobs.

• **Community Development**: Students will demonstrate an ability to listen to and understand diverse communities, to assist them to identify their needs, and to develop strategies to address violence and crime.

• **Change Management**: Students will demonstrate how to identify needed change and both design and facilitate quality of the change management processes.

• **Thinking and Writing**: Students will apply critical thinking, writing, and academic research skills.

**Admission Requirements**

Applicants must submit a JFK University application and provide official transcripts from all colleges and universities they attended. Applicants must also submit a personal essay describing their professional and educational experience as well as their interest in obtaining a BS CJL degree, a letter of recommendation, and a copy of Basic P.O.S.T. (Peace Officers Standards and Training) Certificate (if applicable).

**Degree Requirements**

<table>
<thead>
<tr>
<th>LOWER DIVISION GENERAL EDUCATION BREADTH REQUIREMENTS (45 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may complete the lower division coursework by taking recommended courses from local community colleges, earning credit through the College Level Examination Program (CLEP), or taking approved College of Undergraduate Studies' courses.</td>
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<tr>
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<tr>
<td><strong>MATHEMATICS</strong> (3 units)</td>
</tr>
<tr>
<td><strong>SOCIAL SCIENCE</strong> Must have completed at least one 3 unit course in two areas (12 units)</td>
</tr>
</tbody>
</table>

*All courses are 4 quarter units unless otherwise indicated.*

<table>
<thead>
<tr>
<th>CORE UNDERGRADUATE (10 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR 3100 Critical Thinking and Writing</td>
</tr>
<tr>
<td>COR 3146 Information Literacy (2)</td>
</tr>
<tr>
<td>COR 4000 Collaborative Problem Solving</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BS CJL PROGRAM COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>These courses are assigned as needed by the Program Chair:</td>
</tr>
<tr>
<td>COR 1000 Prior Learning Experience and Portfolio Development (3)</td>
</tr>
<tr>
<td>BUS 2500 Math for Managers (3)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>CRIMINAL JUSTICE LEADERSHIP COURSES (20 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C JL 3101 Principles of Administration &amp; Law Enforcement</td>
</tr>
<tr>
<td>C JL 3200 Change Management: Contemporary Civic &amp; Public Leadership</td>
</tr>
<tr>
<td>C JL 3201 Organizational Structure, Culture, Politics, &amp; Change</td>
</tr>
<tr>
<td>C JL 4100 Introduction to Organizational Problems &amp; Issues in Law Enforcement</td>
</tr>
<tr>
<td>C JL 4300 Advanced Study of Organizational Problems &amp; Issues in Law Enforcement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL MANAGEMENT COURSES (4 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 3151 Principles of Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS QUANTITATIVE COURSES (9 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C JL 3202 Introduction to Budgeting &amp; Financial Management (3)</td>
</tr>
<tr>
<td>C JL 3203 Advanced Budgeting &amp; Financial Management (3) Prerequisite: C JL 3202</td>
</tr>
<tr>
<td>C JL 3303 Statistics in the Social Sciences (3) Prerequisite: C JL 4300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORGANIZATIONAL BEHAVIOR COURSES (23 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB 4125 Organizational Communication</td>
</tr>
<tr>
<td>PLS 3105 Jurisprudence</td>
</tr>
<tr>
<td>PHS 4230 US Health Care System &amp; Policy</td>
</tr>
<tr>
<td>PLS 3111 Law &amp; Social Justice</td>
</tr>
<tr>
<td>PLS 3113 Social, Cultural, Political Issues in Business</td>
</tr>
<tr>
<td>PYC 4307 Forensic Psychology (3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORGANIZATIONAL COLLABORATION COURSES – ELECTIVES (14 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C IL 3300 Media Relations (3)</td>
</tr>
<tr>
<td>C IL 3320 Ethics and Morals in Law Enforcement (3)</td>
</tr>
<tr>
<td>C IL 3360 Community Level Response to Terrorism</td>
</tr>
<tr>
<td>C IL 3033 Public Benefits Law</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-BUSINESS COURSE (4 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C JL 4040 Information Systems Management Prerequisite: BUS 3160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPSTONE COURSE (6 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C JL 4995 Capstone: Research Writing and Law Enforcement Leadership Project (6)</td>
</tr>
</tbody>
</table>

Lower division breadth requirements 45 units
Degree requirements 76 units
Units to reach 180 varies
Total units for degree 180 units
THE HISTORY OF CONFLICT

Bachelor of Arts in The History of Conflict

This program explores the history of conflict and its resolution from ancient civilizations through modern-day. Theories of war and conflict, military history, the role of religion on peace and conflict, successful and failed peace negotiations, the future of conflict and its resolution are examined through textbooks, independent readings, and a Research Seminar capstone project.

Through the Prior Learning Assessment program, students may earn credit for previous experience that can be demonstrated to meet academic learning goals, thereby decreasing the amount of time required to complete Bachelor’s degree requirements.

The program is structured so that courses do not need to be taken in sequence. The course material is integrated, but not laddered, so that information learned in previous courses may inform the learner, but not prohibit him or her from moving through the course sequence out of numerical order.

The pedagogical methods in this program are not based on lecture, but are rather based on discussions that actively involve all students in a facilitated manner. The adult learners in these courses will share their own experiences with conflict, and integrate their life experiences with theoretical information on the subject.

Linked Degree Option

JFK University’s College of Undergraduate Studies and College of Graduate and Professional Studies offer the opportunity to link the BA in The History of Conflict with the Master of Arts in The History of Conflict or the Masters of Business Administration (MBA) program, which reduces the amount of time necessary to complete a graduate degree.

Students interested in seeking a linked degree must have been admitted to the undergraduate BA program and have:

- Completed 159 undergraduate units;
- Completed all requirements for the bachelor’s of arts program, except for 21 units (five 4-unit courses and one 1-unit capstone) in the undergraduate major; and
- Achieved a minimum of 3.0 cumulative GPA.

Linking Program Process

To apply for the linked program, students must:

- Meet with a Program Chair to review linking program requirements;
- Complete a Request of Linked Eligibility Review form and a Petition for Degree form for the program; and
- Submit both forms to the Registrar’s office with applicable, non-refundable fees along with the required documentation for admission to the Master’s program.

Program Learning Outcomes

Students completing the BA degree program in The History of Conflict are expected to demonstrate proficiency in:

- Identify the major historical conflicts that have shaped and been shaped by social change, and compare and contrast the common trends found in these events.
- Apply historical theories and philosophies to the analysis of a variety of historical events.
- Critically explain the role of religion, ethnicity, geopolitics, and economics in historical conflict.
- Articulate the role of social movements and civil unrest in nation building and failed states.
- Conduct independent research and produce a senior capstone research project synthesizing the concepts of conflict and diplomacy.

Admission Requirements

Applicants must have completed a minimum of 45 lower division quarter units (30 semester units) and have a 2.0 GPA. Applicants must submit a JFK University application and provide official transcripts from all colleges and universities they attended.

Degree Requirements

<table>
<thead>
<tr>
<th>LOWER DIVISION GENERAL EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREADTH REQUIREMENTS (45 units)</td>
</tr>
</tbody>
</table>

Students may complete the lower division coursework requirements by taking recommended courses from local community colleges, earning credit through the College Level Examination Program (CLEP), or taking approved College of Undergraduate Studies’ courses.

<table>
<thead>
<tr>
<th>COMPOSITION</th>
<th>Composition/Critical Thinking and Writing (9 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMANITIES</td>
<td>Must have completed at least one 3 unit course in two areas (12 units)</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>(9 units)</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>(3 units)</td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>Must have at least one 3 unit course in two areas (12 units)</td>
</tr>
</tbody>
</table>

All courses are 4 quarter units unless otherwise indicated.

<table>
<thead>
<tr>
<th>CORE CURRICULUM (28 UNITS)</th>
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</thead>
<tbody>
<tr>
<td>COR 3000 Education, Self, and Community (2)</td>
</tr>
<tr>
<td>COR 3146 Information Literacy (2)</td>
</tr>
<tr>
<td>COR 3100 Critical Thinking and Writing</td>
</tr>
<tr>
<td>COR 3303 Statistics for the Social Sciences</td>
</tr>
<tr>
<td>COR 3145 Research Writing</td>
</tr>
<tr>
<td>COR 3300 Research Methods</td>
</tr>
<tr>
<td>COR 4800 Introduction to Service Learning (1)</td>
</tr>
<tr>
<td>COR 4805 Practicum in Service Learning/Field Study (3)</td>
</tr>
<tr>
<td>COR 4000 Collaborative Problem Solving</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BA HISTORY OF CONFLICT – MAJOR (44 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 4010 Theories of War and Conflict</td>
</tr>
</tbody>
</table>

50 College of Undergraduate Studies John F. Kennedy University
LEGAL STUDIES

John F. Kennedy University is the only school in northern California to offer an American Bar Association (ABA) approved bachelor’s degree in Legal Studies along with an ABA-approved paralegal certificate.

Mission
The program’s mission is to provide a curriculum that focuses on the practical application of the substantive law while encouraging critical thinking, ethical conduct, and social responsibility. With this in mind, students will gain the knowledge, practical application skills, attitudes, and values that are necessary to excel as legal professionals. Graduates are able to pursue careers as paralegals working for lawyers, law offices, corporations, and governmental agencies.

Note: The policies and procedures in this section of the catalog apply to both the paralegal certificate and the BA program.

Goals and Objectives
The Legal Studies program will provide students with the knowledge, skills, tools, and values necessary to be effective members of a legal team. We will provide students with:
• Analytical and critical thinking ability;
• Strong written communication skills;
• Proficiency in legal research and legal writing;
• The knowledge of the ethical guidelines and limitations governing the profession in the public and private sectors; and
• The ability to navigate the use of various legal technologies.

By graduation, all students should be able to:
• Demonstrate proficiency in legal writing;
• Describe and assess the ethical obligations and limitations of legal professionals in specific factual situations;
• Demonstrate proficiency in legal research;
• Be proficient in software applications used in legal environments; and
• Practice analytical and critical thinking ability.

Note: Paralegals cannot provide legal advice except as directed by an attorney nor can they establish a client/business relationship or represent a client.

Our curriculum complies with CA Business and Professions Code Sections 6450-6456 requiring paralegals to be educated at an accredited institution offering a minimum of 36 quarter units of legal specialty coursework.

Paralegal Certificate
Approved by the American Bar Association, our Paralegal certificate curriculum provides students with the practical skills, knowledge, and values necessary to become effective members of a legal team. Outstanding faculty comprised of practicing attorneys guide students in their coursework and their professional goals. Students and alumni of this program are supported by an extensive on-campus law library, access to LexisNexis, and job assistance. Our certificate program offers the most relevant and recent cutting-edge education available.

The Paralegal certificate curriculum includes 12 legal specialty courses that are applied to the BA in Legal Studies. Students may complete the certificate program in one year.

Admission Requirements
Applicants must have 54 quarter units (36 semester units) of college transferable credit which include at least 27 quarter units (18 semester units) of general education in three categories. At least 4.5 units of freshman English or college composition must be completed with a C or better prior to admission. For consideration into the program, applicants must submit a JFK University application, forward official transcripts from all universities previously attended and complete the specific writing sample contained in the admissions packet for the program.

If you do not meet the above academic requirements, please see the department to discuss possible options.

Certificate Requirements
All courses are 4 quarter units unless otherwise indicated.

<table>
<thead>
<tr>
<th>CORE COURSES (32 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 3001 Introduction to Law</td>
</tr>
<tr>
<td>PLS 3002 Legal Research</td>
</tr>
<tr>
<td>PLS 3003 Legal Writing (Prerequisite: PLS 3002)</td>
</tr>
<tr>
<td>PLS 3004 Legal Ethics (2)</td>
</tr>
<tr>
<td>PLS 3005 Tort Law</td>
</tr>
<tr>
<td>PLS 3008 Litigation I</td>
</tr>
<tr>
<td>PLS 3009 Litigation II (Prerequisite: PLS 3008)</td>
</tr>
<tr>
<td>PLS 3010 Legal Technology Applications and Management</td>
</tr>
<tr>
<td>PLS 3042 Employment Skills Workshop (1)</td>
</tr>
<tr>
<td>PLS 3011 Paralegal Capstone (1) (Completed in the last term of the certificate program)</td>
</tr>
</tbody>
</table>
Bachelor of Arts in Legal Studies

The Bachelor of Arts (BA) in Legal Studies builds upon the foundational legal specialty courses that make up the certificate curriculum, by enhancing the students’ critical thinking, analytical and theoretical skills. This combination of legal specialty, business, and liberal arts coursework ensures that each student develops an understanding of and respect for different ways of knowing and a desire for lifelong learning. This degree offers students an excellent foundation for graduate school.

Admission Requirements

Applicants must have 54 quarter units (36 semester units) of college transferable credit which include at least 27 quarter units (18 semester units) of general education in three categories. At least 4.5 units of freshman English or college composition must be completed with a C or better prior to admission.

To be considered, applicants must submit a JFK University application, forward official transcripts from all colleges and universities they attended, and complete the specific writing sample as outlined in the admission packet for the program.

Transfer of Legal Specialty Courses

At the discretion of the Legal Studies program, students may be given credit for other Legal Specialty Courses (LSC) taken at another school or university provided the course is also offered in this program. To be eligible to receive credit for a previously-taken LSC all the following must exist:

- The LSC must be equivalent in content, length and nature to JFK University’s course;
- The LSC must be from an ABA approved paralegal program and taken within the last seven years;
- The student must have earned a C or better in the LSC; and
- The LSC must carry upper-division academic credit.

Up to two (2) specialty courses may be credited towards the Paralegal Certificate and eight (8) credited towards BA in Legal Studies.

Linked-Degree Option

JFK University’s College of Undergraduate Studies and College of Graduate and Professional Studies offer a linked Bachelor of Arts (BA) in Legal Studies and Master in Business Administration (MBA) degree program in the fields of Legal Studies and Business Management. Linked degree programs allow qualified students to apply to graduate-level units toward both the bachelor’s and master’s degrees. Students interested in seeking a linked degree must have been admitted to the undergraduate BA in Legal Studies program and have:

- Completed 159 undergraduate units;
- Completed all requirements for the bachelor’s of arts program, and
- Achieved a minimum of 3.0 cumulative GPA.

Linking Program Process

To apply for the linked program, students must:

- Meet with a Program Chair to review linking program requirements;
- Complete a Request of Linked Eligibility Review form and a Petition for Degree form for the program; and
- Submit both forms to the Registrar’s office with applicable, non-refundable fees along with the required documentation for admission to the MBA program.

Degree Requirements

<table>
<thead>
<tr>
<th>LOWER DIVISION GENERAL EDUCATION BREADTH REQUIREMENTS (45 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may complete the lower division coursework requirements by taking recommended courses from local community colleges, earning credit through the College Level Examination Program (CLEP), or taking approved College of Undergraduate Studies’ courses.</td>
<td></td>
</tr>
<tr>
<td>COMPOSITION</td>
<td>Composition/Critical Thinking and Writing (9 units)</td>
</tr>
<tr>
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<td>Must have completed at least one 3 unit course in two areas (12 units)</td>
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<td></td>
</tr>
<tr>
<td>MATHEMATICS (3 units)</td>
<td></td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>Must have completed at least one 3 unit course in two areas (12 units)</td>
</tr>
</tbody>
</table>

Note: This Program does not offer LDGE courses. Students should have completed or come close to completing these lower division required units prior to admission.

All courses are 4 quarter units unless otherwise indicated.

Any student who receives a C- or below in a required course will not receive credit for that course and must retake the course and earn a C or better for credit.
CORE REQUIREMENTS FOR LEGAL STUDIES
MAJORS (17 UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COR 3100</td>
<td>Critical Thinking and Writing</td>
</tr>
<tr>
<td>COR 3146</td>
<td>Information Literacy (2)</td>
</tr>
<tr>
<td>COR 3033</td>
<td>Statistics for the Social Sciences</td>
</tr>
<tr>
<td>BUS 3400</td>
<td>Business Communication</td>
</tr>
<tr>
<td>PLS 3002</td>
<td>Legal Research</td>
</tr>
<tr>
<td>PLS 3011</td>
<td>Paralegal Capstone (1)</td>
</tr>
<tr>
<td>PLS 3012</td>
<td>Legal Studies Capstone (2)</td>
</tr>
</tbody>
</table>

MAJOR (51 UPPER DIVISION UNITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 3001</td>
<td>Introduction to Law</td>
</tr>
<tr>
<td>PLS 3003</td>
<td>Legal Writing</td>
</tr>
<tr>
<td>PLS 3004</td>
<td>Ethics (2)</td>
</tr>
<tr>
<td>PLS 3005</td>
<td>Tort Law</td>
</tr>
<tr>
<td>PLS 3006</td>
<td>Contract Law</td>
</tr>
<tr>
<td>PLS 3008</td>
<td>Litigation I</td>
</tr>
<tr>
<td>PLS 3009</td>
<td>Litigation II</td>
</tr>
<tr>
<td>PLS 3010</td>
<td>Legal Technology Applications</td>
</tr>
</tbody>
</table>

PLS 3029    | Civil Evidence                   |
PLS 3033    | Public Benefits Law              |
PLS 3042    | Employment Skills Workshop (1)   |
PLS 3111    | Law and Social Justice           |
PLS 3113    | Social, Cultural & Political Issues in Business |

ELECTIVES (8 UNITS - SELECT TWO OF THE FOLLOWING COURSES)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 3015</td>
<td>Wills, Trusts &amp; Estate Planning</td>
</tr>
<tr>
<td>PLS 3021</td>
<td>Real Estate Law</td>
</tr>
<tr>
<td>PLS 3023</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>PLS 3027</td>
<td>Family Law</td>
</tr>
<tr>
<td>PLS 3031</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>PLS 3035</td>
<td>Immigration Law</td>
</tr>
<tr>
<td>PLS 3037</td>
<td>Environmental Law</td>
</tr>
<tr>
<td>PLS 3038</td>
<td>Employment Law</td>
</tr>
<tr>
<td>PLS 3039</td>
<td>Elder Law</td>
</tr>
<tr>
<td>PLS 3040</td>
<td>Internship</td>
</tr>
</tbody>
</table>

Lower division breadth requirements     45 units  
Degree requirements                      76 units  
Units to reach 180                       varies  
Total units for degree                   180 units

LIBERAL STUDIES

Bachelor of Arts in Liberal Studies

The Bachelor of Arts (BA) in Liberal Studies prepares students to think critically and holistically, to live creatively and ethically, and to work responsibly and sustainably in a dynamic global society. Students gain global and historical perspectives on the major Liberal Arts disciplines: psychology, political science, economics, sociology, literature, religion, art, and science and technology. Using a holistic approach, they learn to analyze, integrate, and apply this knowledge to academic questions, social problems, and occupational challenges. Issues, persons, populations, events, trends, and artifacts are examined in their historical and cultural contexts. Students not only learn to make creative connections across disciplines but also to think and act innovatively in their personal and professional lives. This powerful blend of knowledge, skills, and experiences is highly valued in today’s global workforce and helps our students thrive in a fast-changing world.

The program strengthens critical, creative, and integrative thinking by employing a holistic and transformative approach to education. This dynamic approach focuses on educating the whole person—body, mind, heart, and spirit—and on understanding individuals in relation to their families, communities, societies, and ecospheres. To accomplish this, a variety of pedagogies are used: lecture, class discussion, small group conversation, pairs dialogue, experiential exercises, service learning, field study, online activities, contemplative exercises, debates, creative projects, and collaborative social projects. This transformative approach facilitates self-awareness, deepens understanding and appreciation of diversity, and strengthens commitment to ethical, ecological, and socially responsible action. Hybrid courses give students valuable online skills.

The program offers an optional specialization in Leadership.

Because we prize good relationships, we are devoted to supporting the growth and well-being of our students and to fostering a sense of community among students, faculty, and staff. Personalized advising, coupled with a dynamic interdisciplinary curriculum, facilitates both academic development and personal transformation and so serves as a powerful pathway to professional or graduate work.

Linked Degree Option

JFK University’s College of Undergraduate Studies and College of Graduate and Professional Studies offer the opportunity to link the BA in Liberal Studies with Master’s programs in Business Administration, Counseling Psychology, Health Education, and Sport Psychology.

Students interested in seeking a linked degree must have been admitted to the undergraduate BA program and have:

- Completed 159 undergraduate units;
- Completed all requirements for the bachelor’s of arts program, except for 21 units (five 4-unit courses and one 1-unit capstone) in the undergraduate major; and
- Achieved a minimum of 3.0 cumulative GPA.
Linking Program Process
To apply for the linked program, students must:
• Meet with a Program Chair to review linking program require-
ments;
• Complete a Request of Linked Eligibility Review form and a Petition for Degree form for the program; and
• Submit both forms to the Registrar’s office with applicable, non-refundable fees along with the required documentation for admission to the Master’s program.

Program Learning Outcomes
Students completing the BA degree program are expected to demonstrate proficiency in:
• Critical and creative thinking and writing;
• Information literacy and conducting academic research;
• Understanding global and multicultural perspectives on ideas, persons, events, and trends;
• Comparing disciplinary, interdisciplinary, trans-disciplinary, and holistic perspectives;
• Integrating and applying academic learning to complex problems in innovative, effective, and sustainable ways; and
• Collaborating and communicating effectively to solve academic and social problems.

Admission Requirements
Applicants must have completed a minimum of 45 lower division quarter units (30 semester units) and have a 2.0 GPA. Applicants must submit a JFK University application and provide official transcripts from all colleges and universities they attended and a three-page personal statement.

Degree Requirements
All courses are 4 quarter units unless otherwise indicated.

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<thead>
<tr>
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<th>CORE CURRICULUM (28 UNITS)</th>
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<td>COR 3146 Information Literacy (2)</td>
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<td>COR 4000 Collaborative Problem Solving</td>
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</table>

<table>
<thead>
<tr>
<th>BA LIBERAL STUDIES—MAJOR (44 UNITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB 3300 Social Systems and Policies around the World</td>
</tr>
<tr>
<td>LIB 3303 World Literature</td>
</tr>
<tr>
<td>LIB 3405 World Religions</td>
</tr>
<tr>
<td>PYC 4220 Cross-Cultural Psychology</td>
</tr>
<tr>
<td>LIB 3415 Ethics and Social Values around the World</td>
</tr>
<tr>
<td>LIB 4100 Consciousness, Creativity, and Transformation Global Politics</td>
</tr>
<tr>
<td>LIB 4115 Global Economy and Sustainability</td>
</tr>
<tr>
<td>LIB 4117 World Cultures and Art</td>
</tr>
<tr>
<td>LIB 4119 Global Politics</td>
</tr>
<tr>
<td>LIB 4121 History of Science and Technology World Literature</td>
</tr>
<tr>
<td>LIB 4999 Senior Capstone</td>
</tr>
</tbody>
</table>

Lower division breadth requirements 45 units
Degree requirements 72 units
Units to reach 180 varies
Total units for degree 180 units

PSYCHOLOGY

Bachelor of Arts in Psychology
The Bachelor of Arts (BA) in Psychology program in Pleasant Hill and San Jose engages students in a lively process of intellectual in-
quiry, self-discovery, critical thinking, creative synthesis, and inter-
personal communication. We explore traditional and contempo-
rary theories and methods that provide a strong foundation in the field of psychology. We also offer a uniquely expansive and inte-
grative approach that explores emerging trends and innovative ap-
plications in psychology and allied fields. Our creative curriculum includes lecture, dialogue, and experiential and online processes. Our students investigate a variety of theoretical and methodologi-
cal approaches: psychodynamic, behavioral, cognitive, somatic, hu-
manistic, transpersonal, cross-cultural, family systems, ecological, and postmodern. We value the whole person—mind, body, heart, and spirit—and study human behavior, consciousness, and develop-
ment within various contexts. Our mission is to transform your life so that you can transform the lives of others.

Because we prize good relationships, we are devoted to supporting the growth and well-being of our students and to fostering a sense
of community among students, faculty, and staff. Personalized advising, coupled with a dynamic interdisciplinary curriculum, facilitates both academic development and personal transformation and so serves as a powerful pathway to professional or graduate work.

Our graduates have developed vital and ethical ways of understanding, creating, relating, and being that have made them successful professionals in a variety of fields: counseling, psychotherapy, coaching, research, human resources, marketing, management, teaching, law, and many others.

The program offers signature courses that explore somatic, transpersonal, humanistic, creative, and theoretical and applied aspects of psychology.

Linking Program Option
JFK University’s College of Undergraduate Studies and College of Graduate and Professional Studies offer the opportunity to link the BA in Psychology with most of the Master’s degree programs. Qualified students can apply graduate-level units towards both the undergraduate and graduate degrees. Students interested in seeking a linked degree must have been admitted to the undergraduate BA program and have:
- Completed 159 undergraduate units;
- Completed all requirements; and
- Achieved a minimum of 3.0 cumulative GPA.

Linking Program Process
To apply for the linked program, students must:
- Meet with a Program Chair to review linking program requirements;
- Complete a Request of Linked Eligibility Review form and a Petition for Degree form for the program; and
- Submit both forms to the Registrar’s office with applicable, non-refundable fees along with the required documentation for admission to the Master’s program.

Program Learning Outcomes
Students completing the BA Psychology program are expected to demonstrate proficiency in:
- Critical and creative thinking and writing;
- Conducting academic research and using information technologies;
- Quantitative thinking, especially statistical skills;
- Bringing interdisciplinary and interdisciplinary perspectives to issues and problems;
- Recognition, understanding, and respect for multicultural perspectives;
- Knowledge and familiarity with major concepts, theories, research findings, techniques, and historical trends in psychology;
- Interpersonal communication skills; and
- Integrate and implement psychological knowledge, experience, and values in occupational pursuits.

Admission Requirements
Applicants must have completed a minimum of 45 lower division quarter units (30 semester units) and have a 2.0 GPA. Applicants must submit a JFK University application and provide official transcripts from all colleges and universities they attended and a three-page personal statement.

Note: BA in Psychology major courses are offered in Pleasant Hill (PYC) and San Jose (PYJ). For simplicity, all courses listed in this catalog will have the PYC prefix. All courses are 4 units unless otherwise indicated.

Degree Requirements
All courses are 3 quarter units unless otherwise indicated.

<table>
<thead>
<tr>
<th>LOWER DIVISION GENERAL EDUCATION BREADTH REQUIREMENTS (45 units)</th>
</tr>
</thead>
<tbody>
<tr>
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<thead>
<tr>
<th>COMPOSITION</th>
<th>Composition/Critical Thinking and Writing (9 units)</th>
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<tbody>
<tr>
<td>HUMANITIES</td>
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<tr>
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<td>MATHEMATICS</td>
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<tr>
<th>CORE CURRICULUM (24 UNITS)</th>
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<tbody>
<tr>
<td>COR 3001 Introduction to the College of Undergraduate Studies (0)</td>
</tr>
<tr>
<td>COR 3000 Education, Self, and Community (2)</td>
</tr>
<tr>
<td>COR 3146 Information Literacy (2)</td>
</tr>
<tr>
<td>COR 3100 Critical Thinking and Writing (4)</td>
</tr>
<tr>
<td>COR 3303 Statistics for the Social Sciences (4)</td>
</tr>
<tr>
<td>COR 3145 Research Writing (4)</td>
</tr>
<tr>
<td>COR 3300 Research Methods (4)</td>
</tr>
<tr>
<td>COR 4800 Introduction to Service Learning (1)</td>
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<tr>
<td>COR 4805 Practicum in Service Learning/Field Study</td>
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<thead>
<tr>
<th>BA PSYCHOLOGY—MAJOR (48 UNITS)</th>
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<tbody>
<tr>
<td>PYC 3000 History of Psychology</td>
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<tr>
<td>Prerequisites: PYC 3005 or equivalent</td>
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<tr>
<td>PYC 3100 Developmental Psychology</td>
</tr>
<tr>
<td>PYC 4007 Psychology of Learning</td>
</tr>
<tr>
<td>PYC 4220 Cross-Cultural Psychology</td>
</tr>
<tr>
<td>PYC 3210 Social Psychology</td>
</tr>
<tr>
<td>PYC 3200 Theories of Personality</td>
</tr>
<tr>
<td>PYC 3220 Biological Psychology</td>
</tr>
<tr>
<td>PYC 4221 Abnormal Psychology</td>
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<tr>
<td>PYC 4222 Cognitive Psychology</td>
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<tr>
<td>PYC 4999 Senior Capstone</td>
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</tbody>
</table>
PUBLIC HEALTH

Bachelor of Arts in Public Health

Mission Statement
The Bachelor of Public Health (formerly Health Sciences) program is committed to the protection, improvement, and well-being of the nation’s population, and of others throughout the world. This mission is fostered by our dedication to educating the nation’s future public health scientists and practitioners, and through engaging in scholarship to develop solutions to public health problems, providing public health service, and through informing the development of health policy that addresses emerging public health concerns.

Program Description
The Bachelor of Arts in Public Health prepares students through didactic and practical experiences to apply core principles of public health education within a variety of community settings and to advance the public health profession. The program values professional and academic integrity and ethics, collegiality, engagement with the community, social justice in health, and responsiveness and innovation in its pursuit of fostering the achievement of the highest possible standards of health and well-being.

The Bachelor of Arts in Public Health program is designed to prepare scholar-practitioners with knowledge and skills in the core concepts of public health including health behavior, research, public health statistics, environmental health, epidemiology, and global health, as well as in the conduct of community and public health assessment. The curriculum adopts an interdisciplinary focus and includes the development of tailored skills through the successful completion of the major courses, and experiential learning through the community-based practicum. The degree will prepare students who are interested in pursuing health-related careers in population health in the areas of health promotion, program delivery; health communication, community health assessment, and behavior change for entry-level to mid-level positions in service and research in health departments, public health agencies, community-based organizations, outreach education programs, hospitals, private health organizations, and corporate wellness settings.

ADN-MSN Pathway
JFK University in conjunction with the University of California, San Francisco (UCSF) School of Nursing offers the ADN-MSN Pathway, a unique opportunity for RNs with an Associate Degree in Nursing (ADN) to pursue a Master of Science in Nursing (MSN) at UCSF. Pathway participants learn ways to enhance their academic credentials and the likelihood of admissions to UCSF. Pathway students complete their undergraduate degree in 18-24 months at JFK University and are then eligible to apply as Pathway students for admissions to the graduate program in nursing at UCSF.

BA Public Health - MPH | MSPAS Pathway
JFK University and Touro University California offer the BA Public Health - MPH | MSPAS Pathway, an initiative to facilitate students’ transition from the BA Public Health degree to the Master of Public Health (MPH) or Master of Science - Physician Assistant Studies (MSPAS) at Touro University California. Pathway participants learn ways to enhance their academic credentials and the likelihood of admissions to Touro University. Pathway students complete their undergraduate degree in 18-24 months at JFK University and are then eligible to apply as Pathway students for admissions to the MPH program at Touro University California.

Linked Degree Option
JFK University’s College of Undergraduate Studies and College of Graduate and Professional Studies offer the opportunity to link the Bachelor’s in Health Sciences with graduate programs, including the Master’s in Health Education, Sport Psychology and Business Administration (MBA). Linked degree programs allow qualified students to apply to graduate-level units toward both the bachelor’s and master’s degrees. Students interested in seeking a linked degree must have been admitted to the undergraduate BA in Health Sciences program and have:

- Completed 159 undergraduate units;
- Completed all requirements for the BA program; and
- Achieved a minimum of 3.0 cumulative GPA.

Linking Program Process
To apply for the linked program, students must:

- Meet with a Program Chair to review linking program requirements;
- Complete a Request of Linked Eligibility Review form and a Petition for Degree form for the program; and
- Submit both forms to the Registrar’s office with applicable, non-refundable fees along with the required documentation for admission to the MA program.

Program Learning Outcomes
On completion of the Bachelor of Arts degree in Public Health, students will possess multidisciplinary knowledge as applied to public health practice, skills and abilities assess public health problems, and to apply public health sciences in problem solving.
Multi-disciplinary
1. Illustrate the contributions of a number of disciplines and professions in improving the health of the public, and articulate the importance and influence of social and cultural factors and their effects on the health of the public;
2. Demonstrate the ability to utilize information from various contexts in the field of public health, and explain how public health can utilize social and behavior interventions to improve the health of populations and the environment;

Assessment
3. Elaborate how individual and social accountability including civic responsibility and ethical reasoning apply to the health of populations and the health of the environment;

Application
4. Use appropriate scientific inquiry skills and communication strategies to conduct ethical research on public health concerns;
5. Demonstrate proficient reasoning and critical thinking including the ability to analyze, synthesize and evaluate public health data to influence research, practice, and policy.

Admission Requirements
Applicants must have completed a minimum of 45 lower division quarter units (30 semester units) and have a 2.0 GPA. Of the required nine units in lower division natural sciences, one course in general biology with a lab is required. Applicants must submit a JFK University application and provide official transcripts from all colleges and universities they attended.

Degree Requirements
All courses are 4 quarter units unless otherwise indicated.

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<tr>
<td><strong>CORE REQUIREMENTS FOR HEALTH SCIENCE MAJORS (10 UNITS)</strong></td>
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<tr>
<td>COR 3001</td>
<td>Introduction to the College of Undergraduate Studies (0)</td>
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<tr>
<td>COR 3146</td>
<td>Information Literacy (2)</td>
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<tr>
<td>COR 3100</td>
<td>Critical Thinking and Writing</td>
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<td>COR 3303</td>
<td>Statistics for the Social Sciences</td>
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<td><strong>PUBLIC HEALTH MAJOR COURSES (68 UPPER DIVISION UNITS)</strong></td>
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<td>FOUNDATIONS IN PUBLIC HEALTH (20 UNITS)</td>
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<tr>
<td>PHS 4105</td>
<td>Introduction to Public Health</td>
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<tr>
<td>Corequisites: COR 3100, COR 3146</td>
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<tr>
<td>PHS 3145</td>
<td>Research and Writing in Public Health</td>
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<td>PHS 4100</td>
<td>Principles of Epidemiology</td>
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<td>PHS 4200</td>
<td>Introduction to Global Health</td>
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<td>PHS 3500</td>
<td>Environment, Sustainability, and Health</td>
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<tr>
<td><strong>DETERMINANTS OF HEALTH (16 UNITS)</strong></td>
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<tr>
<td>PHS 4110</td>
<td>Pathophysiology in Public Health</td>
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<tr>
<td>Prerequisites: COR 3100, COR 3146</td>
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<tr>
<td>PHS 4117</td>
<td>Health Disparities in Diverse and Dynamic Populations</td>
</tr>
<tr>
<td>Prerequisites: PHS 4332, PHS 3500, PHS 4100, PHS 4200; COR 3303</td>
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<tr>
<td>PHS 4300</td>
<td>Nutrition in a Changing Society</td>
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<td>Corequisites: COR 3100, COR 3146</td>
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<td>PHS 4332</td>
<td>Culture, Illness and Healing</td>
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<td>Corequisites: COR 3100, COR 3146</td>
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<td><strong>HEALTH PROMOTION (12 UNITS)</strong></td>
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<tr>
<td>PHS 4315</td>
<td>Vulnerable Populations: Health and Social Justice</td>
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<td>Corequisites: COR 3100, COR 3146</td>
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<td>PHS 4225</td>
<td>Media Studies in Health Promotion</td>
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<td>Prerequisites: COR 3100, COR 3146; PHS 4117</td>
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<tr>
<td>PHS 4227</td>
<td>Health Behavior, Health Promotion, and Health Education</td>
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<td>Corequisites: COR 3100, COR 3146</td>
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<tr>
<td><strong>PUBLIC HEALTH PRACTICE (15 UNITS)</strong></td>
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<td>PHS 4230</td>
<td>U. S. Health Care System and Health Policy</td>
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<td>Corequisites: COR 3100, COR 3146</td>
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<td>CJL 3201</td>
<td>Organizational Structure, Culture, Politics, and Change</td>
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<td>Corequisites COR 3100, COR 3146</td>
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<tr>
<td>PHS 4998</td>
<td>Public Health Senior Seminar (3)</td>
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<tr>
<td>Prerequisites: PHS 3145, PHS 4200, PHS 4205</td>
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<tr>
<td>PHS 4205</td>
<td>Practicum in Public Health</td>
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<td>Prerequisites/Corequisite: PHS 4998</td>
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<tr>
<td><strong>CAPSTONE IN HEALTH SCIENCES (5 UNITS)</strong></td>
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<tr>
<td>PHS 4999</td>
<td>CAPSTONE IN PUBLIC HEALTH: Community Health Assessment (5)</td>
</tr>
<tr>
<td>Prerequisite: PHS 4998</td>
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</tbody>
</table>

Lower division breadth requirements 45 units
Degree requirements 78 units
Units to reach 180 varies
Total units for degree 180 units
JFK University Undergraduate Transfer Credit courses provide students a broad-based, multidisciplinary foundation of up to 80 credits towards their bachelor degree. Acceptance of completed credits is at the discretion of the university to which the student seeks transfer. Each institution has its own policies for transfer credit and students are advised to contact the receiving institution to determine the transferability of JFK University coursework. JFK University courses taken credit/no credit may not be accepted by other institutions.

JFK University Undergraduate Transfer Credit provides students with a range of Lower Division General Education Breadth courses as well as an introduction to popular majors through selected courses in Business, Engineering, Information Technology, Health Sciences and Liberal Arts. Students can earn transfer credit leading to advanced standing at most universities. Students can gain exposure to possible career options and areas of interest through this program.

JFK University Undergraduate Transfer Credit is intended for those students seeking to transfer their credits to an American bachelor degree program.
Course Delivery Key:
Onsite: Unless otherwise noted, all courses are delivered onsite as face-to-face meetings. Onsite classes may have an e-companion component, which is an online resource where students can view course materials and assignments.

Hybrid: These courses require some face-to-face meetings, found in the Schedule of Classes; a significant amount of the course-work is completed through an online format using the eCollege platform.

Online: These courses are conducted entirely through an online format using the eCollege platform. In an online course, students can view the syllabus and assignments, participate in threaded discussions, ask questions of the instructor and view their exam and assignment grades.

CREDIT BY ASSESSMENT [CBA] COURSES LOWER DIVISION

CBA 100 Credit by Assessment  1-5
Units earned through assessment of prior learning experience such as corporate training; professional workshops, seminars, and conferences; licensure or certification; independent scholarship; and appropriately supervised volunteer training.

CBA 106 Credit by Assessment  6-10
Units earned through assessment of prior learning experience such as corporate training; professional workshops, seminars, and conferences; licensure or certification; independent scholarship; and appropriately supervised volunteer training.

CBA 112 Credit by Assessment  11-15
Units earned through assessment of prior learning experience such as corporate training; professional workshops, seminars, and conferences; licensure or certification; independent scholarship; and appropriately supervised volunteer training.

CORE CURRICULUM [COR] COURSES LOWER DIVISION

COR 1000 Prior Learning Experience and Portfolio Development I  3
Many students at JFK University have returned to college with a wealth of experience in many areas of their lives. Often these experiences can be examined for academic credit. Through a series of steps, beginning with an evaluation of your experiences, and using Kolb’s Experiential Model the student will develop; documentation of the learning can be submitted for a request for academic credit. The process is called Credit by Assessment or Prior Learning Assessment. In order to register for this course, you must meet with your advisor to discuss the rationale for your pursuit of CBA credit. This course will prepare the students to submit a Portfolio to the evaluators for review and a request for units, the maximum number of units in any one-competency area is six units. The course introduces Kolb’s Learning Model that will be the foundation of the Prior Learning Essays. The student must demonstrate writing standards acceptable at the college level, with content at either the upper or lower division level. The instructor will work with each student to ensure that the portfolio meets the requirements for quality and completeness; all required sections are completed, with sample syllabi for professional coursework, documentation for each prior learning experience and correct petition for credit.

This course is a follow up to the COR 1000 if a student wants to continue to work on submitting requests for credit for prior learning experiences. This course builds on COR 1000 and continues with using Kolb’s Experiential Model. In order to register for this course, you must meet with your advisor to discuss the rationale for your pursuit of CBA credit. This course will prepare the students to submit a Portfolio to the evaluators for review and a request for units, the maximum number of units in any one-competency area is six units. The course builds on Kolb’s Learning Model and the development of Critical Thinking Skills. The student must demonstrate writing standards acceptable at the college level, with content at either the upper or lower division level. The instructor will work with each student to ensure that the portfolio meets the requirements for quality and completeness; all required sections are completed, with sample syllabi for professional coursework, documentation for each prior learning experience and correct petition for credit. Prerequisite: COR 1000.

COR 1010 Prior Learning Experience and Portfolio Development II  3

COR 1100 Effective College English I  4.5

COR 1130 Introduction to Mass Communications  4.5

COR 1150 Information Literacy and Report Writing  4.5

COR 1170 College Algebra and Trigonometry  4.5

A continuation course in intermediate algebra that examines higher degree polynomials, rational functions, trigonometry and matrix algebra needed for more specialized study in mathematics, computer science, engineering and other related fields. Computer usage is encouraged. This course satisfies computer science prerequisites. Graphing calculator is required.

COR 2100 Introduction to Academic Writing  4.5

This course emphasizes the mechanics and process of writing. Students hone their writing skills through essay and journal exercises, editing, discussion, and revision. Common writing difficulties are addressed. Course may be applied toward the lower-division general-education communication breadth requirement.
UNDERGRADUATE TRANSFER COURSES

The following courses follow a semester calendar, and all units listed are semester credits. These courses are offered primarily in Sri Lanka through partnership with American National College (ANC) through American Education Centre LTD. Course syllabus, outcomes and metrics are fully reviewed and compliant with John F. Kennedy University’s educational standards.

ART 2210 Art History and Appreciation 3
This course provides students with the conceptual knowledge and fundamental experience with the elements and principles of design in the visual arts. It provides a selective overview of the arts from different cultures and periods. No prior knowledge is necessary for this course. The first part of the course provides a focus on introduction to the vocabulary and various media of art. The second half of the course will focus on the theoretical historical highlights of the world of art history. Prerequisite: ENG 1010A. This course is offered primarily in Sri Lanka.

BIO 1540 Biology I with Lab 5
This is an introductory course in scientific thinking, classification and explanation of the natural processes of life. Students will gain a broad perspective on the field of biology to establish a foundation for further study in biology, including discussion of: basic cellular biology, heredity, ecology, biological diversity, and evolution. (Laboratory participation required.) Prerequisite: ENG 1010A and MTH 1150. This course is offered primarily in Sri Lanka.

BIO 1620 Biology II with Lab 5
This course will cover the chemistry of cellular functions by exploring cellular structure, energy flow, and information flow in cells. Topics include: bioenergetics; enzymes; membranes and membrane transport; glycolysis and fermentation; aerobic respiration; photosynthesis; the cell cycle; the genetic code and transcription; protein synthesis; and the regulation of gene expression. (Laboratory participation required.) Prerequisite: Biology I. Prerequisite: BIO 1540. This course is offered primarily in Sri Lanka.

BIO 2000 Anatomy and Physiology 3
This course explores the structure and function of the human body from a dynamic systems perspective. A traditional overview of all body systems and anatomical features will be presented. Additionally, the course will explore the intersection of anatomy and physiology systems with the wellness and psycho-emotional dimensions of embodiment. A variety of visual, auditory, and kinesthetic learning methods will be utilized to facilitate optimum retention and practical application of primary terms and concepts. This course is offered primarily in Sri Lanka.

BIO 2500 Introduction to Genetics 3
The course examines the promises and challenges of genetic engineering to provide better crops, prevent incurable diseases, and perhaps even extend life. The course looks at basic genetics, cloning, and forensic science. The prospects of molecular biology are evaluated in the context of ethical judgments. This course is offered primarily in Sri Lanka.

BUS 1009 Financial Accounting I 3
This course is an introduction to bookkeeping procedures: emphasis on the development of skills for both cash and accrual methods of recording, including adjusting and closing entries, cash controls and bank reconciliation, coverage of accounting systems, internal control procedures and procedures for completion of an accounting cycle. Prerequisite: ENG 1010A and MTH 1150. This course is offered primarily in Sri Lanka.

BUS 1010 Financial Accounting II 3
This course continues coverage of the fundamental principles of accounting, how financial data is accumulated and reported, and the uses and limitations of financial data. Introduction is made to the investing and financial cycles of a service and merchandise business, including the acquisition for sale of long-term assets (property, plant and equipment, intangible assets and investments), interest-bearing debt, and equity. This course emphasizes the corporate form of business and includes equity. The course emphasizes the corporate form of business and includes coverage of partnerships. Course content also includes the preparation of the statement of cash flows and financial statement analysis. The course will include the use of spreadsheets for problem solving and analysis, and analysis of company’s financial statements. Students will be introduced to software for accounting and reports. Prerequisite: BUS 1009. This course is offered primarily in Sri Lanka.

BUS 2220 Microeconomics 3
This course of study introduces basic economic concepts, principles and issues of scarcity and unlimited wants. The central theme of this course is to understand how markets solve fundamental economic problems through efficient allocation of resources. It emphasizes a good understanding of the element of market economy and how decisions by market agents—firms, individuals, government and society—work in a trade-off. Prerequisite: ENG 1010A and MTH 1150. This course is offered primarily in Sri Lanka.

BUS 2221 Macroeconomics 3
This course is an introduction to economic theory and analysis with emphasis on monetary and fiscal policy. Topics include: gross domestic product, business cycles, inflation, recession, the Keynesian model of unemployment, money and the Federal Reserve System. In this broad introductory survey, special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on examining the functioning of the economy, and on dealing with such matters as unemployment, inflation and recession. Prerequisite: BUS 2220. This course is offered primarily in Sri Lanka.

BUS 2250 Principles of Management 3
This course explores management theory and practice as both science and art. Students will understand why organizations need managers and will be able to articulate the various functions of management. This course is offered primarily in Sri Lanka.

BUS 2275 Principles of Marketing 3
This course studies the application of marketing as an integrative process. Students will learn about analysis of markets, planning and product strategies, and developing a balance in marketing
decisions that considers prices, channels of distribution, physical movement of goods, communications, advertising, sales force, and other factors. This course is offered primarily in Sri Lanka.

CHM 1200 General Chemistry I with Lab  
This course will cover the basic tools of chemistry: atoms, molecules, and ions; chemical reactions; stoichiometry; thermodynamics; gases and their behavior; the structure of the atom; atomic electron configurations; chemical periodicity; atomic structure and electron configurations; and theories and models of chemical bonding. (Laboratory participation required.) Prerequisite: At least one college level class in mathematics or equivalent. Prerequisite: ENG 1010A and MTH 1150. This course is offered primarily in Sri Lanka.

CHM 1210 General Chemistry II with Lab  
This course builds on the previous course in the series and addresses: intermolecular forces, liquids, solids; solutions and their behavior; chemical kinetics; chemical equilibrium; acids and bases; buffers and titrations; solubility and complexation; chemical thermodynamics; and basic electrochemistry. Laboratory participation required.) Prerequisite: CHM 1200. This course is offered primarily in Sri Lanka.

CHM 2210 Organic Chemistry I with Lab  
This course explores the structure and reactions of carbon-based compounds with a focus on: alkanes, alkenes, and alkynes; cyclic carbon structures; stereochemistry; and aromatic compounds. (Laboratory participation required.) Prerequisite: one year of general chemistry. This course is offered primarily in Sri Lanka.

CHM 2220 Organic Chemistry II with Lab  
The second course in a series, organic chemistry II continues with discussions about: alcohols and ethers; phenols and quinones; aldehydes and ketones; carboxylic acids and their derivatives; amines; carbohydrates; lipids; and amino acids, proteins, and nucleic acids. (Laboratory participation required.) Prerequisite: Organic Chemistry I. This course is offered primarily in Sri Lanka.

CIS 121 Algorithms & Programming  
Algorithms are recipes for solving computational problems. In this course we will study fundamental algorithms for solving a variety of problems, including sorting, searching and graph algorithms. More importantly, we will focus on general design and analysis techniques that underlie these algorithms. For example, we will examine divide-and-conquer, dynamic programming, greediness, and probabilistic approaches. With an understanding of these techniques, you will be prepared to design some of your own algorithms. Algorithms are judged not only by how well they solve a problem, but also by how effectively they use resources like time and space. We will learn techniques for analyzing time and space complexity of algorithms and will use these to evaluate tradeoffs between different algorithms. We will also see that problems can be organized into a hierarchy that measures their inherent difficulty by the efficiency of the best possible algorithm for solving them. This course is offered primarily in Sri Lanka.

CIS 291 Data Structures and Algorithms with Lab  
When developing software it is important to know how to solve problems in a computationally efficient way. Algorithms describe methods for solving problems under the constraints of the computer resources. Often the goal is to compute a solution as fast as possible, using as few resources as possible. The purpose of this course is to provide the students with solid foundations in the basic concepts of data structures and algorithms. The main objective of the course is to teach the students how to select and design data structures and algorithms that are appropriate for problems that they might encounter. This course is also about showing the correctness of algorithms and studying their computational complexities. During the course the students are offered a mixture of theoretical knowledge and practical experience. This course is offered primarily in Sri Lanka.

CIS 293 Introduction to Object Oriented Programming with Lab  
Introduction to Object-Oriented Programming, introduces students to object-oriented programming concepts, such as classes, objects, methods, interfaces, packages, inheritance, encapsulation, and polymorphism. These concepts are emphasized through extensive programming examples that require problem solving, algorithm development, top-down design, modular programming, debugging, and testing. Additionally, this course continues to build on the students’ experience with control structures (i.e., selection, iteration, and recursion), data types (e.g., arrays, strings, pointers, and dynamic structures), and fundamental algorithms for operations such as sorting and searching. The above concepts of Object Oriented Programming are explained by the use of C++ programming language. This course is offered primarily in Sri Lanka.

CIS 1010 Computer Literacy  
This is an introductory course in information processing and fundamental computer concepts. The course is intended for individuals with no previous computing experience or competence. It includes the history of computers, a survey of how computers are used today, the basic components of computers and computer terminology, and laboratory experiences using application software. Included are practical exercises using Microsoft Office application software. Experiences planned for this course include work with PC Operating Systems, word processing, and spreadsheet assignments, PowerPoint presentations and database functionality using MS Access. Individuals will explore contemporary computer applications and social implications of computers. Prerequisite: None. This course is offered primarily in Sri Lanka.

CIS 1020 Introduction to Programming  
This unit serves as an introduction to the Computer programming in a high-level, block structured language. Basic data types and variables, memory usage, control structures, functions/procedures and parameter passing, recursion, input/output are included. Programming projects related to engineering applications as well as numerical methods are also included. This course is offered primarily in Sri Lanka.
COM 1146 Communication
This course is designed to help students communicate more effectively through a study of the terms, concepts and current theories in the field of communication. Several levels of communication are examined: intrapersonal, interpersonal, nonverbal, small group, intercultural and mass media. Through speech and writing assignments, students have an opportunity to develop their verbal and written communication skills. Prerequisite: ENG 1010B. This course is offered primarily in Sri Lanka.

ENG 1000 Introduction to Academic Writing
This course covers the process of writing and its mechanics. Essay writing and journaling assist students in strengthening their writing skills. Prewriting, outlining, and revising are course components that improve students’ writing through practice. Basic writing correctness is addressed. This course is offered primarily in Sri Lanka.

ENG 1010A Reading and Composition
Students in this course will read essays and other texts, including short fiction; one longer, significant work; models for writing; writing a sequence of expository essays; introduction to argumentation; and instruction in formulating the thesis. Prerequisite: Passing English Placement Test. This course is offered primarily in Sri Lanka.

ENG 1010B Critical Thinking, Reading & Writing
This course continues ENG 1010A, including refined applications of format, documentation, the thesis statement, argumentative organization of paragraphs. ENG 1010B is devoted to writing arguments on civil rights themes and issues. Students will develop the basic techniques for offering reasons in support of a conclusion and for gathering information to be used in a substantial argumentative research paper. Prerequisite: ENG 1010A. This course is offered primarily in Sri Lanka.

ENG 2200 Modern World Literature
This course is a comparative introductory study of literature from the 19th-, 20th- and 21st- centuries. A variety of genre are addressed with a focus on the short story as a literary form across cultures, societies, and traditions. Influences of author and audience diversity and background are examined in the context of plot structure, story form, characterization and point of view. Prerequisite: ENG 1010B. This course is offered primarily in Sri Lanka.

ENG 2900 Technical Writing for Business
Students will study the genres of technical communication for business and will practice writing a variety of documents such as formal and informal reports, letters and resumes, proposals, instructions, descriptions, and specifications. Emphasis is on communicating in the business world. Topics include establishing a clear purpose, analyzing audience, gathering appropriate materials, organizing various kinds of documents, revising and editing, and supplying visual aids. Prerequisite: ENG 1010B. This course is offered primarily in Sri Lanka.

ENG 2910 Technical Writing for Science and Engineering
Students will study the genres of technical and scientific communication and will practice writing a variety of documents such as formal and informal reports, letters and resumes, proposals, instructions, descriptions, and specifications. Emphasis is on reading, interpreting and responding to scientific articles. Topics include establishing a clear purpose, interpreting what has already been written about the topic, analyzing audience, gathering appropriate materials, organizing various kinds of documents, revising and editing, and supplying visual aids. Prerequisite: ENG 1010B. This course is offered primarily in Sri Lanka.

HIS 2130 Human Civilization I
This course examines the political, social, cultural and economic history of human civilization from its beginnings to about 1715. The major focus will be on near Eastern, Mediterranean, and European developments. Students will also be introduced to Asian, African, and pre-Columbian American civilizations. Prerequisite: ENG 1010A. This course is offered primarily in Sri Lanka.

HIS 2140 Human Civilization II
This course examines the political, social, cultural and economic history of human civilization from about the middle-ages to the present. The major focus in this course will be on social, economic, political, and intellectual developments during the period under consideration. Prerequisite: HIS 2130. This course is offered primarily in Sri Lanka.

HUM 1020 Introduction to World Cultures and Customs
This course explores cultural values and their expression, and the theories and tools with which to compare and contrast them in a diversity of cultural contexts. The course will involve an introduction to cultural anthropology with particular emphasis on oral history, cultural relativity, folk tradition, socialization, colonization, and the political struggles of indigenous and culturally marginalized people. This course is offered primarily in Sri Lanka.

MTH 1150 College Algebra
Topics discussed in this course include functions and graphs; rational functions; exponential and logarithmic functions; systems of equations. Prerequisite: Passing mathematics placement test. This course is offered primarily in Sri Lanka.

MTH 1350 College Statistics
This course is an introduction to descriptive and inferential statistical concepts and methods. Topics include: grouping of data; measures of central tendency and dispersion; probability concepts; sampling; statistical estimation; and statistical hypothesis testing. Core requisite: MTH 1150. This course is offered primarily in Sri Lanka.

MTH 2200 Pre-Calculus
This course prepares student for calculus or other courses requiring depth of algebraic background, including: inequalities; theory of equations; sequences and series; matrices; functions and
relations; logarithms; and exponential functions. **Prerequisite:** MTH 1150. This course is offered primarily in Sri Lanka.

**MTH 2300 College Calculus I** 4
This course covers: limits and derivatives; differentiation rules; applications of differentiation; curve sketching; optimization problems; antiderivatives; definite integral and indefinite integrals. **Prerequisites:** College Algebra and Pre-Calculus. **Prerequisite:** MTH 2200. This course is offered primarily in Sri Lanka.

**MTH 2310 College Calculus II** 4
Topics in this course include: areas between curves; volume; volumes by cylindrical shells; techniques of integration; improper integrals; arc length; area of a surface of revolution; applications to physics and engineering; modeling with differential equations; Euler’s Method; separable equations; parametric equations and polar coordinates; and conic sections. **Prerequisite:** MTH 2300. This course is offered primarily in Sri Lanka.

**MTH 2320 College Calculus III** 4
This course covers: infinite sequences and series; absolute convergence; power series; Taylor and Maclaurin Series; and vectors. The geometry of space is covered including: equations of lines, planes, cylindrical and quadric surfaces; vector functions; derivatives and integrals of vector functions; functions of several variables; partial derivatives; double integrals; iterated integrals; and some selected topics in vector calculus including Green’s Theorem. **Prerequisite:** MTH 2300. This course is offered primarily in Sri Lanka.

**MTH 2520 Discrete Mathematics** 3
Topics in discrete mathematics including: elementary logic, set theory, and relations; induction, enumeration techniques; recurrence relations, trees and graphs; Boolean algebra; and algorithm analysis. **Prerequisite:** MTH 2200. This course is offered primarily in Sri Lanka.

**MTH 2600 Differential Equations** 3
This course covers the following topics: first order differential equations; the existence and uniqueness theorem; second order linear equations; higher order linear equations; The Laplace transform; systems of first order linear equations; nonlinear differential equations and stability. **Prerequisite:** MTH 2300. This course is offered primarily in Sri Lanka.

**MTH 2870 Linear Algebra** 3
Students cover the elementary theory of vector spaces. Topics include linear independence, bases, dimension, linear maps and matrices, determinants, orthogonality, eigenvalues and eigenvectors. **Prerequisite:** MTH 2200. This course is offered primarily in Sri Lanka.

**PHL 2430 Critical Thinking** 3
Students develop the skills to express their thoughts and form judgments clearly logically and effectively, using appropriate and adequate evidence for a variety of purposes and audiences. Students also learn to reflect on and challenge their own values and assumptions and form positions which demonstrate sensitivity and tolerance of various viewpoints and interpretations. **Prerequisite:** ENG 1010A and MTH 1150. This course is offered primarily in Sri Lanka.

**PHY 1000 Physics I with Lab** *(for non-engineering major)* 5
This course focuses on mechanics, covering the following topics: motion in one and two dimensions; Newton’s laws; work, energy and power; momentum. Laboratory required. (Algebra-based). **Prerequisite:** ENG 1010A and MTH 1150. This course is offered primarily in Sri Lanka.

**PHY 1100 Physics II with Lab** *(for non-engineering major)* 5
This course includes discussion of elastic properties of materials; gases; fluids; thermodynamics; electric forces, fields and potentials; direct currents; optics. Laboratory required. (Algebra-based). **Prerequisite:** PHY 1000. This course is offered primarily in Sri Lanka.

**PHY 1600 College Physics I with Lab** 5
This calculus-based course focuses on mechanics and covers the following topics: one and two dimensional kinematics; Newton’s laws of motion and gravitation; work, energy, and power; equilibrium and momentum; properties of fluids; harmonic motion, waves and sound; and thermodynamics. The General Physics series is aimed at students in the engineering or natural science disciplines. Differential and integral calculus and simple vector analysis are used throughout this course. (Laboratory participation required.) **Prerequisite:** At least one college level class in Calculus or equivalent. **Prerequisite:** ENG 1010A and MTH 2300. This course is offered primarily in Sri Lanka.

**PHY 1610 College Physics II with Lab** 5
This calculus-based course continues the series with a focus on applied physics and examines: electrostatics (conductors, insulators, and potentials); electronic circuits; electromagnetism (magnetic fields and electromagnetic radiation); light and optics (reflection, refraction, mirrors, and lenses); and atomic and nuclear physics and associated elementary particles (atomic structure, radioactive decay, fission, fusion). The General Physics series is aimed at students in the engineering or natural science disciplines. Differential and integral calculus and simple vector analysis are used throughout this course. (Laboratory participation required.) **Prerequisite:** PHY 1600. This course is offered primarily in Sri Lanka.

**PHY 2410 Statics** 3
This course applies the fundamental concepts of statics to examine forces, equilibrium, friction, centroids, and moments of inertia to analyze and solve problems associated with rigid bodies. The course also explores the ideas of friction and virtual work. **Prerequisites:** MTH 2300 and PHY 1600. This course is offered primarily in Sri Lanka.

**PHY 2420 Dynamics** 3
This course focuses on the analysis of motion and forces of both particles and rigid bodies, including relative motion, velocity,
This unit provides a thorough introduction to the scientific dis-
ferred primarily in Sri Lanka.

**PSY 2210 General Psychology I**  
A study of the principles and problems of American government,  
including the U.S. Constitution and the concept of Federalism,  
and the organization and functions of federal, state, and local gov-
ernments. Prerequisite: ENG 1010A. This course is offered primarily in Sri Lanka.

**POL 2420 Early US History**  
This unit focuses on the major political, economic and cultural developments in American history to 1865. Class meetings are a mix of lecture, discussion of assigned readings, and a series of group presentations on a number of topics from American history. A wide variety of historical documents including maps, newspapers and political cartoons is examined in detail. This course is offered primarily in Sri Lanka.

**PSY 2220 General Psychology II**  
This unit explores topics in cognitive psychology, abnormal psychology and social psychology in detail. This aims to answer specific questions by providing a comprehensive overview of the scientific study of thought and behavior. The topics such as perception, communication, decision-making, morality, love and happiness are also included. The unit also helps students to critically review scientific literature in psychology. This course is offered primarily in Sri Lanka.

**PSY 2230 Research Methods in Psychology**  
This unit provides a thorough introduction to the scientific discipline in psychology. Further, the unit explores the important processes of research design, analysis and scientific communica-
tion in detail. Students are guided to apply knowledge in research design and analysis while investigating and critically evaluating a range of issues related to psychological inquiry. Students would demonstrate skills in report writing of experimental findings in line with professional requirements. This course is offered primarily in Sri Lanka.

**SOC 2300 Sociology**  
This course is an introduction to society, culture and personality. Major problem areas examine interaction of culture and person-
ality, socialization, social change, prejudice and group behavior. Prerequisite: ENG 101B. This course is offered primarily in Sri Lanka.

**ACCOUNTING (ACC) COURSES**  
**UPPER DIVISION COURSES**

**ACC 3050 Applied Tech for Accountants**  
The design and internal control perspectives of accounting in-
formation systems, including systems analysis, decision support systems, system implementation, and the audit of management information systems are studied.

**ACC 3100 Intermediate Accounting I**  
Often referred to collectively as "Intermediate Accounting," ACC 3100, ACC 3120 and ACC 3140 cover a substantial portion of the U.S. accounting standards known as GAAP (generally accepted accounting principles). The courses will also explore the application of International Accounting Standards to accounting procedures for multi-national companies and the use of the GAAP codification materials developed by FASB. In particular, ACC 3100 entails a more in-depth and detailed study of the principal financial statements, accounting concepts, and accounting for cash, receivables, and inventories. Prerequisite: BLIS 3000 (Financial Accounting).

**ACC 3120 Intermediate Accounting II**  
Often referred to as "Intermediate Accounting," (See ACC 3100 for a series description.) The courses will also explore the application of International Accounting Standards to accounting procedures for multi-national companies and the use of the GAAP codification materials developed by FASB. ACC 3120 covers accounting for plant, property and equipment, intangible assets, leases, current and long-term liabilities, and stockholders’ equity and retained earnings. Prerequisite: ACC 3100

**ACC 3140 Intermediate Accounting III**  
Often referred to as "Intermediate Accounting," (See ACC 3100 for a series description.) ACC 3140 covers revenue and expense recognition and measurement, earnings per share, investments, deferred income taxes, pensions, accounting changes and errors, preparation of the statement of cash flows, and full disclosures with emphasis on segment and interim reporting. Prerequisite: ACC 3120.

**ACC 3200 Managerial Accounting I**  
A study of cost accounting principles and procedures including fixed, variable and mixed costs, break-even point analysis, job
order costing, process costing, standard costing, activity based costing, variance analysis for variable and fixed costs, budgeting (static and flexible budgets), and preparation of variable and absorption costing statements.

**ACC 3220 Managerial Accounting II**
A continuation of Managerial Accounting I, this course covers additional managerial accounting topics for decision-making including relevant costs, balanced scorecard, value added and non-value added costs, allocations of indirect costs using direct, step, and reciprocal methods, allocating joint cost, main and by-product costing, determination of Economic Order Quantity (EOQ), accounting for spoilage, transfer pricing, performance measurement, and capital budgeting techniques. **Prerequisite:** ACC 3200.

**ACC 3300 Taxation-Individual**
An introduction to the theory and practice of federal income taxation of individuals, including income, deductions, exemptions, credits, capital gains, depreciation, and deferred compensation plans. As a course requirement, students prepare Form 1040 income tax returns.

**ACC 3320 Taxation-Business**
An introduction to the theory and practice of federal income taxation of partnerships, subchapter S, and subchapter C corporations. Students learn the use of tax research publications. **Prerequisite:** ACC 3300.

**ACC 3400 Advanced Accounting**
An examination of advanced concepts of accounting for business combinations, with emphasis on the consolidation of parent/subsidiary balance sheet and income statement reporting. It also covers accounting for the formation, operation, and liquidation of partnerships, as well as special reporting requirements for multinational entities. **Prerequisite:** ACC 3140.

**ACC 3420 Government and Nonprofit Accounting**
A study of the specialized accounting principles applicable to state and local governments and other non-profit organizations, with an emphasis on fund accounting principles used in the recording of assets, liabilities, equity, revenues and expenditures. Also covers the analysis and interpretation of financial statements of such governmental and nonprofit entities. **Prerequisite:** ACC 3140.

**ACC 3500 Auditing I**
A study of financial statement audits in accordance with auditing standards promulgated by authoritative bodies. Topics include planning of the audit engagement, auditor’s responsibility for fraud, review of internal controls, gathering substantive evidence using analytical procedures and test of account balances for the revenues, acquisition and expenditures, and inventory processes. Topics will be further explored in case studies. **Prerequisite:** ACC 3400.

**ACC 3520 Auditing II**
A continuation of ACC 3500, this course focuses on sampling plan and techniques, gathering substantive evidence for cash and investment cycle, long-term debts and owners’ equity, and contingent liabilities. It also covers audit work papers, audit opinions, attestation services, compilation and reviews, and auditor’s legal liability associated with an audit engagement. **Prerequisite:** ACC 3500.

**ACC 3700 Capstone**
A capstone course is designed to bring together knowledge gained through the entire program and permit students to demonstrate mastery of the various course competencies. Through coursework and the final capstone project, students appraise and explain a variety of topics, such as basic accounting theory, financial reporting, deferred taxes, engagement planning, client risk, auditing, concepts of accounting, objectives of the statement of cash flows, contracts, sales, bankruptcy, the debtor-creditor relationship, and business law and ethics. This course provides students the chance to demonstrate their understanding and competency in complex problem identification and solution.

**BUSINESS ADMINISTRATION [BUS] COURSES**

**LOWER DIVISION**

**BUS 2010 Microeconomics** 3
This course introduces students to microeconomic concepts including supply, demand, elasticity, pricing strategy, profit maximization, cost minimization, market structures, externalities and government regulation. Students will learn how to apply microeconomic principles to solve common challenges faced by individuals, business, and government.

**BUS 2015 Macroeconomics** 3
This course provides students with an opportunity to examine the world of macroeconomic theory. Students will be able to use practical applications of economics in strategic planning, business management and investing. **Prerequisite:** BUS 3010.

**BUS 2500 Math for Managers** 3
This course focuses on the basic mathematical principles used to analyze, interpret, and solve the financial challenges of everyday business situations. This course will prepare students for the computational business disciplines of accounting, finance, and economics.

**UPPER DIVISION COURSES**

**BUS 3002 BSBA Student Orientation** 0
This course is an introduction to JFK University, to the College of Undergraduate Studies and to the BSBA program. Students will be given information on registration, academic policies, and support systems. General guidelines about coursework and e College will be discussed. Emphasis will be placed on assisting students in successfully completing the BSBA program.

**BUS 3000 Financial Accounting** 4
This course addresses accounting both for producing and understanding financial statements and for managing organizations. Students will learn about the process of accounting: the identification and recording of transactions and the generation of reports based on the recorded information.
BUS 3020 Business Finance  4
This is an introductory course in the principles and objectives of corporate finance. Students will be able to use present value methodologies to evaluate capital budgeting projects, value bonds and common stock, analyze financial statements and evaluate current asset management techniques. Prerequisite: BUS 3000.

BUS 3030 Advanced Business Law  4
This course provides students with the basic principles of law that are applicable to business transactions and the legal system. Topics include the legal and social forces that shape our government and business society. In addition, this course examines, analyzes and applies the nature, formation and system of law to the modern business environment.

BUS 3032 Essentials of Human Resource Management  4
This course critically examines the fundamental principles of human resource management for organizations, focusing on the building, management and development of an organization’s workforce. Students will be able to better understand the critical role of human resources in an organization’s success.

BUS 3033 Problem Solving and Managerial Decision Making  4
This course helps students develop basic skills in decision making and conflict resolution in business, government and not-for-profit sector. Students will study a systematic approach to decision making and apply it to practical problems.

BUS 3041 Statistics and Research Applications  4
This course prepares students to apply statistics and probability concepts to business decisions. Students learn important criterion for developing effective research questions, including the creation of appropriate sampling populations and instruments. Prerequisite: BUS 3180.

BUS 3151 Principles of Management  4
This course explores management theory and practice as both science and art. Students will understand why organizations need managers and will be able to articulate the various functions of management.

BUS 3160 Organizational Behavior  4
This course explores the study and application of knowledge about how individuals and groups act in organizations. Students will be able to explain key organizational behavior concepts and describe observable aspects of organizational culture.

BUS 3196 Entrepreneurship  4
This course is designed to provide students with an understanding of the process for identifying and evaluating entrepreneurial opportunities. Students will learn how strategy, marketing, financing, legal matters, and cash flow impact opportunities in terms of execution and growth and how to position a new business for success.

BUS 3400 Advanced Business Communication  4
This course addresses basic skills needed by students to both write effectively and understand verbal and nonverbal communication. Students will develop competencies in business presentations, professional business writing, team communication and identifying techniques to improve effective communication among diverse workplace audiences.

BUS 3414 Project Management  4
This course focuses on the theory and core methodology used to manage projects. Students will learn how to use project management techniques to plan, organize, control, document, and close out the project successfully with minimum risk.

BUS 3590 Advanced International Business  4
This course provides students with an introduction to international/global business. Students will develop a basic fundamental understanding of the concept of international/global business, and the significance of cultures, national environments and multi-national systems to the conduct of business between and among nations.

BUS 4005 Marketing  4
This course studies the application of marketing as an integrative process. Students will learn about analysis of markets, planning and product strategies, and developing a balance in marketing decisions that considers prices, channels of distribution, physical movement of goods, communications, advertising, sales force, and other factors.

BUS 4037 New Ventures: Market Planning  4
This course builds upon core business and marketing principles. Students critically examine the skills, behaviors and business intelligence required to create and grow new business ventures.

BUS 4040 Management Information System  4
This course focuses on management information systems as integral to business functions. Students will learn key management information principles and how to effectively manage management information system issues.

BUS 4043 e-Business and Commerce  4
This course examines the evolution of e-Business and provides an opportunity to study the integration of internet-based information technology with organizational competitive advantage. Students will be able to explain what e-Business is, the role it plays in organizations and how to use e-Business technology strategically.

BUS 4058 Managing Change  4
This course examines and applies the process of change management, continuous improvement and quality management. It covers methodologies, models and best practices associated with innovative behavior, improvement and risk-taking.

BUS 4189 Integrated Marketing Communication  4
This course provides a solid foundation of key integrated marketing communication concepts. Students will be able to analyze
successful corporate branding and image elements, examine effective strategies in advertising, and apply the concepts learned to construct an integrated marketing communication campaign.

**BUS 4385 Cultures and Comparative Management Styles** 4

This course is a study of the processes by which shared beliefs and expectations develop in private and public organizations. Students will have the ability to recognize organizational culture, and its applicability to the vision and goals of the organization.

**BUS 4900 Topics in Business Administration** 3

Topics vary according to student interest. Past topics have included nonprofit management, total quality management, and women, money, and empowerment. Course may be repeated for credit with a change of topic.

**BUS 4995 Independent Study in Business Administration** 1-6

To be arranged with consent of instructor and approval of the dean. Course may be repeated for credit with a change of topic.

**BUS 4996 Business Capstone 1** 3

This course is the first of two Capstone courses for undergraduate business students. The capstone provides an opportunity for students to integrate and apply learning from their academic studies in a comprehensive manner. In this course, students will develop a proposal for their capstone project which will include a problem/opportunity statement, literature research, and project methodology.

**BUS 4997 Business Capstone 2** 3

This course is the second of two Capstone courses for undergraduate business students. The capstone provides an opportunity for students to integrate and apply learning from their academic studies in a comprehensive manner. In this course, students will conduct the research described in their proposal (BUS 4996), analyze the findings, and make recommendations. **Prerequisite BUS 4996.**

**CORE CURRICULUM [COR] COURSES**

**UPPER DIVISION**

**COR 3000 Education, Self and Community** 2

This course explores various dimensions of the learning process including the influence of prior learning experiences; the social construction of knowledge; the impact of culture, class, race, age, and gender on our educational experiences; and the possibilities for developing stimulating and fulfilling learning practices. At the same time, the course provides new students with a survey of the BA program—its vision, objectives and requirements—and offers them guidance in choosing a major and formulating a study plan.

**COR 3001 Introduction to the Bachelor of Arts Program** 0

This course is an introduction and orientation to undergraduate programs in the College of Undergraduate Studies.

**COR 3100 Critical Thinking and Writing** 4

Focuses on academic essay writing, rhetorical analysis, and critical thinking; designed particularly to help upper-division students craft better academic essays. Students work on the organization, mechanics, and coherence of their writing and build greater confidence in their ability to write. Students also discuss and practice the fundamental tools of critical thinking, analyze rhetorical devices and targeted audiences of different texts, and attempt to apply their understanding to their own expression. The course helps students examine thesis, types of evidence, and counter arguments as well as movements between concrete and abstract, personal and universal. Each quarter, the course will be organized around a different interdisciplinary theme. **Prerequisite: Any lower-division composition course, COR 3146. Hybrid.**

**COR 3145 Research Writing** 4

This course focuses on the writing of an academic research paper. Coursework is directed toward formulating and revising a topic, researching information, writing, and reviewing a quality academic paper. This course emphasizes the importance of critical thinking and rhetorical analysis. The course will focus on a different interdisciplinary theme each quarter. **Prerequisite: COR 3100; COR 3146. Hybrid or Online.**

**COR 3146 Information Literacy** 2

This course is designed to be taken prior to or concurrently with COR 3100 Critical Thinking and Writing. Students receive an introduction to library and electronic research, including the skills to successfully find, retrieve, evaluate and use information. Students then focus on the process of conducting research using library and electronic resources in relation to a topic of their choice. This intensive course provides hands-on work in the computer lab with guidance from the instructor. Hybrid or Online.

**COR 3200 Public Speaking** 4

This course provides students with hands-on experience in public speaking and academic presentations, giving them the tools they need to succeed in both the academic environment and in their professional careers. Students who successfully complete this course should be able to gain confidence in presentation skills and delivery, analyze and respond to audience need, build a strong bond with the audience, use logic, emotion, and credibility-based appeals, and design a compelling presentation.

**COR 3300 Research Methods** 4

Students will learn about some of the basic concepts of research and how it might be relevant in their lives. Knowledge claims behind the two distinctly different approaches of quantitative and qualitative research will be explored. The course will then concentrate on qualitative research as a method of inquiry that best fits with many questions asked in the social sciences. Students will be exposed to the most common qualitative research approaches through seeking out and reading research with a specific methodology in their field of interest. **Prerequisites: COR 3100 and either COR 3145, PHS 3145, PLS 3002. Special Requirements or Information: Hybrid.**

**COR 3303 Statistics for the Social Sciences** 4

This course provides a brief introduction to various forms of statistical methods used in psychology, mental health, education,
and the social sciences. Emphasis is placed on the interpretation of data and the understanding of recently published materials and research studies. In this course, our approach will be to have students be “wise and informed consumers” of statistics and its applications to human experiences and the social sciences. We will emphasize having students be better consumers of information by showing the role of statistics in many aspects of psychology, technology, and science, as well as in everyday applications. The course will be using real examples and case studies to build an understanding of the core fundamentals and the key ideas/concepts within statistics that can be applied to a variety of subject areas drawing from the students’ life experiences, existing texts, and journal articles. We will be emphasizing the “use” of statistics in human experiences and will focus on the computation of statistics along with the methods of statistical data analysis. Additionally, the course will focus on helping students to become better critical thinkers, systematic planners, and decision makers.

**COR 4000 Collaborative Problem Solving** 4

Major problems in society are not solved by individuals acting solo, nor are they solved instantly. In this course, students explore the problem solving process and apply theoretical concepts to addressing an identified community-level problem. Working in interdisciplinary teams, social-ecological theory is applied in the assessment of the problem and in identifying strategies to address the problem.

**COR 4106 Autobiography** 4

This course focuses on identifying major themes, exploring inner meanings, and writing the first phase of an autobiography. As a supplement to this substantial writing project, instructors may design this course to involve an emphasis on some or all of the following: reading published autobiographies, dramatically performing elements of one’s autobiography, painting or drawing a self-portrait, and researching the social-historical context of one’s autobiography. Hybrid.

**COR 4800 Introduction to Service Learning** 1

This course provides an opportunity for experiential learning, exploring career paths, and contributing to the community. With the service project coordinator, students select an internship appropriate to their specialization or interests and spend an average of six hours per week over two academic quarters applying theories learned in the classroom to supervised training and practice. With instructor’s approval, students may forgo the second quarter of internship and instead engage in other service projects such as researching and presenting a public policy proposal or writing a grant request for a nonprofit agency.

**COR 4805 Practicum in Service Learning/Field Study** 3

This course is a continuation and conclusion of Introduction in Service Learning. Students engage in service relevant to their program and career goals or field study where they integrate theory and practice. Prerequisites: COR 4800.

**COR 4900 Topics in Core Studies** 3

Topics vary according to instructor and student interest. Course may be repeated for credit with a change in topic.

**COR 4995 Independent Studies in Interdisciplinary Core** 4

Studies and projects to be arranged with the instructor and the program chair. Course may be repeated for credit with a change of topic.

**CRIMINAL JUSTICE LEADERSHIP (CJL) COURSES**

**CJL 3101 Principles of Administration & Law Enforcement** 4

The course addresses administrative functions that are used for solving practical problems, comprehending a network of local, regional, state, and federal agencies and programs; operating procedures and systems within agencies and organizations; and information management. Discussion will differentiate between the public domain and law enforcement operations, including public relations.

**CJL 3200 Change Management: Contemporary Civic and Public Leadership** 4

This course examines the historical roots of change in society and its acceleration over time. Students will be able to identify the origins of change management models, and analyze different change efforts in terms of key change criteria. Students will determine similarities and differences among the various change management models, and analyze leadership requirements to balance change in the organization. Students will apply models of change to short-term and small-scale change as well as long-term, large-scale change. Students will assess resistance to change and develop useful strategies to overcome resistance to change in the organization. Students will develop a plan for managing change, e.g., roles and responsibilities, customizing to the culture, and cultivating buy-in.

**CJL 3201 Organizational Structure, Culture, Politics, and Change** 4

Students will demonstrate a vision of ethical, cultural sensitivity, social justices, and service to the community. The course presents a historical, theoretical, and practical application to current programs, i.e., community policing, problem focused enforcement, community courts and correction. The student will become familiar with law enforcement providers, public service providers and other government providers and services.

**CJL 3202 Introduction to Budgeting and Financial Management** 3

This introductory course addresses the concepts and methodologies of financial accounting and organizational finance. The course provides practical application for comprehending and preparing accounting statements, reports, and financial budgets. Additionally, the course provides an overview of the financial decision-making process in organizations. Prerequisite: BLIS 3180 or Equivalent.
CJL 3203 Advanced Budgeting and Financial Management 3

This advanced course addresses the concepts and methodologies of managerial accounting and financial management. The course provides practical application for analyzing the financial condition of the organization and developing methodologies to improve efficient and effective operation of the organization. Additionally, the course provides a detailed synopsis of financial decision-making within organizations. Prerequisite: CJL 3202.

CJL 3300 Media Relations 3

This course provides an understanding of the roles, responsibilities, expectations, laws, freedoms, and policies of contemporary news media networks that precipitate interaction with the criminal justice network. Students will learn how to respond to media inquiries by learning best practices via organizational policies, guides, and training. Furthermore, students will learn how to develop and plan strategies for presenting media releases to media networks that inform the public about crisis, critical events, or public assistance requests while legally safeguarding the privacy of critical information derived from active investigations. Moreover, students will learn the roles and duties of a Public Information Officer (PIO), whom are employed by government and non-government organizations for controlling and managing information released to media networks.

CJL 3320 Ethics and Morals in Law Enforcement 3

This course provides basic ethical theories while emphasizing the application of theories to contemporary problems in law enforcement, corrections, corporate security and investigations, and adjudications. Students will use and implement various ethical frameworks to various moral dilemmas in law enforcement and criminal justice.

CJL 3360 Community Level Response to Terrorism 3

This course provides an overview of the need to plan for the possibility of a terrorist attack or threat at the local level. A terrorist attack or event could occur, and the event could thwart an appropriate response by state and federal entities to assist the local community. Students will learn and identify the management tools that are required to prepare a local agency for expeditious response to an attack or event in the community. The course will introduce the National Incident Management System (NIMS), and facilitate student learning of practical information that ensure local government compliance with federal law in responding to terrorists’ attacks or threats.

CJL 4040 Information Systems Management 4

The introductory course addresses the basic concepts and principles of developing, planning, and implementing information systems within organizations. In addition, the course provides practical strategies for maintaining network and database security, upgrading hardware and software components, and peripherals within organizations.

CJL 4100 Introduction to Organizational Problems and Issues in Law Enforcement 4

This course provides an introduction and overview of law enforcement administration. The course will concentrate upon administration issues, i.e., organizational theory, personnel-selection, training, decision-making, change management, and other organizational issues.

CJL 4300 Advanced Study of Organizational Problems and Issues in Law Enforcement 4

This course presents an advanced comprehensive management perspective and overview of contemporary issues and problems associated with the criminal justice system. The course provides an in-depth examination of current and vital issues in criminal justice, i.e., current research trends, policy development, implementation, and review, liability issues, personnel matters, as well as political and ethical obligations involving social justice. Prerequisite: CJL 4100.

CJL 4995 Capstone: Research Writing and Law Enforcement Leadership Project 6

The capstone course offers students the opportunity to explore and research a topic of their choice within the field of Criminal Justice Leadership. Students focus on developing a research question, identifying relevant research, analyzing their findings, and composing a literature review. Through online forum/discussions, individual meetings with the instructor, and online exercises, students refine skills needed to review the literature, develop a sound argument, and create a research paper with confidence and skill using APA guidelines.

THE HISTORY OF CONFLICT [HIS] COURSES

HIS 4001 Theories of War & Conflict 4

This course is designed to introduce the students to the main theoretical paradigms for understanding the causes of war and conflict. Through lectures, discussions, readings, quizzes, and short written assignments, students will develop a foundation of knowledge and the analytical skills necessary to understand war and conflict in historical context in addition to analyzing current conflicts in the international system.

HIS 4002 Ancient Warfare 4

This course examines ancient warfare taking a thematic approach to understanding the Causes, Conduct, and Consequences of warfare and its influence on society and culture. Themes such as War in Early Civilization, War in Medieval Europe, War in Medieval Japan, the Rise and Fall of the Ottoman Empire, The Rise and Fall of Rome, Viking Raids and Norman Conquests, The Crusades, Mongolian Conquests, War and Early Islam, War and Classical Greece, and War in Ancient China will be covered.

HIS 4003 American Military History 4

This course is a survey of military history from colonial times to the present; paying special attention to the role of individuals, nations, and ideology in the way that conflicts develop and are viewed in historical context.
HIS 4004 The World Wars 4
This course will study the origins, nature, and impact of the First and Second World Wars. As a history of both wars, this course devotes time to covering operations in the Pacific and Europe, focusing on the major political, military, and diplomatic events as well as specific key figures of both wars.

HIS 4005 Civil Wars 4
This course looks at the history of civil wars in regions across the globe, including the American Civil War, and contemporary conflicts in Rwanda, Kosovo, Sudan, Ireland, Indonesia, Colombia, Iraq, and India/Pakistan.

HIS 4006 Social Justice and Social Change 4
This course is an exploration of the mutual interdependence of social justice and nonviolence, understanding the latter as a strategy for social change and a vision for social concord.

HIS 4007 Religion, Peace and Conflict 4
This course explores the role of religion, ethics, and culture in conflict and peacebuilding. Students will utilize historical texts to examine the role of religion in world affairs and the creation and defense of ethics and social norms. The interplay of theology and ethics within particular socio-historic settings is explored through the use of case studies and independent readings.

HIS 4008 Practices of Peace and Conflict 4
This course introduces a range of approaches and problems in the descriptive analysis of peace and conflict. It portrays war and violence from the social and human sciences. Practices of contemporary conflict are paired with the interpretive paradigms whose aim is to understand and resolve them. This course introduces students to important methodological paradigms from the social sciences, chiefly from anthropology, sociology, and geography, as well as humanities-based approaches from comparative religion, literature, and language studies.

HIS 4009 International Conflict, Resolution, and Change 4
This interdisciplinary course examines the basic questions of peace studies in diverse contexts, from personal relationships to societies and states, and addresses the consequences of conflict and conflict resolution in the contemporary world.

HIS 4010 The Economics of Nation Building 4
This course surveys the theory of trade (microeconomics) and of the balance of payments and exchange rates (macroeconomics). Theoretical perspectives are used to analyze topics such as trade patterns, trade barriers, flows of labor and capital, exchange-rate fluctuations, the international monetary system, and macroeconomic interdependence.

HIS 4011 War and Media: Conflict in the Digital Era 4
The first purpose of the course is to demonstrate to the student the central importance of media in defining the reality of war, peace, and violence in modern culture. The second goal is to introduce, in a selective manner, film, art, and written works that shaped these definitions. The primary framework is chronological, beginning with a survey of images of war and peace in art and covering in detail World War I and World War II, and ending with current images of war and of preparations for nuclear war. The secondary framework distinguishes types or degrees of war: World War I and World War II, civil wars (Spain) and genocide (the Armenians, the Jews in Europe); struggles of national liberation (Vietnam and Algeria); and prospects of global holocaust, this last creating new imagery — both positive and negative — in art, poetry, and fiction.

HIS 4012 Research Seminar in the History of Conflict 4
This is a theme-based seminar that examines the literature of peace and conflict studies and other relevant theoretical and analytical work relating to violence and conflict resolution at all levels of society. The seminar also focuses on the range of responses to war and violence, by both the state and the peace movement. Significant independent and group research is required.

JOURNALISM [JOU] COURSES

JOU 3000 Comparative Journalism 4
This course focuses on how journalism has evolved in the U.S. from its beginnings in a new nation in the 18th century to today. The course will also look closely at how journalism approached stories then and now – from Watergate to WikiLeaks; from Vietnam to Occupy.

JOU 3050 Writing/Storytelling 4
Even as new media changes the landscape of newsgathering, story creation, and content delivery, the single most important element of good journalism is storytelling. This course will focus on how to write well, the elements of a good story, and developing the tools and elements to ensure a strong, compelling story.

JOU 3200 Digital Media Basics 4
The new century has brought change and an intertwining of media once completely separate. Video, audio, and print journalism now often work in concert in an interactive digital world to tell the story in the most effective way possible. This course focuses on the tools journalists use in the convergence environment. It gives students a strong foundation in the new media tools integral to news gathering, storytelling, audience engagement, and dissemination. Students will gain familiarity with popular social media and blog outlets, as well as the tools for working with pictures, video, graphics, links, and other digital elements.

JOU 3250 Digital/Web Journalism 1: Blogging and Social Media, Content Management Systems 4
Writing for print, radio, and TV involve different skills. Add social media such as Twitter, Facebook, Pinterest, and Instagram, and journalists must become proficient in even more writing styles. This course teaches students the various writing styles used by convergence journalists in the new media world. It also provides an overview of the most common content management and delivery systems used by journalists.
Once relegated to the fringes of journalism, blogging is now a mainstay. Traditional journalists now likely have a blog as well as their regular gig. In addition, respected journalists utilize Twitter and other social media to tell stories. Social media has been central to the breaking and development of several major stories in recent years, including the Egyptian revolution, the protests in Iran, and the Occupy Movement. Without social media, many believe these stories may not have received nearly as much play. Students will learn how best to approach blogging and social media to tell their story.

**JOU 3255 Digital/Web Journalism 2: App Development, HTML & HTML5, Coding**

Journalists working in a new media environment must have a strong foundation in the tools that make new media work. This course will introduce students to HTML and some HTML5, as well as basic coding and app development. Students will be able to practice these skills and learn how they enhance storytelling and content delivery.

**JOU 3310 Understanding & Cultivating Audiences**

Without an audience, a journalist has nowhere to tell the story. In this course, students will learn how to define their audience, and then how to give that audience what it’s looking for. This includes which stories to tell, how to tell those stories, and which stories may not need to be told. Students will also learn how to build audiences in a digital environment, as well as how to capitalize on that audience.

**JOU 3320 Media Management**

Media management can involve everything from managing the elements of a story to managing a newsroom full of people. In this course, students will learn basic management and project management principles, how to effectively manage existing resources, and how to apply these lessons in a new media and journalistic environment.

**JOU 3330 Visual Journalism**

A basic understanding of graphics is key in the new media environment. Graphic videos, infographics, and basic graphic images enhance online stories, giving the consumer a different way to understand the information and connect with what the journalist is trying to tell.

**JOU 3340 TV Journalism**

Even though many people now get their news online, its form is often some form of broadcast. In this course, students will learn the basics of TV journalism, including how to shoot and edit video, how to conduct interviews on camera, how to upload and place on a website, aspect ratios, and composition.

**JOU 3350 Radio Journalism**

Even though many people now get their news online, its form is often some form of broadcast. In this course, students will learn the basics of radio journalism, including how to use natural (nat) sound, how to multitrack edit, how to interview and choose actualities, and how to upload and place on a website.

**JOU 3360 Feature Reporting**

The feature is an important part of journalism. In an age of sound-bites, tweets, and quick hits, features allow a journalist to tell a longer, more in-depth story. Many stories need to be told, and the feature helps make sure this happens. Students will learn how to effectively weave together a story using multiple new media elements.

**JOU 3370 Business & Technology Reporting**

This course focuses on the ins and outs of business and technology reporting, how to develop sources, find stories, and use convergence journalism to effectively tell those stories. With this focus, convergence journalism may become the story.

**JOU 3380 Health & Education Reporting**

This course focuses on the best ways to tell an education or health story, how to cultivate sources, find stories, and use convergence journalism to effectively tell those stories. Students will learn how to critically analyze studies, how to parse information given by sources with a vested interest in one perspective, and how to tell a well rounded compelling story.

**JOU 4010 Media Ethics**

Journalists confront ethical challenges at every turn. A clear understanding of journalistic ethical principles is critical for anyone entering this field. In the new media environment, when journalists often work independently and without editorial oversight, it is more critical than ever to follow clear ethical guidelines. This course helps lay the groundwork for budding journalists to be able to thoughtfully consider ethical dilemmas and make choices that advance journalistic principles.

**JOU 4020 Media Law**

Journalists in the new media environment must have a clear understanding of the laws that govern their world and the online environment. From the first amendment to copyright to defamation, an understanding of basic communications and media law tenets ensures the journalist tells the story well while following the law.

**JOU 4030 Digital Newsroom**

In this course, students will run their own digital newsroom, each playing a role to ensure the product gets out to the audience. The focus will be on how to collaborate, create effective teams, and reach your audience. Students will gather news, create stories in multiple media platforms, and develop an audience. They will also be able to weigh in on the tools used to reach the audience.

**JOU 4200 Investigative Reporting**

Journalism is often considered the Fourth Estate, because of its role keeping our nation’s other three branches of government honest, seeking transparency, and bringing to light breaches of the public trust. However, this zealous mission to protect democracy must be balanced with an understanding of the legal issues connected to investigative reporting, as well as the benefits and pitfalls of new media on investigative reporting. In this course, students will learn how to conduct themselves on the scene, how to gather information, conduct research, approach government agencies, and write hard hitting journalistic pieces.
The use of data, statistics, and research can greatly enhance a story, if made accessible to the reader and used effectively to tell the story. This course focuses on how to interpret and use data, including a discussion of infographics and charts. The course will also touch on how data is collected and how it can be manipulated.

Smaller and specialty media outlets round out the journalism landscape in the US, ensuring that issues which may not make it into mainstream media coverage are given attention. In addition, as new media becomes more mainstream, the general public has also gotten involved in story coverage, contributing photos, video, and often commentary and information. Students will take a closer look at this part of the journalistic landscape and learn how it contributes to the profession as a whole.

A key element to moving forward with a career in journalism is the internship. Students will be required to seek out, interview for, and secure an internship at a media outlet. The internship will give them real-world experience, allow them to network with working professionals, and better prepare them for post-graduation. During the internship, students will be required to interview someone from the professional environment. They will also be required to create a work for their portfolio using the resources at the internship.

This course represents the culmination of the entire body of coursework students in the JFK Convergence Journalism program complete. Students will develop and perfect their online portfolios, including creating a website, editing and strengthening the strongest of their work, and analyzing an aspect of the industry to gain a deeper understanding.

The course compares social systems and policies around the world and examines challenges to and strategies for furthering local, national, and global change that is sustainable.

This course is a historical survey of novels, poems, stories, and essays from around the world from classic texts to contemporary ones. Students examine these literary texts in historical, cultural, and authorial context.

This course surveys the major religions of the world, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. It focuses on worldviews, teachings, and the nature of mysticism.

This course introduces basic concepts of ethical assessment through direct application of ethical concepts to challenging issues facing society today. Different ethical systems from the East and the West are compared. Ethical systems and social values applicable to a global society are explored. This course may be applied toward the lower-division general-education humanities breadth requirement.

This course examines the nature and structure of consciousness, creativity, and transformation at the individual and collective levels. Students consider the implications and applications for psychology, healthcare, and business.

This course examines basic concepts in micro- and macroeconomics and offers perspectives on today’s global economy. Students in this course investigate economic and environmental sustainability, social equity, and government regulation.

Students examine art throughout history as seen from a variety of cultural perspectives. Topics include visual art, architecture, music and dance as well as philosophical and religious concepts from numerous traditions including Greco-Roman, classical Chinese, shamanism, Buddhism, Christianity, and Islam.

This course examines political systems, processes, and policies around the world as well as key global political problems, including environmental and trade issues.

This course is a historical survey of key scientific discoveries, paradigms, and technological inventions, and their impact on society, culture, and the environment.

This course examines the characteristics of effective interpersonal communication, the nature of workplace information flow, and how to design strategic information and communication systems that enable knowledge sharing. Students explore organizational social networking in a digital age.

This course is a study of the effects of diet from conception through adulthood on a variety of psychological and physiological states. Includes optimal health, allergies, hyperactivity, hypoglycemia, learning disabilities, eating disorders, delinquency, mental disorders, and senility.

Students select a social or professional problem which they research and then propose an innovative and sustainable solution.
The project must integrate concepts and theories from three or more Liberal Arts disciplines and must involve input from individuals or organizations outside of the university.

PUBLIC HEALTH [PHS] COURSES

UPPER DIVISION

PHS 3010 Biology of Humans 4
This course provides an introduction to molecular, cellular and systems biology. Emphasis is placed on relating knowledge to the interrelationship of these systems and to the nature of disease. Exploration is given to the interdependence of human biology and the environment and the factors that may have an impact on disease. This course includes a lab and provides a firm foundation for further study in the biomedical sciences. This course may be applied toward the lower-division general-education science breadth requirements. Corequisites: COR 3100.

PHS 3100 Introduction to Living Systems 4
The basic concepts of systems theory as they relate to life processes are explored including both the dynamics and the levels of complexity in natural and artificial systems and the interdependence of microscopic and macroscopic orders. Special emphasis is given to consciousness, self-replication, and self-regulation via feedback that introduces concepts such as Autopoiesis and bifurcation points. This course may be applied toward the lower-division general-education science breadth requirements. Corequisites: COR 3100, COR 3146.

PHS 3110 Anatomy and Physiology: Dynamic Living Systems Perspective 4
This course explores the structure and function of the human body from a dynamic systems perspective. A traditional overview of all body systems and anatomical features will be presented. Additionally, the course will explore the intersection of anatomy and physiology systems with the wellness and psycho-emotional dimensions of embodiment. A variety of visual, auditory, and kinesthetic learning methods will be utilized to facilitate optimum retention and practical application of primary terms and concepts. Prerequisites: COR 3100, COR 3146.

PHS 3145 Research and Writing in Public Health 4
This course focuses on the development of research and writing skills appropriate for scholarly communication in the broad field of public health sciences. Broadly these skills include (but are not limited to) understanding how to research the public health literature and the ability to demonstrate scientific writing that conforms to the disciplinary expectations. Assignments include essays, article critique, a literature review, and scholarly communication. Prerequisites: COR 3100, COR 3146.

PHS 3300 Mind, Body, Spirit and Healing 4
In a lecture, discussion, and experiential format, the following topics will be explored: foundations and practices of mind-body medicine, neuroscience and healing, guided imagery as a transformational tool, psychology and illness, the role of creativity in health and healing, emotions and health, breathing, movement, mindfulness, and somatic awareness.

PHS 3305 Biology and Consciousness 4
This course provides an introduction to the nature, origins, contents, and theories of consciousness. Biological foundations of perception, awareness, and consciousness will be emphasized. The course will consider the phenomenology and causation of normal and pathologic consciousness. Corequisites: COR 3100.

PHS 3320 The Soul of Caregiving 1-4
In a lecture, discussion, and experiential format, the following topics will be explored: the challenges and rewards of caregiving, self-care, avoiding burnout, stress management, communication skills for caregivers, boundaries, emotional dilemmas, interpersonal challenges, and the psycho-spiritual dimensions of illness. Corequisites: COR 3100.

PHS 3500 Environment, Sustainability, and Health 4
Through case-study analyses, this course critically examines key issues facing modern society. Factors such as energy conversation and usage, water resources, pollution, and new technologies will be discussed in light of political and social contexts. Students are encouraged to think critically through the lens of public health as they explore and examine environmental sciences, social-ecology, psychology, politics and economics relative to sustainable health among culturally diverse populations operating in a global economy. Prerequisites: COR 3100, COR 3146.

PHS 4000 Public Health Management and Leadership 4
This course provides an introduction to and history of the field of public health management. Students examine the evolution of key leadership and management theories; the changing role of public health management professionals and key characteristics of a successful public health leader. Modern approaches and key issues in finance, marketing, administration, human resources, community relationships, and leadership development are explored. Corequisites: COR 3100, COR3146.

PHS 4100 Principles of Epidemiology 4
Designed to provide an exploration of the basic principles of epidemiology, students learn how to identify and describe problems, formulate research hypotheses, select appropriate research study designs, and apply the results to prevent and control disease and health-related events. Students come away with a solid foundation of basic causal theory for identifying determinants of adverse health-related states or events and will gain a better understanding of the biological principles underlying the natural cause of disease. Corequisites: PHS 4105, COR 3100, COR 3303.

PHS 4110 Pathophysiology in Public Health 4
In this course students study the pathogenesis of various disease conditions and develop the ability to identify critical points at which such pathogenesis could be prevented or interrupt. Student survey the origins, incidence, and symptoms of human diseases and the physiological disorders produced by disease. Emphasis is placed on understanding the fundamental processes that underlie human diseases. Students learn the characteristics of diseases associated with specific physiological systems and explore the
alterations in homeostasis that occur in specific disease states. Students identify and critique public health intervention strategies for specific diseases based on the pathophysiology of the disease.

**PHS 4105 Introduction to Public Health** 4

This course provides a population perspective on the determinants of health and disease and the tools available to protect and promote health. Options for intervention are explored including use of the health care system, the public health system, and society-wide systems such as laws and taxation. Through case studies, vignettes, and extensive examples, students learn to apply frameworks for thinking about the issues of public health and gain an understanding about public health. Corequisites: COR 3100, COR 3146.

**PHS 4117 Health Disparities in Diverse & Dynamic Populations** 4

Health continues to be an asset associated with higher education, employment, access to preventive health services and the timely adequate provision of health care services. However, racial/ethnic and gender disparities in health persist even after controlling for the beneficial effects of, and advantage conferred by, education and economic well-being. This course explores socio-political, historical, economic, environmental, and cultural factors to elucidate the influence they may have on the development and perpetuation of health inequalities. Corequisites: COR 3100, COR 3146, COR 3303; PHS4332.

**PHS 4120 PsychoSpiritual Dimensions of Illness and Healing** 1-4

Through lecture, discussion and experiential format the experience of illness and healing are explored with a focus on the spiritual dimensions of healing. Corequisites: COR 3100, COR 3146.

**PHS 4150 Cancer, Health, and Politics** 4

This course studies the complicated political and social forces that shape the research and treatment of cancer. The course addresses concerns of cancer risk and explores both conventional and alternative approaches to understanding cancer causes and control. Corequisites: COR 3100, COR 3146.

**PHS 4200 Introduction to Global Health** 4

This course considers the complex interplay between the individual, community, and societal-level factors relative to addressing health disparities and inequalities in health outcome in global and community populations. Students examine the multiple effects and interrelatedness of social elements in society and in the environment as mediators of health along a continuum. Students explore the process of developing a Social-Ecological Assessment, which will include conducting and organizing a literature review, conducting field observations, and working with community-partners, collecting and/or analyzing other forms of data to elucidate the unmet healthcare needs of a selected population. Corequisites: COR 3100, COR 3146.

**PHS 4205 Practicum in Public Health** 4

Students complete a practicum project proposal which provides practical opportunities to apply learning in the public health sector. The Practicum provides the framework for engaging in work in service to society, here you gain valuable experience in applying theoretical concepts to problem-solving in public health practice. Your practicum must include a minimum of sixty-six hours. Students are required to keep a journal about the experience and complete a final paper, which analyzes and reflects upon the practicum in the context of the stated goals and desired outcomes described in the Practicum Proposal. Prerequisites: PHS 4200.

**PHS 4215 Genetics: Living with our Genes** 4

The course examines the promises and challenges of genetic engineering to provide better crops, prevent incurable diseases, and perhaps even extend life. The course looks at basic genetics, cloning, and forensic science. The prospects of molecular biology are evaluated in the context of ethical judgments. Corequisites: COR 3001, COR 3100.

**PHS 4217 Addiction, Health and the Community** 4

Addiction, Health and Community is an interdisciplinary and integrative course for understanding and developing a broader repertoire of the social construction of chemical dependency, and progressive modalities for community health advocacy and healing. Aspects of drug pharmacology and comparative studies of other global communities are also included. These issues will be examined through readings, participatory discussions, film, case studies, small group work experiences, and a final collaborative project. Corequisites: COR 3100, COR 3146.

**PHS 4220 Bioethics: Ethical Issues in Modern Medicine** 4

As technology increases our ability to intervene in the course of natural events, the question arises as whether we ought to. Beyond the conventional wearing of eyeglasses or using a cane or hearing aid, we enter the problematic realm of xenogenic organ transplantation, animal experimentation, mechanical prosthesis, cosmetic surgery, gene manipulation, in vitro fertilization, surrogacy, life extension, and euthanasia. Selective breeding and the notion of eugenics has been around for centuries, but now we have the means to effect great change rapidly. This course considers the far-reaching impact of such tampering and also explores potential costs and benefits within the context of fairness and access with a mind to counseling individuals faced with such dilemmas. Prerequisites: COR 3100, COR 3146, PHS4105.

**PHS 4223 Chemistry of Life** 4

This course is an introduction to the molecular basis of life with an emphasis upon how nature and human life work at the molecular level. The course examines the components of living matter and their interrelations within the complex biochemical processes that define and sustain life. This course fosters the understanding of the relationship between biological processes to the underlying chemistry that defines life. The topics will include exercise, nutrition, and medical and environmental case studies.

**PHS 4225 Media Studies and Health Promotion** 4

This course is designed to familiarize students with current theory and knowledge in the field of social marketing and to analyze the
components and applications of marketing used for promoting health behavior change strategies. Topics include: Determining Research Needs and Resources, Selecting Target Markets, Understanding the Target Audience and Health Behavior Messages, Implementing and Evaluating Social Health Marketing Efforts, and Ethics in Social Health Marketing. Prerequisites: PHS 3145, PHS 4315, PHS 4227, PHS 4332.

PHS 4227 Health Behavior, Health Promotion, and Health Education 4
This course examines the theoretical constructs of health behavior theory and explores the intersection between lifestyles and health behaviors as they relate to disease risk and health outcome. Health beliefs are explored in the process of determining ways of understanding what causes people to adopt a healthy lifestyle or change a risky health-related behavior. Corequisites: COR 3100, COR 3146.

PHS 4230 U.S. Health Care System and Health Policy 4
Health care delivery systems must adjust to social forces in society such as rising expectations, population aging, increasing prevalence of disability and dynamic population changes over time due to immigration. This course provides an introduction to the U.S. health “system” and together we will examine the components and characteristics of the U.S. health care system and explore current issues confronting the system, as well as potential means for resolving these issues. Corequisites: COR 3100, COR 3146, PHS4105.

PHS 4233 Evolution of the Metaphysical Heart 4
This course is a journey, an exploration of both the physical and metaphysical realms of the heart. The journey includes inquiry into the relationship between intellect and the heart. While students will learn the anatomical and physiological aspects of the heart, they also will experience the heart through the process of exploring the spiritual, emotional and intellectual manifestations of the heart. Students will consider the metaphorical meanings of the heart in health and healing, relationships, ethics and in judgment. Corequisites: COR 3100, COR 3146.

PHS 4300 Nutrition in a Changing Society 4
A survey of energy production and use in living systems including the roles of proteins, carbohydrates, lipids, fiber, vitamins, and minerals; the effects of genetic inheritance, age, diet, and lifestyle; and the interaction of diet and the psyche. Corequisites: COR 3100, COR 3146, PHS 4105.

PHS 4312 Women’s Health and Social Transformation 4
This course examines the forces that impact women’s lives and women’s health. Students engage a close inquiry of the intersectionalities of the forces - the social, cultural, historical and political forces and systems that shape the lives and health outcomes of women in society. Prerequisites: COR 3100, COR 3146.

PHS 4315 Vulnerable Populations: Health and Social Justice 4
The reasons for health disparities are varied. This course explores the characteristics of vulnerable populations such as ethnicity, urban and rural poor, undocumented immigrants, people with disabilities or multiple chronic conditions, to understand how social forces puts members of these groups at risk for adverse health outcomes. Corequisites: COR 3100, COR 3146, PHS 4105.

PHS 4320 Integrative Health Practices and Healing 4
An examination of alternative models of health care including subtle energies, holism, chiropractic, acupuncture, homeopathy, orthomolecular nutrition, kinesthetic therapies, various herbal remedies, lifestyle changes, and a range of hands-on interactive approaches that enhance the body’s curative powers. Using case studies and recent research, non-Western, new, and ancient modalities will be evaluated as alternatives to current standard methods. Corequisites: COR 3100, COR 3146.

PHS 4325 Cross-Cultural Dimensions of Human Aging 4
This course is designed to examine the aging processes seen during both normal and diseased aging and to explore the meaning of aging from a holistic perspective examining meaning within multicultural perspectives. Students apply an integral approach to understanding aging and to addressing the cultural perspectives and challenges associated with aging in the discovery of new possibilities. This approach fosters an understanding of the holistic, person-centered, and dynamic process of health and wellness during the aging process. The implications of aging are considered within the context of a society that is experiencing significant demographic and socioeconomic shifts. Prerequisites: COR 3100, COR 3146.

PHS 4332 Culture, Illness and Healing 4
Culture informs everything we do. Our view of health and illness and how we treat illness is culturally constructed. This course explores the intersection between culture, health and illness. Case studies will be used to explore folk medicine from a number of cultures, traditions, and contemporary, western and non-western societies. We will also examine social, historical, and ethical aspects in the application of medical anthropology and end with exploring the future role of biomedicine in a pluralistic global society. Prerequisites/Corequisite: COR 3100, COR 3146.

PHS 4337 Stress and Health 4
The objective of this course is to understand the most typical physical and psychological causes of stress. The course explores the underlying physiological mechanisms of stress adaptation and how toxic situations first involve maladaptive behaviors that then might manifest as either physical or psychological diseases. Corequisites: COR 3100, COR 3146.

PHS 4350 Health Literacy in Diverse Populations 4
This course takes a critical look at the growing field of health literacy. Students explore the multiple meanings of literacy and how limited literacy has been linked to poor health outcomes. This course explores the predominant debates in this arena from a cross-cultural perspective. Prerequisites: COR 3100, COR 3146.
PHS 4352 HIV/AIDS and Other Emerging Diseases 4
This course will present to the student an overview of HIV/AIDS and other Emerging Infectious Disease, not only in the United States, but also internationally. Selected topic in order of significance to public health will be examined, with an emphasis on the epidemiology of the infection and its public health impact, either potential or actual. Prerequisites: COR 3100, COR 3146.

PHS 4900 Topics in PUBLIC HEALTH 1-4
Topics vary according to curriculum design and integrity as well as instructor and student interest. Course may be repeated for credit with a change of topic. Prerequisites: COR 3100, COR 3146.

PHS 4995 Independent Studies in PUBLIC HEALTH 1-4
Studies and projects to be arranged with the instructor and the program chair. Course may be repeated for credit with a change of topic. Prerequisites: COR 3100, COR 3146; COR 3300, PHS 3145, PHS 4105, PHS 4100.

PHS 4998 Public Health Senior Seminar 3
The Senior Seminar is a discussion-based course and will include significant research and oral presentation of literature by all participants. The primary outcomes for this course are the preparation of the learning Portfolio and development of the Capstone Proposal. Prerequisites: PHS 3145; PHS 4100; PHS 4105; PHS 4117. Consent of Program Chair.

Capstone in Public Health | Community Health Assessment 5
The Senior Capstone provides students the opportunity to thoroughly examine a defined area of research of their choice relevant to public health. In the Capstone Project students demonstrate a synthesis of knowledge within their discipline building from the courses in the major and through discussions in the Senior Seminar. Students present their research in both oral and written formats. The Capstone Project must demonstrate a depth and synthesis of knowledge appropriate for candidates for the Bachelor of Arts in Public Health. Prerequisites: COR 3300, PHS 3145, PHS 4100, PHS 4200, PHS 4998, Approval of Program Chair.

PHS 4999A Capstone A 2 - 4
This course is provided for students that need additional time to fulfill requirements of the Capstone in Public Health. In this course, students will receive additional academic support and opportunity to concentrate on rewriting, editing and generally polishing their senior thesis paper in preparation for final submission. The final grade will be submitted on completion of the required work. Prerequisite: PHS 4998, PHS 4999. Approval of Program Chair.

LEGAL STUDIES [PLS] COURSES

PLS 3001 Introduction to Law 4
This course provides students with an overview of the American legal system and introduces students to various legal fields and topics. Legal vocabulary and legal writing will be emphasized. This course will also provide an overview of the role of paralegals in a work environment while concentrating on the various regulations and ethical guidelines governing the work of paralegals.

PLS 3002 Legal Research 4
This course provides an introduction to legal research. It is designed to provide the student with a comprehensive knowledge of research materials and tools including giving the student a working knowledge of the use of primary and secondary sources with emphasis on research strategies. Students will learn how to locate sources of law, the use of proper citation method, how to Shepardize case law, and research codes and statutes. This course will also focus heavily on the use of computer-assisted legal research. Prerequisite: PLS 3001.

PLS 3003 Legal Writing 4
This course is the advanced writing course, reinforcing the art of analyzing legal problems, writing clear and concise legal memorandum and briefs. This course will emphasize the writing component of the paralegal profession by requiring the student to research various legal problems and communicate their findings in their proper written format. Prerequisite: PLS 3002.

PLS 3004 Legal Ethics 2
This course provides an overview of the legal ethics facing paralegals today. This course will extensively cover the ethical rules governing paralegals developed by the American Bar Association in conjunction with the various local and state regulations pertaining to the professional work of paralegals. Emphasis will be placed on the evaluation of real-life ethical dilemmas encountered by paralegals in the workforce.

PLS 3005 Tort Law 4
This course will introduce the student to the broad area of civil tort law including negligence, intentional torts, strict liability, product liability, and nuisance. Privileges and defenses to various torts will also be introduced. Students will acquire the knowledge to define and evaluate tort law to specific factual situations.

PLS 3006 Contract Law 4
This course is designed to introduce the student to the area of contract law. Contract information will be emphasized along with evaluation of contract disputes, discharge of performance and resulting damages, and the various remedies available for breach of contract.

PLS 3007 Property Law 4
This course will provide an overview of real property law. Students will be introduced to the various causes of action and defenses surrounding basic real property disputes, along with the types of remedies available.

PLS 3008 Litigation I 4
This course is designed to introduce the student to civil litigation in federal and state courts. The rules of civil procedure will be the focus, with emphasis in the drafting of complaints, answers, and motion practice. Students will be responsible for the drafting
of numerous legal documents by way of practical exercises. Additionally, this course will provide students with various interviewing and investigating skills relevant to paralegal work in a law office setting.

**PLS 3009 Litigation II**

This course covers evidence, discovery, trial preparation, trial practice, appeals, and non-judgment matters. Students will continue building expertise in drafting legal documents and will develop skills in organizing documents and preparing for trial including the use of technology.

**PLS 3010 Legal Technology Applications and Management**

This course is designed to introduce students to various types of technology often used in legal environments. The student will interact directly with the technology throughout the course. The student will be exposed to the management of a law office, including software utilized by firms.

**PLS 3011 Capstone**

This is the capstone course for the Paralegal Certificate Program. Students will use their skills and knowledge acquired throughout the curriculum to interview clients, prepare pleadings and discovery, and perform legal analysis through the drafting of legal memoranda.

**PLS 3012 Capstone**

This is the capstone course for Legal Studies Program. Students will use their skills and knowledge acquired throughout the curriculum to perform substantive legal work in preparation for their entry into the legal profession.

**PLS 3015 Wills, Trusts & Estate Planning**

This course will introduce the student to the concepts and principles of estate planning with emphasis on the drafting of wills and trusts.

**PLS 3019 Bankruptcy Law and Creditor’s Rights**

Students will be introduced to bankruptcy law and procedure. Emphasis will be placed on forms utilized in bankruptcy court under chapters 7, 13, and 11. In addition, the rights of creditors will be explored including garnishments and other judicial attachments.

**PLS 3021 Real Estate Law**

This course will provide an introduction to real estate law including property rights, property, contracts, land ownership and sale, recording of deeds, principles of leasing agreements, and other real estate concepts. Emphasis will be placed on working a real estate file from the drafting of real estate documents from inception through closing.

**PLS 3023 Criminal Law**

This course is designed to introduce the student to the area of criminal law along with the roles and responsibilities of paralegals working in the private and public sector of criminal law. Criminal procedure is the focus with emphasis placed on pre-trial investigation techniques, pre- and post-trial criminal motions, trial preparation, and criminal appeals.

**PLS 3025 Business Organizations/Corporations**

This course will provide the student with the introduction to the formation, operation, and dissolution of various kinds of business organizations including the different types of corporations, sole proprietorships, and partnerships.

**PLS 3027 Family Law**

This course will introduce the student to the broad area of family law including the fundamental principles underlying the marital relationship, dissolution, child custody, and support. Students will learn how to become an effective paralegal in a family-law practice by the drafting of the various documents relating to domestic relations.

**PLS 3029 Civil Evidence**

This is a survey course designed to examine the basic principles of evidence in the civil trial arena. This course will focus on both the federal and California rules of evidence as well as the application of those rules in the civil trial process.

**PLS 3031 Intellectual Property**

This is a survey course of the principal types of intellectual property—trade secrets, patents, copyrights, and trademarks—as set forth in federal and state statutes and further defined by case law.

**PLS 3033 Public Benefits Law**

This course examines the law and regulations surrounding our public benefits in both our state and federal government systems. Emphasis is placed on healthcare law, social security, the ADA, welfare, and regulations governing the rights of the elderly.

**PLS 3035 Immigration Law**

This course is a practice-oriented overview of immigration law and procedures. The course will cover the development of US immigration law, policy and procedures, and focus on legal terminology and forms utilized in immigration practice.

**PLS 3037 Environmental Law**

This is a survey course that will give students a broad, practical understanding of some important Federal and State environmental statutes and case law. The course is designed to introduce students to the fascinating variety of important environmental challenges addressed by environmental laws, the difficult policy issues surrounding environmental problems and the legal complexities of environmental regulatory and administrative schemes. The course will explore the practical considerations in regulating air and water usage and its impact on human life and animal life and the roles of the government, business owners and private citizens in accomplishing the goals of the Legislature.
PLS 3040 Internship 4
This course will provide the student an opportunity to gain practical paralegal work experience in an office environment. The student must work a certain number of hours in the office environment under the supervision of an attorney or experienced paralegal. (Note: Students are strongly encouraged to take an internship as one of their legal specialty electives). There is also a classroom component to this course, offering advice in resume writing, interview skills, and issues of employability.

PLS 3042 Skills Workshop 1
This one-unit workshop focuses on resume writing, interview skills, and job readiness. Additionally this course covers the practical aspects of working in a legal environment, including law office protocol and management via panel discussions and practical exercises designed to better prepare the student for work within the legal profession.

PLS 3105 Jurisprudence 4
This course studies the nature, purpose, and philosophy of law. It provides the student exposure to the roots of law historically and places the legal system in perspective by examining its antecedents in religion, sociology, and philosophy.

PLS 3107 History of the US since WWII 4
This course is designed to provide a thought-provoking treatment of the American past, focusing on the latter half of the 20th century, which at least one historian has called the age of extremes. It is intended to put into historical perspective the dominant public events of the times. It comprises an approach to the study of history that seeks to identify possible connections among many factors—the political, social, economic and cultural developments that have shaped and reshaped our society.

PLS 3109 Constitution, Supreme Court and American Democracy 4
This course introduces the student to major constitutional law decisions of the Supreme Court in selected areas and explores the role of the Supreme Court in the American government system and the political impact of its actions.

PLS 3111 Law and Social Justice 4
This is a survey course examining the civil rights of the various groups studied including people of color, people with disabilities, and gays and lesbians. Sexual discrimination against both women and men will be studied as well.

PLS 3113 Social, Cultural & Political Issues in Business 4
This course addresses the interaction of law and business and the societal issues that must be a part of successful and responsible business activities.

PSYCHOLOGY [PYC] COURSES
Note: Psychology courses are offered in Pleasant Hill (PYC) and San Jose (PYJ). For simplicity's sake, all courses listed in this catalog will have the PYC prefix, although they also may be offered as PYJ.

PYC 3000 History of Psychology 4
This course investigates the origins and history of psychology, focusing on key questions, systems, processes, and methods, and how they have influenced contemporary trends. Prerequisite: PYC 3005.

PYC 3005 Exploring Psychology 4
Students will learn about motivation and learning, neuroanatomy, sensation, perception and motor abilities, sleep emotionality, development, personality and clinical theories, psychopathology, and clinical psychology. Special attention will be paid to the generality of many of these “Western” notions of human behavior to people of different cultures. This course is required for students who have not completed Introduction to Psychology.

PYC 3100 Developmental Psychology 4
This course is an exploration of infant, child, and adolescent behavior and growth within the context of developmental psychology and the human life cycle. Course may be applied toward the lower-division general-education social science breadth requirement.

PYC 3200 Theories of Personality 4
Students study the major personality theories and therapeutic applications in clinical psychology, including body-oriented and transpersonal psychotherapies. Theorists include Freud, Jung, Ellis, Perls, and Rogers. Course may be applied toward the lower-division general-education social science breadth requirement.

PYC 3210 Social Psychology 4
This course examines how social factors influence the feelings, beliefs, and behaviors of others. Topics explored include: conformity, mass communication, propaganda, persuasion, social cognition, self-justification, aggression, prejudice, liking, loving, and interpersonal sensitivity. Course may be applied toward the lower-division general-education social science breadth requirement.

PYC 3220 Biological Psychology 4
This course explores the acquisition and processing of sensory information, the neural control of movement, the biological bases of complex behaviors (such as sleep, learning, memory, sex, language, and addiction), as well as the basic functioning of the nervous system. It focuses on the brain’s interrelations with the mind and behavior and how brain malfunctions produce mental disorders.

PYC 3305 Counseling Psychology 4
Course content explores the basic concepts of the helping professions including exercises to integrate practical skills with a conceptual framework. This course is for students who have little or no experience in the field. Course may be applied toward the lower-division general-education social science breadth requirement.

PYC 3307 Careers in Psychology 4
Focus on career planning and development issues for psychology majors. Using a combination of lecture, readings, and exercises,
students will be exposed to information designed to assist in the clarification, selection, and pursuit of a career in psychology or a related field. Topics will include an overview of the undergraduate major in psychology, career options in psychology and related fields, preparation for employment with a bachelor's degree, preparing for and succeeding in graduate school, and applying for a job or to a graduate school.

**PYC 3330 Psychology of Relationships** 4
This course explores the psychology of relationships, both the dynamics of healthy relationships and patterns of relationships under stress it examines significant aspects of relationships including codependence and addictive relationships, loving relationships, and relationships in transition. Course may be repeated for credit with a change of topic.

**PYC 4000 Community Psychology** 4
This course examines how the field of psychology can be applied to the community. Students explore how psychology relates to and can offer help on such issues as the nature of community, community involvement, community organizations, conflict resolution, mediation, and diversity.

**PYC 4007 Psychology of Learning** 4
This survey course addresses historical and current theoretical assumptions and approaches to learning and cognition. Special attention is given to the relationship between learning and cognitive process. Topics addressed include operant conditioning, social learning theory, learning styles, perception, memory, problem solving, thinking, and intelligence.

**PYC 4015 Advanced Research Methods** 4
This course covers descriptive, correlational, quasi-experimental, and experimental approaches: design, methodology, and analysis. Students will experience designing, conducting, analyzing, and presenting (verbal and written) research findings. Topics will include hypothesis testing, validity, reliability, scales of measurement, questionnaire development, power, statistical significance, and effect size.

**PYC 4020 Emotional Intelligence and Awareness** 4
Although emotions have long been considered to be secondary, if not detrimental, to our mental efficiency in finding success in life, mounting evidence demonstrates that thinking is literally impossible without feeling, that it plays an organizing role in thought itself, and that true success is totally dependent upon a highly developed emotional life. EQ is as important as, if not more so than, IQ. This course will examine the evidence and search for practical ways of developing an intelligent heart and a compassionate mind.

**PYC 4200 Jungian Psychology** 4
This course examines Carl Jung's life and works, including the basic structures of Jungian theory, the nature and structure of the psyche, and the four functions of consciousness.

**PYC 4202 Psychology of Religion** 3
This course explores psychological perspectives on the nature of religious belief, experience, ritual, values, and spiritual development.

We will consider not only the psychological dimensions of religion but also the religious dimensions of the psyche and psychotherapy. Early formulations by James, Freud, Jung, and others are studied as well as subsequent theories by Fromm, Frankl, Fowler, Maslow, Wilber, and others. These perspectives include psychodynamic, phenomenological, existential, humanistic, transpersonal, and experimental approaches. Contemplative exercises will help students to explore their own relationship to religious experiences, ideas, and practices.

**PYC 4203 Humanistic Psychology** 4
This course explores the major concepts, theories, techniques, applications, and trends in the field of humanistic psychology, often called the Third Force in psychology. Influenced by humanism, existentialism, and phenomenology, humanistic psychology is fundamentally interested in human capacities and potentials. Humanistic psychology helped to birth the human potential movement, transpersonal psychology, and positive psychology. The course examines the nature of self, love, creativity, spontaneity, play, warmth, ego-transcendence, autonomy, responsibility, authenticity, meaning, transcendental experience, courage, and other topics of vital human interest.

**PYC 4205 Transpersonal Psychology** 4
Course material explores the higher and deeper dimensions of human experience. Topics include: the nature, validity, development, and value of these extraordinary experiences from the diverse disciplinary perspectives of psychology, philosophy, sociology, anthropology, and religion. The philosophical and empirical foundations of transpersonal psychology and the transpersonal principles used in counseling are discussed. Theorists include Roberto Assagioli, Ken Wilber, Stanislav Grof, Francis Vaughn, A.H. Almaas, and John Welwood.

**PYC 4207 Integral Psychology** 4
This course introduces the five elements of Ken Wilber's integral theory, including quadrants, levels, lines, states, and types, and examines their relevance to psychology and as a framework for today's world. Also explores the theories of Jung, Assagioli, Almaas and Grof. Topics include models of consciousness and human development, the relationship of Self/self, and the potential of Integral Psychology to promote personal psycho-spiritual development and social-global change.

**PYC 4209 Spiritual Counseling** 4
This course introduces the basic approaches, knowledge, and skills involved in interfacing spiritual counseling. Interfaith spiritual counseling is a companioning process that helps individuals to sense, savor, and integrate the presence and movement of spirit in their lives and to cultivate their spiritual lives. We will study interfacing and cross-cultural perspectives on spiritual experience, examine different approaches to spiritual discernment, discuss the spiritual counseling process, learn contemplative listening skills, explore the nature of prayer, and practice offering spiritual support and guidance.

**PYC 4211 Evolutionary Psychology** 4
The course is designed to introduce and critically assess the exciting and often controversial movement of Evolutionary Psychology.
The emerging new field of psychology is emphatically interdisciplinary, involving all of the following: evolutionary theory, paleo-anthropology, cognitive psychology, philosophy, ethics, sociology, religion, and political theory. The course will be a focused engagement that will give the student a working familiarity with both the breadth of inquiry and the goals of Evolutionary Psychology.

**PYC 4217 Psychology of Creativity** 4

The course explores psychological and spiritual approaches to creativity and intuition. Students examine various theories and research findings as well as experience powerful transformative practices. Practices include: methods for inviting intuitions; techniques for overcoming creative blocks and elaborating insights; meditations that clear, focus and energize the mind; and practices that support intuition and sustain creative activity. Creative thinking, writing, drawing, and living are explored.

**PYC 4218 Healing Stories** 4

This course explores how stories and myths powerfully influence our perceptions, desires, values, and behaviors. Indeed, they shape our personal and social identities. By becoming aware of the nature of stories and storytelling, we learn to deconstruct false and disempowering stories and to create truer and more empowering ones. In this course we will examine powerful stories that not only portray the themes of healing and transformation but also have the power to heal and transform us. As bibliotheraphy reveals, when we study the stories of others’ lives, we learn new ways of seeing, valuing, and acting in the world. We will also share stories from our own lives and experiment with telling our life stories in new and more empowering ways.

**PYC 4219 Neuropsychology** 4

This course is an introduction to neuropsychology. Neuropsychological assessment is a powerful tool used by both clinical and experimental psychologists to aid in the diagnosis, treatment, and rehabilitation of individuals with various brain disorders. Neuropsychology focuses on identifying the behavioral deficits that arise from brain pathology. This pathology includes diseases such as Alzheimer’s and Parkinson’s as well as other brain related conditions such as stroke, tumors, and head injury. Through this course students will learn about the history of neuropsychology, details of brain anatomy, various neuropsychological assessments, and the examination of behavioral deficits and neuropsychological profiles associated with a variety of brain disorders and brain conditions.

**PYC 4220 Cross-Cultural Psychology** 4

This course explores the major concepts, theories, and research in the field of cognitive psychology, and examines how people perceive, learn, remember, and think about information. Topics include: perception, attention, consciousness, memory, knowledge (representation, organization and manipulation), problem solving, reasoning, decision making, language, and intelligence.

**PYC 4221 Abnormal Psychology** 4

This course explores the definitions, categories, and characteristics of abnormal behaviors from biological, psychosocial, and socio-cultural perspectives. Students examine various treatment concepts while maintaining a sensitivity to cultural constructions of “abnormality.”

**PYC 4222 Cognitive Psychology** 4

This course explores the major concepts, theories, and research in the field of cognitive psychology. We will examine how people perceive, learn, remember, and think about information. Topics include: perception, attention, consciousness, memory, knowledge (representation, organization and manipulation), problem solving, reasoning, decision making, language, and intelligence.

**PYC 4223 Writing as a Psychospiritual Tool** 1

Scientific research has recently documented how putting pen to paper can improve physical health and decrease psychological pain. Writing is also a powerful tool to develop our creativity, access our intuition, and connect with the soul. In a lecture, discussion and experiential format, students will experiment with various writing exercises for emotional healing and spiritual growth. This is not a writing skills class and the sharing of our writing is optional.

**PYC 4225 Psychology of Women** 4

This course is a study of how major 20th-century theories including feminist, psychoanalytic, Jungian, and transpersonal have addressed women’s psychological issues.

**PYC 4226 Psychology of Men** 4

Students explore fundamental male issues including father-son and male-female relationships, work, play, and questions of power. Developments in male attitudes toward love, death, the family, and aging are also examined.

**PYC 4229 Somatic Psychology** 4

The historical foundations of historical psychology are examined as well as how various somatic psychology practices are applied to the development and evolution of the self. The course reviews somatic understandings of topics such as anxiety, excitement, stress, and personal development. Understanding emotional expression, family systems, family interaction patterns, and self development as somatic issues are examined. Discusses body practices such as work with breath, movement, gesture, and guided self-experience. This work can be applied clinically, socially, and personally.

**PYC 4235 Psychosynthesis: Principles and Practice** 1

The course curriculum covers the basic concepts and techniques of psychosynthesis including presence and the art of guiding, sub-personality work, imagery, and identification and dis-identification.

**PYC 4237 Kabbalah and Psychology** 1

Kabbalah (Jewish mysticism) offers profound psycho-spiritual insights into individual and social consciousness, action and development. In this seminar, we examine key Jewish mystical ideas and practices and discuss their relevance to contemporary psychology and spirituality. We explore the Kabbalists’ experience of an androgynous divinity, theft mapping of God’s creative androgynous powers onto human beings, and their evolutionary view of
the unfolding self and cosmos. We also experience some of their transformative and healing practices: prayers, blessings, rituals, songs, chants, meditation. Comparisons are made with other spiritual traditions. No knowledge of Judaism is needed.

**PYC 4241 Healing and Transformation through Poetry**  
This course explores how reading, studying, and writing poetry can catalyze profound healing, growth, and transformation. We examine powerful poems by William Wordsworth, Emily Dickinson, Langston Hughes, T.S. Eliot, Maya Angelou, and other master poets. Students also have the opportunity to write their own poems.

**PYC 4302 Psychology of Organizations**  
This course presents an overview of the field of organizational psychology. Topics include organizational culture, leadership and management, group dynamics, conflict and negotiation, empowerment and coaching, and work stress.

**PYC 4307 Forensic Psychology**  
Role of psychology in the legal system: legal procedure and adversary system, jury selection, jury decision-making, eyewitness testimony, mental health law, criminal responsibility and legal insanity, expert psychological testimony, role of forensic psychologists.

**PYC 4311 Sports and Exercise Psychology**  
Psychological aspects of sports, including the value of sports, psychological factors involved in competitive as well as non-competitive athletic activities and the role of sports psychologists.

**PYC 4995 Independent Study in Psychology**  
Students design studies and projects in conjunction with the instructor and the program chair. Course may be repeated for credit with a change of topic.

**PYC 4999 Senior Capstone**  
This culminating course offers students the opportunity to integrate and apply their knowledge and understanding of major psychological concepts, theories, techniques, research findings, and practices. A significant topic will be explored from the multiple perspectives of the major subfields of psychology.
THE INSTITUTE OF ENTREPRENEURIAL LEADERSHIP (IEL) at JFK University offers a powerful program designed for today’s entrepreneurs, who are at the heart of future business growth and job creation in the Bay Area.

The IEL’s programs focus in the following four areas:

- Advanced Certificate in Entrepreneurship; twelve (12) units of undergraduate credits and/or a certificate that includes classes, training, mentoring, and special entrepreneurial events to prepare students to deal with the practical realities of building, launching and running a business. This is a six-month cohort training program for entrepreneurs starting a new business or reshaping an existing one.

- Resident Entrepreneur Program; provides select business owners with cubicle or office space at the Institute’s downtown Concord facility along with private mentoring, access to connector events, and support services.

- Specialized Corporate Training Programs.

- Seminars, business pitch contest, and other special entrepreneurial events.
**Entrepreneurship**

**Advanced Certificate in Entrepreneurship**

The Advanced Certificate in Entrepreneurship is specifically created for entrepreneurs looking to grow their existing ventures, as well as for new ventures that have demonstrated sufficient progress in their early stages. Admitted individuals will work on their business concepts from new perspectives and develop executable business plans and presentations designed to promote business growth and obtain start-up and expansion financing.

This Certificate is underscored by key partnerships and resources, highlighted by JFK University’s Business Accelerator, making it the most comprehensive entrepreneurial certificate program in the region. Individuals admitted to this training program must have a potentially viable venture idea or be an existing business owner so that student-entrepreneurs can apply their coursework directly and immediately to their own business pursuits.

**Program Components**

Individuals enrolling in the Advanced Certificate in Entrepreneurship will receive:

- Six (6) months (two quarters) of expert training in classroom and experiential settings
- Scheduled, in-depth one-on-one advising and consulting services throughout the program
- Mentoring from JFKU University Faculty, Staff, IEL Mentors, Angel Investment members, and/or other partners at the discretion of the IEL Director
- Allocated six (6) months of shared cubicle space
- Access to the Institute’s Resource Center, administrative support and conference room space

Advanced Certificate Program Topics include:

- Entrepreneurship and Business Plan Guidance;
- Marketing/Development of a Marketing Plan;
- Selecting and Organizing a Management Team;
- Developing an Organization and People Plan;
- Working with Investors and Lenders;
- Understanding Capital Opportunities;
- Financial Elements of Business Planning; and
- Developing a Blue Ocean Strategy for your Business.

**Business Accelerator Center**

The Advanced Certificate in Entrepreneurship provides its student-entrepreneurs with a full-service Business Accelerator Center, located in Todos Santos Plaza in downtown Concord. The IEL provides cubicle space, shared office services, access to basic administrative equipment, conference room space, and expandable space to new and existing small businesses in the County that meet basic screening requirements for suitability, growth and job creation.

**Mentorship and Advising**

One of the most important components of the Advanced Certificate is mentorship and advising. Each entrepreneur is matched with at least one strategically-chosen mentor. Mentors, who represent a variety of IEL partners, including JFK University Faculty and/or Staff, IEL Adjunct Faculty and Staff, IEL Sponsors, local bankers, angel investors, successful entrepreneurs, former IEL students and others, will work closely with the student-entrepreneurs throughout the program sharing their expertise, insights, assessments and recommendations.

IEL Mentors will assist the entrepreneurs in a variety of areas which may include topics such as:

- Defining value propositions and offerings;
- Offering feedback on target markets, market sizing and competition;
- Providing insight into company formation and structuring;
- Assessing business models and strategies;
- Developing financial assumptions and models;
- Business analysis;
- Government contracting;
- Technology;
- Access to capital; and
- Sharing presentation feedback.

IEL Mentors and Advisors expect to spend up to 50 hours with the entrepreneurs during the six month period. Some of these hours may involve meeting in person or through event attendance, but a significant amount of mentorship can take place remotely between the entrepreneur and their mentor.

**Program Outcomes**

Student-entrepreneur success will be measured by the completion of a business plan and/or presentation, and the execution of a plan to finance/launch the venture. Specific learning objectives of the certificate program include (1) successful class performance; (2) development of a marketing plan, including a competitive assessment and properly pricing the service or product student-entrepreneurs will endeavor to produce; (3) development of a business and internal management plan; (4) development of a sales strategy for the venture; (5) execution of key milestones in the business plan, and (6) establish a basis to finance the venture; (7) execute the financing and management steps to start or re-launch the venture; (8) completion of Schedule A (Initial) funding (if appropriate).

**IEL Outcomes**

Within a year of completion of the training program and for four years thereafter the IEL will tabulate the following data from its student-entrepreneur companies: (a) Annual revenue of the business; (b) Amount of capital (equity) raised; (c) Amount of debt; (d) Number of employees.
Certificate Requirements
The Certificate is cohort-based and consists of two (six) 6-unit courses, IEL 3010 and IEL 3020, offered over two consecutive academic quarters.

IEL 3010 – Advanced Certificate in Entrepreneurship - Part One is offered as the first quarter and consists of an 11-week classroom-based and special events session for a total of 44 hours. IEL 3020 - Advanced Certificate in Entrepreneurship - Part Two, offered as the second quarter, consists of a 15-week classroom-based and special events session for a total of 26 hours. For IEL 3010, the class will normally meet twice per week for two (2) hours; in IEL 3020, the class will normally only meet once per week. Some class hours will be spent at special entrepreneurial events as designated by the IEL Instructors. The class schedule is designed so that existing business owners may continue to operate and grow their business during the instruction period.

During the first quarter there will also be initial private mentoring sessions scheduled at the convenience of the student-entrepreneur and their initial IEL Mentor, which will not exceed 20 hours in the first quarter. During the second quarter, private mentoring will increase per week with the total number of hours of individual mentoring for the two quarters to equal 50 hours.

COURSE DESCRIPTIONS
IEL 3010 Advanced Certificate in Entrepreneurship - Part One
Student-entrepreneur success in Part One will be measured by the completion of initial sections of a draft business plan and a short presentation on the business. Specific learning objectives for the first quarter of the certificate program include (1) successful class attendance and performance; (2) successful mentoring sessions; (3) development of a draft business and internal management plan; (4) development of a draft marketing plan; (5) development of an initial sales strategy for the venture.

IEL 3020 Advanced Certificate in Entrepreneurship - Part Two
Prerequisite: IEL 3010. Student-entrepreneur success in Part Two will be measured by the completion of a working business plan and/or final presentation on the business, and the planned execution of a plan to finance/launch the venture. Specific learning objectives of the certificate program include (1) successful class performance; (2) successful mentoring sessions; (3) development of a marketing plan, including a competitive assessment and properly pricing the service or product student-entrepreneurs will endeavor to produce; (4) development of a business and internal management plan; (5) development of a sales strategy for the venture; (6) execution of key milestones in the business plan; (7) establish a basis to finance the venture; (8) execute the financing and management steps to start or re-launch the venture; (9) completion of Schedule A (Initial) funding (if appropriate).
College of Graduate and Professional Studies
THE COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES provides an academic environment that is rigorous, supportive, and transformative. Aspiring artists, clinicians, educators, managers, museum professionals, therapists, and consultants are offered an array of opportunities to develop the knowledge, skills, and understanding needed to reach their potential.

Our graduate-level degree and certificate programs provide a solid foundation in the theoretical bases of the field of study, opportunities for specialized study, and an abundance of supervised traineeships, internships, or other types of field studies. All of our programs are also designed to help graduates solidify their commitment and confidence to be effective change agents in their communities and the world. The programs currently offered are:

- Clinical Psychology
- Consciousness & Transformative Studies
- Counseling Psychology
- Counseling Psychology – Holistic
- Health Education
- History of Conflict
- Management
- Museum Studies
- Sport Psychology

The faculty of the College of Graduate and Professional Studies are practitioner-scholars who bring their real-world experiences into the classroom to enrich your educational experience. They are also dedicated to the success of our students – they will encourage, challenge and mentor you through your studies at John F. Kennedy University.

Intrinsic to all of the programs in the College of Graduate and Professional Studies is an appreciation for ethical decision-making, human dignity, character, integrity, and social advocacy. We strive to create an environment in the classroom that reflects these tenets and that encourages student self-exploration and integration of the whole-person perspective into their educational experience and, ultimately, their future professional lives.

The admissions process to the College of Graduate and Professional Studies examines both the academic and personal qualifications of applicants to ensure that students accepted into its programs have the ability to benefit from and contribute to the University’s integrated educational experience. All applicants must complete the University’s general admissions requirements as stated in the front of this catalog. Individual programs have additional requirements, which can be found in the following sections.
ARTS & CONSCIOUSNESS

NOTE: No new students are admitted to this program after fall, 2013. Students currently enrolled will be able to complete this program. Current students should consult their program advisor or chair for details. Prospective students should contact the Admissions Office.

The Arts & Consciousness (A&C) program offers a master’s degree for artists who are interested in exploring the deepest personal, social, and transpersonal dimensions of art. The curriculum encompasses studio art, socially-engaged art, academic investigation, personal growth and healing, education and facilitation, and professional preparedness. The role in contemporary society of the artist, as a valuable agent of change, is examined at the level of the individual, the community, and the world.

All courses are designed to encourage the integration of body, mind, and spirit through the exploration of the personal, social and cultural sources of and contexts for creativity. The program stresses the student’s use of direct experience as an artist for the creation of objects, events, activities, and endeavors that facilitate growth and change in others. Sometimes this takes the form of creative projects; sometimes it manifests as teaching, facilitation, or other interpersonal ventures. Students are encouraged to explore a variety of media as part of their creative investigation. Media such as painting, drawing, printmaking, digital media, video art, poetry, photography and book arts are explored in courses offered by the department. Students also work independently in such diverse media as sculpture, ceramics, film, and music.

Facilities

John F. Kennedy University’s Berkeley Campus allows A&C students to work and exhibit together in a multidisciplinary arts community. The bright, spacious facility is located in Berkeley, California, approximately twenty miles from the main Pleasant Hill Campus. There is a large general-purpose, wet-media studio and a separate critique and movement studio. The campus offers a digital media facility for student use as well as digital video equipment. The campus library includes a collection of books and periodicals pertaining to the arts, psychology, and museum studies. The Arts and Healing Network Archives includes slides, written materials, and a computer database documenting the work of approximately four hundred contemporary artists from the United States whose artwork deals with some aspect of healing.

Mentorships

A&C students often choose to work with specially selected artists and organizations in the Bay Area. These mentorships are an integral part of the A&C curriculum and allow students to explore a broader range of technical and professional perspectives than would be possible in a more traditional academic environment. Students select artists or community organizations whose work is related to their own interests, and they work individually with the mentor for a specified period, with clearly stated goals and objectives. Individual mentorships often form the basis for long-term professional relationships with other artists and they introduce A&C students to the Bay Area arts community. Community mentorships give A&C students an opportunity to use their training to serve the community and learn real-world skills by working with local community organizations. Group Mentorships allow students to work in small groups with a single mentor in order to facilitate collaborative works or to explore areas of special interest.

Faculty

A&C faculty and guest speakers are widely respected artists, educators, and change-makers whose extensive experience brings vital contributions and diverse perspectives to the field and to the study of Transformative Arts.

Master of Arts in Transformative Arts

The Master of Arts (MA) in Transformative Arts degree emphasizes creative process as a vehicle for personal transformation and social and cultural change. Students develop expertise in the investigation and facilitation of creative empowerment, which can be applied to any field or human endeavor. With equal emphasis on transformative processes and the development of professional skills, tools, and practices, students may focus their career development in education, healing, business, or community arts, according to each student’s interest and capabilities. Students develop a strong foundation for careers as leaders, consultants, and educators in Transformative Arts.

The coursework consists of experiential creative practices, studio arts, theory, and discussion. Some courses are supplemented with an online component for additional dialog and resources. Many courses include project-based learning approaches.

Students in the MA in Transformative Arts program acquire the knowledge to become innovative shapers of culture through the practice and study of the creative process. Our alumni are artists, teachers, healers, creative facilitators, business owners, and cultural leaders who are generating innovative approaches that link creativity, community service, human growth, and consciousness.

Program Learning Outcomes

- **Artistic Development.** Demonstrates ongoing creative practice and skill development in transformative arts;
- **Cultural Competence.** Identifies artistic, cultural, and historical contexts for creative and professional practices;
- **Professional Development.** Demonstrates the ability to facilitate creative and transformative processes with others; and
- **Academic Achievement.** Demonstrates critical thinking, research, and scholarly investigation through writing and oral presentations.

Admission Requirements

Applicants to the MA in Transformative Arts program must have a bachelor’s degree from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA). An undergraduate degree in art is not required for admission. However, it is essential that students have some previous background in creative practices. This may include visual work, writing, music, movement, etc.
Clinical psychology is the largest branch of the field of psychology that integrates science, theory, and clinical practice to assess and treat a broad spectrum of mental health and behavioral medicine concerns. Clinical psychologists work in a variety of settings, including community mental health agencies, hospitals, college counseling centers, corporations, independent or group practices, wellness clinics, health insurance agencies, prisons, universities and other research settings, as well as Veteran Affairs (VA) medical centers.

The demand for mental health professionals, particularly those with doctoral degrees, is expected to increase over the next decade. Factors contributing to this increase in the need for psychologists include the significant number of veterans experiencing post-traumatic distress, the increasing number of people who are aging, the growing acknowledgement of the role of behavioral medicine techniques in treating chronic disease, and the ever present demands of dealing with the stress and pressures of everyday life and work.

The application to Arts & Consciousness includes:

- **Personal/artist statement**: a double-spaced, three-page, typed essay, edited for content, grammar and style that discusses the following questions:
  
  » What is your vision of the role of creativity in the world?
  » What is your understanding and experience of the transformative power of art?
  » How has your experience and education prepared you for graduate study in the arts?

- **Portfolio of art work**: a digital (CD or online) portfolio of a minimum of 8 original creative works done within the last five years.
  
  » The portfolio may include visual media (painting, photography, mixed media, sculpture, etc.), other media, (dance/movement, performance, sound/music, film, etc.), community-based/collaborative projects and/or writing (essay, fiction, poetry, etc.);
  » Applicants should label each work in the portfolio with the following information: title of work, medium, size/length and year of completion. Please include a hard copy of the information as well. Portfolios will not be returned.

- **One set of official transcripts of the conferred BA or BS degree and any post-bachelor credits or degrees**.

A pre-admission interview with a faculty advisor will be scheduled when all application materials are received.

**Degree Requirements**

Admission to the MA in Transformative Arts program is based on the nature, extent, and quality of undergraduate preparation, including courses in studio art, psychology, and other academic subjects. Quality of studio preparation is best judged through a portfolio of creative or visual work and written material. Any student having earned an undergraduate degree who is not prepared entirely for a graduate-level program may be required to complete undergraduate courses. Prior to admission, the graduate faculty will determine an applicant’s deficiencies in studio art, psychology, and general studies and inform the student of its findings. Any coursework taken at the undergraduate level will not contribute to the minimum number of credits required for the MA in Transformative Arts degree. The Program Chair may determine in the first year or first 27 units if a student needs additional preparation and, if so, the student may be required to complete additional credits for the degree. Upon admission, all students must demonstrate writing competency as determined by program evaluation of writing ability. Some students may be required to take courses in writing in addition to the 55 unit requirement for the degree.

**Non-Degree Study**

Applicants not interested in pursuing a degree may take many of the classes for personal and creative enrichment. All electives are open to the public for auditing, however, many of the core requirements are not. Please refer to the current schedule of classes to find open classes.

**Curriculum**

<table>
<thead>
<tr>
<th>TRANSFORMATIVE ARTS: 12 UNITS</th>
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<tbody>
<tr>
<td>A&amp;C 5100 Introduction to Transformative Arts (3)</td>
</tr>
<tr>
<td>A&amp;C 5140 Transformative Arts: History and Culture (3)</td>
</tr>
<tr>
<td>A&amp;C 5310 Art and the Symbolic Process (3)</td>
</tr>
<tr>
<td>A&amp;C 5312 Creativity and Consciousness (3)</td>
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<tr>
<th>COMMUNITY AND CAREER: 17.5 UNITS</th>
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<tr>
<td>A&amp;C 5160 Creativity &amp; Change: Business and Community (3)</td>
</tr>
<tr>
<td>A&amp;C 5230 Creativity &amp; Change: Education and Healing (3)</td>
</tr>
<tr>
<td>A&amp;C 5270 Group Process for Transformative Arts (2.5)</td>
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<tr>
<td>A&amp;C 5362 Professional Practicum A (3)</td>
</tr>
<tr>
<td>A&amp;C 5363 Professional Practicum B (3)</td>
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<tr>
<td>A&amp;C 5676 Career Development (3)</td>
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<tr>
<th>STUDIO ARTS: 18 UNITS</th>
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<tbody>
<tr>
<td>A&amp;C 5280 Creative Practice A (3)</td>
</tr>
<tr>
<td>A&amp;C 5380 Creative Practice B (3)</td>
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<tr>
<td>A&amp;C 5670 Group Studio Practice and A&amp;C 5200 Arts in Action (12)</td>
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<tr>
<td>A&amp;C 5670 and A&amp;C 5200 are repeatable courses and must be taken multiple times to total the number of units indicated. The Studio Arts requirement can include up to 6 units of Individual, Group or Community Mentorships (variable units)</td>
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<tr>
<th>MASTER’S THESIS: 7.5 UNITS</th>
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<tr>
<td>A&amp;C 5345 Integrative Seminar (2)</td>
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<tr>
<td>A&amp;C 5370 Portfolio Review (1.5)</td>
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<tr>
<td>A&amp;C 5850 Thesis A (2)</td>
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<tr>
<td>A&amp;C 5851 Thesis B (2)</td>
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**Total units required**

55
The Doctor of Psychology (PsyD) in Clinical Psychology at John F. Kennedy University is designed for individuals seeking the highest level of training to become hands-on practitioners in the field of psychology. We have created a program with a diverse faculty, student body, and curriculum. Our mission is to train practitioner-scholars who will provide comprehensive and culturally sensitive services to a variety of communities. Our particular focus on multicultural competency sets us apart from other doctoral programs.

**Doctor of Psychology**

The Doctor of Psychology (PsyD) degree was first recognized by the American Psychological Association (APA) in 1973. Today, many PsyD programs are offered nationwide. Graduates are prepared for the key roles that contemporary psychologists must fill to competently serve their communities: clinician, evaluator, assessor, expert, and critical consumer of psychological research. We also provide training in the fundamentals of consultation, supervision, program administration, and education. Practical applications, advanced clinical training, and specialized fieldwork are emphasized throughout the course of the program.

At JFK University, a dedicated faculty of practitioner-scholars offers a student-faculty ratio of approximately thirteen-to-one. In the selection of faculty, staff, and students, the PsyD program aims to reflect the diversity of California’s community including gender, race, physical ability, sexual orientation, and socio-economic status. The PsyD program incorporates issues of diversity into all courses in the curriculum.

Students may choose to attend the program under the full-time, intensive, or part-time plan. The full-time plan of study takes five years to complete. Full-time students complete four years of coursework (four quarters per year) including an ethnographic fieldwork in year one, a practicum during years two or three, and in year four of the program, and then a year-long internship. Students may choose to enroll in an intensive program whereby all coursework is completed in three years and then go to internship in their fourth year. Part-time students work with their advisor to develop a modified schedule tailored to each individual student’s needs. In addition to the coursework, ethnographic fieldwork, practica, and internship, students are also required to complete a clinical dissertation project. All students must meet the residency requirement, taking a minimum of 36 units in a year (over four quarters) for at least one of the years they are in the program. At present, about two-thirds of our graduates finish the program in five years or less.

Students interested in a Clinical Sport Psychology degree may link the PsyD program with the Sport Psychology program. See the Master’s (MA) Clinical Sport Psychology Program section of this catalogue.

**Accreditation**

The PsyD program at JFK University is accredited by the American Psychological Association (APA). Interested parties may contact the APA at:

Commission on Accreditation
American Psychological Association
750 First Street NE
Washington DC 20002-4242
(202) 336-5979

**Fingerprints and Malpractice Insurance**

Students must have fingerprints registered with the Department of Justice, and must have student malpractice insurance, obtainable from American Psychological Association of Graduate Students (APAGS), before beginning their practicum placements.

**Advisement**

After matriculating into the program, students are assigned a faculty advisor with whom they meet at least once per quarter. These faculty advisors have specialized knowledge in the field and are able to serve as mentors who guide students through their professional development as clinical psychologists. Student performance in coursework and practica is evaluated on an ongoing basis, with formal yearly reviews. Each year must be completed satisfactorily for students to advance in the program. Failure to meet requirements for advancement will result in a referral to the Review and Advisement Committee to clarify and remediate the difficulty. In some instances, students may be required to supplement or repeat certain areas of the program or to take a leave from the program. In other instances, students may be asked to leave the program. See the PsyD Student Handbook for Review and Advisement procedure.

**Integrated Professional Seminar**

The Integrated Professional Seminar (IPS) is a key component of the program. This composite of courses is designed to integrate academic information and ethnographic or practicum experience throughout the program. During each ethnographic or practicum year, small groups of students meet together with a faculty member. Depending on the year, IPS emphasizes different elements of work with diverse populations. These include, for example, examining one’s own belief systems, worldview, biases, group process, and clinical case presentations. The IPS provides a supportive setting in which students may collaboratively integrate their applied and academic experiences.

**Ethnographic Fieldwork**

The first year ethnographic fieldwork lays the foundation for culture- and diversity-sensitive training as well as practice in self-reflection and self-awareness. The ethnographic experience involves immersion in environments that provide unique and diverse cultural experiences for the trainees. This immersion establishes an understanding of diversity and the relationships with power, privilege, and oppression in the practice of psychology.

To this end, the purpose of the ethnographic fieldwork experience is to provide first-year doctoral trainees with experience in an unfamiliar culture/setting. For a minimum of eight hours per week, first-year trainees engage in a cultural immersion experience in a setting specifically selected to expose trainees to a population with whom they have had little or no prior contact.

Ethnographic trainees’ fieldwork is integral to their development as clinical psychologists. It is one of the principal means by which
trainees establish the foundation necessary to work with the diversity of clients that they will encounter in their subsequent clinical placements as well as their future work as professionals. This ethnographic fieldwork experience and its accompanying Integral Professional Seminar (IPS I) are designed to focus on diversity.

Clinical Practicum
The Clinical Practicum is a placement at one of over 60 available sites. The focus of Clinical Practicum is on the supervised integration and application of knowledge gained from the ethnographic fieldwork experience and ongoing doctoral coursework. In Clinical Practicum, trainees work 16–20 hours per week to develop skills in a variety of interventions and treatments including accurate assessment, conceptualization, and formulation of client cases from a multicultural/diversity perspective.

Advanced Clinical Practicum
The Advanced Practicum is a clinical placement at one of over 60 available sites for 20–24 hours per week. The focus of Advanced Practicum is on the supervised integration and application of knowledge gained from previous practica, and ongoing doctoral coursework. At a more complex level than Beginning Practicum, trainees develop skills in comprehensive assessment, conceptualization, and formulation of client cases from a multicultural/diversity perspective. However, the focus in Advanced Practicum is extended to include advanced skills in the development of systematic and empirically justifiable plans for intervention with individuals, groups, or communities within the larger context of human diversity and social change.

Pre-Doctoral Internship
Trainees apply for pre-doctoral internship when they are in the fourth year of the full-time curriculum. Trainees need to be registered for the relevant number of internship units for each quarter in which they are accruing internship hours.

JFK University PsyD trainees may apply for full-time or part-time internship programs that are accredited by APA, and in some cases internships that are part of the CAPIC and APPIC consortia. To be considered full time, trainees must work a minimum of 35 hours per week. A full-time internship is completed in four quarters at nine units per quarter for a total of 36 units.

Comprehensive Written Examination
This examination, typically given in the summer of year three, is similar to the Examination for Professional Practice in Psychology (EPPP), which is one of the requirements for California licensure. The exam consists of 200 multiple-choice questions and is taken after successful completion of required first-, second-, and third-year courses. Passing this exam is a requirement for advancement in both the academic and clinical portions of the program.

Clinical Proficiency Examination
In the spring of year four, students present a written clinical case report to two faculty members who examine the student on the case. Passing this exam is a requirement for advancement in both the academic and clinical portions of the program.

There is a $100 fee that covers both the comprehensive and clinical proficiency examinations.

Comprehensive Exam/Licensure Preparation
All areas of study assessed on the comprehensive exams and national licensing exam are augmented with materials from Taylor Study Method (TSM). TSM provides students with a shadow curriculum including key terms, flashcards, mind maps, and practice exam questions.

There is a $100 yearly fee for this preparation.

Satisfactory Progress
Meeting program expectations in all competency areas in coursework, all requirements of fieldwork/practica, and passing the written comprehensive examination and the clinical proficiency examination are required before students may proceed to the next year of the program or internship. Failure to meet requirements for advancement to the next year may result in a student being required to supplement or repeat certain areas of the program or in termination from the program.

Master of Arts Degree in Clinical Psychology
A student will be awarded a MA degree in Clinical Psychology when she or he has satisfactorily completed all required first-, second-, and third-year courses, is in good standing, and has passed the comprehensive written examination. This degree is non-terminal and non-licensable. Students who come into the PsyD program with an MA in Psychology are not awarded a second master’s degree.

Clinical Dissertation Project
The clinical dissertation project is an intensive study in an area of interest. Projects must reflect the program's emphasis on diverse or underserved populations as well as the PsyD clinical focus. The dissertation should integrate research findings, relevant literature, and original thought, deriving input from the population under study and contributing to the field of applied psychology. Traditional quantitative methodologies may be utilized or students can explore and utilize other research modalities. Projects may take the form of a program evaluation, theoretical exploration, meta-analysis, case study, phenomenological study, ethnography, content analysis, or grounded-theory analysis. A dissertation proposal must be successfully defended prior to the pre-doctoral internship match, and a successful final dissertation defense is required for the degree to be awarded.

There is a $75 dissertation publishing fee paid upon completion of the dissertation.

Dissertation Completion
Students must register for PSD 7302 dissertation (for 0.5 units) and pay a dissertation fee for each quarter until the dissertation is defended. PSD 7302 may be taken a maximum of three times for a total credit of 1.5 units toward their required 144 academic units. The student must continue to enroll and pay for PSD 7302 until the dissertation is complete, but will not receive more than 1.5 units in total toward their 144 academic units.

Advancement to Candidacy
In order to advance to candidacy, the student must have satisfactorily completed all coursework, all practica, the Comprehensi-
sive Written Exam, the Clinical Proficiency Examination, and the Clinical Dissertation Proposal Defense.

Individual Psychotherapy

All students in the PsyD program are required to complete at least 50 hours of individual psychotherapy within an 18-month time period. Psychotherapy must be with a licensed therapist. Students do not receive academic credit for psychotherapy. It is recommended that students complete the psychotherapy requirement prior to beginning internship.

Licensure

Completion of PsyD program from John F. Kennedy University makes students eligible to apply for licensure as a psychologist. The licensure process is regulated by the California Board of Psychology. Requirements currently include a minimum 3,000 hours of verified supervised professional experience. Licensing statutes and regulations are subject to future legislative and/or administrative revisions. The PsyD students will be kept informed about licensing requirements and any changes that occur. The PsyD program maintains an active relationship with the licensing board. The Board of Psychology may be contacted directly at:

1625 North Market Blvd., Suite N-215
Sacramento, CA 95834
phone: (916) 263-2699
toll free (866) 503-3221
e-mail: bopmail@dca.ca.gov
website: http://www.psychboard.ca.gov

Model, Goals, and Objectives

The PsyD Program subscribes to a practitioner-scholar model of clinical training. The goals of the PsyD Program with their underlying objectives are as follows:

GOAL #1: Students acquire knowledge of the foundational concepts and guiding principles of scientific psychology.

- Behavioral Science. Students demonstrate knowledge of the science that forms the foundations of clinical psychology.
- History and Ethics. Students demonstrate knowledge of the history, philosophy, and ethical principles governing clinical psychology.
- Development and Difference. Students demonstrate knowledge of norms and theories of human development across the lifespan, as well as knowledge about cultural differences.
- Psychological Measurement. Students demonstrate knowledge of principles of psychological measurement, research design, and techniques of data analysis.
- Professional Roles. Students demonstrate knowledge of the theoretical and empirical foundations of supervision, management, consultation, and education in a multicultural professional environment

GOAL #2: Students acquire developmentally appropriate skills in each of these areas of professional psychology: Relationship, Assessment, Intervention, and Research and Evaluation.

- Relationship. Students develop, describe, and maintain constructive and culturally sensitive clinical relationships with clients, supervisors, and others with whom they interact professionally.
- Assessment. Students assess clinically relevant client characteristics and use the information gathered to describe, conceptualize, and diagnose within sociopolitical and cultural context.
- Intervention. Students engage in effective, theory-informed, research-based, culturally appropriate activities that promote, restore, sustain, or enhance positive functioning and a sense of well-being in clients through preventive, developmental, or remedial services.
- Research and Evaluation. Students demonstrate the ability to interpret, design, and implement clinically and culturally appropriate research.

GOAL #3: Students demonstrate the personal and professional attributes of multiculturally competent practitioner-scholars.

- Multicultural Awareness. Students recognize, value, and work consciously with individual and cultural differences within intersecting systems.
- Professional Conduct. Students conduct themselves in accordance with professional standards, laws, and ethics.
- Scholarship. Students demonstrate their commitment to the practitioner-scholar model of clinical psychology.

Admission Requirements

In addition to the University requirements listed previously in this catalog, applicants to the PsyD program must provide the following:

- Official transcripts from all colleges and universities attended. Note: An undergraduate GPA of 3.0, or a graduate GPA of 3.5, is required;
- For those who do not have or are not currently pursuing a degree in psychology or a related field, transcripts must include a minimum of four completed undergraduate or graduate courses in psychology or a closely related field (e.g. Human Development) at the time of application;
- A bachelor’s degree from a regionally accredited institution (International applicants to the PsyD program must have the equivalent of a U.S. bachelor’s degree);
- A personal statement, no longer than four double-spaced, typewritten pages. The statement should reflect the applicant’s interest in the field of psychology and diversity, and rationale for applying to this program;
- A resume/vitae;
- A recent and representative sample of academic writing (sample academic paper). The sample should be no longer than ten pages and should include the applicant’s name; and
- Three letters of recommendation that attest to the applicant’s suitability for a PsyD program are required; two of the three recommendations will preferably be from former or current instructors.

Applications will be evaluated by the PsyD Admissions Committee. Applicants deemed most appropriate for admission will be contacted by the program to schedule an interview. Applicants are admitted for the fall quarter only.

The following four classes are required prior to enrollment in the PsyD program. These classes need to have been taken at a regionally accredited University within the past ten years with a grade
of C or better in an undergraduate program or a B- or better in post-undergraduate work:

- Diversity-related course;
- Introduction to Psychology;
- Theories of Personality; and
- Statistics.

**Transfer Credit**

Students requesting course transfer credit must have attained a grade of "credit" or a letter grade of B or higher from an institution that is regionally accredited or has other recognized accreditation. Courses eligible for transfer credit must have been taken within the last 8 years. The maximum number of approved credits that may be transferred into the PsyD program from master level courses is 18. The maximum number of approved credit that may be transferred into the PsyD program from doctorate level courses is 30. If a student is transferring credits from both master level and doctorate level courses, the total transfer credits cannot exceed 30 units. Although transfer credits may reduce the cost of the program, it will not reduce the overall length of the program, due to the three years of the Integrated Professional Seminar (IPS I, II & III). The number of transferred credits permitted is at the discretion of the PsyD Program.

Transfer credit is not permitted into the linked Master of Arts in Sport Psychology/PsyD programs.

**Degree Requirements**

To receive the PsyD degree, the student must meet the following requirements:

- The Comprehensive Written Examination and the Clinical Proficiency Examination must be passed;
- Fifty hours of personal psychotherapy must be completed;
- All training logs and supervisors’ evaluations must be submitted to the Training Office;
- The dissertation must be successfully defended;
- After admission to the PsyD program, all academic requirements must be completed in residence, except where transfer credit units have been awarded;
- A full-time load of 36 units must be carried for a minimum of one year, preferably in year one;
- A minimum grade of B- is required in each course applied to meeting degree requirements;
- An overall grade-point average of 3.0 must be achieved in all work for the PsyD program;
- All program requirements must be completed within eight calendar years of matriculation; and
- Candidates for doctoral degrees are required to file a Petition for Degree and pay the required fee by February 15 of the year prior to beginning internship.

**Curriculum**

**Prerequisites**

- Introduction to Psychology
- Theories of Personality
- Diversity-related course
- Statistics

These courses or their approved equivalents are prerequisites to the Doctor of Psychology program. All prerequisite courses must be completed prior to attending the first-year Doctor of Psychology courses, with official transcripts documenting successful completion on file in the registrar’s office. Prerequisite courses must have been taken at a regionally accredited, approved college or university within the past ten years with a grade of C or better in an undergraduate program or a B- or better in post-undergraduate work.

The following is the full-time curriculum, in which students complete four years of academic work before going on to internship for one year.

<table>
<thead>
<tr>
<th>Year 1</th>
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<th>Year 2</th>
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<tbody>
<tr>
<td>All courses are 3 quarter units unless otherwise indicated.</td>
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<td>Before proceeding with Year 2, students meet with their faculty advisor to decide whether to initiate Beginning Practicum in Year 2.</td>
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<tr>
<td>Year 1</td>
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<td>Year 2</td>
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<tr>
<td><strong>PSD 7007</strong></td>
<td><strong>Clinical Interviewing Skills I</strong></td>
<td><strong>PSD 7035</strong></td>
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<tr>
<td><strong>PSD 7008</strong></td>
<td><strong>Clinical Interviewing Skills II</strong></td>
<td><strong>Corequisites: PSD 7046, 7047</strong></td>
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<tr>
<td><strong>Prerequisite: PSD 7007</strong></td>
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<tr>
<td><strong>PSD 7015</strong></td>
<td><strong>Adult Psychopathology I</strong></td>
<td><strong>PSD 7046</strong></td>
</tr>
<tr>
<td><strong>PSD 7016</strong></td>
<td><strong>Adult Psychopathology II</strong></td>
<td><strong>Corequisites: PSD 7035, 7047</strong></td>
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<tr>
<td><strong>Prerequisite: PSD 7015</strong></td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>PSD 7151</td>
<td>Research Methods and Statistics I</td>
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<tr>
<td>PSD 7250</td>
<td>Research Methods and Statistics II</td>
<td>Prerequisite: PSD 7151</td>
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<tr>
<td>PSD 7225</td>
<td>Lifespan Development I: Child and Adolescent</td>
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<tr>
<td>PSD 7226</td>
<td>Lifespan Development II: Adulthood and Aging</td>
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<tr>
<td>PSD 7107</td>
<td>Biological Bases of Behavior</td>
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<tr>
<td>PSD 7108</td>
<td>Cognitive and Affective Bases of Behavior</td>
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<td>PSD 7115</td>
<td>Assessment I/Intellectual/Cognitive Assessment and Lab (4)</td>
<td>Prerequisites: PSD 7008, PSD 7016, PSD 7114</td>
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<tr>
<td>PSD 7116</td>
<td>Assessment II/Personality Assessment I and Lab (4)</td>
<td>Prerequisite: PSD 7115</td>
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<td>PSD 7117</td>
<td>Assessment III/Personality Assessment II and Lab (4)</td>
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<td>PSD 7118</td>
<td>Assessment Practicum (1-3) (elective course)</td>
<td>Prerequisites: PSD 7115, 7116, 7117</td>
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<tr>
<td>PSD 7124</td>
<td>Family Systems Theory and its Application to Diverse Populations</td>
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<td>PSD 7131</td>
<td>Psychology of Addiction</td>
<td>Prerequisite: PSD 7016</td>
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<td>Year 3</td>
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<tr>
<td>PSD 7135</td>
<td>Clinical Practicum (2) (6 total)</td>
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<td>PSD 7146</td>
<td>Advanced Group Process (1) (3 total)</td>
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<td>Corequisites: PSD 7135, 7147</td>
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<tr>
<td>PSD 7147</td>
<td>Multicultural Proficiency in Professional Psychology (1) (3 total)</td>
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<td></td>
<td>Corequisites: PSD 7135, 7146</td>
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<tr>
<td></td>
<td>ADDITIONAL COURSES REQUIRED IN YEAR 3:</td>
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<tr>
<td>PSD 7160</td>
<td>Psychopharmacology</td>
<td>Prerequisites: PSD 7016, 7107</td>
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<tr>
<td>PSD 7251</td>
<td>Qualitative Research: Critical Review</td>
<td></td>
</tr>
<tr>
<td>PSD 7252</td>
<td>Clinical Dissertation Proposal I (2)</td>
<td>Prerequisite: PSD 7251</td>
</tr>
<tr>
<td>PSD 7253</td>
<td>Clinical Dissertation Proposal II (2)</td>
<td>Prerequisite: PSD 7252</td>
</tr>
<tr>
<td>PSD 7254</td>
<td>Clinical Dissertation Proposal III (1)</td>
<td>Prerequisite: PSD 7253</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td></td>
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</tr>
<tr>
<td>PSD 7025</td>
<td>Child and Adolescent Issues: Psychopathology and Treatment</td>
<td>Prerequisite: PSD 7016</td>
</tr>
<tr>
<td>PSD 7215</td>
<td>Consultation and Education in Psychology</td>
<td>Prerequisite: PSD 7016</td>
</tr>
<tr>
<td>PSD 7230</td>
<td>Management and Supervision: Self, Other, and Organization</td>
<td>Prerequisite or Corequisite: PSD 7235 or instructor permission</td>
</tr>
<tr>
<td></td>
<td>The following are repeatable courses across three quarters and together constitute the Integrated Professional Seminar (IPS) III. They must be taken three times to total the number of units indicated:</td>
<td></td>
</tr>
<tr>
<td>PSD 7235</td>
<td>Advanced Clinical Practicum (3) (9 total)</td>
<td></td>
</tr>
<tr>
<td>PSD 7245</td>
<td>Contemporary Issues in Professional Psychology</td>
<td>Prerequisite: PSD 7146, 7147; Corequisite: PSD 7235</td>
</tr>
<tr>
<td></td>
<td>(3 total)</td>
<td></td>
</tr>
<tr>
<td>PSD 7302</td>
<td>Dissertation Completion</td>
<td>Prerequisite: PSD 7254</td>
</tr>
<tr>
<td></td>
<td>Electives (Accrued across all years, typically starting in Year 2) 18 units minimum: May be taken any time after Spring Quarter of Year 1. Timing discretionary with advisement.</td>
<td></td>
</tr>
<tr>
<td>PSD 7330</td>
<td>Externship (1)</td>
<td>Prerequisites: PSD 7035, PSD 7046, PSD 7047, PSD 7016, PSD 7008, PSD 7141 and a minimum of 6 months clinical experience. This is a repeatable course with only 4 units counting towards elective units. Training office approval required.</td>
</tr>
<tr>
<td></td>
<td>Clinical Proficiency Examination (0)</td>
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</tr>
<tr>
<td>PSD 7400</td>
<td>Internship</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Dissertation Defense</td>
<td>0</td>
</tr>
<tr>
<td>Total units required</td>
<td></td>
<td>180</td>
</tr>
</tbody>
</table>

**Comprehensive Written Examination**

Students in good standing who have passed the comprehensive written examination will be awarded an MA degree in Clinical Psychology after satisfactorily completing specified first-, second-, and third-year courses. This degree is non-terminal and non-licensable. It is not awarded to students who already have a master's degree in psychology.
Consciousness & Transformative Studies offers a multifaceted approach to the exploration of consciousness, particularly in relation to vocation, mentorship, sustainability, and new paradigm thinking. This holistic curriculum integrates five major fields of study—psychology, philosophy, spirituality, deep ecology and sustainability, and new science.

**Master of Arts in Consciousness & Transformative Studies**

The Master of Arts (MA) in Consciousness & Transformative Studies degree provides a 58-unit curriculum with courses that challenge students’ beliefs, examine the relationship between consciousness and the world, and explore new possibilities for personal, social, and global transformation.

Courses are designed to provide a new scientific paradigm for the study of consciousness and transformation. Personal growth and creativity are explored through courses in myth, symbol, dreams, and indigenous knowledge. The examination of East/West traditions presents different paths to spiritual awareness. The nature of intelligence, insight, and human consciousness is explored through courses in transpersonal and integral psychologies. Courses in deep ecology, ecotherapy and deep sustainability explore the relationship between human consciousness and the natural world.

Learning outcomes for the program include awareness and understanding systems theory, innovative thinking, psycho-spiritual transformation, whole-brain learning and metacognition, intra- and interpersonal intelligence, transformational change, self-awareness, and life service.

Students may choose 5–7 units of electives plus an additional two units of self-exploration from various programs throughout the University. There are two options for completing the degree program, either a four-unit thesis or a two-unit integrative project.

Students who wish to focus their MA more deeply in one area may elect to declare an optional specialization in one of the following areas:

- Consciousness and Healing;
- Culture and Consciousness;
- Ecotherapy and Deep Sustainability;
- Dream Studies; and
- East-West Philosophy and Religion.

**Program Learning Outcomes**

Learning outcomes for the program include awareness and understanding systems theory, new paradigm thinking, psycho-spiritual transformation, whole-brain learning and metacognition, intra- and interpersonal intelligence, transformational change, and life service.

**Academically, students will be able to:**

- Explain key theories of consciousness from the perspectives of transpersonal psychology, philosophy of consciousness, cosmology, living systems theory, and spiritual systems;
- Synthesize a holistic paradigm of consciousness that integrates the above five perspectives;
- Apply a holistic paradigm of consciousness to the development of emotional intelligence and interpersonal communication;
- Apply a holistic paradigm of consciousness to a professional interest or career objective; and
- Apply a holistic paradigm of consciousness in some concrete application that fosters social change in the world.

**Personally and professionally, students will demonstrate the ability to:**

- Engage in whole-brain learning that fosters experiential engagement and creative expression as well as knowledge acquisition and skills development;
- Recognize different worldviews operating in our own lives and society at large and apply that knowledge to personal and global issues that confront us;
- Engage in psycho-spiritual self-reflection and self-inquiry to obtain deeper awareness of our own physical, mental, emotional, and spiritual states;
- Recognize and appropriately acknowledge their own and others’ needs, assumptions, values, and perspectives; and
- Recognize the values and contributions of people of different races, genders, sexual orientations, cultures and spiritual traditions and apply that understanding in their interactions with others.

**Admission Requirements**

In addition to a completed application, an applicant must submit:

- One set of official transcripts of the conferred BA or BS degree and of any post-bachelor credits or degrees; and
- A personal statement that is 6 to 8 double-spaced, typed-written pages describing any personal or professional growth work or events that have shaped the applicant’s life, reasons for applying to the area of specialization, any study (academic or otherwise) pursued in this area of interest, and future professional and personal goals.

Letters of recommendation are welcomed, but not required. Letters should be from professional associates, teachers, supervisors, friends, or others who can comment on emotional, spiritual, intellectual and practical development, as well as assess capacity for graduate study in the degree area. Upon receipt of a completed application, an admissions interview will be scheduled.
## Degree Requirements

### Undergraduate Prerequisite (See Footnote 1)
- COR 3145 Research Writing (4)

### Curriculum
- CNS 5049 Introduction to Consciousness and Transformative Studies (0)
- CNS 5010 Paradigms of Consciousness (3)
- CNS 5015 Body Consciousness/Body Wisdom (2)
- CNS 5020 Archetypal Mythology (3)
- CNS 5023 Shamanic Traditions (2)
- CNS 5025 Cosmology and Consciousness (3)  
  **Prerequisite:** CNS 5010 (3)
- CNS 5030 Sleep, Dreams, and States of Consciousness (2)
- CNS 5275 Living Systems and Creative Potential (2)
- CNS 5039 Self-Exploration (topics vary) some topics are 1 and 2 units (1-2)
- IPP 5049 Transpersonal Psychology (3)
- CNS 5120 Diversity, Community & Consciousness (3)
- CNS 5126 Qualitative Research A (1)
- CNS 5127 Qualitative Research B (2)  
  **Prerequisite:** CNS 5126 (1)
- CNS 5284 Consciousness and Sustainability: Solutions for the 21st Century (2)
- CNS 5012 Effective Communication A: Emotional Dynamics (3)
- CNS 5013 Effective Communication B: Intersubjectivity (3)  
  **Prerequisite:** CNS 5012 (3)
- CNS 5455 Exploring Professional Identity A (2)
- CNS 5460 Exploring Professional Identity B (1)  
  **Prerequisite:** CNS 5455 (2)
- IPP 53XX Spirituality (see footnote 2): 4 units  
  Four units of graduate courses in spirituality

### Professional Development (See Footnote 3): 6 Units
- CNS 5615 Publishing and Media (2)
- CNS 5670 Advanced Writing and Publishing (2)
- CNS 5410 Teaching Practicum A (2)
- CNS 5411 Teaching Practicum B (2)
- CNS 5415 Curriculum Development (2)
- CNS 5453 Personal & Professional Coaching (2)
- CNS 5465 Starting Your Own Business (2)

### Select Either Integrative Project or Thesis (See Footnote 4):
- CNS 5610 MA Integrative Project (2)  
  **Prerequisites:** CNS 5127 (2)
- CNS 5600 Planning a Thesis (1) 4 units
- CNS 5602 Thesis (3)  
  **Prerequisite:** CNS 5600

### Electives (7) or
- CNS 5600 Planning a Thesis (1) 4 units
- CNS 5602 Thesis (3)  
  **Prerequisite:** CNS 5600

### Electives (5)

**Total units required**  58

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1. Upon review of the personal statement submitted for admission to the program, the Program Chair will determine whether a writing sample will be required. If writing is determined to need development, optional prerequisite writing course, COR 3145 Research Writing, will be required. Students must complete this course during the first year of graduate study.

2. This requirement must be satisfied by taking IPP courses 5300-5399. Consult an advisor for guidance.

3. Consult with an advisor for appropriate course selections.

4. Students taking the Integrative Project option complete seven units of electives. Students writing a thesis complete five units of electives. Electives may be chosen from graduate courses offered throughout the University. Students admitted to certificate programs in the College of Professional Studies may also apply these courses toward their electives.

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### Consciousness and Healing Specialization

The relationship between consciousness and physical, mental, emotional, and spiritual healing has been well documented in recent years. Many studies show a direct relationship between objective brain/body functioning and subjective states of mind and consciousness. The 16 units in this specialization allow students to explore the fascinating implications of the mind/body/spirit equation in terms of physical health, psychological well-being, and personal longevity.

The specialization in Consciousness and Healing explores the relationship between consciousness and our ability to heal ourselves, physically, mentally, emotionally and spiritually.

#### Required Courses
- CNS 5015 Body Consciousness/Body Wisdom (2)
- CNS 5832 Earth Body Spirit (3)
- CNS 5012 Effective Communication A: Emotional Dynamics (3)

#### Electives, Choose Among the Following: 8
- CNS 5039 Self-Exploration: Writing Your Story (1)
- CNS 5039 Self-Exploration: Ancestral Consciousness & Healing (2)
- IPP 5510 Psychosynthesis (2)
- CNS 5620 Issues in Consciousness Studies (Varies)
- CNS 5018 Enneagram Assessment (3)
- CNS 5345 Shamanism & Dreams (1)

**Total units required**  16

### Culture and Consciousness Specialization

The role of culture throughout the world has been to provide personal and collective meaning that supports and enriches our human experience. The increasing fragmentation of post-modern Western society and our planetary ecological crisis is bringing with it a profound loss of personal and collective meaning. This 16-unit specialization allows students to explore the deeper levels and patterns of our personal and collective experience to create new meaning for the future.

The Culture and Consciousness specialization explores the impact of culture and cultural awareness in expanding individual and collective consciousness.
Dream Studies Specialization

The Dream Studies specialization is one of the few accredited interdisciplinary dream studies curricula in existence. The 16 units of courses that make up the specialization are taught by experts, authors, and researchers who have dedicated their lives to exploring this important state of consciousness. Graduates who complete the dream studies specialization use their specialized dream studies knowledge in a variety of careers, including teaching, personal coaching, research, writing, art, and other creative endeavors.

This specialization is open to students in all programs that have adequate electives to accommodate the specialization. This is an interdisciplinary exploration of dreams from scientific, psychological, spiritual, indigenous and contemporary perspectives.

Required Courses

| CNS 5030 | Sleep, Dreams, and States of Consciousness (2) |
| CNS 5216 | Lucid Dreaming (2) |
| CNS 5280 | Dreams, Archetypes, and Personal Mythology (2) |
| CNS 5284 | Consciousness and Sustainability (2) |

Elective Courses Choose Among the Following: 8

| CNS 5039 | Ancestral Consciousness and Healing (2) |
| CNS 5039 | Writing Your Story (1) |
| CNS 5620 | Issues in Consciousness Studies (Varies) |
| CNS 5830 | Ecopsychology as Cultural Work (3) |
| CNS 5347 | Spirituality, Symbols, Dreams (2) |

Total units required 16

Ecotherapy and Deep Sustainability Specialization

The Ecotherapy and Deep Sustainability Specialization addresses the increasingly urgent need to position academic and professional work within an ecological context. Students within this specialization learn important and intimate interconnections between self, consciousness, and the natural world, as well as modalities of ecotherapeutic healing. Courses prepare students to be environmentally-aware community mentors for the necessary transition toward a life-sustaining civilization that respects and serves human and planetary balance.

Required Courses

| CNS 5822 | Dimensions of Holistic Sustainability (3) |
| CNS 5284 | Consciousness and Sustainability (2) |
| CNS 5275 | Living Systems and Creative Potential (2) |
| CNS 5824 | Horticultural Therapy (2) |
| CNS 5826 | Healing the Human-Animal Relationship (2) |
| CNS 5830 | Ecopsychology as Cultural Work (2-3) |
| CNS 5832 | Earth Body Spirit (3) |

Total units required 16

East-West Philosophy and Religion Specialization

In this increasingly polarized, global society, it is crucial that we expand our understanding of Eastern as well as Western philosophic and spiritual perspectives. The 16 units in this specialization allow students to focus deeply on the wisdom of both the East and the West to foster new awareness of self and the global community.

Required Courses

| CNS 5832 | Earth Body Spirit (3) |
| CNS 5039 | Stones, Shamans & Goddess Dreams (1) |
| CNS 5832 | Earth Body Spirit (3) |

Elective Courses Choose Among the Following: 5

| CNS 5212 | Psychology of Dreams (2) |
| CNS 5347 | Spirituality, Symbols, Dreams (2) |

Total units required 18

Certificate in Ecotherapy

Note: This program will not be offered to new students after Summer Quarter 2013. Students currently enrolled will complete this program, provided all requirements are met before the end of Spring Quarter 2014. Currently, no new students are being admitted to the program. Please consult with department chair for details.

The Ecotherapy Certificate offers training in evidence-supported approaches for transforming the human relationship to nature in the service of healing and well-being. These deep approaches, fashioned for both personal- and community-level work, include horticultural therapy, animal-assisted therapy, cultivating conscious relationship with place, critically analyzing cultural practices according to their sustainability, engaging with the subjective states associated with environmental trauma and eco-anxiety, and engaging the body as an extension of the earth.

The Certificate is a one-year program open to anyone holding a bachelor degree. Students will learn theory and practice online and deepen practice by participating in three three-day intensive
meetings in person. This unique academically-based ecotherapy program offers a combination of online and classroom based learning.

Program Learning Outcomes

Students completing the Certificate in Ecotherapy will be able to:

• Apply a variety of nature-based techniques for use in social and psychological healing;
• Understand and discuss the research supporting the field of ecotherapy;
• Mentor their communities in the psychological, scientific, somatic and systemic dimensions of sustainability. This includes a capacity for translating ecological concepts into understandable terms and educational images in a variety of media;
• Enter intelligently into the scientific, financial, and political discourse surrounding sustainability, localization, alternative energy, food production and climate change;
• Engage with the subjective states related to environmental trauma;
• Offer constructive alternatives to “eco-anxiety,” the deep fears aroused by accelerating climate change;
• Challenge and change entrenched attitudes and biases that prevent adaptation to environmentally-wise solutions and habits; and

• Identify a personal area of focus and apply learnings gained within an internship work setting.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNS 5820</td>
<td>Intensive I: Ecotherapy Methods and Practices I (2-3)</td>
</tr>
<tr>
<td>CNS 5822</td>
<td>Dimensions of Holistic Sustainability (3)</td>
</tr>
<tr>
<td>CNS 5824</td>
<td>Horticultural Therapy (3)</td>
</tr>
<tr>
<td>CNS 5826</td>
<td>Healing the Human-Animal Relationship (3)</td>
</tr>
<tr>
<td>CNS 5828</td>
<td>Intensive 2: Ecotherapy Methods and Practices II (2-3)</td>
</tr>
<tr>
<td>CNS 5832</td>
<td>Earth Body Spirit A, B, C (1/1/1)</td>
</tr>
<tr>
<td>CNS 5830</td>
<td>Ecopsychology and Ecotherapy as Cultural Work (3)</td>
</tr>
<tr>
<td>CNS 5833</td>
<td>Intensive 3: Ecotherapy Methods and Practices III (2-3)</td>
</tr>
<tr>
<td>CNS 5834</td>
<td>Ecotherapy Internship (3)</td>
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</table>

Total required units 24

COUNSELING PSYCHOLOGY

Master of Arts in Counseling Psychology

The Master of Arts (MA) in Counseling Psychology program supports the mission of John F. Kennedy University and the College of Graduate and Professional Studies (CGPS) by providing a curriculum emphasizing student learning with faculty involvement that integrates academic vigor, clinical practice, while promoting the unique development of each student. The goal of the program is to develop excellent future practitioners and it is successfully achieved by providing intimate classroom learning experiences with experienced faculty. The program offers hands-on supervisory feedback in various clinical practicum settings and encourages personal exploration and growth in the student’s own psychotherapy experience. Graduates of the MA in Counseling Psychology program proceed to licensure and professional positions providing mental health services in a variety of settings. The necessity of post-degree learning is encouraged and emphasized.

This unique MA in Counseling Psychology program offers two specializations: 1) Marriage and Family Therapy (MFT) specialization which fulfills all educational requirements for the Licensed Marriage and Family Therapist license (LMFT) as prescribed by the Board of Behavioral Sciences (BBS), 2) Professional Clinical Counselor (PCC) specialization meets the BBS requirements for the California Licensed Professional Clinical Counselor (LPCC) license. Both specializations prepare students for future clinical work in county and community based agencies, residential and addiction treatment programs, inpatient and outpatient hospital settings, health care facilities, veterans’ centers, school districts, private and nonprofit outpatient clinics as well as private practice settings.

Scope of Practice – Licensed Marriage and Family Therapist

The Scope of Practice of a Marriage and Family Therapist is defined by Section 4980.02 of the Business and Professions Code. This provision allows practitioners to perform services “...with individuals, couples, or groups wherein interpersonal relationships are examined for the purpose of achieving more adequate, satisfying, and productive marriage and family adjustments. This practice includes relationship and premarriage counseling.” “The application of marriage and family principles and methods includes, but is not limited to, the use of applied psychotherapeutic techniques, to enable individuals to mature and grow within marriage and the family…”

Scope of Practice – Licensed Professional Clinical Counselor

The Scope of Practice of a LPCC is defined by 4999.20 of the Business and Professions Code. “Professional Clinical Counseling means the application of counseling interventions and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues, including personal growth, adjustment to disability, crisis intervention, and psychosocial and environmental problems.” “Professional Clinical Counseling is focused exclusively
on the application of counseling interventions and psychotherapeutic techniques for the purpose of improving mental health and is not intended to capture other, nonclinical forms of counseling for the purposes of licensure.” For the purposes of this paragraph, “nonclinical” means nonmental health.

Professional clinical counseling does not include the assessment or treatment of couples or families unless the professional clinical counselor has completed additional training and education, as required under Business and Professions Code section 4999.20(a) (3)(A). Our program offers this additional coursework in the MFT specialization. The LPCC license also permits assessments for the purpose of establishing counseling goals and objectives to empower individuals to deal adequately with life situations, reduce stress, experience growth, change behavior, and make well-informed rational decisions.

California Educational Licensing Requirements

The MFT specialization in the MA in Counseling Psychology program meets the educational requirements for the California MFT license. Licensing statutes and regulations are subject to future legislative or administrative revisions. Students are kept informed about the MFT licensing requirements and any changes that occur. A description of the requirements of the law (Business and Professional Code Sections 4980.37 and 4980.38) and how the program meets these requirements is available from the College of Graduate and Professional Studies office.

The PCC specialization in the MA in Counseling Psychology program meets the educational requirements for the California LPCC license. Licensing statutes and regulations are subject to future legislative or administrative revisions. Students are kept informed about LPCC licensing requirements and any changes that occur. A description of the requirements of the law (Business and Professional Code Section 4999.10) and how the program meets these requirements is available from the College of Graduate and Professional Studies office.

Master of Arts in Counseling Psychology Curriculum

The MA in Counseling Psychology course of study is designed to provide the prospective student with an opportunity to select a specialization in either MFT or PCC. Coursework for the elected specialization will meet the educational requirements set forth by the California BBS for the LMFT license or LPCC. Students may elect to complete additional coursework designed to meet the educational requirements for both the LMFT and LPCC, thereby acquiring both specializations while in the MA in Counseling Psychology program.

The MA in Counseling Psychology curriculum provides a depth of core knowledge and a breadth of skills in the field through a variety of theoretical orientations to therapy. The program is designed to teach and train future clinicians through the combination of didactic and experiential classroom learning modalities along with supervised intensive practica. Essential themes are interwoven throughout the sequential coursework including wellness, resiliency, and recovery; cultural diversity; systemic thinking; collaborative treatment; community mental health practice; and the impact of continued social stressors.

The program is committed to promoting the development of the Self of the Therapist by increasing the student's self-knowledge through an ongoing examination of the student's own values, beliefs, cultural background and contexts, abilities and growth areas. The guiding philosophy of the program believes that achieving proficiency in these areas prepare future clinicians to provide effective and culturally-sensitive services. Students are prepared for a wide range of clinical situations, from those most brief to those most severe, co-occurring and persistent. The curriculum includes contemporary issues in the field and demonstrates essential skills of effective practitioners.

The faculty are respected practitioner-scholars and bring the most current knowledge and practical experience from their fields into the classroom. They challenge students to discover and realize their unique talents in research, scholarship, clinical service, consultation and social advocacy in order to become leaders in the profession.

At all three JFK University campuses, the student body is highly motivated and diverse. The MA in Counseling Psychology program offers a variety of course track options for students to choose from based on their scheduling needs. At the Pleasant Hill and San Jose Campuses the program offers students a choice of full or part-time programs. These programs are comprised mostly of traditional late afternoon and evening classes with the inclusion of some weekend coursework, as required. Also offered is a morning course track that begins each year in the fall. Morning classes meet mostly on Monday, Wednesday and Friday mornings and include some weekend coursework when required. Students who choose the morning track must continue through the summer quarter in order to not fall out of succession and complete the required coursework to begin field practicum without incurring a delay. Also, morning track students may find it necessary to be flexible with their class schedule in Phase II and III when in field practicum. The addition of field practicum may impact a student’s morning schedule, thereby the student will need to be aware of an occasional need to take courses in the afternoon and or evening.

An accelerated MA Counseling Psychology program is offered at the Berkeley campus. The cohort is a full-time cohort, limited to a maximum of 20 students. Classes meet on one designated weeknight evening and all day Saturdays. There are additional workshops and elective coursework held occasionally on Friday evenings on Saturdays and may at times, be held at the Pleasant Hill and San Jose campuses.

Alumni of this program enjoy a high pass rate on the state’s MFT examinations. They are considered some of the best, most comprehensively trained providers of counseling psychology and psycho-therapeutic counseling services in the greater Bay Area, and are highly sought after by agencies and other employers upon graduation and licensure.

Program Phases:

This innovative applied 90 unit program is composed of three phases: Phase I - coursework; Phase II - practicum, coursework, and master’s written comprehensive examination and; Phase III - practicum, coursework, and master’s oral comprehensive examination. Successful completion of each phase is required in order to advance to the next phase.
Phase I: The foundation courses of Phase I combine current and traditional theory applied within the context of the classroom using didactic and experiential methods. Coursework includes the core competencies of the program: theory, diagnosis and assessment, clinical skills, legal and ethical issues, treatment approaches, and evaluation of treatment.

Phase II: The focus shifts to clinical training as students begin fieldwork practicum while simultaneously completing additional coursework. The addition of field work to the student schedule will influence the need for flexibility for when and where courses are taken to stay on track with the program flow chart. Most students have their first direct clinical experience at a JFK University Community Center or at a clinical placement in one of the two community based programs which are the School Based Program or the Family Resiliency Project. The JFK University Community Centers provide an in-vivo, dynamic, and immensely rewarding experience for the training student-psychotherapists in practice and their clients. Students who decide to do an external practicum may choose from a wide variety of community-based mental health agencies, schools, and hospitals within the greater Bay Area. At the end of this component, students complete the written portion of the MA comprehensive examination, modeled after the state's MFT licensure examination.

Phase III: While continuing advanced coursework, students in the MFT specialization continue to focus on their practicum experience, receiving both individual and group supervision, and attending 2-hour group didactic trainings. Students in the PCC specialization concentrate on completing the PCC coursework and a lesser amount of practicum hours. Late in Phase III, students in the MFT or PCC specialization complete the oral portion of the MA comprehensive master's examination. Students who choose to complete an optional, in-depth MA thesis do so during this phase.

During Phases II and III, the MFT specialization practicum will be augmented by weekly clinical case seminars for a total of four quarters/sessions.

Academic Advisement and Mentoring

Student advising is readily available with an academic advisor, a faculty mentor. Students are required to meet with an academic advisor once per quarter/session to plan each upcoming quarter/session’s coursework and schedule. If additional questions arise during the advisement meeting, the student will be referred to their faculty mentor. Students can schedule an additional meeting with their faculty mentor at any time during a quarter/session.

Course Grading

Letter grading is given for the following MA in Counseling Psychology Program courses: PSY/PSJ/PSB 5070; 5112; 5115; 5120 I, F; C; 5154; 5156; 5157; 5179; 5167; 5303/5304; 5310; 5403; 5404-6; 5435; 5436; 5613; 5635; and 5780. All other courses and workshops are normally graded on a Credit/No Credit basis.

Students are responsible for meeting course requirements, assignment deadlines, and grading criteria outlined in each course syllabus. The grade of B- is acceptable but MA in Counseling Psychology Program considers any grade below B- as not passing and results in an automatic referral to Review and Advisement (see below) and the course must be retaken. University policy requires that a master’s student achieve and maintain a cumulative grade point average (GPA) of 3.0 or above. A cumulative GPA 2.9 or below will place a student on university academic probation. MA Counseling Psychology Program upholds the University policy regarding academic misconduct such as plagiarism and cheating.

Review and Advisement

Following admission, an ongoing process of student evaluation begins. When such evaluation indicates that a student’s performance falls below the standards expected of a member of the MA in Counseling Psychology program learning community, the student will be referred to the Review and Advisement (R&A) Committee. Such issues to be addressed in R&A may be related to academics or conduct expected of a member of the profession and a plan is developed to address the identified concern and provide further mentoring and direction for the student. Please refer to the specific policies, procedures and guidelines in the Student Handbook as well as to the John F. Kennedy University 2014 Catalog.

Supervised Practicum Opportunities

The supervised practica completed in Phases II and III provide the student with the opportunity to apply their academic coursework, and may not be completed in less than four quarters. Except for the Berkeley Cohort, students may apply to do the first two academic quarters of their practicum experience at one of JFK University’s Community Centers, or in a community based program such as the School Based Program or the Family Resiliency Project, or they may apply at an approved external site in a community of their choice. The JFK University’s Community Centers draw upon the teaching and supervisory skills of psychologists, marriage and family therapists, clinical social workers, who are all licensed in their respective disciplines.

Students will work with their faculty mentor to choose what type of practicum experience they will apply for and put special attention toward planning for the appropriate quarter to enter the chosen practicum placement. When the student begins their field practicum experience at one of our JFK University Community Centers, at an approved external practicum site, or within one of our community based programs, students will counsel individuals (adults and children), couples, families, and groups. Relationship difficulties, parent-child conflicts, and adjustment problems of adolescents and children are among the many family issues encountered at the centers. Various teaching tools, including one-way mirrors and audio- and video-aids, provide direct feedback and help students develop their therapeutic skills. Students are responsible for the intake procedure with new clients and participate in the administrative operations of the center.

During the first two quarters of practicum, students participate in weekly clinical group supervision in which each student makes at least one comprehensive case presentation. The supervisor facilitates discussion of the theory and practice relevant to the issues at hand. The group supervision also serves as a support group for students as they meet the challenges of providing therapy to clients. Additionally, for three quarters/sessions, MFT specialization students are required to take and participate in 2.5-hour weekly clinical case seminars taught by faculty.

During this time, PCC specialization students will focus on taking the PCC specialization coursework. Completing the first two
quarters of the practicum, Pleasant Hill and San Jose students must apply in order to remain at one of the University’s Community Centers in a different capacity, to complete an advanced program, or to begin an external practicum. If approved to go on to an external practicum, students meet with the external practicum coordinator at least one academic quarter before the quarter in which they will begin their external practicum.

The MA in Counseling Psychology program maintains ongoing relationships with a range of agencies throughout the greater San Francisco Bay Area. These include community mental health programs, private nonprofit outpatient clinics, residential treatment programs, and inpatient and outpatient hospital settings and veteran’s centers. Other placements include substance abuse treatment centers and settings that use specialized techniques, such as sport psychology or expressive arts therapy.

MA in Counseling Psychology students are required to have 150 direct client hours and 75 advocacy hours totaling 225 hours within their graduate studies in order to pursue MFT licensure. PCC students are required to have a minimum of 280 face-to-face client hours in order to pursue LPCC licensure. Typically, students satisfy this requirement during their practicum experience. Occasionally, students who are unable to achieve these minimum hours of direct contact must enroll in PSY/PSJ/PSB 5266 Supervised Supplemental Experience for an additional quarter/session of fieldwork. Units earned in PSY/PSJ/PSB 5266 Supplemental Fieldwork Experience do not apply toward the 90 graduate units required for the degree.

In addition, all students are required to purchase their own malpractice insurance and be fingerprinted prior to beginning practicum. Students who have concerns about the fingerprinting requirement are encouraged to speak with the Program Chair and also to contact the BBS early in their educational process to determine any impact with regard to licensure. For more information on practicum, please refer to the student handbook.

**Didactic Training**

As part of our commitment to helping students meet practicum and workshop hours for licensure, students attend a didactic training series that covers specialized topics in the field of psychology. Speakers from public and private agencies, the healthcare industry, and schools address the latest theories and ideas in community mental health and disparities in mental health care in traditionally marginalized communities. This is in keeping with recent changes in BBS requirements which incorporate principles of wellness, recovery, resilience cultural competence, and community mental health. The didactic training series is a required part of the practicum experience.

**Comprehensive Master’s Examination**

All students in the MA in Counseling Psychology program are required to demonstrate an understanding of theoretical material and their capacity to function effectively and ethically as professional clinicians. As part of the assessment of these competencies, students must complete a two-part comprehensive master’s examination similar in format to that of the California MFT exam licensure.

Offered twice a year, the master’s written examination is taken in Phase II of the program and it covers all Phase I coursework. Students must register through the Registrar’s Office for the written comprehensive examination, PSY/PSJ/PSB 9090 and pay the course non-refundable fee. Registered students will attend a scheduled orientation meeting and optional practice session held approximately six weeks prior to the date of the examination. Students who are required to retake the written examination must re-register and again pay the appropriate non-refundable fee. Students have an opportunity to pass the written examination the next time it is offered. A student who fails the written examination must meet with the master’s written exam Instructor of Record to discuss the exam results.

During the last quarter/session of practicum, students complete the oral component of the comprehensive Master’s examination. Students must register through the Registrar’s Office for the oral comprehensive examination, PSY/PSJ/PSB 9091, and pay the course non-refundable fee. The examination consists two parts beginning with a case presentation by the candidate of their own clinical work to two examiners, followed by an ad-hoc vignette given to the candidate and where the examiners will ask predetermined questions. Both parts of the oral examination provide students with the opportunity to demonstrate competence, breadth, and the depth of knowledge necessary to become an effective therapist. Students who are required to retake the master’s oral examination must re-register and pay the course non-refundable fee. A student who fails the master’s oral examination must meet with the Instructor of Record to discuss the exam results.

**Master’s Thesis**

A master’s thesis consists of a detailed, systematic, original exploration of a topic. The thesis revolves around one key research question that formulates your approach to the topic. Thesis work is recommended for students who intend to be published, to work in or with academia as part of their career, or to consider eventual doctoral work.

For the master’s thesis option, the required sequence of courses is:

1. PSY/PSJ/PSB 5054 Research Methods: Quantitative and Qualitative;
2. PSY/PSJ/PSB 5990 Master’s Thesis Proposal;
3. PSY/PSJ/PSB 5646 Advanced Study in Research; and
4. Three quarters (two units each) of PSY/PSJ/PSB 5991 Master’s Thesis, namely PSY/PSJ/PSB 5991A, PSY/PSJ/PSB 5991B, and PSY/PSJ/PSB 5991C.

In terms of sequence, students must complete PSY/PSJ/PSB 5054 Research Methods before enrolling in PSY/PSJ/PSB 5990 Master’s Thesis Proposal. Students will design and develop their thesis research in that class, including the submission of the master’s thesis proposal to the Human Participants Committee (HPC) for review and approval. Students must complete and submit their master’s thesis proposal to the HPC prior to the maximum time limit of three quarters from their first enrollment in PSY/PSJ/PSB 5990. Students are required to repeat PSY/PSJ/PSB 5990 (maximum of three times) until their master’s thesis proposals have been submitted to and approved by the HPC. Students must receive credit for PSY/PSJ/PSB 5990 Master’s Thesis Proposal before enrolling in PSY/PSJ/PSB 5991A Master’s Thesis A.
Before enrolling in PSY/PSJ/PSB 5991A and starting on the mas-
ter’s thesis itself, students need to take the PSY/PSJ/PSB 5646 Ad-
vanced Study in Research (this course may be taken concurrent
with PSY/PSJ/PSB 5991A).

Once students finish the proposal and enroll in PSY/PSJ/PSB 5991A, they must progress to PSY/PSJ/PSB 5991B and PSY/ PSJ/PSB 5991C without missing any quarters in between. This
means being registered for a minimum of three consecutive quar-
ters. Upon completion of PSY/PSJ/PSB 5991A and PSY/PSJ/PSB 5991B, students will receive an in-progress (IP) mark on their transcript. After submission of the final bound thesis, the IPs will convert to credits. However, units of the PSY/PSJ/PSB 5991 class-
es are not applied toward the total unit requirements for the MA
degree for MFT and PCC students. All thesis coursework units
applied toward the total unit requirements for the MA degree for
the Individualized Program of Study in Psychology.

Students who have not completed their thesis at the end of PSY/ PSJ/PSB 5991C will be required to take PSY/PSJ/PSB 5992 Sup-
plemental Thesis Assistance for one unit each quarter until the thesis
is completed. These supplemental units do not count toward the degree’s unit requirements. Students must complete and receive credit for their master’s theses prior to the maximum time
limit of six quarters from their initial enrollment in PSY/PSJ/PSB
5991A. The thesis must be completed and approved before the
degree can be awarded.

Students who wish to do a master’s thesis must arrange an initial
conference with the Research Director (Thesis Coordinator) of
the MA in Counseling Psychology Program or the MA in Psych-
ology Individualized Program of Study at least one year before
expected graduation. In consultation with the Research Director
(Thesis Coordinator), the student prepares a formal application
and receives thesis instructions specific to the Program (i.e., spec-
fied in the Master’s Thesis Student Handbook). Approval for
permission to enroll in PSY/PSJ/PSB 5990 Master’s Thesis Pro-
posal class must be obtained from the Research Director prior to
registration.

The required number of quarters of practicum is six for MFT stu-
dents. However, Pleasant Hill and San Jose students who elect to
complete a master’s thesis may also elect to do only five quar-
ters of practicum. With the BBS requirement of 225 face-to-face
client hours in order for MFT students to graduate, it is highly
recommended to plan to do six quarters of practicum in order
to acquire the necessary hours. PCC students are required to
have 280 hours of face-to-face in order to pursue LPCC licensure.
Students enrolled in the Berkeley Cohort who desire to write a
master’s thesis may elect to do so after completing the academic
coursework in the cohort, thus extending their time in the MA in
Counseling Psychology program.

Note that there will be no leave of absence granted throughout this
research process unless there are urgent, extenuating circum-
stances and you obtain permission from the instructor.

Professional Development Workshops
As a part of the MA in Counseling Psychology program, students
attend a series of workshops designed to enhance their development
as professionals as well as their Post-Master’s internship and em-
ployment opportunities. For new students enrolling in the program

in Fall 2013 in Phase I, students enroll in PSY/PSJ/PSB 9000 Child
Abuse Assessment, Reporting and Treatment prior to entering the
first quarter/session of Field Practicum. The workshop satisfies BBS
requirements for seven hours of coursework covering legal defini-
tions, reporting requirements and processes as well as crisis inter-
vention, counter-transference issues and community resources for
families and abusers.

Phase I students will also take PSY/PSJ/PSB 9001 Diversity Aware-
ness, which is a prerequisite to PSY/PSJ/PSB 5620 Multicultural
Competence. PSY/PSJ/PSB 9007 Introduction to Community Based
Programs is the orientation to, and training required during the sum-
mer quarter prior to starting the School Based Program or the Fam-
ily Resiliency Project.

Phase III students enroll in PSY/PSJ/PSB 9008 Aging and Long-
Term Care, which satisfies BBS requirements for persons who begin
graduate studies on or after January 1, 2004, to complete a minimum
of ten hours of coursework in aging and long-term care. PSY/PSJ/
PSB 9010 Issues with HIV and AIDS, satisfies BBS requirements for
seven hours of coursework covering characteristics and methods of
assessment and treatment of people living with HIV.

In the last quarter/session of the program, students enroll in PSY
9100 Professional Development: Post Master’s Preparation. This
workshop is the culmination of the MA in Counseling Psychology
program and prepares students to complete the paperwork require-
ment to register for their MFT intern status or PCC status with the
BBS.

Personal Psychotherapy
Throughout their course of study, students are encouraged to take
responsibility for their personal development and knowledge of self
and to become sensitive to the impact that they have on those
around them. Consistent with this focus on developing the Self of the
Therapist, there is a non-credit requirement that students participate
in at least 50 sessions of personal (individual, couple, family, or group) psychotherapy. Guidelines for the student psy-
chotherapy experience are available in the College of Graduate
and Professional Studies Office. Students, who receive therapy
from a licensed therapist, may count those hours toward BBS
hours of experience requirements.

Students are encouraged to begin their personal psychotherapy in
Phase I when they begin PSY/PSJ/PSB 5232, Clinical Skills Train-
ing C: MFT Techniques 2, as they are required to be in therapy at
the beginning of Field Practicum. Students register for PSY/ PSJ/PSB 9075 Personal Psychotherapy in the quarter they will
complete the 50 hours. The Personal Psychotherapy Experience
Form must be filled out and turned into the Instructor of Record
during the quarter in which the student is registered in order to
receive credit for this requirement.

Cohort Program
John F. Kennedy University offers an accelerated, 11-session (ap-
proximately 26-months), MA in Counseling Psychology program
in Berkeley. The cohort program duplicates the content of the
successful Pleasant Hill and San Jose MFT specialization pro-
gram, emphasizing experiential learning, psychological theories
and substantial practicum, satisfying the educational require-
ments for licensure in MFT, but with some unique differences.

Note that there will be no leave of absence granted throughout this
research process unless there are urgent, extenuating circum-
stances and you obtain permission from the instructor.
The curriculum is divided into eleven, 9-week sessions and is a full-time program with 16-20 students in the cohort learning community. During the first year (5 sessions) one class is held on a designated weeknight and two classes are held on Saturdays. In years two (5 sessions) and three (1 session), students attend one weeknight course and attend one Saturday class in the morning while accumulating practicum hours at an external practicum site. There are four required workshops, (3) elective units and two comprehensive master’s examinations that take place within the 26-month program and are scheduled on assorted weekend-days and may be held at a different campus location.

The practicum component of the program emphasizes our community service orientation as well as hands-on training and will give students direct contact with their own counseling clients. Students complete their practicum at carefully identified community-based agencies, in geographically convenient locations, where they receive both individual and group supervision from licensed counseling psychologists, licensed clinical social workers (LCSW), and licensed Marriage and Family Therapists (LMFT).

Approximately half of the cohort students choose to complete the PCC specialization making them eligible for the LPCC license and stay on for two additional 9-week sessions of PCC coursework comprising of 10.5 units. PCC courses are scheduled in addition to the cohort classes during the second year of the cohort or can be also taken at the Pleasant Hill or San Jose campuses depending on the need of the student.

**Individualized Program of Study Leading to the Master of Arts in Psychology Degree**

Students interested in earning a MA in Psychology without pursuing a professional license have the option to create their own individually designed MA in Psychology. Students who choose this option must be aware that this program does not fulfill the educational requirements of the BBS for MFT or PCC licensure. This MA degree must follow the generic rules as outlined in the Graduation Requirements chapter of the JFK University General Catalog. A program designed according to these rules must be clearly different from any MA program already offered by the College of Graduate and Professional Studies. Typically, an individual program emphasizes a special area of interest or cross-disciplinary emphases such as program administration, teaching in higher education, and/or consulting/training in organizations and community-based agencies. The program must include a thesis that focuses on the particular area of interest. It should be at least 75 units total and needs to be approved by two advisors, the coordinator of individualized programs, the Program Chair, the Dean, the Registrar, and the Vice President for Academic Affairs.

**Community Programs**

**JFK University Community Centers**

JFK University operates two community centers in conjunction with its Pleasant Hill and San Jose campuses. The Community Centers’ mission is to provide supervised training for advanced students in the MA in Counseling Psychology program and to offer high-quality, affordable counseling and psychotherapy to the community. The centers offer individual, couple, family, and group counseling services where a wide range of concerns are addressed including family conflicts, parenting, anxiety, alcohol and drug issues, depression, grief, trauma, aging, and sexuality.

The University opened its first community counseling center in 1974. Today, the center is located in Concord and is one of the largest community-based, outpatient mental health facilities in the greater San Francisco Bay Area. Over 75 graduate Counseling Psychology trainees and PsyD students serve approximately 5,000 client sessions per year at this facility, including assessment services performed by PsyD students, while under the supervision of licensed professionals.

The Community Center in Sunnyvale is located at the Cupertino Union School District’s Center for Children and Families, and the Community Center in Concord is located adjacent to the BART station. Counseling services are provided by graduate Counseling Psychology trainees, who may also serve as counselors on-site in the school district’s elementary and junior high schools.

**School Based Program**

Graduate-level psychology students and post-master’s interns provide on-site counseling services at elementary, middle, and high school campuses. JFK University counselors are supervised by experienced clinicians licensed in psychology, social work, and marriage and family therapy. Services to schools include individual and group counseling with children and adolescents, as well as meetings with the youths’ parents. JFK University students may also provide psycho-education, parent workshops, and teacher and administrative consultation.

Issues addressed in the School-Based Counseling Program include behavior problems, abuse, academic difficulties, peer relationship conflicts, self-esteem, grief and loss, anxiety, depression, family changes, and other developmental and adjustment challenges. Counseling utilizes a variety of treatment approaches, such as expressive arts, play therapy, cognitive behavioral techniques, talk therapy, and group work. Services are tailored to the needs of the clients and interests of the schools being served.

**Family Resiliency Project (Pleasant Hill Campus)**

The Family Resiliency Project (FRP) is funded by the Dean & Margaret Lesher Foundation to support collaboration between the JFK University Community Center in Pleasant Hill and the Mount Diablo Unified School District. Students may choose to apply to the FRP as a field practicum, receiving weekly didactic training and group supervision to meet the BBS requirements for hours experience. The focus of students in the FRP is to provide family therapy, with school age children and their families, not solely on changing a child’s behaviors but rather on shifting the way family members relate with each other.

The MA in Counseling Psychology program is considering expanding FRP into an East Bay school district and South Bay school district for students at the San Jose and Berkeley campuses. Students who are bilingual, particularly in Spanish, gain a great deal of experience conducting therapy in a language other than English, as many families are not English speaking. Students do not need to be bilingual to apply.

**Expressive Arts Camps**

The MA in Counseling Psychology program offers Expressive Arts Camps for latency-aged children to explore the creative process through a variety of art modalities including visual arts, movement, and drama. These camps provide a unique setting in which children acquire new skills in the arts and enhance their self-confidence and self-expression while our MA in Counseling Psychology students have the opportunity to apply their
classroom learning through supervised internships. An additional expressive arts course is required for students wishing to participate. The Expressive Arts Camps are an excellent example of how the MA in Counseling Psychology program offers services to families in our communities while also broadening the opportunities for our student-practitioners to earn additional clinical training hours towards their graduation and BBS requirements.

Program Learning Outcomes

Both the American Counseling Association (ACA) and the American Association of Marriage and Family Therapists (AAMFT) have established standards and criteria related to the training of professional clinical counselors and marriage and family therapists. The Council for Accreditation of Counseling and Related Educational Programs (CACREP), the accrediting arm of the American Counseling Association (ACA), published the competency-based standards for the knowledge, skills, and practices for the training of professional clinical counselors (CACREP, 2009). The American Association of Marriage and Family Therapists (AAMFT) published core competencies for marriage and family therapist training programs in 2004 emphasizing the six domains of knowledge and requisite skills in each domain that comprise the practice of marriage and family therapy. The faculty of the John F. Kennedy University MA in Counseling Psychology Program (with emphases in Professional Clinical Counseling and/or in Marriage and Family Therapy) selected from these two publications the domains that best describe the program’s desired learning results. From the CACREP core competencies and the AAMFT six domains of knowledge and requisite skills in each domain, faculty developed the following Program Learning Outcomes (PLOs):

- **Knowing the self.** Students can articulate and evaluate the role of the self in marriage and family therapy and in professional clinical counseling along with developing strong professional identities as therapists and counselors and demonstrating leadership and advocacy applicable to furthering the professions;

- **Understanding the client.** Students can assess and diagnose client problems systematically and contextually;

- **Connecting with the client.** Students can establish, maintain, evaluate, and utilize the therapeutic relationship to serve the mental health needs of diverse clients;

- **Facilitating improved interpersonal relationships and mental health.** Students can utilize concepts, structures, theories, models, and technologies appropriate to the practice of marriage and family therapy and professional clinical counseling;

- **Providing psychotherapy and counseling within legal and ethical mandates.** Students can identify, explain, and apply state, federal, and local laws that govern the provision of psychotherapy and counseling and can employ ethical decision-making processes;

- **Providing culturally sensitive services.** Students can recognize their own potential biases and deliver culturally sensitive assessment, advocacy, education, and treatment; and

- **Evaluating outcomes of clinical work.** Students will be aware of, evaluate, and respond to measurable outcomes of their work with clients using the research tools and methods in the field and employing evidence-based practices in

psychotherapy and counseling interventions, assessments, and program evaluations.

Admission Requirements

In addition to the University requirements listed previously in this catalog, applicants to the MA in Counseling Psychology Program must submit the following:

- Official transcripts from the bachelor conferring institution and any post-master bachelor credits (including other master’s degrees). A 3.0 or better GPA is required for admission. In rare cases, lower GPAs may be considered at the discretion of the faculty;

- A bachelor’s degree from a regionally accredited institution. (International applicants to the program must have the equivalent of a U.S. bachelor’s degree);

- A personal statement, four to six double-spaced, type-written pages, plus a title page. The statement should reflect the applicant’s interest in the field and rationale for applying to this program; and

- Three signed letters of recommendation which attest to the applicant’s suitability for the program, preferably from former or current professors.

Degree Requirements

**Note:** Counseling Psychology courses are offered in Pleasant Hill (PSY), San Jose (PSJ), and Berkeley (PSB). For simplicity, all courses listed in this catalog will have the PSY prefix, although they also may be offered as PSJ or PSB. All courses are three (3) quarter/session units unless otherwise indicated.

The following courses are core MA Counseling Psychology requirements for both the MFT and PCC specializations.

<table>
<thead>
<tr>
<th>Phase I</th>
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<tbody>
<tr>
<td>Successful completion of Phase I required to advance to first field practicum. Courses listed in Phases II &amp; III may be taken earlier in the program if their prerequisites have been met.</td>
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<tr>
<td>PSY 5000 New Student Orientation (0)</td>
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<td>PSY 5054 Research Methods: Quantitative and Qualitative</td>
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<td>PSY 5070 Theories and Practices of Community Mental Health</td>
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<td>PSY 5112 The Family Life Cycle</td>
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<td>PSY 5115 Theories of MFT Practices I</td>
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<td>PSY 5156 Theories of MFT Practices II</td>
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<td>PSY 5157 Theories of MFT Practices III</td>
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<tr>
<td>PSY 5230 Clinical Skills Training A: Self as Clinician</td>
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<td>PSY 5231 Clinical Skills Training B: MFT Techniques I</td>
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<tr>
<td>PSY 5232 Clinical Skills Training C: MFT Techniques II</td>
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<tr>
<td>PSY 5303 Child, Adolescent and Family Therapy: Assessment &amp; Treatment A</td>
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<tr>
<td>PSY 5403 Diagnosis and Assessment of Psychopathology A</td>
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<tr>
<td>PSY 5635 Ethics and the Law</td>
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College of Graduate and Professional Studies

PSY 9000  Child Abuse Assessment, Reporting & Treatment Workshop (0)
PSY 9001  Diversity Awareness Workshop (0)
Total Phase I Coursework 36

Phase II
Select TWO of the following 5120 courses categories C, F, or I (6 units):
PSY 5120C  Specific Theories of Change: Child Therapy
PSY 5120F  Specific Theories of Change: Family Therapy
PSY 5120I  Specific Theories of Change: Individual Therapy
PSY 5154  Couple Therapy
PSY 5167  Brief Therapy
PSY 5179  Family Treatment of Addiction
Select from the following course sequences: (4)
PSY 5249-50  Field Practicum A-B -External (2/2)  Prerequisites: PSY 5635, 9000
OR
PSY 5260-61  Field Practicum A-B -Internal (2/2)  Prerequisites: PSY 5635 9000
PSY 5304  Child, Adolescent and Family Therapy: Assessment and Treatment B  Prerequisite: PSY 5303 with same instructor
PSY 5310  Group Therapy
PSY 5404  Diagnosis and Assessment of Psychopathology B  Prerequisite: PSY 5403 with same instructor
PSY 5434  Family Violence (2)  Prerequisite: PSY 5635
PSY 5613  Human Sexuality (2)  Prerequisite: Phase I
PSY 5620  Multicultural Competence
PSY 9007  Introduction to Community Based Program (0)
PSY 9008  Aging & Long Term Care Workshop-Internal (0)
PSY 9010  Issues with HIV and AIDS (0)
PSY 9090  Written Master’s Examination (0)  Prerequisite: PSY 9000, 5304, 5404
Total Phase II Coursework and Practicum 35

Phase III
Select from the following course sequences: (4)
PSY 5251-52  Field Practicum C-D - External (2/2)
OR
PSY 5262-63  Field Practicum C-D - Internal (2/2)
PSY 5406  Psychopharmacology
PSY 5436  Crisis and Trauma
PSY 9075  Personal Psychotherapy (0)

Total Phase III Coursework and Practicum 10
Core units required 81

Specialization Course Requirements

Marriage and Family Therapy Specialization
The following courses are requirements for the MFT specialization, amounting to 9 units of MFT coursework, which when combined with the 81 core requirements, total to the required 90 degree units for the MA in Counseling Psychology degree with a specialization in Marriage and Family Therapy.

This course must be taken in 3 consecutive quarters for a total of 6 units:
PSY 5247  Clinical Case Seminar (2/2/2/2)
Must take total of 3 units of this course:
PSY 5309  Seminar in MFT (1/1/1)
Total MFT Specialization Course Work and Practicum 9

Professional Clinical Counseling Specialization
The following courses are requirements for the MFT specialization, amounting to 10.5 units of PCC coursework, which when combined with the 75 core requirements, total to the required 90 degree units for the MA in Counseling Psychology degree with a specialization in Professional Clinical Counseling.

PSY 5780  Theories of Career Development (4.5)
PSY 5405  Psychological Testing
PSY 5407  Recent Advances in Pediatric & Geriatric Psychopharmacology (1.5)
PSY 5646  Advanced Studies in Research (1.5)  Prerequisite: PSY 5054
Total PCC Specialization Course Work and Practicum 10.5
Total Units Required for Degree with MFT and PCC Specializations 101.5
Specializations in Expressive Arts, Holistic Studies, Integral Psychotherapy, Somatic Psychology, and Transpersonal Psychology

The Counseling Psychology - Holistic program offers a Master of Arts (MA) degree in Counseling Psychology - Holistic with five specializations: Expressive Arts and Holistic Studies (an integration of somatic and transpersonal), offered at the San Jose campus, Integral Psychotherapy, Somatic Psychology and Transpersonal Psychology offered at the Pleasant Hill campus. Built on the traditions of modern psychology, the foundation of the specializations adds a holistic perspective that integrates body, mind, spirit, and culture into the curriculum.

The MA degree in Counseling Psychology offered in this program is designed for students who are interested in working psychotherapeutically with individuals, couples, families, and groups. Students receive a strong foundation in basic counseling theory and practice, while meeting the educational requirements for the CA MFT license. With some additional coursework, students can also meet the requirements of the California Licensed Professional Clinical Counselor (LPCC) license. Both licenses allow clinical work in private practice settings and county and community based agencies.

The curriculum encompasses core courses in holistic studies, basic counseling skills, diagnosis and assessment, marriage and family counseling courses, and courses in the student's chosen specialization. The three-year program is divided into three areas of emphasis. Year one focuses on basic counseling psychology theory and the acquisition of personal therapy skills such as receptivity, presence, tracking, and therapeutic communication. Year two emphasizes the development of core clinical skills in the area of assessment and treatment, marriage and family interventions, and training in the specializations. In the third year students work in their supervised field placement and all courses are focused on work with clients.

Central to the program is the perspective that holistic learning occurs both cognitively and experientially. Only through knowing oneself can the therapist obtain the clarity, compassion, and wisdom necessary to help others. The curriculum therefore places significant emphasis upon the student’s self-exploration and personal growth combined with critical thinking and the acquisition of clinical skills. Graduates of the program know themselves well as skilled and capable professionals. They competently use the counseling skills of empathic listening, clear and direct communicating presence, and self-reflection. Graduates understand and know professional theories of individual and family development and therapy, as well as develop basic professional skills in clinical diagnosis and assessment. Students of the program also learn the importance of attunement to issues relating to diversity, ethnicity, and multiculturalism in providing professional services. They know the laws of the State of California as they pertain to the profession of counseling psychology and are practiced in making ethical choices and decisions.

Field Placement

Students in the MA in Counseling Psychology - Holistic degree program gain therapeutic experience and develop clinical skills through required 12 units of field placement. Students complete their field placement at the University's Community Counseling Centers in Oakland and Sunnyvale, or at another approved community-based site.

The 12 units (four consecutive quarters) of supervised field placement are integral to students’ clinical training. Students are trained to conduct screening interviews, crisis intervention, assessment, referral, and community outreach. Students have ample opportunity to share their clinical experience with other trainees and to receive feedback on their work from skilled practitioners. Working with the guidance of experienced, licensed therapists, trainees are assisted in developing therapeutic skills through a variety of means, including individual and group supervision, training sessions, individual and family case seminars, direct observation through one-way mirrors, and use of audio and video. Students may sometimes be required or have the option to take a fifth quarter of field placement.

Supplemental field placement is for students who wish to gain clinical experience in addition to their required 12 units of field practicum and wish to count those hours of experience towards BBS licensure. In order to be eligible a student must complete at least 18 quarter units of graduate coursework in the counseling program. Those 18 units must include Therapeutic Communication A–B (HSJ 5105–06, SPC 5323–24, or TPC 5213–14), Group Process A–C (HSJ 5101–03, SPC 5004–06, or TPC 5004–06), and Ethics and the Law (HSJ 5235, HPC 5235, SPC 5631, or TPC 5235). After receiving permission from the field placement coordinator and the program chair or director, a student must register for the one-unit supplemental fieldwork course for each quarter.

Individual Psychotherapy

The program considers it essential that a practicing therapist understand the therapy process on a first-hand and personal basis. All students in the counseling psychology program are required to complete at least 48 hours of weekly individual psychotherapy with a licensed therapist. In some cases students may be required to complete more than 48 hour minimum requirement. Students receive no academic credit for this and must make financial arrangements directly with the therapist. Students must start their psychotherapy on or before the beginning of the second year in the program.

Individual therapy gives students the opportunity to work on personal concerns and issues that may affect their work with clients. The therapist acts as an exemplar: students studying to become therapists have an opportunity to extend their expertise by direct supervision from an experienced professional. These hours can be applied toward MFT licensing requirements if done with a fully licensed practitioner.

Spiritual/Somatic/Arts Practice Requirement

In keeping with the program's recognition that daily spiritual/somatic/arts practice is fundamental to growth in consciousness, students in the program are required to practice a discipline. Sitting meditation, somatic disciplines such as tai chi, yoga, aikido,
or movement, arts based practices or the practice of other comparable disciplines are all acceptable possibilities. Students determine which discipline best serves their needs and are expected to articulate how the discipline has contributed to their individual growth in writing or during the year-end review.

**California Marriage and Family Therapy Licensing Requirements**

The MA degree in Counseling Psychology - Holistic with a specialization in Expressive Arts, Holistic Studies, Integral Psychotherapy, Somatic Psychology and Transpersonal Psychology meets the educational requirements for the MFT license. Licensing statutes and regulations are subject to future legislative or administrative revisions. Counseling psychology students will be kept informed about MFT licensing requirements and changes as they occur.

A description of the requirements of the law (Business and Professional Code §§4980.37 and 4980.38), and the way in which the program meets these requirements are available from the College of Graduate and Professional Studies.

**LPCC Licensing Requirements**

For students interested in being eligible for the LPCC license, you must take additional courses and accrue additional client hours during your practicum. In addition to the courses on your flowchart, which meet Marriage and Family Therapy (MFT) licensing requirements for the State of California, you will need to add the following courses to be eligible for the LPCC license:

- PSY 5780 Theories of Career Development (4.5)
- PSY 5405 Psychological Testing (3)
- PSY 5054 Research Methods (3)
- PSY 5406 Psychopharmacology (3)

Transpersonal Students will also need to add:
- SPC 5621 Somatic Psychology Approaches to Trauma and PTSD B (2)
- SPC 5612 Supervised Practicum in Somatic Psychology: Somatic Trauma Approaches (.5)

**Total Units Required for LPCC License** 13.5 - 16

Also be aware that you will need to complete a minimum of 280 face-to-face client hours during your practicum year in your program. MFT students need to complete 225 hours. If you are unable to complete 280 hours during 4 quarters, you will be required to complete a 5th quarter or more of field placement.

**Performance Review and Evaluation**

Following admission, there is an ongoing evaluation of each student’s academic performance and readiness to continue in the program. When an evaluation indicates that a student’s performance falls below the standards of the Department of Counseling Psychology, a student may be required to take additional coursework, complete additional supervised field experience, undertake personal growth work, take a leave of absence, or withdraw from the program. The final decision is made by the department chair in consultation with the dean.

After one year in the program and completion of the courses listed below, students are given a year-end progress review. This year-end review is a supportive team process involving the review of written faculty feedback and evaluation, grade standing, and an assessment of the individual’s overall readiness to proceed further in the program.

**Oakland Community Counseling Center**

The Oakland Community Counseling Center provides supervised training for advanced students in the counseling psychology program and offers high-quality, affordable psychotherapy to the community. The Center has provided comprehensive and confidential counseling services to the diverse ethnic and socioeconomic communities of the East Bay for over 25 years.

The Center offers a safe setting where adults, children, adolescents, and seniors have the opportunity to find inner strength and direction through personal counseling. Clients are actively supported as they grow personally and spiritually from the challenges and joy found in their everyday experiences and relationships. A wide variety of issues are addressed, including family conflicts and parenting, relationship problems, anxiety and depression, sexuality, grief, and spiritual crises.

The Counseling Center provides a one-year traineeship for students preparing for MFT license. Advanced students are offered a supportive atmosphere to work with clients in a therapeutic setting. The center also helps students ground their spiritual aspirations in practical service to others. Students receive extensive training in clinical skills, while working with individuals, children, couples, families, and groups under the supervision and guidance of experienced, licensed therapists.

**Program Learning Outcomes**

Students completing the MA in Counseling Psychology - Holistic will be able to:

- Display the capacity to build a therapeutic relationship with client;
- Demonstrate a high level of clinical skills;
- Articulate theoretical comprehension and apply critical thinking;
- Exhibit holistic self-awareness; and
- Articulate and apply the principles of the program specializations (Transpersonal, Somatic, Holistic, Integral or Expressive Arts).

**Specialization in Expressive Arts**

The Master of Arts (MA) in Counseling Psychology – Holistic, specializing in Expressive Arts prepares students for careers as psychotherapists with a special emphasis on multi-modal expressive arts approaches to psychotherapy. This program is offered at our Berkeley campus.

This degree specialization offers a strong foundation in basic counseling theory and practice. The program combines theoretical and experiential learning modalities and emphasizes personal growth and development. Students engage in self-reflection throughout the program. Core coursework allows students the opportunity to develop awareness of their own process while developing counseling, interpersonal, and communication skills.
Students also explore the integration of the expressive arts including, dance, visual art, music, drama and poetry in their work through content in holistic psychotherapies, expressive arts interventions, and humanistic psychology.

The Expressive Arts specialization utilizes many of the same methods as traditionally-oriented therapies and also incorporates art-based interventions that help clients externalize internal experiences. Grounded in deep humanistic theory, expressive arts psychology emphasizes the quality of presence, authenticity and the ability to provide containment in the therapeutic relationship. It values a client centered approach which trusts in the client's innate health and inner guiding wisdom. The use of the arts and power of art to externalize and contain deep interpersonal emotion are the cornerstones of the field and key to this specialization. The coursework in expressive arts psychology deepens students' knowledge of the role of art, movement, dreams, sensate experiences, and ritual in fostering psychological well-being.

Master classes are offered once a year in a special seminar quarter, where students are given the opportunity to work deeply and intensively with leaders in the field of expressive arts. Students are encouraged to pursue a personal arts based practice as a foundation for their work with others. This specialization encourages a commitment to work in the community and all students are required to participate in planning and executing a community based art experience. In addition, the program provides focused emphasis in Dance Therapy in partnership with the American Dance Therapy Association toward their credential program.

Program Learning Outcomes

- Display the capacity to build a therapeutic relationship with your client;
- Demonstrate a high level of clinical skills;
- Articulate theoretical comprehension and apply critical thinking;
- Exhibit holistic and artistic self-awareness;
- Embody professionalism; and
- Articulate and apply the principles of the Expressive Arts.

Admission Requirements

In addition to a completed application, an applicant must submit:

- One set of official transcripts of the conferred bachelor degree and any post-bachelor credits or degrees;
- A personal statement that is 5-to-10 double-spaced, typewritten pages describing any personal or professional growth work or events that have shaped the applicant's life, reasons for applying to the area of specialization, any study (academic or otherwise) pursued in this area of interest and future professional and personal goals; and
- A portfolio of an arts-based practice that shows expertise in visual arts, music, drama, or creative writing.

Letters of recommendation are strongly recommended, but not required. Letters should be from friends, professional associates, teachers, supervisors or others who can comment on emotional, spiritual, intellectual and practical development, as well as assess capacity for graduate study in the degree area.

Upon receipt of a completed application, an admissions interview will be scheduled.

Degree Requirements

All courses are 3 quarter units unless otherwise indicated.

<table>
<thead>
<tr>
<th>Core Curriculum</th>
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<tbody>
<tr>
<td>EXJ 5000 Introduction to Expressive Arts Therapy Program (0)</td>
</tr>
<tr>
<td>HSJ 5100 Seminar in Holistic Studies (2)</td>
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<tr>
<td>EXJ 5100 Intensive Master Classes (8)</td>
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<tr>
<td>EXJ 5200 Foundations of Expressive Arts</td>
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<tr>
<td>EXJ 5210 Community Arts Practice A (1)</td>
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<td>EXJ 5211 Community Arts Practice B (1)</td>
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<td>EXJ 5101 Group Process A (2)</td>
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<td>EXJ 5102 Group Process B (2)</td>
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<tr>
<td>EXJ 5105 Therapeutic Communication A</td>
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<tr>
<td>EXJ 5106 Therapeutic Communication B</td>
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<tr>
<td>EXJ 5220 Jungian Psychology (2)</td>
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<tr>
<td>HSJ 5201 Diagnosis, Assessment and Therapeutic Strategy A</td>
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<tr>
<td>HSJ 5202 Diagnosis, Assessment and Therapeutic Strategy B</td>
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<tr>
<td>HSJ 5520 Psychopharmacology</td>
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<tr>
<td>HSJ 5243 Community Mental Health</td>
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<td>HSJ 5120 Individual Development and Family Life Cycle A</td>
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<tr>
<td>HSJ 5121 Individual Development and Family Life Cycle B</td>
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<tr>
<td>HSJ 5126 Cross-Cultural Issues in Counseling</td>
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<td>HSJ 5210 Child Therapy</td>
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<tr>
<td>EXJ 5215 Marriage and Family Counseling A</td>
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<tr>
<td>HSJ 5225 Basic Addiction Studies</td>
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<tr>
<td>HSJ 5230 Sexuality (2)</td>
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<td>HSJ 5235 Ethics and the Law</td>
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<tr>
<td>HSJ 5620 Approaches to Trauma (2)</td>
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<tr>
<td>HSJ 5313 Advanced Clinical Skills: Arts in Psychotherapy (2)</td>
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<tr>
<td>HSJ 5315 Counseling Case Seminar</td>
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<tr>
<td>HSJ 5330 Clinical Skills: Partner &amp; Spousal Abuse, Elder Care (2)</td>
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<tr>
<td>HSJ 9005 Personal Psychotherapy (0)</td>
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<tr>
<td>HSJ 9015 Child Abuse Assessment (0)</td>
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<tr>
<td>HSJ 5301 Supervised Field Practicum A</td>
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<td>HSJ 5302 Supervised Field Practicum B</td>
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<td>HSJ 5303 Supervised Field Practicum C</td>
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<tr>
<td>HSJ 5304 Supervised Field Practicum D</td>
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<tr>
<td>HSJ 5350 Final Integrative Project A (1)</td>
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<tr>
<td>HSJ 5351 Final Integrative Project B (2)</td>
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</tbody>
</table>

Total units required 91
Specialization in Holistic Studies

The Master of Arts (MA) degree in the Counseling Psychology - Holistic program with a specialization in Holistic Studies prepares students for careers as psychotherapists with a special emphasis on transpersonal and somatic approaches to psychotherapy. This program is offered at our San Jose campus only.

This degree specialization offers a strong foundation in basic counseling theory and practice. The program combines theoretical and experiential learning modalities and emphasizes personal growth and development. Students engage in self-reflection throughout the program. Core coursework allows students the opportunity to develop awareness of their own process while developing counseling, interpersonal, and communication skills. Students also explore the integration of body, mind, emotions, and spirit in their work through content in body-oriented psychotherapies, transpersonal counseling, Jungian psychology, and humanistic psychology.

Transpersonal psychology addresses many of the same client issues and utilizes many of the same methods as more traditionally oriented therapies. However, transpersonal psychology also emphasizes the quality of presence and authenticity of the therapist, an openness to expanded states of consciousness, and a trust in the client’s innate health and inner guiding wisdom. Transpersonal therapists may also utilize meditation, breath awareness, or imagery methods. The coursework in transpersonal psychology deepens students’ knowledge of the role of meditation, dreams, archetypes, myth, and ritual in fostering psychological and spiritual well-being.

Somatic psychology courses investigate the ways emotions, attitudes, and beliefs are often embedded in one’s physical structure, posture, expression, or voice. Movement seminars explore the reciprocal relationship between movement and the psyche. Students learn to utilize movement and body meditation techniques, work through emotional and energetic blocks, and cultivate body-mind-spirit integration. Students are encouraged to pursue both spiritual practices and somatic disciplines as a foundation for their work with others. In addition the program provides focused emphasis in Buddhist Psychology and Queer Consciousness competency.

Admission Requirements

In addition to a completed application, an applicant must submit:

- One set of official transcripts of the conferred bachelor degree and any post-bachelor credits or degrees; and
- A personal statement that is 5-to-10 double-spaced, typewritten pages describing any personal or professional growth work or events that have shaped the applicant’s life, reasons for applying to the area of specialization, any study (academic or otherwise) pursued in this area of interest and future professional and personal goals.

Letters of recommendation are strongly recommended, but not required. Letters should be from friends, professional associates, teachers, supervisors or others who can comment on emotional, spiritual, intellectual and practical development, as well as assess capacity for graduate study in the degree area.

Upon receipt of a completed application, an admissions interview will be scheduled.

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<tbody>
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<td><strong>Core Curriculum</strong></td>
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<tr>
<td>HJS 5000 Introduction to Holistic Studies Program (0)</td>
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<tr>
<td>HJS 5010 Paradigms of Consciousness</td>
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<tr>
<td>HJS 5100 Seminar in Holistic Studies (4 total)</td>
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<tr>
<td>HJS 5115 Fundamentals of Transpersonal Psychology (2)</td>
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<td>HJS 5130 Movement Seminar</td>
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<td>HJS 5205 Body-Oriented Psychotherapies (2)</td>
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<tr>
<td>HJS 5220 Jungian Psychology</td>
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<td>HJS 5101 Group Process A (2)</td>
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<td>HJS 5102 Group Process B (2)</td>
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<td>HJS 5103 Group Process C (2)</td>
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<td>HJS 5105 Therapeutic Communication A</td>
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<td>HJS 5106 Therapeutic Communication B</td>
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<td>HJS 5201 Diagnosis, Assessment and Therapeutic Strategy A</td>
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<tr>
<td>HJS 5520 Psychopharmacology</td>
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<td>HJS 5120 Individual Development and Family Life Cycle A</td>
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<td>HJS 5230 Sexuality (2)</td>
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<td>HJS 5235 Ethics and the Law</td>
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<tr>
<td>HJS 5243 Community Mental Health</td>
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<tr>
<td>HJS 5620 Approaches to Trauma and PTSD A (2)</td>
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<tr>
<td>HJS 5313 Advanced Clinical Skills: Being a Psychotherapist (2)</td>
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<td>HJS 5315 Counseling Case Seminar</td>
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<td>HJS 5330 Clinical Skills: Partner &amp; Spousal Abuse, Elder Care (2)</td>
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<td>HJS 9005 Personal Psychotherapy (0)</td>
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<td>HJS 5301 Supervised Field Practicum A</td>
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</tbody>
</table>

**Total units required** 91
Specialization in Integral Psychotherapy

Note: No new students are admitted to this program after Spring, 2012. Students currently enrolled will be able to complete this program. Current students should consult their program advisor or chair for details. Prospective students should contact the Admissions Office.

The Integral Psychotherapy Specialization is based on the All Quadrant, All Level (AQAL) framework of Ken Wilber and others. The content and pedagogy of this specialization is drawn from courses already offered in the MA degree in Integral Psychology. The Integral Psychotherapy Specialization uses the AQAL Model as a framework for the study of psychotherapy and counseling and the inclusion of an Integral Life Practice.

The integral specialization furthers the evolution of modern psychology by bringing the integrated perspective as articulated in the AQAL model. The AQAL model brings a multi-perspective and systematic view of psychology that recognizes the importance of the individual and collective subjective and the individual and collective objective dimensions of the human experience that are the four quadrants of mind, body, culture and systems. The model further recognizes the importance of developmental levels as well as lines of development. These developmental lines include cognitive, moral, and interpersonal among others. The model also recognizes the various states and types of consciousness that are aspects of the human experience.

Having originally emerged from transpersonal psychology, students share many clinically oriented courses with the transpersonal psychology specialization. Integral psychotherapy also includes traditional, modern, and post-modern approaches in an integrated and systematic way, using the AQAL model as its framework.

The Integral Life Practice is also a unique aspect of the program. ILP consists of “modules” that are engaged by students to deepen their development and transformation both in terms of depth and breadth. The core modules include Body, Mind, Spirit, and Shadow. This ILP practice would take the place of the spiritual or somatic practice requirement in the transpersonal, somatic and holistic specializations.

Clinicians with an MA degree in counseling psychology with a specialization in integral psychotherapy are uniquely suited to administer to a growing population of people interested in a more integral approach.

Program Learning Outcomes

- Display the capacity to build a therapeutic relationship with client;
- Demonstrate a high level of clinical skills;
- Articulate theoretical comprehension and apply critical thinking;
- Exhibit holistic self-awareness and embody professionalism; and
- Articulate and apply the principles of the Integral specializations.

Degree Requirements

| All courses are 3 quarter units unless otherwise indicated. |

<table>
<thead>
<tr>
<th>Core Curriculum</th>
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<tbody>
<tr>
<td>CNS 5010 Paradigms of Consciousness</td>
</tr>
<tr>
<td>HPC 5000 Introduction to the Holistic Studies Counseling Psychology Program (0)</td>
</tr>
<tr>
<td>IPP 5017 Integral Psychology A: Human Development</td>
</tr>
<tr>
<td>IPP 5018 Integral Psychology B: Worldviews and Applications</td>
</tr>
<tr>
<td>IPP 5349 Integral Life Practice (2)</td>
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<tr>
<td>IPP 5350 Integral Life Practice for Therapists (1)</td>
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<tr>
<td>IPP 5015 Social Psychology and Social Transformation</td>
</tr>
<tr>
<td>IPP 5025 Somatic Psychology: Integrating Body and Soul (2)</td>
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<tr>
<td>IPP 5054 Enneagram Assessment</td>
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<tr>
<td>IPP 5049 Transpersonal Psychology</td>
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<thead>
<tr>
<th>General Counseling</th>
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<tbody>
<tr>
<td>TPC 5004 Group Process A (2)</td>
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<td>TPC 5005 Group Process B (2)</td>
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<td>TPC 5006 Group Process C (2)</td>
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<tr>
<td>HPC 5200 Diagnosis, Assessment and Therapeutic Strategy A</td>
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<tr>
<td>TPC 5213 Therapeutic Communication A</td>
</tr>
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<td>TPC 5214 Therapeutic Communication B</td>
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<tr>
<td>HPC 5245 Psychopharmacology (1)</td>
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<tr>
<td>HPC 5550 Marriage and Family Counseling A</td>
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<td>TPC 5153 Marriage and Family Counseling B</td>
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<tr>
<td>HPC 5158 Child Therapy</td>
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<tr>
<td>TPC 5192 Individual Development and the Family Life Cycle A</td>
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<tr>
<td>TPC 5193 Individual Development and the Family Life Cycle B</td>
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<tr>
<td>TPC 5231 Sexuality (2)</td>
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<tr>
<td>HPC 5243 Community Mental Health and Principles of Recovery</td>
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<tr>
<td>TPC 5250 Basic Addiction Studies</td>
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<tr>
<td>TPC 5325 Ethics and the Law</td>
</tr>
<tr>
<td>HPC 5422 Cross-Cultural Issues in Counseling</td>
</tr>
<tr>
<td>TPC 5620 Holistic/Somatic Approaches to Trauma and PTSD A (2)</td>
</tr>
<tr>
<td>HPC 5703 Clinical Skills: Partner and Spousal Abuse, Elder Care (2)</td>
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<tr>
<td>TPC 5705 Counseling Case Seminar: Individuals</td>
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<tr>
<td>TPC 9005 Personal Psychotherapy (0)</td>
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<tr>
<th>Field Placement</th>
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<tbody>
<tr>
<td>HPC 5751 Field Placement A</td>
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<tr>
<td>HPC 5752 Field Placement B</td>
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</table>
In addition to a completed application, an applicant must submit:

**Admission Requirements**

- One set of official transcripts of the conferred BA degree and any post-Bachelor credits or degrees; and
- A personal statement that is 5-to-10 double-spaced, typewritten pages describing any personal or professional growth work or events that have shaped the applicant’s life, reasons for applying to the area of specialization, any study (academic or otherwise) pursued in this area of interest and future professional and personal goals.

Letters of recommendation are strongly recommended, but not required. Letters should be from friends, professional associates, teachers, supervisors or others who can comment on emotional, spiritual, intellectual and practical development, as well as assess capacity for graduate study in the degree area.

Upon receipt of a completed application, an admissions interview will be scheduled.

**Program Learning Outcomes**

- Display the capacity to build a therapeutic relationship with client;
- Demonstrate a high level of clinical skills;
- Articulate theoretical comprehension and apply critical thinking;
- Exhibit holistic self awareness and embody professionalism; and
- Articulate and apply the principles of the Somatic specialization.

**Degree Requirements**

All courses are 3 quarter units unless otherwise indicated.

<table>
<thead>
<tr>
<th>Core Curriculum</th>
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<tbody>
<tr>
<td>CNS 5010 Paradigms of Consciousness</td>
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<tr>
<td>HPC 5000 Introduction to Holistic Studies Counseling Psychology Program (0)</td>
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<table>
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<tr>
<th>Somatic Psychology Specialization</th>
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<tbody>
<tr>
<td>SPC 5220 Principles of Somatic Psychology</td>
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<tr>
<td>SPC 5241 The Cultural Body: Society, Body, Image and the Self (2)</td>
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<tr>
<td>SPC 5430 Movement Seminar A: The Self in Movement (3)</td>
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<td>SPC 5431 Movement Seminar B: Clinical Technique (2)</td>
</tr>
<tr>
<td>SPC 5512 Somatic Psychology Perspectives on Stress and Psychobioimmunology (2)</td>
</tr>
<tr>
<td>SPC 5612 Supervised Practica in Somatic Psychology</td>
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This course is a topics course (one-half or one unit per election), and subsequent registrations count for additional credit. Somatic Psychology students are required to take a total of three units of this course.

<table>
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<tr>
<th>General Counseling</th>
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<tbody>
<tr>
<td>SPC 5004 Group Process A (2)</td>
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<tr>
<td>SPC 5005 Group Process B (2)</td>
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</table>
Specialization in Transpersonal Psychology

The transpersonal perspective includes the wisdom and methods of the psychoanalytic, behaviorist, and humanistic orientations, and expands them to create a more integral/holistic perspective that includes the spiritual aspects of human experience.

This perspective emphasizes the counselor’s presence, openness, and authenticity as central to the therapeutic process. It maintains a respect for the client’s self-healing capacities and views emotional dysfunction as an opportunity for growth. Transpersonal psychotherapists are interested in exploring the interaction and integration of personality, feelings, and spirit, empowering their clients to connect with their essential self and to fulfill their soul’s purpose. Using traditional psychotherapeutic tools, as well as dream work, presence, guided visualization, expressive arts, and meditation, transpersonal therapists facilitate processes that support their clients’ self-discovery and access their inner wisdom. Students are asked to pursue embodied spiritual practices as a foundation for their work with others.

The program offers a strong foundation in basic counseling theory and practice. It combines theoretical and experiential learning modalities and emphasizes personal growth and development. Transpersonal psychology courses investigate the relationship between self and spirit, self and body, and body and spirit. In addition to the in-depth core curriculum of the Counseling Psychology - Holistic program, students explore contemporary schools of transpersonal, holistic, and integral psychology. Students are encouraged to pursue both spiritual and psychological practices as a foundation for their work with others.

**Program Learning Outcomes**

- Display the capacity to build a therapeutic relationship with client;
- Demonstrate a high level of clinical skills;
- Articulate theoretical comprehension and apply critical thinking;
- Exhibit holistic self-awareness and embody professionalism; and
- Articulate and apply the principles of the transpersonal specialization.

**Admission Requirements**

- In addition to a completed application, an applicant must submit:
  - One set of official transcripts of the conferred bachelor degree and any post-bachelor credits or degrees.
  - A personal statement that is 5-to-10 double-spaced, typewritten pages describing any personal or professional growth work or events that have shaped the applicant’s life, reasons for applying to the area of specialization, any study (academic or otherwise) pursued in this area of interest and future professional and personal goals.

Letters of recommendation are strongly recommended, but not required. Letters should be from friends, professional associates, teachers, supervisors or others who can comment on emotional, spiritual, intellectual and practical development, as well as assess capacity for graduate study in the degree area.

Upon receipt of a completed application, an admissions interview will be scheduled.

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<td><strong>HPC 5000</strong> Introduction to the Holistic Studies Counseling Psychology Program (0)</td>
</tr>
</tbody>
</table>

All courses are 3 quarter units unless otherwise indicated.
HEALTH EDUCATION

The Health Education (HE) program offered at JFK University’s Pleasant Hill campus reflects cutting-edge understanding of theory and practice in health education from a holistic perspective, embracing body, mind, spirit, and community. One of the most important values of this paradigm applied to health is a focus on wellness.

Graduates are professionally prepared to enter the field of health education. Health Educators work in hospitals and clinical settings, schools and universities, community health settings, and for health care corporations including insurance companies and corporate wellness programs developing, delivering, and managing health education programs. Graduates have also created their own educational platforms, consulting businesses, and health coaching practices. For more information about the professional role of the health educator, visit the US Department of Labor, Bureau of Labor Statistics Occupational Outlook Handbook for Health Educators at: http://www.bls.gov/ooh/Community-and-Social-Service/Health-educators.htm.

Master of Arts in Health Education

Health Education Program Mission Statement

The mission of the Health Education Program is to develop a cadre of health educators who promote and embody a holistic vision of health both professionally and personally, acting from the highest values including:

• Professional ethics;
• Respect for diversity and commitment to access to health education for all;
• Interest in integrative approaches incorporating conventional and complementary and alternative (CAM) models;
• Desire to serve and to act as an agent of change; and
• Active and responsible participation in our communities, local to global.

Program Learning Outcomes

• Demonstrate a holistic approach to health education, addressing body, mind, spirit, and community.
• Explain the basic philosophies of health and healing and the basics of diagnosis and treatment (to the level appropriate for health educators) in a variety of modalities of health care, both conventional and alternative, demonstrating an integrative approach.
• Demonstrate an understanding of and proficiency in performing basic competencies associated with the professional role of health educator. Graduates will be able to:
Assess needs, assets and capacity for health education;
» Plan health education;
» Implement health education;
» Conduct evaluation and research related to health education;
» Serve as a health education resource person; and
» Communicate and advocate for health and health education.
• Demonstrate knowledge of multiple approaches and frameworks for delivering health education content and services, including:
» Prevention and wellness;
» Self-care (as a topic, not a personal practice);
» Change and adult education;
» Stress management;
» Nutrition;
» Coaching; and
» Community-based delivery.

Admission Requirements
In addition to a completed application, an applicant must submit:
• One set of official transcripts with conferred bachelor degree and any post-bachelor credits or degrees. With rare exceptions, a 3.0 GPA is required for admission.
• A personal statement that is 5-to-10 double-spaced, typewritten pages reflecting on who and where you are at this moment in your life, including experiences that have shaped you. Areas to cover are:
  • How does the field of health education fit with who you are and your life or career aspirations?
  » What significant experiences or events in your life journey contribute to your readiness for graduate study in health education?
  » What brought you to apply to this program?
  » What do you foresee your future work to be? And, how will this degree support that?
• Two letters of recommendation. Letters should be from professional associates, teachers, supervisors or others who can assess capacity for graduate study in the degree area, as well as comment on professional and personal development.

Upon receipt of a completed application, an admissions interview will be scheduled. Applicants may be asked to submit additional documentation to assess their capacity for success in the HE program, including an additional writing sample.

An interview with the Program Chair or a member of the core faculty is required.

Degree Requirements

<table>
<thead>
<tr>
<th>All courses are 4 units unless otherwise noted.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum</strong></td>
</tr>
<tr>
<td>HHE 5001</td>
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<tr>
<td>HHE 5505</td>
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<tr>
<td>HHE 5574</td>
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<tr>
<td>HHE 5608</td>
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<tr>
<td>HHE 5225</td>
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<tr>
<td>HHE 5120</td>
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<tr>
<td>HHE 5140</td>
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<tr>
<td>HHE 5145</td>
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<tr>
<td>HHE 5155</td>
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<td>HHE 5169</td>
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<td>HHE 5158</td>
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<tr>
<td>HHE 5500</td>
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<tr>
<td>HHE 5512</td>
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<tr>
<td>HHE 5200</td>
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<tr>
<td>HHE 5147</td>
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<tr>
<td>HHE 5615</td>
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<tr>
<td>HHE 5428</td>
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<tr>
<td>HHE 5429</td>
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<tr>
<td>HHE 5430</td>
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<tr>
<td>HHE 5432</td>
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<tr>
<td>HHE 5607</td>
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<tr>
<td>HHE 5565</td>
</tr>
<tr>
<td>HHE 5609</td>
</tr>
<tr>
<td>HHE 5610</td>
</tr>
</tbody>
</table>

Total units required 59

Four (4) units beyond the degree requirements are required to fulfill the requirements of the Holistic Nutrition specialization.

Holistic Nutrition Specialization Curriculum

<table>
<thead>
<tr>
<th>All courses are 4 units unless otherwise indicated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHE 5155</td>
</tr>
</tbody>
</table>

Prerequisite: HHE 5001
**HISTORY OF CONFLICT**

**Master of Arts in The History of Conflict**

This program traces the history of conflict and its resolution from ancient civilizations through modern civil and ethnic unrest. Theories of war and conflict, military history, the role of religion on peace and conflict, successful and failed peace negotiations, the future of conflict and its resolution are examined through textbooks, independent readings, and a Research Seminar capstone project.

In addition to an exploration of the theories of war and conflict, students will examine, critique, and conduct research on military history, the role of religion on peace and conflict, successful and failed peace negotiations throughout history, and the future of conflict and its resolution. The program’s curriculum is designed to highlight major historical theories and incidents from ancient warfare, to social transformations that shaped and were shaped by conflict, comparative religion and its role in conflict, American military history, nonviolence and conflict resolution, diplomacy, and a forward-looking seminar on the future of conflict in the world.

The instructional modality for the program was tailored for active and retired military for whom experience has provided them a unique perspective on the role of conflict in society. However, the degree acknowledges that the history of conflict is not simply one of military conflict, but of broader sociological and historical perspectives. Therefore, individuals who have backgrounds in theology, philosophy, or related fields of study, and who are interested in building a culture of peace are also ideal students for this program.

**Program Learning Objectives**

Upon completion of the program, students will be able to:

- Analyze the relationship between fact, method, theory, and interpretation of historical accounts.
- Analyze ethical issues that emanate from historical scholarship.
- Evaluate and interpret historical texts in a multifaceted and nuanced manner.
- Synthesize and apply historical theories and philosophies to a variety of historical subjects.
- Pose questions and conduct historical research that engages disciplinary perspectives, uses relevant resources, and contributes to scholarly understanding.
- Create sophisticated and professionally-informed written work that conveys well-researched and constructed arguments and analysis.

**Admission Requirements**

The admissions process for the proposed program will be consistent with the University’s established methods and standards for all applying for graduate study. In general, the University examines both the academic and personal qualifications of all applicants to ensure prospective students have the ability to benefit from, and contribute to, the integrated educational experience at the University. Applications are also assessed with regard to the applicant’s educational interests and the congruence of that interest with the philosophy and purpose of the program to which she or he is applying. Admissions decisions are made independent of any actual or perceived need for financial aid.

Individuals desiring to enroll in the proposed program must apply and be admitted to the University, and must submit:

- A completed application
- Official transcripts of all collegiate work
- Personal Statement
- Two letters of recommendation
- A bachelor’s degree with a minimum GPA of 3.0

Provisional admission may be considered for applicants who do not meet all of the application requirements. In special circumstances, provisional admissions may be granted to students who have grade point averages below that required for the program.

Credits will be given for completed coursework at other accredited institutions for which the student has received a grade of B or higher. The maximum number of units that may be transferred is 9 units. Students will be expected to complete at least 45 units at John F. Kennedy University in order to receive a John F. Kennedy University degree.

**Degree Requirements**

All students are encouraged to select a Thesis Advisor early in their program from the program faculty based on areas of interest and planned thesis no later than the start of their fifth course.
Students should consult regularly with their Thesis Advisor regarding course selection and their research proposal. Once they begin their research, students will consult monthly with their Thesis Advisor by email. Students initiate the monthly contact with their Thesis Advisor, document their progress, and provide drafts of each chapter for review.

To be considered for the graduation, an MA candidate must submit the completed thesis to the Thesis course instructor and the Faculty Advisor within one year of the start of HIS6500. The course instructor and the Faculty Advisor are responsible for evaluating the thesis and determining whether the candidate has met the requirements for the MA in History of Conflict as specified in the thesis project guidelines.

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### INTEGRAL PSYCHOLOGY

**Note: No new students are admitted into this program after Fall 2012. Students currently enrolled will be able to complete the program. Current students should consult their program advisor or chair for details. Prospective students should contact the Admissions Office.**

The Integral Psychology program explores the profound levels of human existence and the potential of human beings to engage in creative action that supports and engenders transformative personal and social change. Through the study of psychology, a strong theoretical and practical foundation of western psychology and world spirituality, students receive the skillful means for applying these principles to personal and professional life. The curriculum also explores the spectrum of human development as the unfolding of self through matter, body, mind, soul and spirit. The impact of each of these stages on ecological and social issues of the planet is also addressed.

#### Master of Arts in Integral Psychology

The 55 unit Master of Arts (MA) degree in Integral Psychology is an interdisciplinary program designed to educate the next generation of scholar-practitioners to skillfully apply profound psychological insights to real world challenges. The program employs diverse content and multiple modalities of learning to provide studies that broaden socio-cultural, relational, ecological, and global awareness. It also provides an opportunity for students to engage in self-development processes, spiritual inquiry and transformative leadership practices in service of the world.

The two year program includes the study of human psycho-spiritual development and stages of consciousness in a variety of contexts, including humanistic/existential, cultural, social, transpersonal, and integral. The program also fosters deep understanding and application of interpersonal dynamics, effective communication and conflict transformation skills, as well as the capacity for self-reflection and self-inquiry necessary for personal and spiritual development. All courses integrate academic principles, experiential application, social awareness and personal growth.

The coursework in the Integral Psychology program consists of a core curriculum, as well as elective and professional development courses such as teaching practicum: presentations and workshops; curriculum development; publishing and media; personal and professional coaching; social entrepreneurship; and transformative leadership for sustainable change. At the end of the coursework, students complete a final comprehensive paper that integrates personal experience, academic content and professional goals. Graduates of the program apply this degree in fields as diverse as education, consulting, coaching, organizational transformation, community development and sustainability work with a global emphasis.

#### Program Learning Objectives

Graduates will be able to apply:

- Integral psychology as a comprehensive framework of knowledge to personal growth and spiritual development;
- Principles from different schools of psychology to individual, interpersonal and social situations;
- Integral psychology principles to professional development and career goals in a way that fosters creative insight and transformative change;
- Sacred psychology spiritual practices of inquiry and meditation to daily life; and
- Integral methodologies to psychological research and social change.

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### Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS6010</td>
<td>Theories of War and Conflict</td>
</tr>
<tr>
<td>HIS6020</td>
<td>Ancient Warfare</td>
</tr>
<tr>
<td>HIS6030</td>
<td>War and Society</td>
</tr>
<tr>
<td>HIS6040</td>
<td>Religion, Peace, and Conflict</td>
</tr>
<tr>
<td>HIS6050</td>
<td>American Military Conflict I</td>
</tr>
<tr>
<td>HIS6110</td>
<td>Nonviolence and Conflict Resolution</td>
</tr>
<tr>
<td>HIS6150</td>
<td>American Military Conflict II</td>
</tr>
<tr>
<td>HIS6120</td>
<td>Civil Wars</td>
</tr>
<tr>
<td>HIS6130</td>
<td>Global Unrest and Peacekeeping</td>
</tr>
<tr>
<td>HIS6210</td>
<td>Foundations of Genocide</td>
</tr>
<tr>
<td>HIS6220</td>
<td>Race and Ethnic Relations in America</td>
</tr>
<tr>
<td>HIS6230</td>
<td>Conflict and Crises Negotiation</td>
</tr>
<tr>
<td>HIS6240</td>
<td>Organizational Conflict Management</td>
</tr>
<tr>
<td>HIS6140</td>
<td>A History of Diplomacy</td>
</tr>
<tr>
<td>HIS6250</td>
<td>The Future of Conflict</td>
</tr>
<tr>
<td>HIS6310</td>
<td>Research Methodology and Experimental Design</td>
</tr>
<tr>
<td>HIS6350</td>
<td>Conflict Research Practicum</td>
</tr>
<tr>
<td>HIS6500</td>
<td>Thesis</td>
</tr>
</tbody>
</table>

**Total Units Required for Degree**

54
Degree Requirements

All courses are 2 quarter units unless otherwise indicated.

<table>
<thead>
<tr>
<th>Core Curriculum (46)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPP 5007 Fundamentals of Psychology: Principles and Practices (3)</td>
</tr>
<tr>
<td>IPP 5033 Living Systems and Creative Potential</td>
</tr>
<tr>
<td>IPP 5412 Transformative Leadership, Right Livelihood and Service (3)</td>
</tr>
<tr>
<td>IPP 5015 Social Psychology and Social Transformation (3)</td>
</tr>
<tr>
<td>IPP 5017 Integral Psychology A: Human Development (3)</td>
</tr>
<tr>
<td>IPP 5018 Integral Psychology B: Worldviews &amp; Applications (3) Prerequisite: IPP 5017</td>
</tr>
<tr>
<td>IPP 5025 Somatic Psychology: Integrating Body and Soul</td>
</tr>
<tr>
<td>IPP 5027 World Spirituality: Evolving Paths, Universal Principles</td>
</tr>
<tr>
<td>IPP 5049 Transpersonal Psychology (3)</td>
</tr>
<tr>
<td>IPP 5051 Integral Research A (2)</td>
</tr>
<tr>
<td>IPP 5052 Integral Research B Prerequisite: IPP 5051</td>
</tr>
<tr>
<td>IPP 5054 Enneagram Assessment (3)</td>
</tr>
<tr>
<td>IPP 5349 Integral Life Practice</td>
</tr>
<tr>
<td>IPP 5012 Effective Communication A: Emotional Dynamics (3)</td>
</tr>
<tr>
<td>IPP 5335 Diamond Heart: Psychology &amp; Spirit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development and Electives (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNS 5284 Consciousness and Sustainability</td>
</tr>
<tr>
<td>IPP 5410 Conflict Transformation: Reconciliation and Renewal (3)</td>
</tr>
<tr>
<td>IPP 5550 Degree Completion (0)</td>
</tr>
<tr>
<td>IPP 5610 Final Integrative Project</td>
</tr>
<tr>
<td>IPP 5510 Psychosynthesis: Psychology and Spirit</td>
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<table>
<thead>
<tr>
<th>Total units required</th>
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<tbody>
<tr>
<td>55</td>
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</tbody>
</table>

BUSINESS ADMINISTRATION AND MANAGEMENT

Master in Business Administration

John F. Kennedy University’s Master in Business Administration (MBA) program enables professionals to become socially responsive entrepreneurial leaders who can innovatively address current issues and create a more sustainable future. It provides professionals an opportunity to develop the perspectives, values, skills and critical reflection abilities that will allow them to make a difference in today’s organizations with their challenging economic issues, competitive international marketplace dynamics, and complex global work environment. Being able to balance profitability with human development and community demands for an interdependent world, such leaders can make contributions in both their chosen line of work and in the wider society.

The MBA program is designed to prepare for-profit, nonprofit and public sector professionals to meet the challenges facing organizations today and tomorrow by envisioning and implementing fiscally sound alternative models and sustainable principles while critically understanding the economic, global and cultural context and issues in which organizations operate. The MBA program focuses on developing insightful leaders who can network with diverse people, and collaboratively design innovative strategic solutions rooted in systems thinking principles. Its four specializations—Leadership, Strategic Management, Entrepreneurial Leadership, and Program Management—allow individuals to tailor the program to meet their professional and career needs. Students also have an option to design a customized MBA specialization under the guidance of the Program Chair.

The MBA program empowers experienced professionals to:

- Broaden their knowledge about business principles, organizational systems, workforce dynamics, and entrepreneurship;
- Enhance their collaborative management, networking, and innovative decision making skills; and
- Further develop their professional confidence, character, code of ethics, and capacity to partner with and contribute to local communities.

Understanding the work and personal demands of professionals, the MBA program deploys a flexible educational process that blends face-to-face courses with hybrid ones which are courses with 2-5 onsite classes coupled with online learning resources, or all courses may be taken online. With courses being offered year round, the 48 quarter unit program accommodates full-time or part-time students.

Having a “theory-to-practice” educational approach, MBA courses are taught by scholar-practitioners who enable students to...
analyze foundational business, leadership, organization and ethical concepts, and accepted practices. This allows students to develop their own perspectives and practical applications drawn from their inquiry, discussions and insights. In this manner students learn how to critically explore and address complex issues, requiring dialogue and collaboration with professionals, from differing perspectives.

Specializations

While students master a general core of knowledge in the MBA program, they focus on career interests through their choice of one of the following specializations: Leadership, Strategic Management, Entrepreneurial Leadership, and Program Management. A customized specialization in a particular professional area of interest can also be sought. (A student can seek to study for two specializations if (s)he wishes to take more than 48 units.)

At time of admittance or within the first two to three quarters students declare their specialization. Each specialization is 12 units and is comprised of the elective courses listed under the specializations below. Customized specializations can include courses from academic programs outside the MBA program. Because of the evolving nature of business, management, and organizations, required specialization courses may change.

- **The Leadership Specialization** focuses on expanding one’s management skills by examining how to develop talent, create engaging work environments and apply emotionally intelligent human resource management perspectives and practices.

- **The Strategic Management Specialization** focuses on cutting-edge business principles, successfully operating business ventures, and how to implement change processes.

- **The Program Management Specialization** is for project management professionals who want to broaden their understanding of enterprise relationship management and how to manage large scale projects.

- **The Entrepreneurial Leadership Specialization** offers students an opportunity to create a business plan for their own business, nonprofit organization or social entrepreneurial venture and develop a strategy on how to implement it.

- **The Customized Specialization** provides students an opportunity to create a specialization course of study individualized to their particular career path. This specialization may be a cross-disciplinary concentration integrating courses from more than one degree program. A customized specialization can be created by either a) identifying and completing 12 units of graduate-level courses that form a cohesive academic unit and are of special professional interest to the student, or b) by selecting a pre-developed customized specialization that has an established set of courses.

Customized specializations must be approved by the MBA chair before beginning any coursework towards the specialization. Refer to the General Information section of this catalog for more information about designing an individualized program.

Dual Degree Programs

The College of Graduate and Professional Studies offers three dual MBA degrees: the Juris Doctor (JD/MBA) in conjunction with the College of Law, the Museum Studies program (MA/MBA), and the Sport Psychology program (MA/MBA). To participate in any of the dual degrees one must be fully admitted to the MBA program and the other selected professional degree. Information about the requirements for the JD/MBA are included later in this program section; information on the MA Museum Studies/MBA dual degree is contained in the Museum Studies program section; and information on the MA Sport Psychology/MBA dual degree is contained in the Sport Psychology program section.

Program Learning Objectives

- **Ethical Leadership Style.** Ability to apply collaborative, team-oriented leadership principles in an ethical and socially responsible manner;

- **Systemic Approach to Organizational Vision, Managerial Practices and Operational Processes.** Ability to devise and implement an organization’s vision, strategic goals, operational processes, and managerial practices from a systems-thinking approach;

- **Distributed Diverse Workforce Management Approach.** Ability to apply to the management of a diverse dispersed workforce a human resource philosophy that creates a flexible, engaging work environment, and the opportunity for meaningful work;

- **Transformational Approach to Organizational Learning and Complex Change.** Ability to apply organizational learning and transformational change management principles and processes to organizational innovation and growth;

- **Interdisciplinary Perspective to Problem-Solving Organizational Issues.** Ability to proactively analyze and problem-solve issues from an interdisciplinary, cross-functional perspective founded in an understanding of the organization as a complex, adaptive socio-technical network; and

- **Conscious Professional Development.** Ability to take ownership of one’s professional development and career path as required to prosper in a continuously changing international business arena and virtual workplace.

Admission Requirements for MBA

- Applicants must possess a bachelor’s degree with cumulative Grade Point Average (GPA) of 3.0 or higher.

- Applicants bachelor’s degree must be from an institution whose accreditation is recognized by: the Council for Higher Education Accreditation (CHEA), a regionally accredited college or university, or an appropriately certified foreign institution. One set of official transcripts with conferred bachelor degree and any post-bachelor credits or degrees.

- Students must receive a grade point average of 3.0 during their first 9-quarter units while on probation. Applicants with a GPA under 3.0 may be required to take supplemental or preparatory modules prior to beginning MBA courses or during probationary period.

- Applicants must have 2-3 years of work experience.
• It is desired that applicants submit a resume or CV of work experience detailing professional background.

**Degree Requirements**

In addition to 16 courses, full participation in the MBA orientation process and activities is required.

<table>
<thead>
<tr>
<th>All courses are 3 quarter units unless otherwise indicated.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum</strong></td>
</tr>
<tr>
<td>BUS 5008 Operations and Supply Chain Management</td>
</tr>
<tr>
<td>BUS 5020 Financial Management</td>
</tr>
<tr>
<td>Prerequisites: BUS 3020 or BUS 5096</td>
</tr>
<tr>
<td>BUS 5035 Visionary Leadership and Sustainability</td>
</tr>
<tr>
<td>BUS 5040 Marketing Management</td>
</tr>
<tr>
<td>BUS 5052 Managerial Economics</td>
</tr>
<tr>
<td>BUS 5096 Accounting for Managers</td>
</tr>
<tr>
<td>BUS 5099 Organizational Ethics and Corporate Social Responsibility</td>
</tr>
<tr>
<td>BUS 5151 Systems Approach to Business Models and Management</td>
</tr>
<tr>
<td>BUS 5152 Information Systems in the Digital Enterprise</td>
</tr>
<tr>
<td>BUS 5385 Leading A Global Workforce</td>
</tr>
<tr>
<td>BUS 5475 Organizational Communications and Team Development</td>
</tr>
<tr>
<td>BUS 5055 MBA Capstone: Managing Strategy, Planning and Innovation</td>
</tr>
<tr>
<td>Prerequisites: BUS 5020, BUS 5035, BUS 5040, BUS 5052, BUS 5099, BUS 5151, BUS 5385, BUS 5475</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Specializations (one required):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Management</strong></td>
</tr>
<tr>
<td>BUS 5025 Talent and Human Resource Management</td>
</tr>
<tr>
<td>BUS 5315 Program Metrics and Measurements</td>
</tr>
<tr>
<td>BUS 5450 Emerging Business Models</td>
</tr>
<tr>
<td>BUS 5455 Design Thinking and Organizational Transformation</td>
</tr>
<tr>
<td><strong>Entrepreneurial Leadership</strong></td>
</tr>
<tr>
<td>BUS 5037 Venture Capital and the Conversion of Ideas into Business</td>
</tr>
<tr>
<td>BUS 5263 Venture Capital and Private Equity Investments</td>
</tr>
<tr>
<td>BUS 5450 Emerging Business Models</td>
</tr>
<tr>
<td>BUS 5483 Entrepreneurship and New Venture Creation</td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
</tr>
<tr>
<td>BUS 5025 Talent and Human Resource Management</td>
</tr>
<tr>
<td>BUS 5030 Power, Leader Integrity and Conflict Resolution</td>
</tr>
<tr>
<td>BUS 5325 Dispersed Team Dynamics</td>
</tr>
<tr>
<td>BUS 5460 Organizational Culture and Emotionally Intelligent Work Environments</td>
</tr>
<tr>
<td><strong>Program Management</strong></td>
</tr>
<tr>
<td>BUS 5315 Program Metrics and Measurements</td>
</tr>
</tbody>
</table>

**Total units required** 48

**Juris Doctor/Master of Business Administration**

In conjunction with the College of Law, the College of Graduate and Professional Studies offers a dual Juris Doctor and Master of Business Administration (JD/MBA) degree for legal and business professionals who want an interdisciplinary education grounded in social justice, community service and socially responsible leadership. Students completing this four-year curriculum of full-time study will receive two degrees: a Juris Doctor and a Master of Business Administration. Students may also enroll part-time. Juris Doctor courses are offered on JFK University’s Pleasant Hill Campus. The MBA is a hybrid program with some face-to-face courses offered in Pleasant Hill and some courses fully or partially online.

The curriculum is designed to build students’ core knowledge and skills in both disciplines, preparing them to take leadership roles in the legal field and in organizations.

The JD/MBA is comprised of rigorous graduate coursework in both the legal and business administration fields and is designed to be completed in four years if studying full-time. Students may also enroll part-time.

Students begin their studies by taking two years of law studies. Then, during the summer session of their second year, they begin their MBA coursework. Over the four-year period, students take all courses required for the JD degree (84 semester units) and all the core courses required in the MBA program (36 quarter units), including the MBA capstone project. The JD core curriculum is supplemented with a number of law electives relevant to businesses and not-for-profit organizations (e.g., commercial law, tax law, employment and labor law, environmental law).

**Admission Requirements**

In addition to meeting the admission requirements for the MBA program and being accepted, all JD/MBA applicants must be admitted to the College of Law under the criteria established for all JD applicants. This includes a bachelor’s degree, the Law School Admissions Test (LSAT), and a complete report from the Law School Admissions Council demonstrating an ability to successfully complete the rigors of law school. Letters of recommendation, a personal statement and an interview with a core faculty member also are required under the admissions criteria. The College of Law is accredited by The Committee of Bar Examiners of the State Bar of California. See the JFK University’s College of Law catalog for program and application details.

Students may apply for admission to the JD/MBA program during their initial application to JFK University’s College of Law or they apply to the JD program first and then apply for the dual program during their first or second year of law studies. Students already in the JFK University law program must maintain a 3.0 GPA for admission to the joint degree program.
Degree Requirements

For descriptions of the Law courses, please consult the College of Law catalog.

Curriculum

<table>
<thead>
<tr>
<th>Year One: Law Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 214 A/B Civil Procedure A/B (6) Sem.</td>
</tr>
<tr>
<td>LAW 112A/B Torts A/B (6) Sem.</td>
</tr>
<tr>
<td>LAW 115A/B Contracts A/B (6) Sem.</td>
</tr>
<tr>
<td>LAW 116 Examination Skills Lab (0)</td>
</tr>
<tr>
<td>LAW 117 Legal Methods (2) Sem.</td>
</tr>
<tr>
<td>LAW 125 Legal Research and Writing (2) Sem.</td>
</tr>
<tr>
<td>LAW 312 Electronic Research (2) Sem.</td>
</tr>
<tr>
<td>LAW 120 Criminal Law (3) Sem.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Year Two: Law Studies/MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 216 A/B Evidence A/B (5) Sem.</td>
</tr>
<tr>
<td>LAW 212A/B Real Property A/B (6) Sem.</td>
</tr>
<tr>
<td>LAW 418 Professional Responsibility (2) Sem.</td>
</tr>
<tr>
<td>Law Elective of Choice (2) Sem.</td>
</tr>
<tr>
<td>BUS 5052 Managerial Economics (3) Qtr.</td>
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<tr>
<td>BUS 5099 Organizational Ethics and Corporate Social Responsibility (3) Qtr.</td>
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<table>
<thead>
<tr>
<th>Year Three: Law Studies/MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 315 Wills and Trusts (3) Sem.</td>
</tr>
<tr>
<td>LAW 313 Community Property (3) Sem.</td>
</tr>
<tr>
<td>Law Electives of Choice (6) Sem.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Four: Law Studies and MBA Capstone</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 318 Criminal Procedure (3) Sem.</td>
</tr>
<tr>
<td>LAW 425 Business Associations (3) Sem.</td>
</tr>
<tr>
<td>LAW 414 Appellate Advocacy or</td>
</tr>
<tr>
<td>LAW 416 Moot Court (3) Sem.</td>
</tr>
<tr>
<td>LAW 420 Remedies (3) Sem.</td>
</tr>
<tr>
<td>LAW 428 Advanced Legal Writing (3) Sem.</td>
</tr>
<tr>
<td>Law Elective of Choice (2) Sem.</td>
</tr>
<tr>
<td>BUS 5020 Financial Management (3) Qtr.</td>
</tr>
<tr>
<td>BUS 5096 Accounting for Managers (3) Qtr.</td>
</tr>
<tr>
<td>BUS 5055 MBA Capstone: Managing Strategy, Planning and Innovation (3) Qtr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Law Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 642 Federal Income Taxation (2) Sem.</td>
</tr>
<tr>
<td>LAW 638 Employment Law (2) Sem.</td>
</tr>
<tr>
<td>LAW 614 Bankruptcy Law (2) Sem.</td>
</tr>
<tr>
<td>LAW 656 International Law (2) Sem.</td>
</tr>
</tbody>
</table>

Total units required: JD–84 Semester Units
MBA–36 Quarter Units

MUSEUM STUDIES

The Museum Studies program is committed to preparing museum professionals to meet the demands of an increasingly complex profession. Today’s museum professionals must have the knowledge and skills to serve diverse audiences, create collaborative partnerships with communities, design innovative exhibitions and programs, and develop a sustainable financial base of support.

The curriculum covers a wide range of issues and provides fundamental skills while challenging students to critically analyze and creatively reform museums for a diverse society. The training is applicable to all types of museums, historical sites, natural parks, and cultural and discovery centers.

Individuals interested in taking only one or two courses may do so as non-degree students if space is available. Non-degree students must hold a bachelor’s degree and have an interview with the program chair before obtaining departmental approval to enroll in courses.

All Museum Studies faculty members are practicing professionals. Their ranks include registrars/collections managers, educators, exhibit designers, and museum administrators. Students have close contact with other experts in the field through museum visits, guest speakers, and internships.

The Master of Arts is the preferred credential and recommended for students who intend to pursue a full-time career in the museum field. The MA and MBA dual degree is recommended for students interested in deepening their knowledge and skills in museum leadership and management. The department’s certificate option is designed for professionals who have extensive experience in the field and do not require a master’s degree. Prior advising with program faculty may assist applicants in their selection of the master’s or certificate program.

Program Learning Outcomes

- Learn the purpose/history of museums as complex public organizations;
- Develop and refine professional writing and oral and visual presentation skills;
on the Internet-based test with a minimum score of 4.5 in the
600 on the paper-based test, 250 on the computer-based test, or
International applicants must have a minimum TOEFL score of
view after the application file is complete. Telephone interviews
Museum Studies will contact applicants to arrange for an inter-
Applicants must also interview with a program faculty member.

Master of Arts in Museum Studies

The program offers a Master of Arts (MA) in Museum Studies with specializations in collections management, education and interpretation, and a combined MA Museum Studies/Master of Business Administration program (see the program description for this joint degree). Collections management trains individuals to manage and care for a wide range of collections in varied institutional settings, understand collections stewardship responsibilities including cultural heritage issues, and participate in exhibitions, outreach, and other aspects of museum life. Education and Interpretation trains students to interpret collections, develop an understanding of diverse audiences and their needs, plan and develop exhibitions, and design education programs in museums.

All students complete the core curriculum, specialization courses, and internships offering independent, individualized study in a museum or museum-related institution. The master’s program concludes with a master’s project, which allows students to explore in depth a specific area of interest in a museum or related organization.

Admission Requirements

In addition to the University requirements listed previously in this catalog, applicants to the Museum Studies program must submit the following:

- Official transcripts showing bachelor’s degree with a Grade Point Average (GPA) of 3.0 or above from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA);
- Personal statement: a double-spaced, three-page (typed) essay, that answers the following questions: Describe your museum experience (paid, volunteer, internships), including skills learned, duration and special projects. Using specific examples, explain how this experience, along with your educational background, has influenced your understanding of the role of the museum in today’s world. How has your experience shaped your goals in the museum field?
- Three letters of recommendation (with at least one museum reference and one academic reference); and
- A resume.

Applicants must also interview with a program faculty member. Museum Studies will contact applicants to arrange for an interview after the application file is complete. Telephone interviews will be arranged for applicants who live outside the Bay Area.

International applicants must have a minimum TOEFL score of 600 on the paper-based test, 250 on the computer-based test, or 100 on the Internet-based test with a minimum score of 4.5 in the writing section.

On occasion, the program will admit a student with a GPA below 3.0 on probation. Students admitted with a GPA below 3.0 must achieve a B or higher during their first quarter in order to continue in the program.

Upon admission, all students must demonstrate writing competency as determined by program evaluation of writing ability. Some students may be required to take courses in writing in addition to the 55-unit requirement for the degree.

Prerequisite courses may be identified at the time of the student’s admission.

No more than six graduate units will be accepted in transfer. See the program advisor for specific limitations on transfer credit.

This degree program must be completed within five years of the initial date of enrollment.

Degree Requirements

All courses are 4.5 quarter units unless otherwise indicated.

| Curriculum |
|-----------------|-------------------|
| MUS 5003 | Issues in Museums I: History and Theory |
| MUS 5004 | Issues in Museums II: Finance and Administration |
| MUS 5501 | Collections Management I: Foundations |
| MUS 5610 | The Visitor Experience: Learning Theories and Understanding Audiences |
| MUS 5321 | Museums and Communities |
| MUS 5405 | Exhibition Development I |
| MUS 5420 | Museums, Interactive Technologies and Electronic Access |

Master’s Project

Under the supervision of a project coordinator, each student develops a project that reflects his or her expertise in a special subject area and demonstrates understanding and application of museum studies theory and practice, analytical and imaginative thinking, and mastery of research methods and writing skills. All students must demonstrate proficiency in writing and research prior to beginning the master’s project. These courses must be completed with a grade of B or better. The master’s project, including the oral presentation, must be completed in residence at JFK University.

| MUS 5996 | Master’s Project: Topic Development (1) |
| MUS 5997 | Master’s Project: Research Methodology (4.5) |
| Prerequisite: MUS 5996 with a grade of B or better |
| MUS 5998 | Master’s Project: Writing and Production (4.5) |
| Prerequisite: MUS 5997 with a grade of B or better |

Internship(s)

All museum studies students are required to complete one or more museum internship(s) in the area of specialization. Internships allow students to assume professional responsibilities and gain an understanding of a museum’s operations and relationship to the museum field under the guidance of professionals. Students in the program have interned in local, national and international museums and museum-related institutions.
Select one of the following specializations:

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections Management Specialization (13.5)</td>
<td></td>
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<tr>
<td>MUS 5502 Preventive Conservation (4.5)</td>
<td></td>
</tr>
<tr>
<td>MUS 5975 Internship (9)</td>
<td></td>
</tr>
<tr>
<td>Education and Interpretation Specialization (13.5)</td>
<td></td>
</tr>
<tr>
<td>MUS 5612 The Visitor Experience: Interpretive Methods and Applications (4.5)</td>
<td></td>
</tr>
<tr>
<td>MUS 5975 Internship (9)</td>
<td></td>
</tr>
<tr>
<td>Total units required:</td>
<td>55</td>
</tr>
</tbody>
</table>

**Master of Arts in Museum Studies/ Master of Business Administration**

The College of Graduate and Professional Studies offers a dual MA/MBA degree program in Museum Studies. Students completing this three year curriculum of full time study will receive two master’s degrees: an MA in Museum Studies and an MBA. Students may also enroll part-time. Museum Studies courses are offered at John F. Kennedy University’s Berkeley Campus; MBA courses are offered with some face-to-face courses delivered in Pleasant Hill and some courses fully or partially online.

The curriculum is designed to build students’ core skills in both disciplines and prepare them for leadership positions in museums as managers, administrators and directors. The program emphasizes the flexible inter-disciplinary thinking, creative problem solving and alternative visioning necessary to sustain today’s museums’ missions, services, and financial viability.

The curriculum for the program is organized as follows:

**Year One:**
- First and Second Quarters: foundational Museum Studies courses in museum history, finance, visitor experience and collections management;
- Third Quarter: A concluding Museum Studies course in museums and communities taken in conjunction with the initial MBA course in systems thinking, management and business models;

**Year Two:**
- Complete the MBA degree taking courses in economics, accounting, marketing, leadership, organizational ethics, organizational communication, strategic management, among others; and completing the capstone project.
- Fourth Quarter: internship at a museum; and

**Year Three:**
- Coursework in museums and interactive technologies, exhibition development and a master’s thesis that blends the theory and practice of management and museum studies.

**Admission Requirements**

In addition to the University requirements listed previously in this catalog, applicants must meet the requirements for both the MA and MBA programs. Admissions process for students seeking dual MA - MBA degree who are already enrolled in Museum Studies, the following is required:

1. Be in good *academic standing* in the Museum Studies program
2. Submit a recommendation from a core faculty member of Museum Studies
3. Submit a program change form to become a dual degree student
4. Set up a formal MBA advising session with core MBA faculty member

**Degree Requirements**

*All courses are 4.5 quarter units unless otherwise indicated.*

*All MBA courses are 3 quarter units.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MUS 5003</td>
<td>Issues in Museums I: History and Theory</td>
</tr>
<tr>
<td>MUS 5004</td>
<td>Issues in Museums II: Finance and Administration</td>
</tr>
<tr>
<td>MUS 5321</td>
<td>Museums and Communities</td>
</tr>
<tr>
<td>MUS 5610</td>
<td>The Visitor Experience: Learning Theories and Understanding Audiences</td>
</tr>
<tr>
<td>MUS 5501</td>
<td>Collections Management I: Foundations</td>
</tr>
<tr>
<td>MUS 5405</td>
<td>Exhibition Development I</td>
</tr>
<tr>
<td>MUS 5420</td>
<td>Museums, Interactive Technologies and Electronic Access</td>
</tr>
<tr>
<td>MUS 5975</td>
<td>Internship (3)</td>
</tr>
<tr>
<td>MUS 5996</td>
<td>Master’s Project: Topic Development (1)</td>
</tr>
<tr>
<td>MUS 5997</td>
<td>Master’s Project: Research Methodology</td>
</tr>
<tr>
<td></td>
<td><em>Prerequisite: MUS 5996 with a grade of B or better</em></td>
</tr>
<tr>
<td>MUS 5998</td>
<td>Master’s Project: Writing and Production</td>
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<tr>
<td></td>
<td><em>Prerequisite: MUS 5997 with a grade of B or better</em></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 5151</td>
<td>Systems Approach to Business Models and Management</td>
</tr>
<tr>
<td>BUS 5035</td>
<td>Visionary Leadership and Sustainability</td>
</tr>
<tr>
<td>BUS 5040</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>BUS 5052</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>BUS 5055</td>
<td>MBA Capstone: Managing Strategy, Planning and Innovation</td>
</tr>
<tr>
<td>BUS 5096</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>BUS 5099</td>
<td>Organizational Ethics and Corporate Social Responsibility</td>
</tr>
<tr>
<td>BUS 5385</td>
<td>Leading a Global Workforce</td>
</tr>
<tr>
<td>BUS 5475</td>
<td>Organizational Communications and Team Development</td>
</tr>
<tr>
<td>Total units required:</td>
<td>71.5</td>
</tr>
</tbody>
</table>
Certificate in Museum Studies

The Certificate in Museum Studies is designed for individuals who want to enhance their understanding of museum work but do not need a master’s degree. The one-year program is open to students who have a bachelor’s degree and substantial experience as a museum employee or volunteer. Applicants without substantial museum experience may be admitted to the program but will be required to complete an additional internship. The certificate is offered with a specialization in either collections management or education and interpretation. Certificate students are required to take the first-year core courses application to the specialization and complete an internship in a museum. Students must also demonstrate proficiency in writing. For information regarding the internship, see above.

All students must demonstrate writing competency as determined by the program’s evaluation of writing ability. Some students may be required to take additional courses in writing beyond the 30—36 units required for the certificate.

Admission Requirements

In addition to the University requirements listed previously in this catalog, applicants to the Museum Studies program must submit the following:

- Official transcripts showing bachelor’s degree with a Grade Point Average (GPA) of 3.0 or above from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA);
- Personal statement: a double-spaced, three-page (typed) essay, that answers the following questions: Describe your museum experience (paid, volunteer, internships), including skills learned, duration (full time/part time), and special projects. Using specific examples, explain how this experience, along with your educational background, has influenced your understanding of the role of the museum in today’s world. How has your experience shaped your goals in the museum field?
- Three letters of recommendation;
- A resume; and
- Official transcripts from all colleges and universities attended.

Applicants must also interview with a program faculty member. Museum Studies will contact applicants to arrange for an interview after the application file is complete. Telephone interviews will be arranged for applicants who live outside the Bay Area.

International applicants must have a minimum TOEFL score of 600 on the paper-based test, 250 on the computer-based test, or 100 on the Internet-based test with a minimum score of 4.5 in the writing section.

On occasion, the department will admit a student with a GPA below 3.0 on probation. Students admitted with a GPA below 3.0 must achieve a B or higher during their first quarter in order to continue in the program.

Certificate Requirements

<table>
<thead>
<tr>
<th>All courses are 4.5 quarter units unless otherwise indicated.</th>
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<tbody>
<tr>
<td>Curriculum</td>
</tr>
<tr>
<td>MUS 5003 Issues in Museums I: History and Theory</td>
</tr>
<tr>
<td>MUS 5004 Issues in Museums II: Finance and Administration</td>
</tr>
<tr>
<td>MUS 5321 Museums and Communities</td>
</tr>
</tbody>
</table>

All museum studies students are required to complete one or more museum internship(s) in the area of specialization. Internships allow students to assume professional responsibilities and gain an understanding of a museum’s operations and relationship to the museum field under the guidance of professionals. Students in the program have interned in local, national and international museums and museum-related institutions.

- MUS 5975 Internship (7.5)

Select ONE of the following specializations:

Collections Management (9)

- MUS 5501 Collections Management I: Foundations
- MUS 5502 Collections Management II: Preventive Conservation

Education and Interpretation (9)

- MUS 5610 The Visitor Experience I: Learning Theories and Understanding Audiences
- MUS 5612 The Visitor Experience II: Interpretative Methods and Applications

Total units required: 30

SPORT PSYCHOLOGY

The Sport Psychology Program provides academically rigorous training to help students become effective sport psychology practitioners. Experiential training is guided by theoretical models, research, ethical principles and how diversity impacts the field of sport psychology. Students who successfully complete the innovative program are able to integrate the core elements of counseling skills and performance enhancement skills within their practice.

Program Learning Outcomes

- Performance Enhancement Skills. The students will be able to describe, explain, synthesize and apply performance enhancement techniques with individual performers and teams;
- Theory. The students will be able to describe, explain, synthesize and apply theoretical perspectives from Sport Psychology and related fields;
- Assessment. Students will be able to describe, explain, synthesize and apply various assessment tools in a continuous and evolving process to create effective action plans. Students will be able to screen clinical issues;
- Counseling Psychology Skills. The students will be able to identify, describe and explain how to use counseling psychology skills to develop a working relationship with the client. Students will be able to identify, describe, explain and apply how the self impacts the client-consultant relationship;
The Master of Arts (MA) Sport Psychology Program curriculum is designed to expose students to an integrated model of sport psychology education that includes counseling skills and performance enhancement techniques as core elements. The program consists of 77 units, which students can complete within approximately a two-year process of full-time study. Emphasis is placed on training students to understand the theories that support sport psychology work and be able to apply mental training techniques in diverse settings for work in optimal performance, at-risk youth, and improving group dynamics. The sport psychology coursework covers research, theory, and the application of psychology to such areas as. The counseling skills courses include theoretical and experiential learning in fundamental counseling skills, group dynamics, psychopathology, and cross-cultural dynamics. Students also study the fundamentals of consultation and the theories and techniques of problem solving processes. Students learn how to develop their own consultation practice. The program is offered fully on-site at the University’s Pleasant Hill campus, fully online, and in a hybrid format, through which students can take a combination of on-site and online courses.

Internship Overview
The internships in the Sport Psychology Program are a key component of the educational process. The fieldwork experience is at the heart of the program. It allows students to gain a hands-on education in the role of being a professional in the field of Sport Psychology. Because of the importance placed on the internships, a student should approach this aspect of the program with a willingness to structure his or her experience in a manner that will optimize the educational value.

The internships will help students:
- Learn how to teach performance enhancement techniques in an applied setting;
- Increase awareness of the interpersonal relationships between themselves and their clients;
- Learn to be aware of their personal style and approach;
- Learn to integrate theories and techniques of sport psychology into diverse settings;
- Learn how to conduct oneself as a professional in the areas of flexibility, accountability, ethical behavior, and responsibility;
- Become skilled in educating potential clients on the benefits of sport psychology skills and securing an internship site;
- Network with others in the field as well as with potential employers; and
- Use Sport Psychology techniques with clients as both life skills and mental training skills for sport.

Project Options
All students have a choice of one of the following options:
- Research Project: an original thesis that leads to a research paper of publishable quality; or
- Applied Project: an applied project that culminates in an applied paper of publishable quality, plus four additional elective units, totaling 8 units of electives in the MA program.

Solt Evans Life Enhancement through Athletic and Academic Participation Project
The mission of the Solt Evans Life Enhancement through Athletic and Academic Participation Project (LEAP) is to help at-risk children and adolescents to succeed in school and life. The “hook” of the LEAP project is participation in interactive and non-traditional games or in organized sports. LEAP uses sport participation as a catalyst to help youth learn more effective life skills and coping techniques. Participation in the LEAP Project is available to students proximal to the Pleasant Hill Campus.

The LEAP Project provides a bridge to opportunity by helping youth:
- Improve personal decision making;
- Recognize choices have consequences;
- Promote personal responsibility and accountability;
- Improve positive self-concept, self-worth, and self-confidence;
- Learn skills to deal with anger and frustration in appropriate ways;
- Learn to work together to solve problems; and
- Learn the discipline necessary to be successful in sports, school, and life.

Who LEAP Works With
- Student Athletes. The LEAP Project works with high school student-athletes. The overall goal of the LEAP program is to work with athletic teams on the field and in the classroom helping students, teachers, and coaches build a positive environment where learning is possible. Through working with the athletic teams, the LEAP Project provides students with an opportunity to receive academic support and life-skills education and in the athletic arena to learn team-building skills and sport psychology techniques to improve their performance on the field.
- Challenge Camp. The LEAP Challenge Camp works with youth at Orin Allen Youth Rehabilitation Facility (OAYRF). The core philosophy of the LEAP Challenge Camp is to help juvenile offenders focus on their future. Through an
interactive games environment, the LEAP Challenge Camp provides youth with an opportunity to build social skills; learn cooperation, communication and listening skills; to practice problem-solving, decision-making and planning skills; and to learn appropriate outlets for anger and stress.

- **Sport Specific Camp.** The LEAP Sport Specific Camp focuses on working with youth in sport. The camps provide an opportunity for youth to learn mental strategies that they can use both in the sporting arena and in their life. Team building, communication and group problem solving skills, positive self-talk, and goal setting are the focal point of the camp. These skills are taught to the youth through participation in their sport and then transferred to the classroom and their life.

*Note: Challenge Camp and Sport Camp are held in the summer quarter only.*

**Portfolio**

This project involves the students developing a portfolio of their work as consultants. This should include at least: one case study from their work; their model of practice; a marketing plan; a reflective practice element; and the completed Association for Applied Sport Psychology (AASP) certification application form.

**Admission Requirements**

In addition to the University requirements listed previously in this catalog, applicants to the Sport Psychology program must submit the following:

- Official transcripts from bachelor conferring institution and any post-bachelor credits (including other master’s degrees). With rare exceptions, a 3.0 GPA is required for admission;
- A bachelor’s degree from a regionally accredited institution. (International applicants to the program must have the equivalent of a U.S. bachelor’s degree.);
- A personal statement, no longer than two double-spaced, typewritten pages. The statement should reflect the applicant’s interest in the field of sport psychology and rationale for applying to this program;
- Three letters of recommendation which attest to the applicant’s suitability for the program are required; and
- An interview with the Program Chair or a member of the core faculty is required.

**Degree Requirements**

**Undergraduate Prerequisite.** This course or its approved equivalent is a prerequisite to the MA program: Introduction to Psychology

<table>
<thead>
<tr>
<th>All courses are 3 quarter units unless otherwise indicated.</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Curriculum</strong></td>
</tr>
<tr>
<td>PSP 5054       Research Methods: Quantitative and</td>
</tr>
<tr>
<td>Qualitative (4)</td>
</tr>
<tr>
<td>PSP 5800A      Sport Psychology A</td>
</tr>
<tr>
<td>PSP 5800B      Sport Psychology B (2)</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> PSP 5800A, 5280 (II)</td>
</tr>
</tbody>
</table>

**OR**

| PS 5803A | Ethics and Professional Issues in Sport Psychology A (2) |
| PS 5803B | Ethics and Professional Issues in Sport Psychology B (2) |
|          | **Prerequisite:** PSP 5803A, 5280 (I)                  |
| PS 5804  | Assessment Strategies (2)                             |
| PS 5805  | Psychopathology Assessment (4)                        |
| PS 5811  | Counseling Skills A                                   |
| PS 5812  | Counseling Skills B                                   |
|          | **Prerequisite:** PSP 5811                           |
| PS 5814  | Comprehensive Exploration of Diversity in Sport (4)   |
| PS 5815  | Performance Enhancement A                             |
| PS 5816  | Performance Enhancement B                             |
|          | **Prerequisite:** PSP 5815                           |
| PS 5817  | Performance Enhancement C (1-3)                       |
|          | **Prerequisite:** PSP 5816                           |
| PS 5822  | Team Building                                         |
| PS 5826  | Cognitive and Affective Bases of Behavior (4)         |
| PS 5819  | Social and Historical Issues in Sport (4)             |
| PS 5880  | Portfolio A/B                                          |
|          | **Prerequisite:** 5280 (II)                           |
| PS 9085  | Fieldwork Exam (0)                                    |
| PS 9090  | Comprehensive Written Examination (0)                 |
| PS 9091  | Comprehensive Oral Examination (0)                    |
| PS 9030  | Developing a Consulting Practice A (0)                 |
| PS 9031  | Developing a Consulting Practice B (0)                 |
| PS 9100  | Exit Meeting (0)                                      |

**Workshops**

**Attendance is required at all meetings.**

- PSP 9020 Town Hall Meetings (0)

**Attendance is required at all events.**

- PSP 9025A Speaker Series (0)
- PSP 9025B Speaker Series (0)

**Fieldwork (Required of all students)**

Students in either option must take this course a minimum of four times and earn a total of 16 units.

| PS 5280 | Fieldwork (16)                                      |
|         | **Prerequisites:** PSP 5815, 5816, 5800A, 5811, 5826, 5803A, 5804 |

**Research Project Option ONE**

- PSP 5890 Research Proposal (2)  
  **Prerequisite:** PSP 5054
- PSP 5891 Research A/B/C (1/1/1)  
  **Prerequisite:** PSP 589
- PSP 5801 Supplemental Supervised Field Placement (0)
- PSP XXXX Electives (5)
Notes: Students may not link a bachelor’s degree to a master’s degree and then link the master’s degree to a doctoral degree.

As the field of psychology continues to diversify and expand the range of specialties, it is important for educational institutions to stay on the cutting edge of program development. JFK University has achieved this by linking the Master of Arts (MA) in Sport Psychology Program with the Clinical Doctoral Program (PsyD) to create this dual degree. Unlike a research-based PhD, the PsyD Program is designed to produce practitioners, not researchers, while providing the same high level of scholarly study. A sport psychology student now has a choice of whether to choose a clinical route (the MA plus the PsyD) or a non-clinical path (the MA in Sport Psychology only). Both the MA in Sport Psychology and the PsyD offer the highest level of available training in applied sport and clinical psychology respectively. This innovative linked program allows completion of both degrees within six years of full-time, intensive study (part-time options are also available). Having both degrees (plus a psychology license) will enable graduates to use the title “Sport Psychologist,” allow them to apply for either master’s or doctoral certification through the Association for Applied Sport Psychology (AASP), and work with both clinical and athletic clients by applying the skills and knowledge developed from both fields. Eligibility to take the psychology licensing examination for the state of California will also be earned.

Completion of the MA/PsyD dual degree program allows graduates to apply a wide range of performance enhancement and clinical skills to both athletic and non-sporting populations. The full-time student starts in the Sport Psychology Program for the first year and then moves into the PsyD Program for the following five years. Once in the PsyD program, the dual degree student fulfills all the same curricular and training requirements asked of all PsyD students. The MA component of the dual degree program consists of 42 units in the Sport Psychology Program and 35 units in the PsyD program (completed during the first two years of the PsyD program, i.e., years two and three of full-time study). Upon successful completion of these 77 units and the Master’s Comprehensive Written and Oral examinations, a master’s degree will be conferred. The student then needs to take another 145 units in the PsyD Program to complete all requirements for the PsyD.

For information on the practicum, internship examinations, and advancement to candidacy, refer to the PsyD section of this catalog.

Fieldwork

MA/PsyD dual degree students complete two Sport Psychology Internships in addition to the PsyD internship requirements. Please note that if students are working towards AASP certification, a minimum of 100 total sport psychology contact hours is required.

Admission Requirements

Applicants must possess a bachelor’s degree from a regionally accredited institution. Prospective students can apply to the MA program and the PsyD program concurrently or start in the MA program and then apply to the PsyD. Acceptance into one program does not guarantee acceptance into the other. In the event that a student in good standing in the Sport Psychology program is not accepted into the PsyD program, the student may continue the master’s degree program. A student must be accepted into the PsyD program before enrollment in a PsyD course is permitted.

Degree Requirements

A linked student must petition for their MA degree to be awarded when he or she has satisfactorily completed all first-, second-, third- and fourth-year courses of the dual degree program (i.e., year one is completed in the Sport Psychology program, years two, three and four are completed in the PsyD program), is a student in good standing, and has passed the MA fieldwork exam, comprehensive written and oral examinations in the Sport Psychology program.

Petition for MA Sport Psychology Degree Fee: $160.00

Comprehensive Exam/Licensure Preparation

All areas of study assessed on the comprehensive exams and national licensing exam are augmented with materials from Taylor Study Method (TSM). TSM provides students with a shadow curriculum including key terms, flashcards, mind maps, and practice exam questions.

There is a $100 yearly fee for this preparation.

Curriculum

Undergraduate Prerequisites

These courses or their approved equivalents are prerequisites to the Linked MA Sport Psychology/Doctor of Psychology program. All prerequisite courses must be completed prior to attending first-year Doctor of Psychology courses, with official transcripts documenting successful completion on file in the Registrar’s Office. Prerequisite courses completed after the awarding of the bachelor’s degree must have a grade of B- or better. Prerequisite courses may be taken at any regionally accredited, approved college or university.

- Introduction to Psychology
- Theories of Personality
- Diversity-related course
- Statistics

All courses are 3 quarter units unless otherwise indicated.

Courses that are linked, counting toward both programs, are marked with an asterisk (*).

First Year

In year two, the student moves into the PsyD program. Three units of fieldwork, PSP5817 Performance Enhancement C, PSP5800B Sport Psychology B, and the Sport Psychology Comprehensive Oral Examination will be taken after year one.

PSP 5280 Fieldwork (7)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSP 5800A</td>
<td>Sport Psychology A</td>
<td></td>
</tr>
<tr>
<td>PSP 5800B</td>
<td>Sport Psychology B (2)</td>
<td>Prerequisite: PSP 5800A, PSP 5280 (1)</td>
</tr>
<tr>
<td>PSP 5803A</td>
<td>Ethics and Professional Issues in Sport Psychology A (2)</td>
<td></td>
</tr>
<tr>
<td>PSP 5804</td>
<td>Assessment Strategies (2)</td>
<td></td>
</tr>
<tr>
<td>PSP 5811</td>
<td>Counseling Skills A</td>
<td></td>
</tr>
<tr>
<td>PSP 5815</td>
<td>Performance Enhancement A</td>
<td></td>
</tr>
<tr>
<td>PSP 5816</td>
<td>Performance Enhancement B</td>
<td>Prerequisite: PSP 5815</td>
</tr>
<tr>
<td>PSP 5817</td>
<td>Performance Enhancement C (1-3)</td>
<td>Prerequisite: PSP 5816</td>
</tr>
<tr>
<td>PSP 5819</td>
<td>Social and Historical Issues in Sport (4)</td>
<td></td>
</tr>
<tr>
<td>PSP 5826</td>
<td>Cognitive and Affective Bases of Behavior (4)</td>
<td></td>
</tr>
<tr>
<td>PSP 5822</td>
<td>Team Building</td>
<td></td>
</tr>
<tr>
<td>PSP 5833</td>
<td>Kinesiology (4)</td>
<td></td>
</tr>
<tr>
<td>PSP XXXX</td>
<td>Electives, (1)</td>
<td></td>
</tr>
<tr>
<td>PSP 9085</td>
<td>Fieldwork Exam (0)</td>
<td></td>
</tr>
<tr>
<td>PSP 9090</td>
<td>Comprehensive Written Examination (0)</td>
<td></td>
</tr>
<tr>
<td>PSP 9091</td>
<td>Master’s Comprehensive Oral Examination: Sport Psychology (0)</td>
<td></td>
</tr>
<tr>
<td>PSP 9100</td>
<td>Exit Meeting (0)</td>
<td></td>
</tr>
<tr>
<td>PSP 9030</td>
<td>Developing a Consulting Practice A (0)</td>
<td></td>
</tr>
</tbody>
</table>

**Workshops**

- Attendance is required at all meetings during first year in the program.
- PSP 9020 Town Hall Meetings (0)

**Attendance is required for each event during the first year in the program.**

- PSP 9025A Speaker Series (0)
- PSP 9025 B Speaker Series (0)

**Second Year**

- PSD 7007 Clinical Interviewing Skills I*
- PSD 7008 Clinical Interviewing Skills II*  
  **Prerequisite:** PSD 7007
- PSD 7015 Adult Psychopathology I*
- PSD 7016 Adult Psychopathology II  
  **Prerequisite:** PSD 7015

**These are repeatable courses and must be taken multiple times to total the number of units indicated.**

- PSD 7035 Ethnographic Fieldwork* (2) (6 total)  
  **Corequisites:** PSD 7046, 7047
- PSD 7046 Group Process* (1 unit) (3 total)
- PSD 7047 Multicultural Awareness in Professional Psychology* (2 units) (6 total)

This course may be waived with permission (units replaced with electives).

- PSD 7052 Writing like a Psychologist (1.5)
- PSD 7104 Social and Cultural Bases of Behavior

- PSD 7122 Psychodynamic Theory and Applications to Diverse Populations
- PSD 7123 Cognitive Behavioral Theory and Applications to Diverse Populations
- PSD 7141 Ethical and Legal Issues in Professional Psychology
- PSD 7114 Psychometrics: The Basics of Assessment (2)

Electives (Accrued across all years, typically starting in Year 2)  
18 units minimum: May be taken any time after Spring Quarter of Year 1. Timing discretionary with advisement.

**Third Year**

- PSD 7003 History and Systems
- PSD 7107 Biological Bases of Behavior*
- PSD 7108 Cognitive and Affective Bases of Behavior
- PSD 7115 Assessment I/Intellectual and Cognitive Assessment and Lab (4)  
  **Prerequisites:** PSD 7008, PSD 7016
- PSD 7116 Assessment II/Personality Assessment I and Lab (4)  
  **Prerequisite:** PSD 7115
- PSD 7117 Assessment III/Personality Assessment II and Lab (4)  
  **Prerequisite:** PSD 7116
- PSD 7118 Assessment Practicum (elective)
- PSD 7124 Family Systems Theory and Applications to Diverse Populations
- PSD 7151 Research Methods and Statistics I*
- PSD 7225 Lifespan Development I: Child and Adolescent
- PSD 7226 Lifespan Development II: Adulthood and Aging
- PSD 7250 Research Methods and Statistics II  
  **Prerequisite:** PSD 7151

Comprehensive Written Examination (0)

There is a $100 fee that covers both the comprehensive and clinical proficiency examinations.

**Fourth Year**

These are repeatable courses and must be taken multiple times to total the number of units indicated:

- PSD 7135 Clinical Practicum* (2) (6 total)  
  **Prerequisites:** PSD 7008, 7016, 7035, 7141  
  **Corequisites:** PSD 7146, 7147
- PSD 7146 Advanced Group Process* (1) (3 total)  
  **Prerequisites:** PSD 7008, 7016, 7046, 7141  
  **Corequisites:** PSD 7135, 71472
- PSD 7147 Multicultural Proficiency in Professional Psychology* (1) (3 total)  
  **Prerequisites:** PSD 7008, 7016, 7047, 7141  
  **Corequisites:** PSD 7135, 7146

**Other courses to be taken in the fourth year:**

- PSD 7131 Psychology and Treatment of Substance Abuse*  
  **Prerequisite:** PSD 7016
- PSD 7160 Psychopharmacology  
  **Prerequisites:** PSD 7016, 7107
### Master of Arts in Sport Psychology/ Master of Business Administration

The College of Graduate and Professional Studies offers a dual MA/MBA degree in Sport Psychology. Students completing this eleven quarter curriculum of full-time study will receive two master's degrees: an MA in Sport Psychology and an MBA. The curriculum is designed to build students’ core skills in both disciplines and prepare them for starting their own Sport Psychology consulting business.

#### Admission Requirements

Students who wish to be admitted to the dual degree offering in Sport Psychology and Business Administration must be accepted to both programs. Students who wish to complete the dual degree offering will apply directly to the MBA program and complete the requirements for both programs.

- Applicants must possess a bachelor’s degree with cumulative Grade Point Average (GPA) of 3.0 or higher.
- Applicants bachelor’s degree must be from an institution whose accreditation is recognized by: the Council for Higher Education Accreditation (CHEA), a regionally accredited college or university, or an appropriately accredited foreign institution. One set of official transcripts with conferred bachelor degree and any post-bachelor credits or degrees.
- Applicants with a grade point average under 3.0 may be provisionally admitted to the University and may be required to take supplemental or preparatory modules prior to beginning MBA courses or during probationary period.
- Applicants must have 2-3 years of work experience.
- It is desired that applicants submit a resume or CV of work experience detailing professional background.

The requirements for the MA in Sport Psychology:

- Students must submit official transcripts, and with rare exceptions, possess at least a 3.0 GPA.
- A bachelor’s degree from a regionally accredited institution.
- A personal statement, which reflects:
  - The student’s interest in the field of sport psychology, and
  - Rationale for applying to this program.
- Three letters of recommendation.

All applicants must complete an interview with a program faculty member.

#### Degree Requirements

A student will be awarded an MA/MBA degree when (s)he has satisfactorily completed all courses of the dual degree program. In the first year, students begin by taking the foundational courses in Sport Psychology. Students will take two MBA courses during their first year. At the end of the first year, students will complete their first of four Sport Psychology internships. In the second year, students will finish their Sport Psychology coursework and continue coursework in the MBA Program. Students will also complete their second and third Sport Psychology internship.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSD 7251</td>
<td>Qualitative Research: Critical Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSD 7252</td>
<td>Clinical Dissertation Proposal I* (2)</td>
<td></td>
<td>Prerequisite: PSD 7251</td>
</tr>
<tr>
<td>PSD 7253B</td>
<td>Clinical Dissertation Proposal II (2)</td>
<td></td>
<td>Prerequisite: PSD 7252</td>
</tr>
<tr>
<td>PSD 7254C</td>
<td>Clinical Dissertation Proposal III (1)</td>
<td></td>
<td>Prerequisite: PSD 7253B</td>
</tr>
</tbody>
</table>

**Fifth Year**

These are repeatable courses and must be taken multiple times to total the number of units indicated:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSD 7235</td>
<td>Advanced Clinical Practicum* (3) (9 total)</td>
<td></td>
<td>Prerequisite: PSD 7135, Corequisite: PSD 7245</td>
</tr>
<tr>
<td>PSD 7245</td>
<td>Contemporary Issues in Professional Psychology* (1) (3 total)</td>
<td></td>
<td>Prerequisites: PSD 7146, 7147, Corequisite: PSD 7235</td>
</tr>
</tbody>
</table>

Other courses to be taken in the fifth year:

- PSD 7025 Child and Adolescent Issues: Psychopathology and Treatment
- PSD 7215 Consultation and Education in Psychology
- PSD 7230 Management and Supervision: Self, Other, and Organization

The following is a repeatable course and must be taken multiple times to total the number of units until dissertation has been successfully defended. Only 1.5 units will be counted towards academic requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSD 7302</td>
<td>Dissertation Completion (0.5) (1.5 total)</td>
<td></td>
<td>Prerequisite: PSD 7254 A-B</td>
</tr>
<tr>
<td>PSD 7400</td>
<td>Internships (4.5 or 9) (Summer Quarter)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Clinical Proficiency Examination (0)**

**Advancement to Candidacy (0)**

**Electives: Minimum of 18 units**

**Sixth Year**

The following is a repeatable course and must be taken multiple times to total the number of units indicated until dissertation has been successfully defended. Only 1.5 units will be counted towards academic requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSD 7302</td>
<td>Dissertation Completion (0.5) (1.5 total)</td>
<td></td>
<td>Prerequisite: PSD 7254 A-B</td>
</tr>
</tbody>
</table>

The following repeatable course and must be taken multiple times to total the number of units indicated:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSD 7400</td>
<td>Internship (27-31.5) *Total combined units from year 5 and 6 to equal 36</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total units required**: 222
the third year, students will complete their last Sport Psychology internship; their remaining coursework will be in the MBA Program culminating with their Capstone project during the third and final quarter.

Prerequisite courses are the same as in the MA programs listed in those relevant sections previously.

All courses are 3 quarter units unless otherwise indicated.

<table>
<thead>
<tr>
<th>Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
</tr>
<tr>
<td>PSP 5800A</td>
</tr>
<tr>
<td>PSP 5815</td>
</tr>
<tr>
<td>PSP 5803A</td>
</tr>
<tr>
<td>PSP 5819</td>
</tr>
<tr>
<td>PSP 5811</td>
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<tr>
<td>PSP 5816</td>
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<tr>
<td>PSP 5805</td>
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<tr>
<td>PSP 5822</td>
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<td>PSP 5826</td>
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<tr>
<td>PSP 5804</td>
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<tr>
<td>PSP 5054</td>
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<tr>
<td>PSP 5280</td>
</tr>
<tr>
<td>PSP 9085</td>
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<tr>
<td>PSP 9090</td>
</tr>
<tr>
<td>BUS 5151</td>
</tr>
<tr>
<td>*Please note that this course must be taken prior to other MBA courses.</td>
</tr>
<tr>
<td>BUS 5096</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
</tr>
<tr>
<td>PSP 5817</td>
</tr>
<tr>
<td>PSP 5812</td>
</tr>
<tr>
<td>BUS 5020</td>
</tr>
<tr>
<td>PSP 5814</td>
</tr>
<tr>
<td>PSP 5803B</td>
</tr>
<tr>
<td>BUS 5152</td>
</tr>
<tr>
<td>BUS 5475</td>
</tr>
<tr>
<td>PSP 5800B</td>
</tr>
<tr>
<td>PSP 5880A</td>
</tr>
<tr>
<td>PSP 5280</td>
</tr>
<tr>
<td>PSP 5880B</td>
</tr>
<tr>
<td><strong>Year Three</strong></td>
</tr>
<tr>
<td>BUS 5008</td>
</tr>
<tr>
<td>BUS 5035</td>
</tr>
<tr>
<td><strong>Certificate in Sport Psychology</strong></td>
</tr>
</tbody>
</table>

The Certificate in Sport Psychology is designed to provide eligible psychologists, marriage and family therapists (MFT), and other psychology professionals the necessary coursework required to apply for certification by the Association for Applied Sport Psychology (AASP). This 20 unit on-line certificate will provide knowledge in the areas of sport and exercise psychology, and kinesiology.

This totally on-line certificate can be completed in approximately one year. If a student is interested in completing fieldwork for an applied experience or to fulfill AASP certification requirements (400 for doctoral and 700 for master's applications respectively), fieldwork and supervision can be added on to the certificate program (prerequisite courses or their equivalent must be completed prior to starting internship).

**Admission Requirements**

In addition to the University requirements listed previously in this catalog, applicants to the Sport Psychology Certificate Program must submit the following:

- A Bachelor’s degree from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA). The awarding of the degree must be indicated on an official transcript;
- A personal statement. Applicants must submit a 3-4 page document describing their background and the nature of their interest in the certificate. More detailed information about the personal statement is available on the University’s website or from the Admissions Office; and
- A personal interview with the program chair or core faculty member. Once the completed application is received, applicants will be contacted by the program to schedule an interview. Out of area applicants may be
admitted provisionally based on their completed application file and then will meet with the program chair or faculty advisor upon arrival.

**Certificate Requirements**

*All courses are 3 quarter units unless otherwise indicated.*

<table>
<thead>
<tr>
<th>Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSP 5800A  Sport Psychology A</td>
</tr>
<tr>
<td>PSP 5800B  Sport Psychology B (2) *</td>
</tr>
<tr>
<td>PSP 5815  Performance Enhancement A</td>
</tr>
<tr>
<td>PSP 5816  Performance Enhancement B</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> PSP5815</td>
</tr>
<tr>
<td>PSP 5817  Performance Enhancement C (1-3)*</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> PSP 5816</td>
</tr>
<tr>
<td>PSP 5833  Kinesiology (4)</td>
</tr>
<tr>
<td>PSP 5819  Social and Historical Issues in Sport (4)</td>
</tr>
</tbody>
</table>

* If students are starting in the Fall quarter, they will take Sport Psychology B for 2 units and Performance Enhancement C for 1 unit to complete program in 1 year and to fulfill AASP requirements. Students starting in the Spring will take Performance Enhancement C for 3 units.

**Total units required:** 20

* If students are starting in the Fall quarter, they will take Sport Psychology B for 2 units and Performance Enhancement C for 1 unit to complete program in 1 year and to fulfill AASP requirements. Students starting in the Spring will take Performance Enhancement C for 3 units.
ARTS & CONSCIOUSNESS [A&C] Courses

A&C 5100 Introduction to Transformative Arts  3
An introduction to the various methodologies and theories related to the use of art and personal creativity as healing forces in the world. A wide variety of topics are explored, including psychological, spiritual and shamanic approaches to artwork. Students are encouraged to draw from their own experiences of creativity and expression as a basis for work in class. Offered in Fall. MATA students only. MATA requirement.

A&C 5140 Transformative Arts: History and Culture  3
This course explores the work and ideas of artists from prehistory to the contemporary world in relation to approaches to transformative arts that may spark your own creative process, and provide a sense of lineage for your work. Areas that will be presented include: the development of Arts & Consciousness studies, art and spirituality, shamanic practices, the legacy of surrealism, collaboration, and art and healing among others. Offered in Fall. MATA requirement.

A&C 5160 Creativity and Change: Business and Community  3
This course focuses on the uses of creativity as a vehicle for social and cultural growth and change. Speakers, readings, field trips and activities explore aspects of creativity related to community and socially-engaged arts, organizational change, leadership and innovation. By participating in a variety of creative modalities, students simultaneously strengthen their own creative processes and explore possibilities for future professional practice. Offered in Winter. MATA requirement.

A&C 5200 Arts in Action variable units
A variety of course offerings provide an investigation into the use of creativity as a vehicle for human change, growth and healing. Courses explore aspects of creativity related to teaching, counseling, and cultural and social action. By participating in a variety of creative modalities, students simultaneously strengthen their own creative processes and form a basis for future professional practice. MATA elective.

A&C 5230 Creativity and Change: Education and Healing  3
This course focuses on the uses of creativity as a vehicle for human growth and healing. Speakers, readings and activities explore aspects of creativity related to teaching, personal spiritual practice, physical healing, and emotional counseling. By participating in a variety of creative modalities, students simultaneously strengthen their own connection to personal exploration and form a basis for future professional practice. Offered in Spring. MATA requirement.

A&C 5255 Transformative Arts Seminar  3
The seminar grants students the opportunity to share their individual creative work with others in a supportive environment. It assists students in deepening their own experience as artists. Students gain insight into how their work can be translated into growth-oriented work with others. Class content is based on the student’s artwork. The course offers insights into links between inner and outer work. MATA students only.

A&C 5260 Transformative Arts Teaching Practicum  3
An investigation into the pedagogy of transformation through creative expression. Lectures, experiential exercises and class presentations by visiting artists and teachers introduce students to the practical approaches to transformative arts. Ethics and boundary issues are considered. Class results in practical application of teaching approaches by students in a community setting of their choice.

A&C 5270 Group Process for Transformative Arts  2.5
This course is focused on the development of self-awareness and an empathetic and professional relationship with others. The psychology of successful facilitation of transformative creative processes with individuals, groups, institutions and communities will be explored through discussion, role plays, and individual and group experiential activities. Issues of effective communication, listening skills, ethics, and diversity will be investigated. Offered in Summer. MATA requirement.

A&C 5280 Creative Practice A  3
Students in this course have the opportunity to share their individual creative work with others in a supportive environment while developing the ability to usefully give and receive feedback. Students are assisted in deepening their own experience as artists through writing, discussion and exercises. The practical concerns of maintaining a creative practice are covered, including logistics and documentation. Offered in Fall. MATA students only. MATA requirement.

A&C 5300 Applied Alchemy  3
An introduction to the transformational symbolic image system of alchemy and its powerful applications to studio art making. Discussion of historical alchemical processes and the modern use of alchemical metaphor and symbol in art. Assigned reading and studio assignments. MATA elective.

A&C 5310 Art and the Symbolic Process  3
An exploration of the philosophy of symbolism. Philosophical and experiential insight into the nature of symbol from a variety of cultural and individual perspectives. Students are led into the discovery of their own archetypal visual vocabulary through combination of personal practice and academic investigation essential to creative process. Studio assignments, experiential exercises and written process paper. Offered in Spring MATA requirement.

A&C 5312 Creativity and Consciousness  3
An exploration of the nature of creativity and its transformative function from both personal and archetypal perspectives. Students are led in an inquiry into their own perspectives of the various aspects of creativity: its energy, rhythms and blocks and how they manifest as the final art product. Studio assignments, experiential exercises and written process papers. Offered in Winter. MATA requirement.
A&C 5331 Media of Sacred Art  variable units
A variety of courses examine the creation of art intended specifically for sacred and transformative processes. Select topics explore the relationship between creativity and spiritual practice. Various classes focus on mask making, music, movement, drawing and/or mixed media in the creation of sacred art. The use of sacred art from diverse cultural settings is considered. MATA elective.

A&C 5345 Integrative Seminar  2
Students preparing the enter the final phase of the program review and summarize the learnings explored in the program in order to locate where their interests intersect with needs and opportunities in the world. Students use this information to form a written set of goals that further their career/business skills, personal development and creative practice, including a proposal for a community project to initiate and complete during Professional Practicum A & B and a focus for Thesis A & B. Offered in Summer. MATA students only. MATA requirement. Permission of department required prior to registration.

A&C 5360 Beyond the Studio: Community Collaboration A  3
A two-quarter sequence of courses facilitating inquiries into the ways in which art and arts organizations work with the larger community. Individual approaches to moving beyond traditional boundaries between art, social action and community are developed. In the first part of the course, guest lectures and individual research enables students to develop personally appropriate venues through which they explore community-based art. Assigned reading and written project.

A&C 5361 Beyond the Studio: Community Collaboration B  3
A two-quarter sequence of courses facilitating inquiries into the ways in which art and arts organizations work with the larger community. In the second quarter (part B), students undertake community projects through which their individual work as artists is translated into a specific activity that serves the community in some manner. Affiliations and internships with community arts organizations are a part of the course. Individual choice of appropriate venues and activities is strongly emphasized. Assigned reading and community project. Prerequisite: A&C 5360 Community Collaboration A.

A&C 5362 Professional Practicum A  3
Students plan, initiate, and carry out a short-term educational, community, or business oriented project within the larger social environment, as conceived in the Integrative Seminar. This project may be an individual project or collaborative, and may be linked to institutions in the community or performed independently. Opportunities to discuss and rehearse aspects of the project are provided in class meetings. Documentation and evaluation of the project are an integral part of the course requirements. Offered in Fall. MATA students only. MATA requirement. Permission of department required prior to registration. Prerequisite: A&C 5345 Integrative Seminar

A&C 5363 Professional Practicum B  3
After initiating an applied project in Professional Practicum A, students complete the project and pursue intensive follow-up and advisement. Students meet both as a group and individually with the instructor to discuss experiences and related avenues of community interaction. Class presentations of projects provide insight into the relationship between creative process, community service and professional preparation. Emphasis is on practical activity and personal insight as well as related academic and artistic material. Students summarize the project in a written paper and oral presentation. Offered in Winter. MATA students only. MATA requirement. Prerequisite: A&C 5362 Professional Practicum A.

A&C 5370 Portfolio Review  1.5
This course provides guidance and experience in curating and editing creative and professional portfolios for various purposes, including preparing the student’s work for the thesis portfolio. Students install and present their original artwork for review with a faculty committee and the class. Offered in Fall. MATA students only. MATA requirement.

A&C 5380 Creative Practice B  3
Through the sharing of their individual creative work, students focus on maintaining a personal creative practice amid changing life circumstances. Students prepare for professional life by articulating their artistic process, identity and approach, and by curating their body of creative work. Students gain further insight into how their work can be translated into growth-oriented work with others by exploring links between inner and outer work. Offered in Winter. MATA students only. MATA requirement. Prerequisite: A&C 5280 Creative Practice A.

A&C 5530 Art, Archetype, and Creative Process  3
Examines the origins and structures of creative self-expression and its relation to culture and spirit. Students gain important insights into the nature of criticism and self-investigation as well as the dynamics of group interaction in support of increasingly deeper levels of skill and insight. MATA Elective.

A&C 5555 Transformative Arts
Mid-point review  1
A comprehensive review of the student’s work halfway through the program. Submission of a mid-point paper along with the student’s work is reviewed by a faculty committee appointed by the department chair. All degree candidates must present their work and discuss it with the committee in order to continue in the program. The committee determines if the candidate has successfully met the department’s standards and offers suggestions for future investigations. Guidelines provided. Prerequisite: Successful completion of 34 units. Offered quarterly. Permission of department required prior to registration.

A&C 5560 Individual Mentorship  .5-5
Mentors are selected by the student from an approved list of successful artists located in the Bay area and nationally. Mentorship choices are based on the student’s artistic and professional goals. Offered quarterly. Permission of department and signed contract required prior to registration.
A&C 5662 Community Mentorship  .5-3  
Mentors are selected by the student from an approved list of successful community based organizations located in the Bay Area. Mentorship choices are based on the student's artistic and professional goals. Offered quarterly. Permission of department and signed contract required prior to registration.

A&C 5663 Group Mentorship  1-3  
Mentorship involving a small group of students working with a single mentor on a specific project or topic. Offered quarterly. Permission of department and signed contract required prior to registration.

A&C 5670 Group Studio  variable units  
A variety of courses are offered quarterly which address the formal, technical and experiential aspects of art-making. Classes exploring drawing, painting, book-arts, poetry, performance, photography, installation, sound art, video and other studio disciplines are offered. Offered quarterly. MATA elective.

A&C 5675 Artist Resources: Career Pathways  3  
An examination of necessary skills and practices for artists to apply creative work to society and the marketplace. Grants, galleries, teaching and other career-related issues are discussed. Resources for the pursuit of appropriate avenues of professional development are examined in depth. Students are introduced to a variety of career options, create individualized career maps and then complete all of the requisite steps in preparing for their entry into a chosen career track. Emphasis is placed upon creating career objectives and strategies that are consistent with students' personal values and abilities, artistic interests and experiences.

A&C 5676 Career Development  3  
This course builds on reflective work done during Integrative Seminar, Thesis A and Creative Practice B, and practical work done in Professional Practicum A & B. Students take concrete steps toward their professional goals, such as: development of a marketing plan and materials such as resume, website, social media presence, networking; development of planning documents such as vision statement, teaching philosophy, business plan, funding proposal. Addresses psychological issues and challenges around life transition through transformative arts processes, sharing of resources, and creation of supportive groups. Speakers and field trips. Offered in Spring. MATA students only. MATA requirement.

A&C 5688/5989 Transformative Arts  Final Project A/B  2/2  
Requires students to demonstrate their unique perspective on the use of creativity as a transformative agent in the community. The course contains two parts: The written project consists of an original research paper on an approved topic related to an aspect of creative process and community interaction. The community project consists of applying the principles discussed in the written project to an appropriate segment of the community. Documentation of the community project is an integral part of the written project. Offered quarterly. Permission of department required prior to registration.

A&C 5850 Thesis A  2  
The students draw from study and experience and perform new research as necessary in order to draft the sections of the thesis paper relating their experience of and approach to transformative creative practice, and the personal, creative, philosophical and cultural context for this practice. Students support each other in class through feedback on writing and suggestions for areas to explore. Writing as a transformative process is cultivated through various experiences and exercises. Part of the MATA thesis project. Offered in Winter. MATA students only. MATA requirement. Permission of department required prior to registration.

A&C 5851 Thesis B  2  
Students complete and present the MATA thesis paper and portfolio. Integrating their writing and research from the Integrative Seminar and Thesis A, and drawing upon the experience, articulation and documentation of their practicum project (or other community venture), students create a coherent discussion of their personal practice, cultural context and community project. Students support each other completion of the paper, approaching editing as part of the transformative process of writing. Student presentations to the class and community at the end of the quarter function as closure for the program. Offered in Spring. MATA students only. MATA requirement. Permission of department required prior to registration. Prerequisite: A&C 5850 Thesis A.

A&C 5995 Independent Study in Arts & Consciousness  1-3  
To be arranged with consent of instructor and approval of the department chair and dean. May be repeated for credit with a change of topic.

BUSINESS [BUS] Courses

BUS 5008 Operations and Supply Chain Management  3  
This course examines operations management, the function of producing goods and services in a quality and efficient manner. In light of this business functional area, it critically discusses supply chain management issues regarding procurement and logistics management, and the planning and management of an organization's coordination with suppliers. Skills in quantitative analytical methods are developed, including business statistics.

BUS 5020 Financial Management  3  
This course discusses the financial function of the contemporary business enterprise and the challenge of managing finances ethically and responsibly. It critically examines theories of financial management including cost of capital, financial leverage, capital structure, dividend policy, long-term capital, working capital, and financial analysis and planning. Prerequisite: BUS 3020 or BUS 5096.

BUS 5025 Talent and Human Resource Management  3  
Focused on human resource management and employee training and development, this course critically examines how organiza-
Bus 5030 Power, Leader Integrity and Conflict Resolution

Understanding organizational power and exemplifying professional integrity are fundamental to effective leadership. Critical to organizational success are leaders who inspire confidence, evoke loyalty, empower, motivate, and use resources effectively and efficiently. This course analyzes the characteristics and dynamics of organizational power and politics and explores the ethical use of power by leaders when managing employees, creating alliances, making complex decisions, delegating responsibilities, and making changes. Particular attention is given to managing and resolving conflict.

Bus 5035 Visionary Leadership and Sustainability

Great leaders possess a variety of competencies. Organizational effectiveness is grounded in professionals who have vision, continuously learn, courageously take risks, are decisive and ethical, understand and care about their coworkers, enable workforce creativity, and empower employees to take ownership of their jobs. Distinguishing leadership from management, this course analyzes the core qualities and skills that leaders possess, and explores the characteristics of various leadership styles, assessing their strengths and limitations.

Bus 5037 New Ventures and the Conversion of Ideas into Business

This course examines the knowledge, skills and business intelligence required for creating and growing new ventures. Topics include evaluating market opportunities with a global perspective, designing development and growth strategies, assessing barriers to market entry and exit, building the management team, and new venture financing. The focus of the course is a creation of a comprehensive new venture marketing plan and feasibility study.

Bus 5040 Marketing Management

In light of business’ strategic use of the Internet and their desire to compete in global markets, this course analytically examines marketing strategies, objectives, and policies. Discussion topics include managing sales and marketing organizations, market research and site location, advertising and promotion, analysis of buying processes of consumer and industrial markets, Internet marketing and customer relationship management.

Bus 5052 Managerial Economics

This course critically examines economic theory—both microeconomics and macroeconomics—in light of current business challenges, global issues, and environmental concerns. It analyzes the impact of domestic and international economic policies and major issues on business economics. Discussion topics include the effects of monetary policy, fiscal policy and taxation, forces of supply and demand, theories of cost and production, analysis of consumer behavior, and sustainable economic approaches and business practices. In addition, this course evaluates the response of markets to the forces of supply and demand by using different quantitative and qualitative measures.

Bus 5055 MBA Capstone: Managing Strategy, Planning and Innovation

The contemporary organization is a strategically managed, information-driven global enterprise that must respond to ever changing markets. Operating in a fast-paced, dispersed work environment, its effectiveness and efficiency is rooted in well-thought out business alliances and partnerships, organization-wide alignment, risk assessment, and innovative problem-solving and decision-making. Using strategic management principles and organizational alignment concepts to integrate the various MBA disciplines, this capstone course builds and enhances professional competencies in business and organizational analysis, collaborative and ethical decision making, innovative strategic planning, and implementation and evaluation of plans. Undergirding this process is an exploration of breakthrough thinking and managing creativity and innovation. The MBA capstone project is completed in this course. Prerequisites: BUS 5020, BUS 5035, BUS 5040, BUS 5052, BUS 5099, BUS 5151, BUS 5385, BUS 5475.

Bus 5096 Accounting for Managers

This course discusses core accounting concepts and principles in a manner applicable for managers. Areas of study include financial statement analysis, financial accounting concepts and principles, managerial cost systems, and the use of accounting information in managerial planning and decision making.

Bus 5099 Organizational Ethics & Corporate Social Responsibility

This course critically examines the inter-related concepts of “business ethics,” and “organizational ethics” and their significant role in developing a company’s mission, culture, strategic plan, operational policies, financial management practices, management style, human resource management philosophy, work environment, marketing approach, and customer service. Through analytical discussions of ethical systems and case study analyses, this course enables the development of a framework for understanding an organization’s social responsibilities, for improving an organization’s integrity, and for the development of a personal professional code of ethics.

Bus 5151 Systems Approach to Business Models and Management

Organizations are dynamic and complex systems that are continuously evolving. Applying systems theory to business strategy, organizational operations, and management practices, this course explores business models and theoretical concepts with an emphasis on the nature and challenges posed by dispersed organizations and a diverse workforce. Particular attention is given to participative organizational cultures and collaborative management styles.
BUS 5152 Information Systems in the Digital Enterprise 3
Understanding the organization as a dynamic networked enterprise with a sophisticated information technology infrastructure, this course provides a comprehensive overview of management information systems concepts useful to professionals as a user of information systems, and as a future decision maker concerned with the acquisition, application, and management of business information systems. Emphasis is placed on management and technical concepts fundamental to business applications of information systems.

BUS 5263 Venture Capital and Private Equity Investments 3
This course examines the concepts and institutions involved in entrepreneurial finance and private equity markets. It reviews and evaluates major sources of funding including venture capital firms, informal investors, banks, investment banks, suppliers, buyers, and various government sources. Topics explored include valuation, joint ventures, private placements, forms of buyouts, and IPOs.

BUS 5315 Program Metrics and Measurements 3
Program management involves overseeing a portfolio of interrelated projects that must be aligned with the enterprise’s strategic goals, and whose operational processes must be consistent with the organization’s culture. Budgets need to be established, timelines set, reporting procedures established, and progress evaluation processes put in place. Risk management, benchmarking, and outcomes assessment are critical to successful program planning and progress measurement. Focusing on designing and utilizing appropriate evaluation processes, this course analyzes such methods as the balanced scorecard, six sigma, and total quality management.

BUS 5320 Enterprise Relationship Management 3
Program management is becoming a core competency of organizations because large-scale product development, business enterprise systems’ development, organizational expansion and change usually involve multiple, interrelated projects. Effective management entails consistently communicating with internal and external stakeholders associated with the various projects, managing the relationships with project managers, recruiting team members, and procuring the needed financial resources and materials. With the multicultural nature of the global workplace as the context, this course introduces the core concepts of program management, and critically examines the issues and practices regarding the management of contracts, the supply chain, customer relationships, outsourcing and offshoring.

BUS 5325 Dispersed Team Dynamics 3
Often work is conducted with colleagues who are dispersed nationally if not globally. Collaboration is supported by various types of online meeting tools and information systems. This course critically discusses the socio-technical nature of virtual teams, successful strategies for building and managing a dispersed team including developing communication channels, and how to establish trust, credibility, a sense of responsibility, and a feeling of community in a virtual work environment. Methods for dealing with cultural issues and working across time zones are also addressed.

BUS 5385 Leading a Global Workforce 3
Globalized business practices, dispersed organizations, and outsourcing have created a global work environment where managers and team members often work 24/7. In light of current workplace issues, this course critically discusses human resource management trends, analyzes workforce engagement principles, explores the pros and cons of a dispersed work environment, analyzes strategies for managing internal and external talent, and develops work-life balance principles. It also examines the challenges a global workforce poses for human resource practices, discusses the leadership and managerial skills needed to successfully function in a geographically dispersed and culturally diverse workplace.

BUS 5450 Emerging Models of Business 3
Globalization, partnerships, innovation, and sustainability are watchwords for the contemporary business enterprise. Organizational agility, business vitality, and competitive advantage must be achieved and maintained while not harming people or the environment. With entrepreneurship, social responsibility, and organizational integrity as guiding principles, this course critically explores approaches to business that enable strategic innovation through the use of sustainable business principles, the creation of a clear business model and plan, the development of collaborative work relationships with employees and other business organizations. The creation of a virtual knowledge sharing and problem solving network are established.

BUS 5455 Design Thinking and Organizational Transformation 3
In a highly competitive business environment, change is inevitable. Organizational leaders and staff deal with it daily, often without understanding its nature, how it operates, and how its power can be harnessed to unleash innovation to create the organization’s future. This course critically examines the nature of change and how it can be strategically fostered and managed in complex organizations. It also explores the types of organizational cultures that support successful change-management processes and how change-agent leaders can effectively address resistance and resolve conflict.

BUS 5460 Organizational Cultures and Emotionally Intelligent Work Environments 3
Organizational culture is as strategic to success as identified goals and qualified human resources. Grounded in emotional intelligence principles, this course critically discusses how organizational beliefs, values, traditions, and role models shape organizational policies and politics, managerial practices, hiring practices, succession planning efforts, and employee reward systems, as well as how they impact organizational productivity, employee motivation, and job satisfaction. Based upon these discussions, this course presents how to analyze an organization’s present position, assessing its culture’s strengths and limitations and uncovering its culture’s underlying assumptions, viewpoints and ethical principles in order to create an empowering and engaging work environment.
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<td>BUS 5475</td>
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<tr>
<td>CNS 5012</td>
<td>Effective Communication A: Emotional Dynamics</td>
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<tr>
<td>CNS 5013</td>
<td>Effective Communication B: Intersubjectivity</td>
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<tr>
<td>CNS 5015</td>
<td>Body Consciousness/BODY WISDOM</td>
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<tr>
<td>CNS 5017</td>
<td>Introduction to Integral Theory</td>
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<td>CNS 5018</td>
<td>Enneagram Assessment</td>
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<td>CNS 5020</td>
<td>Archetypal Mythology</td>
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<tr>
<td>CNS 5023</td>
<td>Shamanic Traditions</td>
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**BUS 5475 Organizational Communications and Team Development**

Communication gives form to organizations. In an information-driven business climate, organizations are complex systems of business partnerships, and a web of networked employees and teams linked via electronic information and communication systems. This course examines the ways companies self-organize in a socio-technical work environment, the nature of organizational social networking in a digital age, and the characteristics of effective interpersonal communication and relationship building in teams. Particular attention is given to the nature of workplace information flow and how to design strategic information and communication systems that enable knowledge sharing and collaboration.

**BUS 5483 Entrepreneurship and New Venture Creation**

This course combines academic and practical experience to create knowledge, skills, awareness and involvement in the process of creating a new venture and then making it grow. The course combines lectures, case studies, assessments of actual entrepreneurs, and hands-on exercises to discover the concepts of entrepreneurship and the skills, competencies, know-how, attitudes, resources and networks that are needed to pursue different opportunities. The course will address the driving force in entrepreneurship and new venture creation, teaching how to develop or refine a business plan, and address the financial aspects of new ventures.

**BUS 5800 Business Internship**

This course provides students the opportunity to explore specific job functions by interning at companies and observing people performing those jobs. Students may experience administrative, operations, marketing, sales, finance, technology, and other programs in various capacities.

**BUS 5900 Topics in Business Administration**

This course provides an opportunity for current business and organizational trends and issues to be explored. It may be repeated for credit if the topic is different.

**BUS 5995 Independent Study in Business Administration**

To be arranged with consent of instructor and approval of the dean. May be repeated for credit with a change of topic.

**CONSCIOUSNESS AND TRANSFORMATIVE STUDIES [CNS] Courses**

**CNS 5010 Paradigms of Consciousness**

This course examines the nature and structure of paradigms and paradigm shifts in scientific, psychological, social, and metaphysical thinking, and emphasizes living systems theory and integral and holistic philosophies as they relate to ecology, health, creativity, and conflict resolution.
will research shamanic practices within their ancestral lineages with the intention of integrating these practices with present-day knowledge.

**CNS 5025 Cosmology and Consciousness** 3

In recent years, with advances in brain research and insights from quantum theory, new light has been shed on the vital question of “what is consciousness?” In this course, students will learn how the brain may take advantage of the strange and revolutionary aspects of quantum theory, deciding for itself how reality may unfold. **Prerequisite:** CNS 5010.

**CNS 5027 Non-Ordinary States of Consciousness** 2

This course will examine the intersection between the subjective and objective experience of various non-ordinary states of consciousness. Students will explore the brain-based neurophysiology associated with non-ordinary states of consciousness. Subjects may include the work of Stan Grof (Holotropic Breathwork), Charles Tart (psi phenomena), native science and shamanic consciousness, deep meditation, the use of hallucinogenic drugs, and other non-ordinary states.

**CNS 5030 Sleep, Dreams, and States of Consciousness** 2

Students will examine recent scientific research in sleep and dreams and explore a variety of techniques in working with dreams. The course focuses on the states of consciousness within sleep and different phenomena of the dreaming mind. Students will also explore their own dreams through different experiential and creative explorations.

**CNS 5035 Philosophy of Mind** 3

This course provides a scholarly grounding in the core philosophical issues surrounding the study of consciousness. This course will explore the three main “problems” in philosophy of mind: (1) the “mind-body” problem (how does consciousness relate to the physical world?), (2) the “problem of other minds” (how can we know if other people, animals, plants or even rocks have consciousness?), and (3) the “problem of free will” (do we really have choice, or are we determined by genetics and environment?). **Prerequisite:** CNS 5010.

**CNS 5037 Neurophilosophy of Consciousness** 2

The results from recent brain research sent shockwaves far beyond the boundaries of neurophysiology and neuropsychology. The implications reach into the very nature of the human experience, both personally and culturally. Much research has validated what many have long suspected to be true: consciousness does indeed affect the brain and thus the entire individual. Our thoughts and feelings directly affect the chemistry of the brain, which in turn largely determines the health of our entire being—both as single organisms and as a species. In this course, students will examine the timely and exciting intersection between neuroscience, philosophy of mind, and ethics. **Prerequisite:** CNS 5010.

**IPP 5049 Transpersonal Psychology** 3

This course will take a critical and appreciative look at transpersonal theoretical principles in the work of Carl Jung, A.H. Almaas, Roberto Assagioli, Stanislav Grof, William James and others. In class discussions, readings, and experiential exercises, students explore ways in which consciousness, psyche, and spirit intersect in the work of each of these theorists.

**CNS 5039 Self-Exploration** 1-2

This is a seminar course that explores teachings and practices which encourage self-knowledge and a deeper understanding of the self’s psycho-spiritual journey toward greater consciousness. Focus varies with instructor and student interest. May be repeated for credit with a change of topic.

**CNS 5039 Self-Exploration: Ancestral Consciousness and Healing** 2

Ancestral stories, family traditions, and the great teaching stories from our culture shape us and condition our perception of presence. In this course, we will examine the “breaking points” in our ancestral heritages—the places where our ancestors may have suffered a loss of connection to place, community, language, traditions, and spirituality. Through readings, class discussion, and personal research, students will learn how to access and reclaim the strengths and wisdom within our ancestral heritage.

**CNS 5039 Stones, Shamans and Goddess Dreams** 1

In this course we will explore the female archetype in her many guises as she appears in our nightly dreams. We shall do a brief survey of some of the images of the goddesses and their consorts, animals, symbols, and their meanings in various cultures. We may also practice some forms of divination that have been practiced by her devotees.

**CNS 5039 Writing Your Story** 1

This course offers a creative, transformative and healing writing practice that integrates personal narrative, voice and connection. The writing method used fosters empathy, discernment, trust and confidence, and offers clear guidelines for cultivating a safe writing environment through the use of positive, non-judgmental feedback, deep listening and witnessing. Research has shown that writing about your deepest thoughts and feelings can improve your health and well-being. The unique events of life are sacred stories that need to be shared and witnessed, and they can become a person’s greatest source of creativity. This class allows students to discover, tell and write their personal life stories.

**CNS 5049 Introduction to Consciousness & Transformative Studies** 0

This course introduces new students to the Consciousness and Transformative Studies program.

**CNS 5060 Philosophy of Consciousness** 1-3

Explores the major Western philosophical approaches to understanding the relationship between body and mind as well as the nature of truth and reality, postmodern cosmology, and process philosophy.
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CNS 5119</td>
<td>Research and Degree Completion</td>
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<tr>
<td>CNS 5120</td>
<td>Diversity, Community, and Consciousness</td>
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<td>CNS 5126</td>
<td>Qualitative Research A</td>
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<td>CNS 5127</td>
<td>Qualitative Research</td>
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<tr>
<td>CNS 5128</td>
<td>Psychology of Dreams</td>
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<tr>
<td>CNS 5129</td>
<td>Lucid Dreaming</td>
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<tr>
<td>CNS 5219</td>
<td>Dream Practicum</td>
<td>1-3</td>
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<tr>
<td>CNS 5230</td>
<td>Metaphors and Symbols of Transformation</td>
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<td>CNS 5270</td>
<td>Issues in Science and Consciousness</td>
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<tr>
<td>CNS 5275</td>
<td>Living Systems and Creative Potential</td>
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<tr>
<td>CNS 5280</td>
<td>Dreams, Archetypes, and Personal Mythology</td>
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<tr>
<td>CNS 5284</td>
<td>Consciousness and Sustainability: Solutions for the 21st Century</td>
<td>2</td>
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<tr>
<td>CNS 5345</td>
<td>Shamanism and Dreams</td>
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<tr>
<td>CNS 5347</td>
<td>Spirituality, Symbols, and Dreams</td>
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This course will present the requirements and expectations for key professional courses in the second and third year of the program.

This course provides students with an introduction to the basics and applications of several qualitative research methodologies. Students examine the strengths and weaknesses of qualitative versus quantitative approaches and are asked to explore the implications in terms of master's-level research. Discussion and exercises in class are geared toward pursuing and developing a research question or topic, discovering its fit with the methodologies introduced in this course, and opening it up with various research skills (triangulation, searching the literature, data collection, etc.).

These courses continue the multi-perspective approach of CNS 5126 into a deeper understanding of how these approaches and skills translate into a key component of the course—developing the actual research proposal. Students will also survey the research process from proposal stage through completion and discuss effective ways to present the research findings.

This course examines Western psychological traditions of dream interpretation. The pioneering work of Sigmund Freud and Carl Jung, both of whom were directly inspired by their own dream experiences, will be explored, along with later research on the role of dreaming in human development, creativity, and healing. Students will be encouraged to think critically about these psychological theories, to test them in connection with their own dreams, and to seek new creative integrations with the dream theories of other cultures and traditions.

Lucid dreaming is the act of becoming conscious while dreaming. In this course, scientific research in the field of lucid dreaming will be explored and students will learn methods to become conscious in sleep. This course will interweave cognitive, experimental, and experiential approaches to explore this state of consciousness.

Participants in the class will share and work with dreams, drawing upon contemporary theories and practices in the field of dream studies.

This course examines symbolic systems and their role in the expansion of human consciousness. The course also explores universal symbols and metaphors of transformation as they relate to an emerging multicultural consciousness. Alchemical images such as fire, water, death, sacred marriage, tree of life and other symbols of wholeness are discussed.

In-depth research and analysis of specific topics in science and consciousness. Topics may include genetics, chaos, synchronicity, complexity, and biology of consciousness.

An introduction to the basic principles of Living Systems Theory, which will be explored in the context of Ken Wilber’s AQAL model. The course will include both theoretical and experiential components, and students will be asked at the end of the course to apply these principles and practices to a selected area of interest (ecology, psychological development, community/cultural development, education, business or spiritual leadership, etc.)

In this course, students will explore the recurrent dream archetypes that help dreamers become aware of themes generating a personal mythology for one’s life.

This course explores the issues, theories, research, and practices in order to understand/take action on healing and "greening" the planet. Students will examine the current practices and approaches in ecology and sustainability that are making a difference and improving the planet. Students will select a topic of interest in the area of sustainability to research, focusing on innovative practices currently being explored or developed.

This course explores the role of dreams in shamanic traditions. Major topics include receiving the “calls” in dreams, healing, dream interpretation, the role of shamans, shamanic misconceptions, and the rise of urban shamanism and ethics. Shamanic states of consciousness and the practice of drumming as a tool for entering the dream state will be introduced. This class will be held on the Berkeley campus.

In this course, we will explore dreaming as a spiritual practice. Dream symbols are often powerful guides which express our human and spiritual potential. They bring insight, wisdom, life purpose, clarity, and illumination. Through readings, class discussion, and experiential exercises, we will befriend our dreaming guides and bring them to the light of day.
CNS 5410 Teaching Practicum A 2
Students learn to develop classroom teaching skills for university-level adult learners, including presentation and facilitation skills, experiential activities and leading discussions. Course includes developing lesson plans, assessments of personal teaching style and discussion of philosophical principles of holistic education.

CNS 5411 Teaching Practicum B 2
Using the skills acquired in CNS 5410, students plan, develop, and present workshops on topics of their choice. Prerequisite: CNS 5410.

CNS 5415 Curriculum Development 2
Students will learn how to prepare an academic syllabus and weekly lesson plans for college courses. Topics include holistic teaching philosophy, course objectives and description, reading and research materials, assignments, student evaluations, and the balance between cognitive and experiential learning.

CNS 5453 Personal and Professional Coaching 2
This is a practical, hands-on class to define and provide coaching skills for managers, consultants, and those in private practice. The course will emphasize several approaches, enabling students to practice basic coaching skills. The emphasis is on practical applications of coaching skills in real-life professional situations. Offered credit/no credit only.

CNS 5455 Exploring Professional Identity A 2
In this course, students explore their core values, life history, professional experience, psychological type, and application of principles learned in their degree program as applied to future career goals.

CNS 5460 Exploring Professional Identity B 1
Students integrate professional development and degree principles through a one-quarter internship that is aligned with their career goals. Prerequisite: CNS 5455.

CNS 5465 Starting Your Own Business 2
For those considering opening a practice as a consultant, coach, therapist, bodyworker, or entrepreneur in a start-up company, this class will examine the basics needed to turn a great idea into a business reality. Among the topics covered are analyzing life values and priorities, determining business goals and strategies, launching and managing the business, and dealing with finances and marketing.

CNS 5507 Creativity & Transformation 3
In this course students will explore the links between the creative process and psychospiritual transformation. In a lecture, discussion and experiential format we will investigate the psychology of creativity, psychospiritual benefits of creative expression, causes and cures for creative blocks and conditions that foster and hinder creative development. Students will have opportunities to explore creativity in their lives and open to new possibilities for creative expression.

CNS 5500 Planning a Thesis 1
In this course, students will explore their thesis topics and clarify the major questions to be addressed.

CNS 5602 Thesis 1-3
Students write their master’s thesis under the supervision of selected faculty members. Prerequisite: CNS 5600.

CNS 5610 MA Integrative Project 2
In this class, students prepare their final integrative paper and presentation. This includes a personal statement, psychological and spiritual theory, and application of coursework within a professional and social context. Prerequisite: CNS 5127.

CNS 5615 Publishing and Media 2
This course focuses on preparing, packaging and disseminating information to both general and specific audiences. Topics include: writing book proposals and query letters; assessing markets and dealing effectively with contracts, agents, editors and publishers; presentation skills; self-promotion through the media, personal and public relations, and interviews.

CNS 5620 Issues in Consciousness Studies 1-3
Issues will vary according to student interests. May be repeated for credit with a change of topic.

CNS 5670 Advanced Writing and Publishing 2
This course is intended for students who wish to publish their research professionally. Students must bring to the course a research paper from a previous class with an A or A+ grade. The focus of the class will be to refine and edit the research paper into a high-quality article that will be submitted for publication to a professional journal.

CNS 5800 Issues in Philosophy 1-3
In-depth research and analysis of specific topics in philosophy and consciousness. Focus varies with instructor and student interest.

CNS 5820 Ecotherapy Intensives 1, 2 and 3: Methods and Practices of Ecotherapy 2-3
Learn and practice the use of a wide range of ecotherapy techniques designed for work with individuals, couples, small groups, communities and institutions. Intensive 1 (Fall) highlights animal assisted therapy methods, Intensive 2 (Winter) developing a sense of place and belonging, and Intensive 3 (Spring) horticultural therapy methods.

CNS 5822 Dimensions of Holistic Sustainability 3
Discover the societal / economic / political facets of ecotherapy. Students will receive and articulate a cross-disciplinary understanding of earth-friendly forms of living, study the basics of ecological science, learn the history of agriculture and its relation to human psychology, and come away with an ability to participate
constructively in social and professional discussions to unpack the complexities of sustainability.

**CNS 5824 Horticultural Therapy** 2, 3
A survey of gardening therapy, including organic food production and the healthful benefits of community gardening. Students will be able to advise their clients on specific gardening techniques for promoting mental and physical health.

**CNS 5826 Healing the Human-Animal Relationship** 3
Recent research on animal consciousness is combined with research on the inclusion of animals in various human health settings and healing arrangements. Assignments will require students to study their own somatic and psychological reactions in the presence of animals in order to understand how and when to apply these methods.

**CNS 5830 Ecopsychology as Cultural Work** 2,3
Includes small group and dream work that connect inner with outer and individual with the wider culture. Also, conservation work has been shown to foster psychological health and new experiments in land-based living. Students will apply various blueprints for creating and promoting earth-conscious community practices.

**CNS 5832 Earth, Body, Spirit** 3
Learn about and experiment with consciousness-deepening ritual and ceremonial practices that include aspects of the natural world. Taken from a variety of cultural traditions, such practices transform the objectification of nature into an appreciation of its presence, beauty, and powers of healing.

**CNS 5834 Ecotherapy Internship** 3
Forty (40) field hours of actual ecotherapy practice gained within an authorized fieldwork setting. The internship emphasizes being mentored in a subspecialty of ecotherapy OR practicing ecotherapy in a community setting. Students will keep a process diary and finish with a written report on what was learned and how to take it into a professional arena.

**CNS 5995 Independent Study in Consciousness Studies** 1-3
To be arranged with consent of instructor and approval of the program chair and dean.

**HOLISTIC COUNSELING PSYCHOLOGY [EXJ] Courses**

**EXJ 5000 Introduction to Expressive Arts Therapy Program** 0
This course will introduce students to the Expressive Arts Therapy program, detail program requirements and student responsibilities. All students entering the Expressive Arts Therapy program are required to take this no-cost, no-credit course during their first quarter.

**EXJ 5100 Intensive Master Classes** 1-5
This course gives students in depth exposure to modalities and practices in Expressive Arts Therapies with field experts to deepen clinical and educational arts based psychotherapy with individuals, groups and families. Master classes will be offered in a variety of modalities as well as multimodal practices including but not limited to: dance, music, visual arts, drumming, poetry, performance based and sand tray therapies.

**EXJ 5101–03 Expressive Arts: Group Process A–C** 2/2/2
Using expressive arts therapy counseling techniques, students examine and work with their own and others’ feelings, motivations, and patterns of behavior. Through class participation, students learn group theory and group facilitation skills. Must be taken in three consecutive quarters during the first year of graduate study.

**EXJ 5105 Expressive Arts: Therapeutic Communication A** 3
An introduction to the basic principles and practices of effective communication. Students explore the use of communication in day-to-day life, relationships, counseling, teaching, employment settings, and other forms of working with people. Topics include presence, centering, listening skills, and discriminating between content and process. Topics will be explored from both a Holistic and Expressive Arts prospective.

**EXJ 5106 Expressive Arts: Therapeutic Communication B** 3
This course will allow students to continue to practice Holistic and Expressive Arts counseling and communication skills and principles learned in the first quarter. The major defense mechanisms will be examined and strategies explored to deepen therapeutic process and classroom participation. Training in recognizing transference and countertransference issues and making effective therapeutic interventions. Assessment of communication patterns in dysfunctional, functional, and optimal individual and couple, family, and educational systems are explored. **Prerequisite: EXJ 5105.**

**EXJ 5200 Foundation of Expressive Arts** 3
The foundational class for the Expressive Arts specialization, this class provides an historic and theoretical overview and the therapeutic use of the creative process. Participation includes experiential exposure to a variety of visual, movement and other arts modalities and media.

**EXJ 5210 Community Arts Practice A** 1
Students participate and plan Master Class symposium to deepen skills of preparation of workshops and symposia. Organization, theme design, community performances/experiences and Master class instructors will be planned by students for the design and execution of the third year of their cohort flow.

**EXJ 5211 Community Arts Practice B** 1
Management and organization of the third year symposium will be executed by the students in this final segment of community arts practice. Planning, troubleshooting, arts experience and
performance as well as smooth flow of Master classes will be delivered and evaluated by student and instructors.

**EXJ 5215 Expressive Arts: Marriage and Family Counseling A**  
3  
Introduction to the principles, methods and aesthetics of expressive arts therapy in marriage and family counseling including family systems theories, methods for assessment of family interaction patterns, and intervention strategies appropriate to different types of family dysfunction. The relationship between family systems and principles of expressive arts are discussed. **Prerequisite: EXJ 5215.**

**EXJ 5216 Expressive Arts: Marriage and Family Counseling B**  
3  
Application of principles, methods and aesthetics of expressive arts therapy in marriage and family counseling to specific family problems such as terminal illness, psychosomatic disorders, and addictive behavior. **Prerequisite: EXJ 5215.**

**EXJ 5220 Jungian Psychology**  
2  
Presents basic Jungian concepts, models of the psyche and processes and how they relate to Expressive Arts as a theoretical orientation. Includes the nature of archetypes, myth, ritual, and dream and how to work with clients using these resources as well as how these elements are present in our own lives and culture. **Prerequisite: HHE 5225.**

**EXJ 5250 Final Integrative Project**  
1  
This course examines the philosophical, personal, and professional issues raised in the course of graduate study in expressive arts therapy counseling psychology. Students develop an outline for an integrative paper that includes their understanding of expressive arts therapy interventions, and their own personal growth work. This is the first in a two-course sequence. **Prerequisite: EXJ 5215.**

**EXJ 5351 Final Integrative Project B**  
2  
This is the second in a two-course sequence. Students complete their integrative paper and give an oral presentation on their topic. Students take this course when ready to complete their paper. **Prerequisite: EXJ 5215.**

**HEALTH EDUCATION [HHE] Courses**

**HHE 5001 Introduction to Health Education Program**  
0  
A required, no cost, no credit course for all students entering the program, it prepares students to get the most out of the program and lets them know what they need to do in order to complete it. **Prerequisite: HHE 5001.**

**HHE 5120 Integrative Health**  
2-4  
This course provides a foundation in Integrative Health, exploring the development of Western Medicine and alternative and complementary medicine. We examine historical perspectives that influence the current state of healthcare, explore the scientific basis of integrative approaches, and address the challenges of integrative health care. Students evaluate multiple approaches for addressing degenerative diseases, cancer, cardiovascular disease and diabetes examining the relationships among behavioral, environmental and genetic factors that enhance or compromise health. **Prerequisites: HHE 5001, HHE 5225.**

**HHE 5140 Culture, Community, and Health**  
2-4  
This course examines the influence of culture and community on health status and health outcomes. We consider the multiple ways in which a broad range of social and cultural factors shape health, well-being, and healthy development, specifically with reference to the planning, implementation, and evaluation of health education programs. Taking stock of the current state of the U.S. health care system, we explore effective approaches to health education and the role of the health educator as agent of change. **Prerequisite: HHE 5225.**

**HHE 5145 Health and the Environment**  
2-4  
In this course, we examine the connection between health of the environment and health of the individual and community. An examination of the food system, changes in agricultural practices, and the impact of these changes on environmental and human health is conducted. Possibilities for creating sustainable outcomes to address the global environmental health crisis are explored. **Prerequisite: HHE 5200.**

**HHE 5147 Research in Health Education B**  
4  
In this course, students will gain essential hands-on experience with both quantitative and qualitative research methods. They will continue the work they’ve begun in HHE 5200 Research in Health Education A, by continuing the design of a health study, conducting a community needs assessment, and writing an extensive research report that includes a health education curriculum proposal. Whether for their own practice or for a mainstream organization, the health educator needs to be prepared to find, understand, and evaluate public health and medical articles written by experts in the field. They also need to know, through systematic evaluation, whether their programs are having an impact on the target population. This course continues the development of these core health educator skills: research method design, research literature critique, needs assessment, survey design, data analysis, and program evaluation. **Prerequisite: HHE 5200.**

**HHE 5155 Foundations of Holistic Nutrition**  
2-4  
Food forms the fiber of our being. Beyond basic nutrition, this course lays the foundation for using food as medicine focusing on supporting healthy cellular, organ and system function. Reviewing anatomy and physiology through the lens of functional medicine, we also examine the role of macronutrients and micronutrients in health and illness. As a result of the course students will be able to communicate the scientific reason for their nutritional recommendations. **Prerequisite: HHE 5001.**

**HHE 5158 Models of Change for Health Education**  
2-4  
This course will cover determinants that influence health and well-being and discuss the role of the health educator in working with individuals attempting to make health behavior changes. Students will explore concepts and approaches of change specific to health and health behaviors. The analysis of current models of health behavior change will be analyzed and viewed through the lens of a holistic approach to health and health education. **Prerequisite: HHE 5225.**
HHE 5169 Nutrition for Wellness Throughout the Lifecycle 4

This course introduces the foods, ways of eating and nutritional therapies that help to bring about and maintain the most vibrant health throughout the lifecycle, highlighting pediatric health, geriatric health and holistic sports nutrition. Preventing childhood obesity and its sequelae (liver disease, diabetes, cardiac disease) is a focus of this course. Ways to reverse the trend of the overfed but undernourished child are explored. Special dietary needs of elders are also a focus of this course. Nutritional recommendations for physical and mental vibrancy in the elder years are identified through a holistic approach for preventing illness and maintaining wellness. The nutritional needs of the athlete will also be examined through the lens of holistic nutrition and specific nutritional recommendations for athletes are discussed. Prerequisite: HHE 5155.

HHE 5171 Nutrition for Healing the Body and Mind 4

Nutritional approaches for working with clients with conditions such as diabetes, irritable bowel syndrome, allergies, depression, heart disease, and cancer are addressed in this course. Prerequisite: HHE 5169.

HHE 5181 Embodied Learning: A Toolbox for Educators and Coaches 3

This course is for educators (including teachers, trainers, health educators, etc.) and coaches who wish to develop their capacity to work with students and clients in an embodied way. Drawing upon the concepts and practices of experiential learning, transformational learning, and somatic awareness, we will explore the theories and practices that will enable us to develop our capacities as educators and coaches to be fully present in the learning or coaching relationship. We will investigate how we can facilitate the experience of embodiment and the integration of embodied experience for sustainable learning and transformation. This course will be highly experiential, and students will be expected to participate in and lead frequent somatic experiential exercises.

HHE 5200 Research in Health Education A 4

Whether for their own practice or for a mainstream organization, the health educator needs to be prepared to find, understand, and evaluate public health or medical articles written by experts in the field. They also need to know, through systematic evaluation, whether their programs are having an impact on the target population. This course helps develop these core health educator skills: research literature assessment, data interpretation, survey development, research design methods, population management, and program analysis. Students will gain essential hands-on experience with both quantitative and qualitative research methods. They will design a health study, conduct literature reviews and analysis, hold a focus group meeting in the community, and develop their own survey. Prerequisite: HHE 5120.

HHE 5225 Foundations of Health Education 4

This course overviews a holistic approach to health education. We discuss the role of the health educator and various professional and ethical considerations inherent in that role. We look into various holistic theories as tools for analyzing and understanding health and health education. We begin to identify issues and questions of importance to the field and to us personally and professionally, such as health education for the “whole person;” shifting from a disease-focused to a health-focused health paradigm; wellness and the salutogenic approach to health promotion; self-care; and spirituality and health. This course is also designed to provide students entering the Health Education MA program with a review of the critical thinking, research, and writing skills that will serve as a foundation for producing graduate-level work. Prerequisite: HHE 5001.

HHE 5428 Fundamentals of Coaching 1

This course is an introduction to coaching competencies and coaching for wellness. Prerequisite: HHE 5001

HHE 5429 Coaching for Wellness 1

The focus of this course is coaching individuals for health and wellness. Prerequisite: HHE 5428

HHE 5430 Coaching Practicum A 1

Students build coaching skills through practice. Prerequisite: HHE 5429 (Coaching for Wellness).

HHE 5432 Coaching Practicum B 1

Students continue to build coaching skills through practice. Prerequisite: HHE 5430.

HHE 5500 Learning Models and Educational Methods 2-4

This course is designed for future educators, including teachers, trainers, coaches, and others who facilitate learning. We will explore how students can forge their identity as educators from the wisdom of their own lived experience. Topics will include: whole person learning, creating space for learning, adult learning models, learning taxonomies, content organization, presentation skills, experiential activities, learning aids, and learning module lesson plans. Opportunities for in-depth practice will enable students to discover and develop their own style of teaching.

HHE 5505 Student Review: Midpoint 0

At the completion of the midpoint of the HHE program (completion of approximately 30 units), students are oriented to the second half of the program, which is focused on professional preparation.

HHE 5512 Mind-Body Approaches to Stress Management 2-4

In this course, we examine the effects of stress on the nervous, endocrine, cardiovascular, digestive and immune systems. Holistic approaches to stress management and mind-body medicine self-care practices are explored. Prerequisites: HHE 5155, HHE 5225.

HHE 5565 Health Education Service Learning 2

Students have the opportunity to engage in professional development for example, by developing and teaching a workshop, providing health coaching, and/or nutritional consultation, or other health education activities with faculty mentorship and supervision. Prerequisites: HHE 5500, HHE 5430, HHE 5147.
HHE 5574 Preparing for Supervised Internship 0
This required, no cost, no credit course focuses on the skills and requirements necessary for putting together a successful internship contract. Prerequisite: HHE 5505.

HHE 5575 Supervised Internship 1-3
Students work with ways of bridging their work as students with what they hope to do as professionals by working for one quarter in a professional setting under the guidance of a mentor, keeping a journal, and describing their work in a paper. Prerequisites: Permission of instructor; HHE 5574 Preparing for Supervised Internship.

HHE 5607 Preparing for MA Integrative Project 1
This course begins the process of creating the capstone project – also known as the “MA Integrative Project” – that is required at the end of the Health Education Master’s degree. Students will consider their education and examine their areas of professional interest in order to identify a viable topic. Because students will work with the same topic throughout the Research in Health Education and MA Integrative Project courses, topic selection is critical. Students will engage in both creative exercises and scholarly research to produce a project prospectus by the end of the quarter. Students will work in a collaborative learning format to provide feedback on topic development. Permission of the Program Chair is required. Prerequisite: HHE 5225, Permission of instructor.

HHE 5608 Demonstrating Mastery 0
A required, no cost, no credit course in which students are able to demonstrate mastery of general HHE knowledge, as described in the Program Learning Outcomes.

HHE 5609 MA Integrative Project A 2
The MA Integrative Project A and B courses are designed to assist the graduating health education student in the development and creation of the health education capstone project, which consists of a written paper and an oral presentation, through faculty guidance and peer support/feedback. Having selected and developed their topics in the “Preparing for MA Integrative Project” course in the summer quarter, and further research their topics in HHE 5200 Research in Health Education A, students will focus in this course on the written paper, developing an outline, completing their research, and producing a complete draft of the written paper by the end of the quarter. Prerequisite: HHE 5607.

HHE 5610 MA Integrative Project B 1
In this final course of the capstone series for the Health Education Master’s degree, students will focus on two objectives. First, they will revise and refine their papers drafted in the HHE 5609 course, producing a paper of publishable quality by the end of the quarter. Second, they will prepare and deliver professional quality presentations on their integrative projects. At the conclusion of the capstone series, students will be ready to make the transition from being a student to being a professional in the field of health education. Prerequisite: HHE 5609.

HHE 5615 Practicum in Health and Healing .5 - 1
Practica are designed to give students exposure to various healing modalities, and cover both an introduction to principles and experience in the work. In addition to modalities, practica will be offered in practices such as qigong, yoga, aikido, and movement. Topics such as cooking, nutritional coaching, issues in working with different age groups, death and dying, and setting up a nutritional consultation practice are also offered.

HISTORY OF CONFLICT Courses
All courses are offered online.

HIS 6001 Theories of War and Conflict 3
This course analyzes theories of conflict building and war, paying special attention to the role of individuals, nations, and ideology in the way that conflicts develop and are viewed in historical context. Students will analyze historical cases and strategies for responding to international conflict, violence, and war.

HIS 6002 Ancient Warfare 3
This course explores the history of early tribal disputes that led to the Mediterranean empires, European conflict and nation building. Students trace the role of culture and nationality through military conflicts, as well as analyze the impact of colonialism and military technology throughout global history.

HIS 6003 War and Society 3
This course explores the social, political, and economic consequences of war and conflict. Among the topics covered are the role of conflict in social change, the integration of cultures as a result of war, the economic costs of war to combatants, and the creation and perpetuation of nationalism through history. Before, During, and After War: Conflict on the Home front.

HIS 6004 Religion, Peace, and Conflict 3
This course explores the role of religion, ethics, and culture in conflict and peacebuilding. Students will utilize historical texts to examine the role of religion in world affairs and the creation of ethics and social norms. The interplay of theology and ethics within particular socio-historic settings is explored through the use of case studies and independent readings.

HIS 6005 American Military Conflict I 3
This course is a survey of military history and the interaction between society and military institutions, technology and techniques, from 1763 to World War I. The course will study the interrelationships of warfare, technology and society in American history. The course will focus on such questions as how changing “styles” of warfare, the composition of the military establishment (militias, citizen armies, paid professionals, mercenaries), and the transformations in military technology have impacted upon state and society. Conversely, it will also investigate how political and societal changes have influenced the nature of warfare in American history.

HIS 6006 Nonviolence and Conflict Resolution 3
This course examines the theory and practice of nonviolent action and conflict resolution techniques that create social and political change. Historical case examples and the theory of nonviolence are presented and students will review and analyze primary texts from peacemakers throughout history.
HIS 6007 American Military Conflict II 3
This course is a survey of military history and the interaction between society and military institutions, technology and techniques, from the beginning of World War I to the present. The course will study the interrelationships of warfare, technology and society in American history. The course will focus on such questions as how changing “styles,” of warfare, the composition of the military establishment (i.e., militias, citizen armies, paid professionals, and mercenaries), and the transformations in military technology have impacted upon state and society. Conversely, it will also investigate how political and societal changes have influenced the nature of warfare in American history.

HIS 6008 Civil Wars 3
This course looks at the history of civil wars in regions across the globe, including ancient tribal wars, the American Civil War, European warfare, Latin American struggles, and Asian upheavals, will be discussed. Similarly, contemporary conflicts in Rwanda, El Salvador, Afghanistan, and Iraq will be covered. Causes commonalities in these distinct regions leading to the occurrence of civil war will be reviewed. The costs of such civil wars, in terms of human losses and impacts, along with economic and political outcomes will be examined.

HIS 6009 Global Unrest and Peacekeeping 3
This course examines current issues in global unrest and is designed to familiarize students with the UN model for managing international strife and world peacekeeping efforts. Case studies will be provided to highlight UN policy, procedures, structures for deliberation, and interventions in response to global unrest. The Geneva Conventions will be reviewed and international humanitarian standards for conducting war and establishing treaties will be covered. Emphasis will be placed on providing students with a working knowledge of the structure of the UN Security Council, which can impose economic, political and military sanctions.

HIS XXXX Foundations of Genocide 3
Genocide is often defined as the deliberate and systematic destruction of a racial, political, or cultural group. Historical examples of genocide will be covered in this course, which will review the Spanish decimation of indigenous cultures in Mexico and Latin America, the annihilation of Native American tribes, the Holocaust, and Chinese and Russian ethnic/political cleansing campaigns. The development of the Nuremberg Code of Ethics will be discussed. Mock courts will be utilized to assist students in understanding of the international ramifications and sanctions in response to acts of mass genocide.

HIS XXXX Race and Ethnic Relations in America 3
This course traces the origins of immigrants to the Americas, with primary emphasis on race and ethnic relations in the United States. The origins and motivating forces of the western expansion into the New World and the consequences of cultural collisions are reviewed. The conquest of the native indigenous peoples is in North, Central, and South America and its aftermath are discussed. The historical contexts for the immigrant migrations of various ethnic/racial groups and their contributions to the United States will be covered. The origins of slavery and the emergence of the civil rights movement are primary topics of discussion. Current issues about immigration and movements for immigration reform will also be presented.

HIS XXXX Conflict and Crises Negotiation 3
This course affords students an overview of the general causes of conflict and theories of negotiation which are applicable to crisis situations. Negotiation strategies and protocols will be discussed, as they relate to situations involving negotiations during individual standoffs, and acts stemming from organized groups of activists. Case scenarios involving crises negotiation in non-violent acts and acts in which violence has been encountered will be presented for class discussion and critical thinking. Various teaching methodologies will be provided including the use of role plays to provide experiential learning exercises whereby negotiators must apply behavioral techniques such as good communication skills, establishing rapport, and dialogue with perpetrators and victims in crises situations. Law enforcement and military protocols for assembling barricades and perimeters, use of deadly force, and hostage negotiations will be covered.

HIS XXXX Organizational and Conflict Management 3
This course presents the dynamics of organizational conflict and key skills for conflict management and resolution. The course focuses the analysis, interpretation, and interventions for conflict in contemporary organizational settings. Students will acquire knowledge about the causes of conflicts within organizational environments and how professionals can avoid organizational difficulties through conflict management and the development of healthy corporate/organizational cultures. Case studies involving domestic and international organizational conflict management will be utilized.

HIS 6010 A History of Diplomacy
This course examines the theory and practice of nonviolent action and conflict resolution techniques that create social and political change. Historical case examples and the theory of nonviolence are presented and students will review and analyze primary texts from peacemakers throughout the history of world conflict. Case studies on key figures in history including Abraham Lincoln, Mahatma Gandhi, John F. Kennedy, Martin Luther King, Jr., Robert Kennedy, Nelson Mandela, and the Dalai Lama will be used to exemplify the diplomacy of human and civil rights movements.

HIS 6011 The Future of Conflict 3
This course examines current world events and the rise of terrorism in global conflict. The impact of terrorism in world affairs and the emergence of terrorist groups, both domestic and international will be explored. The development, mechanisms of action, and potential use of nuclear, biological and chemical weapons in terrorist actions will be addressed. Personality profiles of extremist leaders will be presented to examine psychological commonalities and differences. Current events involving militant and extremist groups will be discussed along with mechanisms for the prevention and deterrence of terrorist activities.

HIS XXXX Research Methodology and Design 3
Research methods allows a brief introduction to various forms of
research methods, both quantitative and qualitative, with particular attention to quantitative methods. The course will address issues around data collection, interviewing, and data analysis. The course will encourage students to focus on research that has been used in the field of military and global conflict. It will help prepare students for the MA research project process and aid understanding of research once working as a practitioner in the field.

**HIS XXXX Conflict Research Practicum 3**

This practicum experience requires field placement and individual and group supervision. The field-placement aspect requires students to intern with an organization working with local, national, or global initiatives to reduce intergroup conflict, increase human rights advocacy, and minority/diversity representation. The student will apply skills learned in the classroom through this ethnographic experience. Individual and group supervision involves one-on-one meetings, discussions, case presentations, and role-playing and covers ethical issues. Students are provided with a supportive environment for discussion and for exploring issues which pertain to their fieldwork experience.

**HIS 6012 Thesis 3**

This is a two-month course required of all M.A. in The History of Conflict students as their last course in the program. The class culminates in the research and writing of a substantial, original work on a historical topic of personal interest involving the critical examination and evaluation of primary sources as well as appropriate secondary materials and interpretations. At the end of the course, the student is sued an IP (In Progress) grade until a completed thesis is evaluated by the course instructor and the faculty advisor.

**HOLISTIC COUNSELING PSYCHOLOGY [HPC] Courses**

**HPC 5000 Introduction to the Holistic Studies Counseling Psychology Program 0**

Orientation for students to how the program flows and what they need to know in order to complete their program.

**HPC 5158 Child Therapy 3**

Explores psychological/developmental issues of childhood from traditional and transpersonal perspectives. The developmental impact of such issues as family dysfunction and child abuse are discussed. Various practical therapeutic methods for working with children are reviewed.

**HPC 5200 Diagnosis, Assessment, and Therapeutic Strategy A 3**

A review of traditional and transpersonal diagnostic systems including DSM-IV and alternative typologies (such as the Enneagram, a phenomenological approach, or a body-oriented approach), assessment methods including interviewing and projective and objective testing, and therapeutic strategies appropriate to different diagnostic categories.

**HPC 5216 Sexuality 2**

The sexual response cycle, male and female sexuality, gender diversity, sexual development, and sexual dysfunction are discussed from physiological, psychological, multicultural, and somatic psychology perspectives. The course explores therapeutic approaches as they apply to individuals, couples, and families from a variety of sexual orientations.

**HPC 5235 Psychological Testing 3**

A survey course designed to help students understand the basic concepts and applications of psychological testing and the psychometric properties of psychological tests. This course will emphasize the appropriate applications and limitations of many of the current psychological tests—especially with regard to their use with people of non-dominant cultures. Issues of validity and ethics will be reviewed in this regard.

**HPC 5243 Community Mental Health and Principles of Recovery 3**

Preparation for challenges and opportunities, taking a holistic approach to working in community mental health settings. Topics include: the history of institutionalization and the community mental health movement; navigating the complex public health and social services systems; working with clients diagnosed with serious mental disorders; useful therapeutic models and effective practices; principles of recovery; strength-based assessment and resilience; fundamentals of case management; coordination of care and family and community involvement.

**HPC 5245 Psychopharmacology 1-3**

An introduction and general overview of psychopharmacology as it relates to the practice of psychotherapy. Current medications, research in psychopharmacology and psychoneurology will be covered. In addition alternative medicine, natural remedies and cultural issues from a holistic perspective will be covered as will the relationship between the psychotherapist and physician in medication management.

**HPC 5250 Basic Addiction Studies 3**

Basic information about alcoholism and chemical dependency—definitions, impact upon the users and their environments, medical and neurological aspects, current theories of the etiology of substance abuse, cross-cultural issues, and somatic psychology perspectives on addiction major treatment approaches including 12-step and harm-reduction approaches and a survey of the community resources available.

**HPC 5325 Ethics and the Law 3**

Familiarizes students with the existing legal and ethical issues facing therapists including MFT licensing requirements and California laws for psychotherapists. Issues are explored through the examination of personal values and biases. Must be taken prior to field placement.

**HPC 5422 Cross-Cultural Issues in Counseling 3**

An overview of cross-cultural issues related to counseling. Special emphasis is placed on fostering an understanding of cross-cultural dynamics in counseling through an examination of the historical, political, and sociocultural issues that impact ethnic minority clients.
HPC 5550 Marriage and Family Counseling A 3
This is an introduction to the principles and methods of marriage and family counseling including family systems theories, methods for assessment of family/couples interaction patterns, and intervention strategies appropriate to different types of dysfunctions. Spousal or partner abuse assessment, detection, and intervention will be addressed. The relationship between family systems and principles of holism are discussed. Multicultural and relational diversity is a focus. Prerequisites: SPC 5535, SPC 5536 or TPC 5006, TPC 5161, TPC 5193.

HPC 5703 Clinical Skills: Partner and Spousal Abuse, Elder Care 2
An examination of the whole family system and the impact of violence and abuse upon it. Trauma issues and their impact on each family member will be discussed, as well as the physiological effect of trauma on the brain. Topics include identification and treatment of abusers; victims and the children and teens living with them; attachment and physiological issues that keep couples together; identification, treatment, and reporting issues of elder and child abuse; cultural, religious, and GLBT issues and abuse; and countertransference issues. In addition, mental health issues in aging and long-term care will be addressed. Therapeutic strategies will be presented to enhance collaboration between families and care providers and maximize quality of life for the elder client.

HPC 5751–54 Field Placement A–D 3/3/3/3
In this four-quarter sequence, the focus is clinical fieldwork under supervision. Students train at community mental health sites, schools, hospitals, hospice centers, therapeutic nurseries, the JFK University Center for Holistic Counseling, or other sites. Students gain firsthand knowledge and experience working with individuals, couples, and families. Supervision is provided by qualified, licensed therapists. Prerequisite: Permission of program director is required.

HPC 9005 Personal Psychotherapy 0
Students must register for this course when they have completed their personal psychotherapy requirement.

HPC 9015 Child Abuse Assessment Tracking 0
This is a tracking course. Students must register for this course in the quarter in which they expect to complete their 7 hour BBS approved continuing education class in Child Abuse Assessment and Reporting. A certificate of completion must be turned into the department to get credit for this class.

HOLISTIC STUDIES - COUNSELING PSYCHOLOGY [HSJ] Courses

HSJ 5000 Introduction to Holistic Studies Program 0
This course will introduce students to Holistic Studies and detail program requirements and student responsibilities. All students entering the Holistic Studies program are required to take this no-cost, no-credit course during their first quarter.

HSJ 5010 Paradigms of Consciousness 3
An introduction to the philosophical concepts of holism. By exploring consciousness, the nature and structure of paradigms and paradigm shifts in psychological thinking, students will gain the theoretical foundation necessary to integrate transpersonal and somatic theories. Students will consider implications of living systems theory and the philosophy of holism as they relate to the field of counseling psychology.

HSJ 5100 Seminar in Holistic Studies 1
This course gives students in-depth exposure to various modalities of somatic and transpersonal counseling and provides practice in the application of clinical and educational skills to the psychotherapy of individuals, groups and families. Seminars will be offered on a variety of modalities, including, but not limited to, Hakomi, Feldenkrais, and meditation. Students will take two courses during their first year of study. This course must be taken for a total of four units.

HSJ 5101-03 Group Process A-C 2/2/2
Using traditional, transpersonal, and somatic counseling techniques, students examine and work with their own and others’ feelings, motivations, and patterns of behavior. Through class participation, students learn group theory and group facilitation skills. Must be taken in three consecutive quarters during the first year of graduate study. Prerequisites: HSJ 5101, HSJ 5102.

HSJ 5105 Therapeutic Communication A 3
An introduction to some basic principles and practices of effective communication. Students explore the use of communication in day-to-day life, relationships, counseling, teaching, employment settings, and other forms of working with people. Topics include presence, centering, listening skills, and discriminating between content and process.

HSJ 5106 Therapeutic Communication B 3
This course will allow students to continue to practice skills and principles learned in the first quarter. The major defense mechanisms will be examined and strategies explored to deepen therapeutic process and classroom participation. Training in recognizing transference and countertransference issues and making effective therapeutic interventions. Assessment of communication patterns in dysfunctional, functional, and optimal individual and couple, family, and educational systems are explored. Prerequisite: HSJ 5105.

HSJ 5115 Fundamentals of Transpersonal Counseling 2
Covers basic postulates of transpersonal psychology. Surveys Jungian psychology, transpersonal approaches to psychotherapy, psychosynthesis, imagery/movement psychology, and myth, art, and ritual in counseling. Prerequisite: PYJ 3200.

HSJ 5120 Individual Development and Family Life Cycle A 3
A review of the stages of individual development and the works of traditional theorists including Freud, Mahler, and Piaget as well as those of contemporary somatic theorists. Introduction to the concept of family life cycle. Prerequisite: PYJ 3200.

HSJ 5121 Individual Development and Family Life Cycle B 3
Focuses on family life cycle and the ways in which it is influenced...
by, and is independent of, the developmental experiences of family members in their families of origin. Major theories of healthy and dysfunctional family development are covered including the somatic theories, relating events in the family life cycle to each member’s health. Prerequisite: HSJ 5120.

**HSJ 5126 Cross Cultural Issues in Counseling** 3

Provides an overview of the field of cross-cultural issues related to counseling. Special emphasis is placed on fostering an understanding of cross-cultural dynamics in counseling through an examination of the historical, political, and sociocultural issues that impact the lives of ethnic minority clients.

**HSJ 5130 Movement Seminar** 3

A holistic approach to working with movement in educational and therapeutic settings. Students explore movement development and articulation, re-patterning, and expression and integration. At the end of the course, students will have an understanding of movement in relation to themselves as well as experience in exploring movement with others. Prerequisites: SCI 3110, HSJ 5205.

**HSJ 5150 Supplemental Fieldwork Experience Monitoring** 1

Individual evaluative consultations which review students’ progress in supplemental external fieldwork placement. Student and faculty meet a minimum of once per quarter to review placement, evaluations, and fulfill BBS requirements for hours of experience toward licensure. Prerequisite: HSJ 5235.

**HSJ 5201-02 Diagnosis, Assessment and Therapeutic Strategy A–B** 3/3

An examination of traditional and somatic diagnostic systems including the DSM-IV-TR and somatic typologies. Assessment methods and therapeutic strategies appropriate to different diagnostic categories are covered. Prerequisite: HSJ 5201.

**HSJ 5205 Body Oriented Psychotherapies** 3

An examination of traditional and somatic diagnostic systems including the DSM-IV-TR and somatic typologies. Assessment methods and therapeutic strategies appropriate to different diagnostic categories are covered. Prerequisite: HSJ 5106.

**HSJ 5210 Child Therapy A** 3

Examines the psychological issues of childhood from traditional and somatic perspectives. Reviews a variety of therapeutic methods for working with children and addresses the child’s expression of energy, physical motility, and health. Prerequisite: HSJ 5121.

**HSJ 5211 Child Therapy B** 2

This advanced course examines the theory and practice of child and adolescent therapy in the school setting. Childhood disorders, basic child interviewing skills, and intervention decisions are also addressed. Prerequisite: HSJ 5210.

**HSJ 5215 Marriage and Family Counseling A** 3

Introduction to the principles and methods of marriage and family counseling including family systems theories, methods for assessment of family interaction patterns, and intervention strategies appropriate to different types of family dysfunction. The relationship between family systems and principles of holism are discussed. Prerequisite: HSJ 5121.

**HSJ 5216 Marriage and Family Counseling B** 3

Application of principles and methods of marriage and family counseling and marriage and family systems theory to specific family problems such as terminal illness, psychosomatic disorders, and addictive behavior. Prerequisite: HSJ 5215.

**HSJ 5220 Jungian Psychology** 2

Presents basic Jungian concepts, models of the psyche and processes. The contributions of Jung and Jungian-oriented therapists to the field of transpersonal and somatic psychology will be explored. Includes the nature of archetypes, myth, ritual, dreams, and how to work with clients using these resources as well as how these elements are present in our own lives and culture. Prerequisite: HSJ 5115.

**HSJ 5225 Basic Addiction Studies** 3

Basic information about alcoholism and chemical dependency including definitions, impact upon the users and their environments, medical aspects, current theories of the etiology of substance abuse, major treatment approaches, and community resources. Topics are covered from a systems perspective and include spiritual and nutritional issues in chemical dependency.

**HSJ 5230 Sexuality** 3

The sexual response cycle, male and female sexuality, and sexual development and dysfunction are discussed from physiological, psychological, sociocultural, and somatic perspectives. Explores therapeutic approaches as they apply to individuals, couples, and families.

**HSJ 5243 Community Mental Health and Principles of Recovery** 3

This course prepares students for challenges and opportunities, taking a holistic approach to working in community mental health settings. Topics include: the history of institutionalization and the community mental health movement; navigating the complex public health and social services systems; working with clients diagnosed with serious mental disorders; useful therapeutic models and effective practices; principles of recovery; strength-based assessment and resilience; fundamentals of case management; coordination of care and family and community involvement.

**HSJ 5301-04 Supervised Field Practicum A–D** 3/3/3/3

Supervised clinical experience in marriage and family therapy in approved settings. Students gain first-hand knowledge and experience working with clients and receive weekly supervision by qualified, licensed therapists. Supervised field practicum spans four academic quarters. Permission required to register. Prerequisites: PHJ 4412, PHJ 3405.

**HSJ 5305 Supervised Field Practicum** 1-3

This course may be required if a student needs additional clinical work. Students may also choose to do an extra quarter of placement.
HSJ 5307 Expressive Arts Camp Prep  3
Theory and practice of developing an expressive arts laboratory for children. Child development and the psychology of creativity are covered as well as the logistics of planning and implementing a camp experience. Emphasizes skills development in group facilitation and conflict resolution. Required prior to field placement at JFK University’s expressive arts camp.

HSJ 5313 Advanced Clinical Skills: Being a Psychotherapist  2
This course, designed for third-year students in field practicum, explores the professional use of clinical interventions from somatic, transpersonal, and holistic perspectives. Case material from the trainee’s current MFT placement will serve as the starting point for discussion, role-play, dyad work, and lecture. This course is taken concurrently with the student’s third quarter of field practicum.

HSJ 5315 Counseling Case Seminar  3
Clinical case supervision for students in supervised field practicum. Case presentations from the student’s current placement serve as a starting point for lecture, discussion, role-play, and self-exploration. To be taken concurrent with the student’s second quarter of supervised field practicum.

HSJ 5325 Case Seminar: Families  2
Students in supervised field practicum develop formal case presentations of families and receive feedback from the course instructor and peers. This course enables students to compare different ways of working with families and family problems. Prerequisites: HSJ 5315, HSJ 5303.

HSJ 5330 Clinical Skills: Partner and Spousal Abuse, Elder Care  2
This course looks at the whole family system and the impact of violence and abuse upon it. Trauma issues and their impact on each family member will be discussed, as well as the physiological effect of trauma on the brain. Topics include identification and treatment of abusers; victims and the children and teens living with them; attachment and physiological issues that keep couples together; identification, treatment, and reporting issues of elder and child abuse; cultural, religious, and GLBT issues and abuse; and countertransference issues. In addition, mental health issues in aging and long-term care will be addressed. Therapeutic strategies will be presented to enhance collaboration between families and care providers and maximize quality of life for the elder client.

HSJ 5350 Final Integrative Project A  1
This course examines the philosophical, personal, and professional issues raised in the course of graduate study in counseling psychology. Students develop an outline for an integrative paper that includes their understanding of holistic studies, transpersonal and somatic psychology, and their own personal growth work. This is the first in a two-course sequence.

HSJ 5351 Final Integrative Project B  2
This is the second in a two-course sequence. Students complete their integrative paper and give an oral presentation on their topic. Students take this course when ready to complete their paper. Prerequisite: HSJ 5350.

HSJ 5520 Psychopharmacology  3
This course offers an introduction and general overview of the field of psychopharmacology as it relates to the practice of psychotherapy. Current medications, research in psychopharmacology, and psychoneurology will be covered. In addition alternative medicine, natural remedies, and cultural issues from a holistic perspective will be covered as will the relationship between the psychotherapist and physician in medication management.

HSJ 5530 Psychological Testing  3
This survey course is designed to help students understand the basic concepts and applications of psychological testing and the psychometric properties of psychological tests. This course will emphasize the appropriate applications and limitations of many of the current psychological tests—especially with regard to their use with people of non-dominant cultures. Issues of validity and ethics will be reviewed in this regard.

HSJ 5560 Approaches to Trauma and PTSD A  2
This course provides an overview of the history of the concept of trauma and trauma treatment and a basic understanding of the psychobiology and neurobiology of trauma and PTSD. Conceptual distinctions will be made between developmental wounding, developmental trauma, and shock trauma. Current diagnoses overtly linked to trauma (PTSD, Acute Stress Disorder, Complex PTSD and Developmental Trauma Disorder) will be discussed. The topics covered include phase-oriented treatment, dissociation models, countertransference, and building somatic and relational resources. The discussion and training will include application of somatic trauma approaches to help stabilize situations involving personal trauma, disasters, and violence.

HSJ 5792 Practice of Group Psychotherapy  2
Students receive comprehensive training and supervision in the practice of group psychotherapy. As an MFT trainee, the student co-facilitates a weekly therapy group and participates in group supervision for two hours each week. Students learn how to plan and publicize a group as well as how to establish and maintain a therapeutic group culture.

HSJ 5793 Child and Adolescent Therapy in the School  2
Students receive comprehensive training and supervision in the practice and treatment of children and adolescents in the school setting. As an MFT trainee, the student will work with children and adolescents and participate in group supervision for two hours each week.

HSJ 5900 Topics in Holistic Studies  1-3
Topics vary and may be repeated for credit with a change in topic.

HSJ 9005 Personal Psychotherapy  0
Students must register for this course when they have completed their personal psychotherapy requirement.

HSJ 9015 Child Abuse Assessment and Reporting  0
This course covers topics including recognizing child abuse, sexual
abuse, neglect, and physical and emotional abuse; legal definitions of child abuse; legal reporting requirements; crisis intervention for victims, families, and abusers; cross-cultural concerns; countertransference issues; and community resources.

**HSJ 9020 Special Topics**

This course is reserved for students who have returned to the program after an absence or who have transferred into this program from another program. This zero unit course offers no academic credit, but allows students to enter into the appropriate course at the department’s discretion. Students enrolling in this course will attend the same sessions and be responsible for the same assignments as students enrolling in the appropriate course. Permission of the program is required to take this course. Offered as needed; credit/no credit only.

**INTEGRAL COUNSELING PSYCHOLOGY [IPC] Courses**

**IPC 5000 Integral Psychology Orientation**

This course introduces new students to the Integral Psychotherapy master’s degree program. This is a required no-cost, no-credit course that includes information for successful completion of the program.

**IPC 5161 Integral Theory A**

This course begins with an introduction of the five elements of Ken Wilber’s integral theory, including quadrants, levels, lines, states, and types and examines their relevance as a framework for today’s world. Topics include models of consciousness, premodern, modern, and postmodern perspectives, the relationship of Self/self, and the potential of integral psychology to deepen our understanding of and help bring about personal psycho-spiritual development as well as social/global change.

**IPC 5162 Integral Theory B**

Building on the foundation laid down in IPC 5161, this course continues the inquiry into the nuances of integral theory. In particular, we will delve more deeply into Ken Wilber’s AQAL theory—studying the relationship between the domains of subjectivity, intersubjectivity, and objectivity. In addition, we will explore how these three domains of reality interface at each level of being in the world. Students will study the integral methodological pluralism (IMP) of Wilber’s more advanced writings. Prerequisite: IPC 5161.

**IPC 5171 Developmental Psychology**

Explores how the development of the self is conceptualized and perceived within a variety of perspectives including Piaget, Kegan, object-relations theory, and self-psychology. These theories will be expressed within an integral development model.

**IPC 5172 Social and Cultural Psychology**

Examines existing research on the way human beings influence and affect each other’s behavior in group settings, and explores integral perspectives of social change.

**IPC 5175 Somatic Psychology**

This course explores the basic concepts in the field of somatic psychology. Through breath, movement, and the study of somatic principles, students examine the body/mind connection and the importance of embodied life experiences.

**IPC 5177 Enneagram Assessment**

The Enneagram will be presented as a model for understanding defense strategies against experiencing and expressing one’s essential self. The course will focus on developmental perspectives of the shadow and the Holy Ideas of each of the nine enneatypes, as well as intersubjective dynamics.

**IPC 5179 Transpersonal Psychology**

This course explores the basic theorists in transpersonal psychology including the work of Carl Jung, Roberto Assagioli, Stan Grof, and A.H. Almaas among others. Course also includes inquiry into states of consciousness including meditation, dreams, and peak experiences.

**Integral Psychology [IPP] Courses**

**IPP 5000 Integral Psychology Orientation**

Introduces new students to the Integral Psychology master’s degree program. This is a required no-cost, no-credit course that includes information for successful completion of the program.

**IPP 5005 Research Preparation**

This course will present the requirements and expectations for key professional courses in the second and third years of the program. This course will prepare students for IPP 5051–52 Integral Research A–B, externship, and the final integrative project or thesis. Students will begin to explore how to connect and extend their education and coursework into areas of professional application.

**IPP 5007 Fundamentals of Psychology**

This course explores the major principles of psychoanalytic, behavioral and humanistic/existential perspectives within an integral context and shows the importance of these principles for psycho-spiritual development. Pre- or Corequisite: COR 3145.

**IPP 5010 Developmental Psychology**

Explores how the development of the self is conceptualized and perceived within a variety of perspectives including Piaget, Kegan, object-relations theory, and self-psychology. These theories will be expressed within an integral development model. Pre- or Corequisite: COR 3145.

**IPP 5012 Effective Communication A: Emotional Dynamics**

This course is an introduction to some basic principles and practices of effective communication. Students explore the use of communication in day-to-day life, relationships, counseling, teaching, employment settings, and in other contexts for working with people. Topics include presence, centering, listening skills, and discriminating between content and process.

**IPP 5013 Effective Communication B: Intersubjectivity**

This course continues to practice skills and principles of effective communication: topics include emotional dynamics, conflict
management, and the importance of communication in social and global issues. Prerequisite: IPP 5012.

**IPP 5015 Social Psychology and Social Transformation** 3

Examines existing research on the way human beings influence and affect each other’s behavior in group settings, and explores integral perspectives for visionary leadership and social transformation. Prerequisite: IPP 5018.

**IPP 5017 Integral Theory A** 3

This course begins with an introduction of the five elements of Ken Wilber’s integral theory, including quadrants, levels, lines, states, and types, and examines their relevance as a framework for today’s world. Topics include models of consciousness, premodern, modern, and postmodern perspectives, the relationship of Self/self, and the potential of integral psychology to deepen our understanding of and help bring about personal psycho-spiritual development as well as social/global change. Prerequisite: IPP 5017.

**IPP 5018 Integral Theory B** 3

Building on the foundation laid down in IPP 5017, this course continues the inquiry into the nuances of integral theory. In particular, we will delve more deeply into Ken Wilber’s AQAL theory—studying the relationship between the domains of subjectivity, intersubjectivity, and objectivity. In addition, we will explore how these three domains of reality interface at each level of being in the world. Students will study the integral methodological pluralism (IMP) of Wilber’s more advanced writings. Prerequisite: IPP 5017.

**IPP 5020 Cognitive Theory** 2

Explores the integral power of cognitive theory, the nature of conditioning, and the role of mental schemas in constructing meaning and interpreting reality.

**IPP 5021 Integral Applications to Global and Social Issues** 2

This course will explore how integral theory is being applied to global and social issues. Students will learn about integral work taking place in various countries to address poverty, the environment, post-war trauma, leadership, good governance, community well-being, and HIV/AIDS. Students will develop their own integral application to an issue of concern.

**IPP 5023 Jung and Archetypal Psychology** 2

This course will push beyond the basics of Jungian and archetypal psychology to discuss the uses of his key concepts as a path for transformation. “No one grows alone,” said Jung, and our journey through his thought and some of its offshoots, including the work of James Hillman, will reflect off the alchemical image of the chemical wedding to discuss individuation as a practice of consciousness between people as well as within the self. We will also consider Jung’s claim that alchemy, the ancient art of gold-making, was a historical counterpart and forerunner of Jung’s complex psychology.

**IPP 5025 Somatic Psychology: Integrating Body and Soul** 2

This course explores the basic concepts in the field of somatic psychology. Through breath, movement, and the study of somatic principles, students examine the body/mind/soul connection and the importance of embodied life experiences.

**IPP 5027 Integral Spirituality and Practice** 2

This course explores different spiritual traditions and meditative practices within the context of an integral model.

**IPP 5029 Integral Field Course** 2

This course provides students an opportunity to learn how to apply integral theory to real-world situations. The course is designed in partnership with local organizations, oriented around field trips and daily activities, and involves guided reflection processes. In both its design and curriculum, this course provides a transformative, insightful, and service-oriented educational experience.

**IPP 5030 Psyche and Nature** 3

This course focuses on the relationship between psyche and nature. Environmental psychology, ecological psychology, eco-psychology, and conservation psychology will be addressed with an integral context.

**IPP 5031 Evolutionary Psychology: Time, Instinct and Spirit** 2

Evolutionary psychology draws on evolutionary biology, paleoanthropology, genetics, and cognitive psychology to understand the mind from an evolutionary perspective. This course explores intra-psychic processes, cooperation, mating and sex, parental care, perception and language, and environmental aesthetics. These explorations will be situated within an integral framework that includes the evolution of consciousness and human potential. Prerequisite: IPP 5017.

**IPP 5032 Integral Spirituality** 2

This course explores the following questions: How will religion and spirituality evolve in the 21st Century? How might the insights of modernity and post-modernity impact and inform ancient wisdom traditions? What is the relationship between spirituality and the evolving brain? How are we to create new spiritual visions and contemplative practices that can respond adequately to the personal, social and planetary challenges of our times? The course will also discuss the contours of emerging evolutionary and post-metaphysical approaches to spirituality.

**IPP 5033 Living Systems and Creative Potential** 2

An introduction to the basic principles of Living Systems Theory, which will be explored in the context of Ken Wilber’s AQAL model. The course will include both theoretical and experiential components, and students will be asked at the end of the course to apply these principles and practices to a selected area of interest (ecology, psychological development, community/cultural development, education, business or spiritual leadership, etc). Pre- or Corequisite: PHR 3405.

**IPP 5040 Professional Inquiry** 2

In this course, students will go through a personal assessment process of their work experience, skills, intentions, goals, and vision of present and future career options.
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<td>IPP 5039</td>
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<td>IPP 5062</td>
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<td>IPP 5063</td>
<td>Wisdom Yoga and Buddhist Meditation</td>
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<tr>
<td>IPP 5064</td>
<td>Alchemy and Spiritual Practice</td>
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In this course, students will complete an internship of their choice. This may include on-site training, research, or other projects that directly relate to career goals. Prerequisite: IPP 5050.

This course offers a variety of topics related to communication and methods of self-exploration from an integral perspective.

This course explores the basic theorists in transpersonal psychology including the work of Carl Jung, Robert Assagioli, Stan Grof, and A.H. Almaas among others. Course also includes inquiry into states of consciousness including meditation, dreams, and peak experiences. Corequisite: COR 3145.

This course is designed to expose students to the foundations of integral research and guide them in beginning a research project to be completed in the companion course, IPP 5052. Students will explore the history and concept of research design; identify topics for research using the first-, second-, and third-person approaches; and explore the tradition of action inquiry. Finally, students will complete a project proposal that will serve as their research guide for IPP 5052. Prerequisite: IPP 5900.

In this course, students will continue to use the principles of IPP 5051 and complete a research project and paper. Prerequisite: IPP 5051.

The Enneagram will be presented as a model for understanding defense strategies against experiencing and expressing one’s essential self. The course will focus on developmental perspectives and intersubjective dynamics. Corequisite: COR 3145.

This course explores changing topics in religious studies such as Advaita Vedanta, women’s spirituality, and creation spirituality. May be repeated for credit with a change of topic.

This course examines the origins of Taoism in Chinese culture and the thought of Lao Tzu and Chuang Tzu. The resonance of Taoist ideas with contemporary living is also covered.

This course explores the integral yoga philosophy of Sri Aurobindo and Haridas Chaudhuri as an evolutionary model of psychological and spiritual growth. Course includes integration of the yogas, different levels of mind, and cellular evolution. Spiritual principles and experiential practices are also discussed.

This course examines the philosophy and spiritual practice of India’s kundalini yoga as a model of human development and map of consciousness.

The course explores the basic principles and practices of alchemy and psycho-philosophical system directed at the experiential recognition of the individual “I” as timeless self, sole-existing reality and being/consciousness/bliss. The direct recognition of this identity frees one from sorrow and limitations. Course investigates Vedic philosophy and meditative practices including Sri Ramana Maharshi’s method of subsiding the “I” sense in the heart.

In this course, the basic principles and practices of alchemy will be explored within a context of psycho-spiritual development. Relevance to modern world and application to personal, social, and global issues will also be discussed.

The course will focus on developmental perspectives and intersubjective dynamics. Topics include kundalini yoga, teachings of Jesus, and a mystic’s experiences. In-depth research and analysis of specific topics in religious studies. Topics include kundalini yoga, teachings of Jesus, and a mystic’s vision.

The course examines a variety of ancient and contemporary Christian mystics, whose spiritual quests have challenged orthodoxy and served as a basis for re-evaluating the Christian vision.

The essentials of Judaism as presented in the Tanakh, and its expression in the movements of Gnosticism, Kabbalah, and Hasidism.

Advaita Vedanta (the teachings of non-duality) is the meditative and psycho-philosophical system directed at the experiential recognition of the individual “I” as timeless self, sole-existing reality and being/consciousness/bliss. The direct recognition of this identity frees one from sorrow and limitations. Course investigates Vedic philosophy and meditative practices including Sri Ramana Maharshi’s method of subsiding the “I” sense in the heart.

Topics in this seminar vary and include spiritual principles and practices from different religious traditions. Topics include integral yoga, Buddhist psychology, nature spirituality, Sufism, Diamond approach, Kabbalah, and feminine spirituality among others.

In-depth research and analysis of specific topics in religious studies. Topics include kundalini yoga, teachings of Jesus, and a mystic’s vision.

The course explores the development of the mystical Islam or Sufism as a path of heart and unconditional love. It includes the Persian mystical poetry of Rumi and Hafez, among others, the spiritual teachings of Sufi masters throughout the ages, and the relevance of Sufism in the modern world.

This course explores the confluence of original Indian elements of Buddhism with tantric outlooks as well as with Persian and Chinese sources. Attention is brought to the psychology and meditative practices of the Tibetan tradition.

This course explores the traditions of Yoga and Buddhism from historical and modern perspectives. Practical experience of the subject matter is combined with intellectual examination. The question of spiritual awakening is woven throughout.

In this class, the basic principles and practices of alchemy will be explored within a context of psycho-spiritual development. Relevance to modern world and application to personal, social, and global issues will also be discussed.
IPP 5330 Tai Chi Chuan: Introduction to Principles and Practices  2
Tai chi chuan, an ancient art of cultivating the body's vital energy (called chi or Qi), is based on the Taoist philosophy of living in harmony with nature. Students will learn 17 movements of the short Yang form and specific Taoist principles related to spiritual growth.

IPP 5335 Diamond Approach  2
This course explores the Diamond Heart approach of A.H. Almaas. Topics include presence, essence, the theory of holes, and the relationship of object relations theory to psycho-spiritual development.

IPP 5340 Nature Spirituality  2
Explores the historical role of nature in spiritual experience as well as practices that enhance the integration of body, mind, and spirit.

IPP 5347 Spirituality, Symbols, and Dreams  2
In this course, we will explore dreaming as a spiritual practice. Dream symbols are often powerful guides which express our human and spiritual potential. They bring insight, wisdom, life purpose, clarity, and illumination. Through readings, class discussion, and experiential exercises, we will befriend our dreaming guides and bring them to the light of day.

IPP 5349 Integral Life Practice  2
This course explores different practices that enhance and foster integral living in the world. The different practices are a map for cultivating and embodying practices that lead to physical health, emotional balance, mental clarity, and spiritual awakening.

IPP 5505 Issues in Integral Studies  1-3
This course offers different perspectives on topics related to integral studies.

IPP 5507 Seminar in Integral Studies  1-3
This course offers a variety of topics on issues related to integral and holistic philosophies.

IPP 5510 Psychosynthesis  2
Explores the principles and practices of psychosynthesis, a transpersonal psychology developed by Roberto Assagioli. Topics include the integration of sub-personalities, development of different aspects of the will, the use of guided imagery, and other techniques for integrating body, mind, and spirit.

IPP 5550 Degree Completion  0
This course will present the requirements and expectations to successfully complete the degree requirements for the student's program.

IPP 5600A Planning a Thesis A  0.5
In this course, students will explore their thesis topics and clarify the major questions to be addressed.

IPP 5600B Planning a Thesis B  0.5
In this course, students will complete a literature review of their topic, and an exploration of their research methodology. Final assignment is a complete 15-20 page thesis proposal. Prerequisite: IPP 5600A.

IPP 5610 MA Integrative Project  2
In this class, students prepare their final integrative paper and presentation. This includes a personal statement, psychological and spiritual theory, and application of coursework within a professional and social context. Prerequisite: IPP 5615.

IPP 5615 Thesis  1-3
Students write a master's thesis under the supervision of selected faculty members. Prerequisite: IPP 5600B.

IPP 5615 Thesis Supplemental  0.5
This course allows students who complete the thesis proposal in 'Planning a Thesis A' or who choose to use elective units for thesis writing to register for added thesis units.

IPP 5800 Being Change: Visionary Leadership in Action  5
This course explores the following topics: values, presence, realms of possibility; visionary leadership for sustainable change; global citizenship and the Earth Charter as foundation for leadership; practices that enhance self-knowledge, resiliency, and trust; leadership that is sourced from inner wisdom, empathy and integrity; inner power that leads to generative and transformative change in the workplace and community; designing projects that foster systems shifts in service of all beings.

IPP 5802 Designing Change: Creating Shifts New Leadership Practices  5
In this course students continue to apply a conscious full spectrum approach to designing projects for sustainable, transformative change. Topics include: integral and system theory models of leadership; key principles and leadership practices that foster understanding of patterns and root causes of workplace and societal problems; exploring dynamics of power, team building and cross cultural understanding; communication for project success; marketing, advocacy and enrollment; partnering and synergy; tools for principled action.

IPP 5804 Leading Change: Actualizing Your Vision and Project  5
In this course, students deepen their commitment to their vision and continue to work on their projects. Topics include: business for social responsibility; a new paradigm of person, planet and profit for sustainable change; leadership for inspiring, empowering and enrolling others; tools for helping others to lead; allies and networks; assessing and measuring momentum of leadership practices and projects; tracking change; completing student projects and implementation; discussion of next steps and professional goals.

IPP 5995 Independent Study in Integral Studies  1-3
Independent study allows students to do in-depth research on a particular topic. Students work independently with consent and supervision by a faculty member.
Museum Studies [MUS] Courses
These courses are offered on the Berkeley campus.

MUS 5003 Issues in Museums I: History and Theory 4.5
What is a museum? What is its role in society? How has the institution evolved since its beginnings? In this course, students analyze, debate, and evaluate current theories of the museum as a social institution. In-depth writing assignments and site visits encourage students to look closely at the museum, its ethical responsibilities, and its public profile.

MUS 5004 Issues in Museums II: Finance and Administration 4.5
This course introduces administrative issues and practices in the non-profit sector, especially as related to museum management and leadership. Topics covered include organizational structure; business models; board and staff leadership and responsibilities; budgeting and financial management; ethics; operations and facilities; and project management.

MUS 5321 Museums and Communities 4.5
The purpose of this course is to explore issues of diverse communities and their impact on museum programs, exhibitions, collections, audience, and internal culture. Together, the students, faculty, and guest speakers will engage in dialogue, analysis, reading, and research with the goal of creating more accessible, inclusive, and relevant museums.

MUS 5405 Exhibition Development I 4.5
Conceptualization, planning, evaluation, development, design, and interpretation of museum exhibitions. The course emphasizes how a collaborative approach to exhibition development can serve diverse audiences. Students work in groups to develop and mount an exhibition.

MUS 5420 Museums, Interactive Technologies, and Electronic Access 4.5
This hands-on course explores how new technologies are impacting and changing museums.

MUS 5501 Collections Management I: Foundations 4.5
A practical exploration of the major duties of a museum registrar including developing collections policies, accessioning and de-accessioning, inventory, insurance and risk management, cataloging systems and information management, collections storage and handling, and tracking, packing, and shipping exhibitions.

MUS 5502 Collections Management I: Preventive Conservation 4.5
Collections conservation with a focus on the physical nature of materials, the agents of deterioration that affect them, and the options for their preventive care and maintenance. Presents preservation guidelines to enable students to spot deleterious conditions and assess and prioritize conservation problems. Many sessions are held in museums using actual collections to illustrate the principles discussed.

MUS 5610 The Visitor Experience I: Learning Theories and Understanding Audiences 4.5
The course examines learning theories from a historical perspective teaching techniques appropriate for diverse audiences and audience development. Additional consideration given to museum philosophy and educational methodology.

MUS 5612 The Visitor Experience II: Interpretive Methods and Applications 4.5
Survey and discussion of educational materials and programs from a variety of museums. Emphasis is on program development, implementation, and evaluation for diverse museum audiences.

MUS 5975 Internship 1–9
Work in a museum locally, nationally, or internationally under professional supervision. May be taken in any specialization: public programming, collections management, or administration. May also be taken as a practicum. Subject to availability and advisor’s approval.

MUS 5995 Independent Study in Museum Studies 1–6
Studies and projects to be arranged with the instructor and the department chair. May be repeated with a change of topic.

MUS 5996 Master’s Project: Topic Development 1
This is the first course of a three-part master’s project sequence. The purpose of this course is to support students in developing a master’s project topic that is relevant to the museum field and builds on prior literature and research in the field.

MUS 5997 Master’s Project: Research Methodology 4.5
This is the second of a three-part master’s project sequence. The purpose of this course is to assist students in developing a comprehensive master’s project methodology (design, purpose of study, literature review, and limitations) in support of their topic. Prerequisite: MUS 5996 with a grade of B or higher.

MUS 5998 Master’s Project: Writing and Production 4.5
This is the third course of a three-part master’s project sequence. It assists students in producing a bound written thesis and final product that reflects their expertise in museum studies that demonstrates understanding and application of museum studies literature, development of new ideas, analytical and imaginative thinking, mastery of research methods and writing skills, and mastery of oral presentation skills. Prerequisite: MUS 5997 with a grade of B or higher.
DOCTOR OF PSYCHOLOGY [PSD] Courses

PSD 7003 History and Systems of Psychology  3
This course discusses the evolution of modern psychology with regard to theories, systems and practices. It is grounded in a broad historical understanding that builds a framework for understanding the contemporary field of psychology, examining the philosophical, epistemological, cultural, and sociopolitical contexts and consequences of the major systems in the development of contemporary psychology.

PSD 7007 Clinical Interviewing Skills I  3
This course is the first of a two course sequence. It is designed to teach students fundamental clinical interviewing skills. Students will learn the basic attending skills required to establish and maintain a therapeutic relationship, including empathy, listening, reflecting, focusing and formulating questions. Students will also practice skills related to informed consent, confidentiality, and cultural sensitivity. The importance of taking into consideration contextual variables such as culture and ethnicity, language, socioeconomic status, migration, political conditions during the interview process is emphasized.

PSD 7008 Clinical Interviewing Skills II  3
This course is the second in a two course sequence. It builds upon the foundational clinical interviewing skills acquired in PSD 7007. Students will utilize these skills in establishing and maintaining a therapeutic relationship. Students will acquire additional skills such as confrontation and summarizing. In addition, specific situations such as suicide assessment, interviewing couples and younger clients will be addressed. The course will also explore clinical skills such as case formulation and report writing, peer supervision, the mental status examination, assessment of the client’s presenting problems, issues with difficult clients, and making appropriate referrals. Prerequisite: PSD 7007.

PSD 7015 Adult Psychopathology  3
This is the first of a two course sequence. It examines the way in which individual psychopathology is classified, described, diagnosed, and assessed. The Diagnostic and Statistical Manual of Mental Disorders, 4th edition (text revision) (DSM-IV-TR) of the American Psychiatric Association is utilized as a core organizing text for the purposes of diagnostic classification. Other readings in form students about current research findings on the diagnosis and treatment of mental disorders. Students are expected to become familiar with the structure, content, and clinical use of the DSM-IV and learn to apply formal diagnostic classification to specific case examples. This course emphasizes the process and problems of individual assessment (including the use of outcome measures in psychotherapy) and diagnosis that arise within the practice of clinical psychology. Students are also introduced to the historical, political, and contextual issues regarding the diagnosis and categorization of human experience.

PSD 7016 Adult Psychopathology II  3
This is the second of a two course sequence. It continues to examine the way in which individual psychopathology is classified, diagnosed, and assessed. The Diagnostic and Statistical Manual of Mental Disorders, 4th edition (text revision) (DSM-IV-TR) of the American Psychiatric Association is utilized as a core organizing text for the purposes of diagnostic classification. This course completes its review of the acute psychiatric disorders and then focuses on personality disorders. Students learn to apply formal diagnostic classification to specific case examples as well as the fundamentals of training planning and the use of DSM-IV-TR’s Outline for Multicultural Formulation as a process for providing contextual information in psychodiagnosis. Prerequisite: PSD 7015.

PSD 7025 Child and Adolescent Issues: Psychopathology and Treatment  3
This course exposes students to a range of psychological disorders of childhood and adolescence and their corresponding evidenced-based treatment modalities. Differential diagnosis of symptomatic behaviors in the context of clinical, developmental, cultural, and psychosocial factors will be emphasized. This course teaches students to critically assess the effectiveness of treatment modalities in the clinical setting with diverse populations of children and adolescents. Prerequisite: PSD 7016.

Integrated Professional Seminar – I  1
This course is taught over three quarters and is a combined course consisting of PSD 7035 Ethnographic Placement, PSD 7046 Group Dynamics, and PSD 7047 Multicultural Awareness in Professional Psychology.

PSD 7035 Ethnographic Placement  2
Students are placed for eight hours per week in settings, generally schools or community mental health agencies, which allow them to engage in an ethnographic observation/participation of individuals and groups that are culturally different from the students in significant ways. The ethnographic placement is designed to enhance clinical and cultural competence by broadening the student’s exposure and appreciation of “others,” while gaining an in-depth understanding of his or her own assumptions, stereotypes, and biases.

PSD 7046 Group Dynamics  1
Students explore the foundations of group therapy and engage in group process over the course of three quarters. They reflect upon the group dynamics of their ethnographic placement, their own collective experience within the IPS and the range of perspectives encountered in the assigned academic reading. They also explore the meanings of cultural differences in a group context.

In the Fall quarter, students explore the foundations of group therapy with particular emphasis on the beginning stages of group development. Students also participate in group process with a self-reflective focus on the multicultural course content.

In the Winter quarter, students explore the foundations of group therapy with particular emphasis on the working stages of group development. Students also participate in group process with particular emphasis on self-reflection as well as multicultural and group dynamics related to power, privilege, and oppression. In the Spring quarter, students explore the foundations of group therapy with particular emphasis on termination, and the closing stages of group development. Students also participate in group process with particular emphasis on self-reflection, as well clinical considerations of multicultural and group dynamics related to power, privilege, and oppression.
PSD 7047 Multicultural awareness in Professional Psychology  

In this part of the IPS curriculum students examine and critically consider contemporary and empirical literature in multicultural psychology. Students explore the effects of power, privilege, and oppression on psychological functioning. Students are encouraged to develop self-awareness and a heightened sensitivity to their own values, cultural assumptions, beliefs, and biases to understand how these serve as both resources and barriers to the effective delivery of mental health services to diverse populations.

In the Fall quarter, students examine and critically consider foundational and current literature in multicultural psychology, particularly as it relates to immigration, social class, race, privilege, and oppression.

In the Winter quarter, students will examine and critically consider foundational and current literature in multicultural psychology, particularly as it relates to sexual orientation and gender.

In the Spring quarter, students will examine and critically consider foundational and current literature in multicultural psychology, particularly as it relates to disability, ageism and social justice.

PSD 7052 Writing Like a Psychologist  1.5

This course is designed to ground first-year doctoral psychology students in the principles of effective, appropriate, professional communication. Topics addressed will include ethics in writing, issues of cultural diversity relevant to the process of professional writing, an introduction to the dissertation process, and research writing skill acquisition. Students are expected to participate in class discussions and to turn in weekly writing assignments.

PSD 704 Social and Cultural Bases of Behavior  

This course provides students with an overview of Social Psychology and other domains of psychological research addressing the nature and influence of culture, with an emphasis on social psychology research and theory relevant to multiculturalism, social justice and professional ethics. The course will also address some key pieces of organizational psychology research which could also be classified as social psychology.

PSD 7070 Biological Bases of Behavior  

This course offers a practical, clinical, and evidence-based description of the functional anatomy and physiology of the human nervous system. Normal and abnormal development and functioning of the nervous system is presented, including concepts of neuronal physiology and maturation, sleep, arousal and attention, acquiring and retaining information, and various aspects of a person's ability to act on and adapt to changing environments. Application of this information to clinical practice, research, and personal experience is encouraged. Gender, age, and racial/ethnic differences in physiological processes, as they relate to behavior and experience, are presented in light of new neuropsychological, neuroimaging, and neurophysiological research findings. The ways in which psychological symptoms can arise from physical problems will be discussed to facilitate accurate and comprehensive clinical diagnosis.

PSD 7108 Cognitive and Affective Bases of Behavior  

This course provides students with an overview of classical and recent research in the areas of cognitive psychology and cognitive neuroscience, as well as theories of emotion. While the emphasis of the course is on the science of psychology, the relevance of these models to diversity-competent clinical practice is also reviewed.

PSD 7114 Psychometrics: Foundations in Psychological Assessment  

This course is designed to provide first-year students with an overview of psychometric principles and introduce them to the various types of psychological assessment tools such as cognitive and intellectual testing and measurement of personality. The course covers the foundations of psychological assessment, tools used in psychological measurement (e.g., test construction) essential characteristics of psychological measurement (e.g., reliability and validity), and the application of measurement (e.g., tests of intelligence, personality assessment). This course is a prerequisite for the Assessment Series courses (PSD 7115, 7116, and 7117).

PSD 7115 Assessment I/Intellectual and Cognitive Assessment and Lab  

This is the first of a three course sequence. This course is designed to provide the student with a broad understanding of the intellectual/cognitive assessment of adults, adolescents, and children. Teaching will include administration, scoring, and interpretation of some of the widely used cognitive, achievement, and neuropsychological screening measures: the Weschler Adult Intelligence Scale-IV (WAIS-IV), the Weschler Intelligence Scale for Children-IV (WISC-IV), the Wide Range Achievement Test 4 (WRAT 4), and the Bender II. Students will also learn about alternative cognitive measures including the Test of Nonverbal Intelligence 3 (TONI 3) and the Differential Ability Scales II (DAS II). The concept of adaptive behavior will be introduced as it is measured by the Vineland II Adaptive Behavior Scales, and its importance in the cognitive assessment process will be discussed. Students will also be taught how to conduct a thorough mental status exam with clients. The historical, cultural, linguistic, and socio-economic contexts of assessment and evaluation will be emphasized. A weekly lab is also required. Prerequisite: PSD 7008 and PSD 7016.

PSD 7116 Assessment II/Personality Assessment I and Lab  

This is the second of a three course sequence. It is designed to provide the student with a focused understanding of the Minnesota Multiphasic Inventory-2 (MMPI-2), the Millon clinical Multiaxial Inventory-III (MCMI-III), and their adolescent counterparts. Students will learn about the psychometric properties of the measures as well as learn to administer, score, and interpret them. Other personality measures such as the Personality Assessment Inventory (PAI) and the Beck Depression Inventory will be introduced. Additionally, the field of therapeutic assessment will be discussed. Students will continue to enhance their skills in report writing, integrating evaluative data while incorporating historical and socio-cultural contextual information, and providing feedback and clinically useful recommendations. A weekly lab is also required. Prerequisite: PSD 7115.
PSD 7117 Assessment III/ Personality Assessment II and Lab 4

This is the third of a three course sequence. It is designed to provide the student with knowledge and experience in the area of projective personality assessment. Students will learn to administer, code, score, and interpret the Rorschach using the Rorschach Performance Assessment System. Students will also learn to utilize other projective assessment techniques and the Rotter Incomplete Sentences Blank. Current research in the field of projective assessment will be presented. Multicultural considerations will be integrated throughout the course, and the historical and sociocultural contexts of evaluation will be discussed. Students will continue to enhance their skills in report writing, integrating evaluative data, providing feedback and clinically useful recommendations. Emphasis will be placed on the integration of cognitive, personality, and projective assessment findings within the context of history, mental status, behavioral observations, SES and culture. A weekly lab is also required. Prerequisite: PSD 7116.

PSD 7118 Assessment Practicum (elective) 0 - 3

The Assessment Practicum is specifically designed to provide our doctoral students with clinical assessment training and experience that they would otherwise not have in their clinical practicum sites. This practicum is specifically designed for those students who have not and will not have completed 6 assessment batteries on actual clients prior to internship. APPIC defines a battery as an assessment utilizing at least 2 different measures from different groups; for example, a WAIS-IV and MMPI-2 OR a PAI and Rorschach. Prerequisite: PSD 7117.

PSD 7122 Psychodynamic Theory and Its Application to Diverse Populations 3

This course reviews drive theory and ego psychology, object-relations theory, self-psychology, and intersubjective approaches to therapy. The paradigm shift in psychoanalytic thought from a drive theory to a relational theory model and the implications of this shift for clinical practice are examined. A critical review of psychodynamic theory and practice from a cultural perspective is included.

PSD 7123 Cognitive Behavioral Theory and Its Application to Diverse Populations 3

This course introduces the basic tenets of CBT and the various forms of this perspective. Discussions of the philosophy of CBT and the structure of a CBT case conceptualization set the stage for more detailed work with the kinds of disorders for which CBT has demonstrated effectiveness. The interventions and evaluation procedures commonly used by CBT practitioners are demonstrated and discussed with regard to their applicability to various forms of psychological, emotional, or social problems. Consideration of the applications and limitations of CBT to diverse populations are woven into the fabric of each discussion.

PSD 7124 Family Systems Theory and Its Application to Diverse Populations 3

This course offers the basics in family systems theory and the historical context from which it arose. Students learn the application of systems theory to the treatment of a variety of family systems. A comparison and critique of systems theory from a postmodern perspective is included. The limitations of systems theory to families of diverse backgrounds are considered, and modifications of systems models that better meet such families’ needs are proposed.

PSD 7131 Psychology and Treatment of Substance Abuse 3

This course focuses on the identification, assessment, and treatment of individuals who are abusing substances. The influence of socio-economic status, cultural context, and the variations in substance use and abuse across groups will be considered. Prerequisite: PSD 7016.

PSD 7135 Practicum II 2

This course is taught over three quarters, in conjunction with PSD 7146 and PSD 7147. The second-year practicum is a clinical placement where students apply the knowledge and skills they have acquired in the first year. PSD 7135 gives students credit for their practicum work. In class, students do weekly practicum check-ins and formal case presentations of clients. Theoretical conceptualizations are emphasized. Prerequisites: PSD 7008, PSD 7016, PSD 7035, PSD 7141.

PSD 7141 Ethical and Legal Issues in Professional Psychology 3

This course focuses upon the legal and ethical issues related to the practice of psychology. Students explore issues which include, but are not limited to, licensing, scope of practice, competence, informed consent, client welfare, confidentiality (and its exceptions), and professional conduct. Also covered are issues related to the treatment of minors, couples, groups, and the use of technology in clinical psychology, as well as issues related to working with individuals with cultural, contextual, and individual differences from those of the provider. In addition, students will be introduced to methods of critically evaluating their professional behavior. The course emphasizes contemporary professional ethics and statutory, regulatory, and decisional laws that delineate the profession’s scope of practice and role of the psychologist.

PSD 7146 Advanced Group Process 1

This course is taught over three quarters, in conjunction with PSD 7135 and PSD 7147. Group process and group models in different theoretical orientations are discussed, including the role of a leader and leadership styles. Students experience group dynamics through role-playing and other strategies conducive to building a cohesive group experience throughout the seminar year. The dynamics of conflict and techniques for conflict resolution are emphasized with attention to the impact of diversity on conflict management. Prerequisites: PSD 7008, PSD 7016, PSD 7046, PSD 7141.

PSD 7147 Multicultural Proficiency in Professional Psychology 1

This course is taught over three quarters, in conjunction with PSD 7135 and PSD 7146. This course examines the ways diverse cultural perspectives are experienced within the clinical interchanges of psychotherapy. In addition, there will be a focus on clinical treatment interventions with specific populations and exploration of their relative effectiveness and the impacts on both therapist and client. Evidence-supported treatment approaches with specific
populations are highlighted in this course. Prerequisites: PSD 7008, PSD 7016, PSD 7047, PSD 7141.

**PSD 7151 Research Methods and Statistics I** 3  
This course is the first of a three course sequence. This course presents an overview of psychometrics and quantitative research design and methodology. In addition, the course covers ethics in research, issues of cultural diversity relevant to the process of research, and an introduction to data analysis using SPSS. The focus of the course is on acquisition of skills that permit students to critically evaluate published professional literature.

**PSD 7160 Psychopharmacology** 3  
This course prepares students to evaluate and direct clients regarding psychiatric medications. Pharmacokinetics, the major classes of psychiatric medications, referral processes, and how to follow-up with clients on medications will be discussed. Students will gain an understanding of the practical, ethical, diversity-related, and philosophical advantages and limitations of pharmacotherapy in the treatment of clients with various psychological disorders. Prerequisite: PSD 7016, PSD 7107.

**PSD 7170A Clinical Neuropsychology A (elective)** 3  
This is the first of a three quarter sequence. This course establishes a common ground of knowledge of several theories of cognition and brain organization, functional neuroanatomy, and basic neuropsychology. Neuropsychological instruments will be introduced. Prerequisite: PSD 7107, PSD 7117.

**PSD 7170B Clinical Neuropsychology B (elective)** 3  
This is the second in a three quarter sequence. This course covers the etiology, manifestations, and consequences of commonly encountered brain impairments and syndromes, the mechanisms of recovery, and the basic conceptual approaches to neuropsychological assessment. Neuropsychological instruments and case studies will be presented and discussed. Prerequisite: PSD 7170A.

**PSD 7170C Clinical Neuropsychology C (elective)** 3  
This is the third of a three course sequence. In this course students will be taught other neuropsychological tools including the Delis-Kaplan Executive Function Scale. Recovery and rehabilitation, and forensic applications of neuropsychology will be presented. Students will administer a neuropsychological battery of tests on a volunteer and integrate the results into a comprehensive case evaluation. Prerequisite: PSD 7170B.

**PSD 7215 Consultation and Education in Psychology** 3  
This course introduces students to the consultative and educational processes and roles in the profession of psychology and their applications in working with diverse populations. Students become familiar with the basic stages and processes of consultation and various ways in which professional psychologists provide consultation services. Students are also introduced to the issues and processes of teaching in the field of psychology—including but not limited to administrative duties, course, development, and course management. Prerequisite: PSD 7016, PSD 7253B.

**PSD 7225 Lifespan Development I: Child and Adolescent** 3  
This course introduces students to empirically-based developmental psychology theories with an emphasis on conceptual issues and scientific methods in the study of developmental psychology. It teaches students to comprehend, assess, and evaluate scientific research on child development, and provides an essential understanding of child development for clinical activities. Students are taught to examine the interrelationship between physical, cognitive, and socio-emotional development in infancy, early childhood, middle childhood, and adolescence.

**PSD 7226 Lifespan Development II: Adulthood and Aging** 3  
Lifespan issues from adulthood through aging and death are discussed in this course. Theory, developmental research methodology, clinical applications, and current research findings on adult development and aging are emphasized. Biological, cognitive, emotional, and social factors of lifespan development are considered in the context of culture, ethnic identity, gender, SES, and sexual orientation.

**PSD 7230 Management and Supervision: Self, Other, and Organization** 3  
Aspects of the supervisory process are presented through the use of theoretical and case materials. Each student has the opportunity to participate as a supervisor in training and have his or her work critiqued. This course also includes information and skills related to supervising organizations, i.e., understanding and managing multiple levels of a system including one’s own private or group clinical practice. Prerequisite or Corequisite: PSD 7235 or instructor permission.

**PSD 7235 Practicum III** 3  
This is a year-long course, taught in conjunction with PSD 7245. Practicum III gives students credit for their third-year training placement. To receive credit, students must meet the terms of the placement contract, carry the stipulated caseload, and receive a satisfactory evaluation from their clinical supervisor. In class, students are required to demonstrate assessment and integration of clinical data in their clinical work with clients. Students do formal case presentations and prepare for their Clinical Proficiency Exam. Prerequisite: PSD 7135.

**PSD 7245 Contemporary Issues in Professional Psychology** 1  
This is a yearlong course, taught in conjunction with PSD 7235. This component of the third-year IPS examines the increasingly complex interplay of legal, ethical, social, and other concerns encountered in the practice of professional psychology. Issues of diversity are highlighted. Questions, concerns, and case examples from year three practica experiences are explored in depth. Prerequisites: PSD 7146, PSD 7147.
PSD 7250 Research Methods and Statistics II  3
This is the second course in a three course sequence. It is designed to provide students with knowledge of inferential statistics through two-way ANOVA and post hoc analysis with an introduction to selected multivariate techniques. Emphasis is placed on conceptual understanding and appropriate use of statistics including knowledge of assumptions and limitations of specific techniques. Critical review of published empirical literature and critique of culturally appropriate analysis and interpretation is an integral part of the course. Students are introduced to the dissertation process and are guided to begin formulating a dissertation research question. Prerequisite: PSD 7151.

PSD 7251 Qualitative Research: Critical Review  3
This is the third course in a three course sequence. It introduces students to specific qualitative methodologies in detail: phenomenology, grounded theory, and qualitative content analysis. Additional forms of qualitative research are also be introduced, including consensual qualitative research, qualitative meta-analysis, and case-study designs. The philosophical and methodological issues which underlie qualitative research will be discussed. The course includes lecture, discussion, and practice assignments covering interviewing and qualitative data analysis. Prerequisite: PSD 7250.

PSD 7252 Clinical Dissertation Proposal I  2
This is the first of a three course sequence designed to assist and supervise students in developing their dissertation proposals. Students will create a prospectus for their proposed studies. Begin the process of recruiting a dissertation committee, outline and begin drafting a Review of the Literature relevant to their proposed research. Prerequisite: PSD 7251.

PSD 7253 Clinical Dissertation Proposal II  2
This is the second of a three course sequence designed to assist and supervise students in developing their dissertation proposals. Students will continue to expand and refine their Literature Reviews, while drafting the Methods chapter of their dissertation proposals. Students also finalize their dissertation committees this quarter. Prerequisite: PSD 7252.

PSD 7254 Clinical Dissertation Proposal III  1
This is the third of a three course sequence designed to assist and supervise students in developing their dissertation proposals. Students will complete drafts of their dissertation proposal and Human Participants Review materials, and conduct a mock defense of their dissertation proposals. Prerequisite: PSD 7253.

PSD 7302 Dissertation Completion  0–0.5
Following successful oral defense of the dissertation proposal, each student enrolls in PSD 7302 until completion of the dissertation. Students work independently under the direction of their dissertation committees with assistance from research faculty until successful final defense of the dissertation project. Course may be repeated for credit three times. After three repetitions, students must continue to enroll in PSD 7302 to completion of dissertation project. A maximum of 1.5 units will apply toward the degree program. (Students who began prior to fall 2006 may take PSD 7302 four times for credit.) Prerequisite: PSD 7254.

PSD 7309 Topics in Doctoral Psychology  1–3
Various elective courses are taught according to student and faculty interest. For example, lesbian, gay, bisexual, and transgender issues in psychotherapy, advanced theory courses, and psychology of trauma.

PSD 7330 Externship (elective)  1
Review of psychological states, and integrated health care for culturally diverse clients using didactic training and case presentations. Prerequisites: PSD 7035, PSD 7046, PSD 7047, PSD 7016, PSD 7008, PSD 7141 and a minimum of 6 months clinical experience. Training office approval required. This course is repeatable with a total of 4 units applying as elective units.

PSD 7400 Internship  4.5/9
Students will apply for approved internship sites anywhere in the country that are consistent with their individual interests, training needs, and professional goals. Students will build competency in the diverse clinical skills required of a professional psychologist. Students are required to complete either one full-time, year-long internship or two-half-time, yearlong internships completed over two years’ time.

PSD 7601 Internship Application and Interview Process  0
This is not a course of study but, rather, is required meetings with the training office to inform students and answer questions regarding the application and interview process for internships.

PSD 7602 Summer Field Placement  0
Summer field placement.

PSD 7604 Summer Internship Placement  0
For half-time internship students who either need to finish hours or attend early orientation.

PSD 7995 Independent Study  1–4
Allows for individual study in a special interest area not offered as a regular course. To be arranged with consent of instructor.

SPORT PSYCHOLOGY [PSP] Courses

PSP 5054 Research Methods: Quantitative and Qualitative  4
Research methods allow a brief introduction to various forms of research methods, both quantitative and qualitative, with particular attention to qualitative methods. The course will address issues around data collection, interviewing, and data analysis. The course will encourage students to focus on research that has been used in their appropriate fields. It will help prepare students for the MA research project process and aid understanding of research once working as a practitioner.

PSP 5280 Fieldwork  4
Covers field placement and individual and group supervision. The field-placement aspect requires students to intern at a site working...
with athletes and applying skills learned in the classroom. Individual and group supervision involves one-on-one meetings, discussions, case presentations, and role-playing and covers ethical issues. Provides students with a supportive environment for discussion and for exploring issues which pertain to their fieldwork experience. This course may be retaken for additional credit. Prerequisites: PSP 5815, PSP 5816, PSP 5800A, PSP 5811, PSP 5826, PSP 5803A.

**PSP 5800A Sport Psychology A** 3

This is one of the main introductory courses in the Sport Psychology Program. It covers the main theoretical approaches in this area. The course will encourage students to begin to think critically about the research presented and how it relates to working in the field with performers. Prerequisite: PSP 5808.

**PSP 5800B Sport Psychology B** 2

This is an advanced course that is the second in a two-part series. The main theoretical approaches in the field of sport psychology will be revisited and addressed from an integrated perspective. The students will be expected to synthesize the various theoretical perspectives and research findings and show how this integrated perspective can help their work with performers. The course will continue to engage students to think critically about the research presented and how it relates to their work in the field as a practitioner. Prerequisite: PSP 5800A.

**PSP 5801 Supplemental Supervised Field Placement** 0

As part of the sport psychology program, all students must register for this course each quarter, as field work is an integral part of each class throughout the program.

**PSP 5803A Ethics and Professional Issues in Sport Psychology A** 2

Examines ethical issues that impact the field of applied sport psychology. Through reading, lecture, and interaction with experienced professional, students learn how ethical issues influence consultation and develop ways to deal with ethical dilemmas that may arise in sport psychology.

**PSP 5803B Ethics and Professional Issues in Sport Psychology B** 1

This is an advanced course in ethics and professionalism in the field of sport psychology. Students will explore ethical issues that occur while working as a consultant in sport psychology. Students will critically analyze research and newspaper articles that are pertinent to working in the field. Common ethical challenges will be discussed and ways of handling these situations will be addressed. Prerequisite: PSP 5803A.

**PSP 5804 Assessment Strategies** 2

Examines a variety of assessment methods used to gain information from athletes, coaches, or teams utilizing sport psychology professionals. Topics to be covered include the role of assessment in the initial stages of work with athletes, methods of informal assessment, sport-specific assessment tools, issues of reliability and validity with instruments, and the ethical use of measures in the practice of sport psychology. Online or in residence.

**PSP 5805 Psychopathology Assessment** 3

Addresses psychological disorders from a clinical standpoint while emphasizing their relation to consulting with teams, athletes, and the field of sport psychology. Students gain a working knowledge of psychopathology in order to identify cases requiring referral. Online or in residence.

**PSP 5808 Introduction to Sport Psychology** 1

This course provides an introduction to the field of sport psychology, a general overview of theory and research in sport psychology. Professional issues in the field are addressed, and students are introduced to sport psychology techniques used by consultants.

**PSP 5809 Introduction to Sport Management** 2

This course will provide an overview of the sport management industry and its various models. An understanding of intercollegiate and professional athletics will be covered as well as information on the current and future challenges of the field of sport management.

**PSP 5810 Sport and Society** 2

Examines the role of sport in society and the interplay between the two. Includes such aspects as cultural and gender issues, effect of sport on development of youth, and the potential of sport as a vehicle for social change.

**PSP 5811 Counseling Skills A** 3

Introduction to basic counseling skills and techniques relevant to sport psychology consulting in a safe and supervised environment. Included are tools for building rapport, empathy, listening and life-development skills, treatment versus consulting, ethics, closure, and termination. Students will also develop skills in presenting sport psychology intervention material.

**PSP 5812 Counseling Skills B** 3

This course goes into more depth in scope of practice, ethics, dual relationships, and the referral process for sport psychology consultants. Students acquire consulting role-play and vignette experience, explore how a consultant works with the dynamics of team and group issues, and examine in-depth sport psychology cases for individuals and teams. Prerequisite: PSP 5811.

**PSP 5814 Comprehensive Exploration of Diversity in Sport** 2

This course is designed to offer students an overview of historical and current topics relevant to the understanding of diversity in sport. Students will be exposed to the historical context of how diversity issues have impacted the development of sport. Students will understand the complex nature of gender, ethnicity, socioeconomic status, sexual orientation, age, and disability as it relates to current sport practices. Students will also be exposed to practical strategies for facilitating acceptance of diversity within individual and team sports.

**PSP 5815 Performance Enhancement A** 3

Theory and practice of optimal performance are explored in the realm of sport behavior. Includes motivation theory, stress management, visualization, and mental rehearsal.
PSP 5816 Performance Enhancement B 3
Focus is on individual and team consultation. Features role-play, case study, and videotaping. Coursework includes introduction to external field placement opportunities. Second half of a two-quarter sequence with PSP 5815. Prerequisite: PSP 5815 (with same instructor or consent).

PSP 5817 Performance Enhancement C 1-3
This advanced optimal-performance course emphasizes sport psychology skill development and addresses different styles of consulting. Students will be challenged by case studies and will role-play actual consulting scenarios in which they can develop and refine their own consulting style with feedback from their peers. Prerequisite: PSP 5816.

PSP 5820 Psychology of Coaching 2
Different philosophies of coaching with a range of athlete populations. Applied psychology provides the foundation to study communication, interpersonal dynamics, decision making and authority, group cohesion, and athlete motivation.

PSP 5821 Gender Issues in Sport 1
This course examines the role of women in sports both as athletes and consultants. Students will explore the history of women in sports as well as identifying important issues to consider when working with female athletes.

PSP 5822 Social Bases of Behavior Sport 3
A foundation of knowledge in the sport psychology field relevant to the social bases of behavior in team sport. Students will gain knowledge regarding theories and research explicating the mechanisms of the impact of group and team membership on individual behavior in sport. Students will utilize this knowledge of social psychological factors, the psychology of group interpersonal communication, and theory of group development and dynamics to inform their team-building interventions in applied sport psychology. Students will have the opportunity to learn team building and communication skills and strategies that will enable them to develop a consulting style for working effectively with teams. The course will examine the practical and theoretical application of group process in relation to working in the field of sport psychology. The students will gain an understanding of group dynamics and will be able to use this knowledge with diverse populations. The course will provide hands-on training in how to teach and implement these strategies and skills when working with groups. Students will learn to recognize ethical issues in relation to working with groups and will examine their interpersonal and professional style.

PSP 5824 Psychological Elements of Addiction in Sport 1
This course is designed to introduce students to the basic principles, theories, and interventions in addiction studies when working with athletes. It explores a broad range of material regarding mood-altering drug experimentation, abuse, and addiction. Focus will be directed to the role of the sport psychology consultant when working with an athlete who has potential substance-abuse issues. Assessment, treatment options, and specific referral information will be explored.

PSP 5826 Cognitive and Affective Bases of Behavior in Youth Sport 2
Explores the impact of sport activity on the development and well-being of children and youth in relation to current psychological knowledge. Topics include self-esteem, peer pressure, cooperative and competitive behavior, role of coaches, group interaction, and a systems view of sport teams.

PSP 5827 Economics of Sport 2
This course will cover the basic theories of sport income and expenditures in both public and private settings. The cost of doing business in the sporting realm will be a focus of this class as well as the practical implications of this aspect of sport management.

PSP 5828 Event Management 3
This course will explore the logistics, management, and planning of a sporting event. Fan experience and expectations will be covered as well as attracting sporting events to a particular city.

PSP 5829 Management Strategies for Sport 3
This course will explore traditional models of leadership and management as they apply to sport. Management issues such as leadership, team development, conflict resolution, and group problem solving will also be addressed.

PSP 5830 Sport Marketing 3
The course will provide information on marketing principles, promotion, sponsorship, and ticketing. Basic principles of public and media relations and how they relate to sport will also be covered. The role of public relations personnel and how it pertains to the handling of the media will be discussed.

PSP 5831 Sport Law 2
This course will focus on the legal and business aspects of the professional sports industry. Specifically, the ways in which contract, labor, tort, and antitrust law influence, impact, and direct the development of relationships between leagues, teams, athletes, agents, television, Internet, advertisers, and fans. There will also be a critical analysis of professional sports leagues, standard player contracts, collective-bargaining agreements, and player-endorsement agreements.

PSP 5832 Psychology of Injury 1
The psychology of injury course teaches students how to work with an injured athlete using mental training strategies for rehabilitation.

PSP 5833 Kinesiology 4
This course introduces students to each of the major biophysical sub-disciplines of kinesiology—anatomy, biomechanics, exercise physiology, motor control, and sport and exercise psychology. Includes an integrated study of human movement and applies this knowledge to human performance and physical activity across the lifespan. Concepts in the various subfields of kinesiology are examined and career opportunities in the field of kinesiology are explored. Students will also gain a better understanding of the course concepts through projects and class discussions.
PSP 5834 Motor Learning and Performance 1
This course will teach students how to apply the principles of motor learning and performance in a variety of real-world situations. Students will learn to identify solutions that address many of the issues and obstacles encountered when teaching and learning motor skills.

PSP 5835 Exercise Psychology 2
This course examines the psychological antecedents and consequences of physical activity relationships. Includes the mental health benefits of exercise as well as motivational factors involved in exercising and the many variables that influence exercise behavior, e.g., stress, emotional states, anxiety, and depression.

PSP 5836 Sport and Exercise Nutrition 2
This course will describe the basic physiology of the major systems, describe the food sources of macro- and micronutrients, and discuss sports nutrition supplements. Body weight, diet, and energy balance will also be addressed. Students will learn the nuances of how nutrition affects sport performance as well as the physical changes that take place in our bodies during exercise.

PSP 5838 Health Psychology 4
In 2001, APA acknowledged the importance of psychology in the promotion of not only psychological health, but also physical health. Since then, Health Psychology (or Behavioral Medicine in medical settings) has become of the fastest growing areas in the APA (Division 38). In this course, students will come to understand the nature of and degree to which attitudes, beliefs, mood, and lifestyle influence the physical systems and vice versa, and how much of this interaction reflects a choice (or not) on the part of the client. Students will be able to better recognize the effects of poor health choices in their own lives, and in the problems of their clients (and their families). They will also acquire knowledge and a set of skills to help themselves and their clients make better, health-promoting choices (medical adherence, habit control, exercise, sleep hygiene, pain management, etc.). Finally students will learn how to individually consult on behavior-health related issues, as well as how to work in a short-term, time limited, team treatment setting.

PSP 5850A Seminar in Sport Psychology 1–4
Special topics and issues in the field of sport psychology including such areas as consultation, assessment, ethics, biomechanics, kinesiology, and women in sports. May be repeated for credit with a change of topic.

PSP 5850B Seminar in Sport Psychology 1–4
Special topics and issues in the field of sport psychology including such areas as consultation, assessment, ethics, biomechanics, kinesiology, and women in sports. May be repeated for credit with a change of topic.

PSP 5855 Sport Psychology Practicum 3
A practicum which includes rotating to three different sport psychology internship sites. This exposure practicum enables observation of sport psychology interns in action.

PSP 5858 Sport Management Practicum: Fieldwork 3
In this course, students spend time observing and assisting professionals in the field during a specific sporting event. Class time is devoted to discussing what they observed in the field and preparing to implement what they have learned in future applied settings.

PSP 5860 Group Supervision 2
Group Supervision involves students who are concurrently taking PSP 5855 Sport Psychology Practicum. Through group and individual presentations, discussions, and role-playing, students experience a supportive environment for exploring ethical and other issues relating to their practicum experience.

PSP 5880A/B Portfolio A & B 1/1
Required of all students. This project involves the students developing a portfolio of their work as consultants. This should include at least one case study from their work, their model of practice, a marketing plan, a reflective practice element, and the completed AASP application form. The Portfolio would be used and assessed directly in the comprehensive oral examination and should be sent to the examiners at least two weeks before the exam. Prerequisite: PSP 5800B.

PSP 5890 Research Proposal 2
This class starts the sequence of classes that leads to the research publishable paper. It assists students in developing a proposal for their research design. The work needs to meet the submission criteria for the Master’s Research Proposal which can then be submitted to the Human Participants Committee of the College of Professional Studies. Students will learn what the necessary components of a research proposal are and how to develop their own ideas for use in a study. Prerequisite: PSP 5054.

PSP 5891A/B/C Research A-C 1/1/1
Required of students taking the research option. The research process typically takes three quarters and covers the publishing process, securing Human Participants Committee approval, finding participants, data collection, data analysis, and write-up. The final product will be a paper of publishable quality. This sequence is under the supervision of the Research Director. The research process begins at least three quarters before anticipated graduation. A maximum of three units may be applied to the degree. Prerequisites: PSP 5054, PSP 5891A / PSP 5891B.

PSP 5895A/B Applied Project: Writing Like a Sport Psychology Practitioner A-B 1/1
Required of students taking the extra internship option. This sequence typically takes two quarters and involves effective, appropriate, and professional communication issues. Topics addressed will include ethics and professionalism in writing and the publication process. The final product will be an applied paper that will be of publishable quality in a form that does not necessarily require collection and presentation of data. This sequence is under the supervision the Research Director. The research proves begins at least two quarters before anticipated graduation. A maximum of two units may be applied to the degree.
PSP 5995 Independent Study in Psychology  1–6
Allows for individual study in a special interest area not offered as a regular course. To be arranged with consent of instructor and approval of the dean. May be repeated for credit with a change of topic.

PSP 5990 Master’s Thesis Proposal  3
Students develop a proposal for a master’s thesis and learn to synthesize prior professional work or study in pursuit of a specific area of research or application. Prerequisite: PSP 5054 or instructor consent.

PSP 5991A–C Master’s Thesis A–C  2/2/2
Required of students completing a master’s thesis. The thesis typically takes three quarters and is completed under the supervision of the Research Director. Research begins at least three quarters before anticipated graduation. A maximum of six units may be applied to the degree. Prerequisite: PSP 5990.

PSP 5992 Supplemental Thesis Assistance  1–6
Supplemental assistance addressing individual student needs in completing the master’s thesis. Students consult with relevant faculty to recruit a supplemental advisor. Prerequisite: PSP 5991C.

PSP 5998 Supplemental Project Assistance  1–6
Supplemental assistance addressing individual student needs in completing the master’s project. Students consult with relevant faculty to recruit a supplemental advisor.

PSP 9020 Town Hall Meetings  0
Town Hall Meetings are held twice a year. Students will attend all town hall meetings where current issues in the sport psychology department will be addressed. The meetings will be a chance for all students and faculty in the Sport Psychology program to get together to address changes in the field of sport psychology, certification, policy changes, and research project updates. It will also be a forum for students to ask questions and give feedback on the program and to discuss pertinent issues, concerns, and topics.

PSP 9025 Speaker Series  0
The JFK University speaker series of the Sport Psychology program is an exciting opportunity to listen and learn from top sport psychology practitioners from all over the world.

PSP 9030 Developing a Consulting Practice  0
This professional workshop presents the basic marketing skills for the field of sport psychology. Students will learn ideas to market their services as a consultant and strategies for building a client base. Students will have the opportunity to develop and implement a marketing plan for their business, including client branding, advertising, tax issues, and ethics regarding marketing in the field of sport psychology.

PSP 9085 Fieldwork Exam  0

PSP 9090 Comprehensive Written Examination  0
Comprehensive written examination covering material of Phase I, to be taken at the end of Phase I. Further guidelines are available in the Sport Psychology office.

PSP 9091 Comprehensive Oral Examination  0
Comprehensive oral examination covering material in all phases of the program to be taken in the student’s last quarter. Further guidelines are available in the Sport Psychology office.

MA in Counseling Psychology [PSY], [PSJ], and [PSB] Courses
Note: MA in Counseling Psychology courses are offered in Pleasant Hill (PSY), San Jose (PSJ) and Berkeley (PSB). For simplicity, all courses listed in this catalog will have the PSY prefix, although they also may be offered as PSJ, or PSB.

PSY 5000 New Student Orientation  0
This is a required one time orientation to the MA in Counseling Psychology program. It provides essential information needed to navigate the university and program systems by reviewing essential information regarding policies, ethical codes of conduct, community building, and academic expectations. Specific discussion topics include: curriculum requirements, core competencies, comprehensive exams, practicum/internship, graduation requirements, university and department resources and advisement, professional conduct, and an introduction to evidence based practice.

PSY 5054 Research Methods: Quantitative and Qualitative  3
The Research Methods course provides a brief introduction to various forms of research methods, both quantitative and qualitative. An overview is presented of the quantitative and qualitative research methods and designs applicable to the systematic analysis of the varieties of human behaviors. Scientific problem-solving will be emphasized to include observational techniques and measurement tools, coding, analytic strategies, and reporting of research. Reviews of applications within the psychological literature will be covered. The course will encourage students to focus on research that has been used in their appropriate fields. This course will help in preparing student for the MA research thesis process and will facilitate understanding of research in later work as a practitioner in the field.

PSY 5070 Theories and Practices in Community Mental Health  3
This course provides contextual and practical information for working publicly-funded community settings. Core elements of the community mental health movement and factors essential for working effectively with diverse communities will be initially provided. Using this as a foundation, other core issues will be addressed, including: working with the severely mentally ill; wellness, resilience, and recovery; consumers, families, and community as key partners in collaborative treatment; continuum of care across human services; multicultural competence and accountability; addiction and substance abuse; case management principles; disaster and community trauma response. Appropriate therapeutic models, including effective practices, emerging community practices, and linking interventions to outcomes will also be core to this course.
PSY 5112 The Family Life Cycle 3
Students study individual and family life cycle stages and transitions, including childhood, adolescence, launching, courtship, early marriage, childbirth, divorce, blended families, aging, and death. Human growth, intergenerational theory and multicultural considerations form a framework for the examination of life cycle stages and transitions. Students reflect on clinical applications and implications for self-of-the-therapist development.

PSY 5115 Theories of MFT Practice I 3
This course serves as the beginning of a survey of historical and empirical foundations of therapeutic theories and their effectiveness. Individually-oriented and family systems epistemologies are compared in their historical contexts. Theories I covers psychodynamically-based approaches with individuals, couples, and families. The course also introduces communication theory, cybernetics, and early systems approaches. This course is the first in the three-quarter sequence with PSY 5156 and PSY 5157.

PSY 5120C Specific Theories of Change: Child Therapy 3
This course explores in-depth a theoretical approach and application of a specific theory used with children, and their families in MFT and PCC practices. Theory topics regularly offered include Attachment-Based Therapy, Cognitive-Behavioral Therapy, and Expressive Arts Therapy. This course may be repeated for credit with a change of topic.

PSY 5120F Specific Theories of Change: Family Therapy 3
This course explores in-depth a theoretical approach and application of a specific theory used with individuals, couples, and families in MFT and PCC practice. Theory topics regularly offered include Bowen Therapy, Object Relations Therapy, Structural Family Therapy, Narrative Therapy, Postmodern Therapy, and Gottman Marital Therapy. This course may be repeated for credit with a change of topic.

PSY 5120I Specific Theories of Change: Individual Therapy 3
Explores specific theoretical and evidence-based approaches to psychotherapy and counseling with individuals selected from such schools of thought as Psychodynamic-Psychoanalytic Therapy, Cognitive-Behavioral Therapy, Dialectical-Behavioral therapy, and Humanistic-Existential Therapy. This course may be repeated for credit with a change of topic.

PSY 5154 Couple Therapy 3
This course introduces students to the modality of couples therapy. Empirically based and non-empirically based models of treatment will be explored. Students will participate in experiential learning activities designed for practicing fundamental clinical skills in couples counseling.

PSY 5156 Theories of MFT Practice II 3
This course examines family systems, humanistic, and experiential approaches to include with individuals, couples, and families.

Students participate in experiential learning activities to bridge theory and application. This course is the second in the three-quarter sequence with PSY 5115 and PSY 5157.

PSY 5157 Theories of MFT Practice III 3
This course closely examines cognitive-behavioral, post modern and integrative approaches to individual, couple, and family therapy. Evidence-based treatment models and common factors research are explored. This course is the third in the three-quarter sequence with PSY 5115 and PSY 5156.

PSY 5167 Brief Therapy 2
This course explores theories and methods of brief therapy from systemic and individual psychotherapy perspectives. Topics include problem identification, goal formulation, language, problem solving and solution building. Students will learn philosophical and theoretical premises of approaches, and practice clinical application through experiential activities. Prerequisites: PSY 5304; Co-requisite: PSY 5260 or PSY 5249.

PSY 5179 Family Treatment of Addiction 3
This course provides core information about alcohol and drug addiction, including the physical, psychological, and systemic impact they have on individuals, couples, and their families. Compulsive behaviors, such as disordered eating, gambling, and internet addictions, as well as their assessment are included, along with information about etiology, intergenerational patterns, and relapse. Research and assessment on systemic treatment approaches for youth, adults, minorities, and co-occurring disorders are reviewed. Standard screening and assessment instruments for substance use disorders and process addictions are covered. Contemporary strategies, such as abstinence/12-step, motivational interviewing, harm reduction, community-based treatment, and recovery (disease) models are covered. Students will learn about appropriate collaboration with other professionals, and about how to make appropriate referrals.

PSY 5230 Clinical Skills Training A: Self as Clinician 3
This course focuses on the person of the therapist with an emphasis on exploring one’s own values, beliefs, attitudes, personal biases, and expectations. Students are invited to examine how their personal history has led up to a decision to enter the field of counseling psychology. Through personal reflections and interpersonal interactions, students are also invited to consider how their context shapes who they are as individuals, and impacts interactions between self and other. In this class, “context” will be examined as one’s personal history, family of origin, cultural dimensions of race, ethnicity, gender, sexual orientation, social class, religion, and physical ability, as well as community, national, and global realities. Theoretical and experiential learning applies this contextual awareness of self and other to communication and counseling skills. Through experiential activities, students will gain self-awareness, practice foundational counseling skills, and learn about self-disclosure, as both a tool for effective therapeutic change, and as a barrier to clinical treatment.
### PSY 5231 Clinical Skills Training B: MFT Techniques 1  
**3**

This course is an introduction to clinical communication processes with individuals, couples, and families. Working within a multicultural context, students interactively learn practical skills for joining with clients, gathering clinical information in early interviews through use of questions and formal assessment methods, such as the genogram, and the mental status exam, and developing early clinical hypotheses linked to theory-based conceptualizations. Includes skills such as listening and tracking, focusing on process vs. content, understanding contributing dynamics, mirroring and reflective listening, interviewing individuals, couples, and families, a systemic evaluation of unit(s) of treatment, and managing therapeutic crises. Students learn how to recognize opportunities for referral and collaboration, and make appropriate use of clinical supervision. This course is the first in the two-quarter sequence with PSY 5232 taken with same instructor. **Prerequisite:** PSY 5230.

### PSY 5232 Clinical Skills Training C: MFT Techniques 2  
**3**

Students continue to prepare for clinical work with individuals, couples, and families. Supervised role-play and/or videotaped practice sessions are used to help students practice listening and tracking, refocusing from content to process, mirroring and reflective listening, and creating couple and family enactments. Students practice applying individual and systemic case conceptualizations to the beginning, middle, and end phases of therapy, and formulating clinical approaches using individual, multi-systemic, and multicultural theories of practice. This course is the second in the two-quarter sequence with PSY 5231 taken with same instructor or consent of program chair. **Prerequisite:** PSY 5231.

### PSY 5247 Clinical Case Seminar  
**2/2/2**

This course accompanies quarters/sessions 2-4 of a student’s practicum experience (5261-5263 or 5250-5252), and involves formal presentation of ongoing clinical cases. Students will present videotape, audiotape, and/or treatment studies in class, for feedback on case conceptualization, systemic theory application, and treatment planning that is consistent with theoretical orientation. Instructors may also use role play, and other techniques to help students with treatment impasses, illustrate, and practice interventions, etc. Students will learn the application of both individual and systemic theories. This course is also intended to support students in preparing for their Master’s Oral Exam. Limited to students in clinical practice. Students with unsatisfactory progress in this course may be required to take extra quarter(s) beyond the 3 required for graduation.

### PSY 5249–52 Field Practicum A-F -  
**2/2/2/2**

Field experience in community mental health centers that meets BBS requirements for clinical training experiences for MFT and PCC trainees. Includes one hour of individual supervision and at least two hours of group supervision per week, as well as didactic training and practice application of MFT and PCC assessment and intervention techniques with individuals, couples, and families. Field experience includes the use of audio/video recordings or live supervision of the student’s interactions with clients. Student’s counseling performance will be formally evaluated on an ongoing basis. Completion of Phase I and written consent of Field Placement Coordinator required. **Prerequisites:** PSY 9000, PSY 5635.

### PSY 5259 Ethnographic Practicum  
**0**

This course is designed to provide students with the opportunity: to experience community mental health agency organization and structure, to observe treatment of clients, to engage in client-centered advocacy, and to increase multi-cultural competence. This course does not substitute for PSY 5249–52 or PSY 5260–63.

### PSY 5260–63 Field Practicum A-F -  
**2/2/2/2**

Field experience at a JFK University Community Center that meet BBS requirements for clinical training experiences for MFT and PCC trainees. Includes one hour of individual supervision and at least two hours of group supervision per week, as well as didactic training and practice application of MFT and PCC assessment and intervention techniques with individuals, couples, and families. Field experience includes the use of audio/video recordings or live supervision of the student’s interactions with clients. Student’s counseling performance will be formally evaluated on an ongoing basis. Completion of Phase I and written consent of community counseling center director required. **Prerequisites:** PSY 9000, PSY 5635.

### PSY 5266 Supplemental Field Practicum  
**0–1**

Placement in internal, external, or school-based settings that meet BBS requirements and offer clinical training experiences. **This course does not substitute for PSY 5249–52 or PSY 5260–63. Prerequisite:** Completion of Phase I.

### PSY 5267 Bridge Practicum  
**0**

This course is designed to comply with State legislation that allows students to continue to see clients, and count the hours for practicum experience for 90 days, if the quarter is bracketed by practicum experiences or practicum and graduation. This course does not substitute for PSY 5249–52 or PSY 5260–63.

### PSY 5268 Additional Fieldwork Practicum -  
**1.5**

This course is the fifth quarter Field Practicum in an internal setting in the PCC Specialization. The course meets the BBS requirement for clinical training experience and offers individual and group supervision. Students may repeat course for additional hours accrued toward degree completion. MFT specialization students may take this course after completion of PSY/PSJ/PSB 5260-65 Field Practicum A-F – Internal to accumulate additional BBS hours to be applied toward degree. **Prerequisite:** PSY 5263.

### PSY 5269 Additional Fieldwork Practicum -  
**1.5**

This course is the fifth quarter Field Practicum in an external setting in the PCC Specialization. The course meets the BBS requirement for clinical training experience and offers individual and group supervision. Students may repeat course for additional hours accrued toward degree completion. MFT specialization students may take this course after completion of PSY/PSJ/PSB 5249-54 Field
PSY 5303 Child, Adolescent and Family Therapy: Assessment & Treatment A 3

This course is part of a two quarter sequence with 5304 & is taken with the same instructor. Part one focuses on the history of assessment & diagnosis using the DSM-5 related to children and adolescents. DSM-5 diagnoses will be explored from various viewpoints through using both formal and informal assessment tools; differential diagnosis; neuropsychology findings; and a bio-psycho-social approach. Topics include developmental theories, case conceptualization and the introduction of treatment planning through a multicultural & systemic lens. Prerequisite and/or concurrent with PSY 5403.

PSY 5304 Child, Adolescent and Family Therapy: Assessment & Treatment B 3

This course is part two of the child, adolescent and family therapy series. The course examines the theories and practices in working with children and adolescents within individual, systemic, and multicultural contexts. Topics include a variety of clinical techniques and treatment modalities within different theoretical orientations. Students participate in experiential learning activities to bridge theory with application. This course is to be taken with the same instructor who taught PSY5303. Prerequisite is 5303.

PSY 5309 Seminar in MFT 1–3

These 1-3 unit courses cover specific topics pertaining to the field of Marriage and Family Therapy. Each class has a specific focus, such as working with issues in divorce and remarriage, grief and loss, resilience and wellness, medical family therapy, addiction, eating disorders, LGBT clients, expressive arts therapy, advanced child therapy, or advanced couple therapy. MFT Students must complete a total of 3 units of PSY 5309. May be repeated for credit with a change of topic. Recommended for during field practicum.

PSY 5310 Group Therapy 3

Group therapy has gained recognition as an evidence-based approach that is both critically-sound and cost-effective. This course introduces students to both theoretical and experiential understanding of group therapy. The value of multi-couple and multi-family groups is discussed. The class is introduced to psychological (content), interpersonal (process-oriented), or combined (content and process) group approaches. An on-going group experience is required so that students may reflect upon their own interpersonal process to further develop the self of the therapist. An overview of multiple models and techniques are applied in experiential practice, including stages of group development, support group, group leadership, and facilitation styles.

PSY 5403 Diagnosis and Assessment of Psychopathology A 3

This course is part one of a two-quarter sequence and it examines notions of health and psychopathology from individual, familial, and systemic perspectives. It focuses on the history, development, use, and critique of the DSM-5, with an emphasis on all mental disorders diagnosed except for Personality Disorders (to be discussed in Psychopathology B) and diagnoses designed for children (to be discussed in the Child, Adolescent, and Family Therapy sequence). DSM-5 diagnoses will be explored from various viewpoints, including assessment (formal—such as mental status exam—and informal—such as intake interviews), differential diagnosis, neuropsychology findings, psychopharmacology, and a bio-psycho-social approach. Culturally sensitive diagnosis is included as well as the scope of LPCC and LMFT practice, use of referrals, inter-disciplinary and inter-agency cooperation, and wellness/recovery principles. This course is the first of a two-quarter sequence with PSY 5404 taken with same instructor.

PSY 5404 Diagnosis and Assessment of Psychopathology B 3

This is part two of a two-quarter sequence examining, in particular, psychopathologies diagnosed in the category of Personality Disorders of the DSM-5—while simultaneously reviewing all the other categories. Etiology, assessment, and treatment recommendations of personality disorders from multi-theoretical perspectives, including cultural contexts, are explored and critiqued. Dual diagnoses, including co-occurring Substance Induced and Substance Use disorders and their standard screening and assessment instruments, are being discussed. This course is the second of a two-quarter sequence with PSY 5403 taken with same instructor. Prerequisite: PSY 5403.

PSY 5405 Psychological Testing 3

An overview of tests utilized and interpreted in the practice of Professional Clinical Counseling with the goal that students learn to develop referral questions and to review psychological reports conducted by other professionals. Projective tests (Rorschach, TAT), objective tests (Millon, MMPI), and behavioral rating scales (Hamilton, Conners) will be covered with the emphasis on managing and assessing client outcome. Introduces the principles of intellectual and cognitive assessment so that learning disability diagnosis can be discussed. Ethical and legal issues involved in psychological testing including the influences of gender, cultural, and socioeconomic context are included.

PSY 5406 Psychopharmacology 3

Provides a comprehensive overview of psychotropic medication options, including biochemical makeup, function, and possible side effects, utilized to treat mental disorders. Students will be exposed to the basic physiology and function of the brain as it relates to the use of psychotropic medications and basic psychological dysfunctions, e.g., mood disorders, ADHD, ADD, OCD, intermittent explosive disorder, and psychotic disorders. Also examines the increased collaboration among mental health and medical practitioners as psychopharmacological interventions become more common in client populations served by Professional Clinical Counselors.

PSY 5407 Recent Advances in Pediatric and Geriatric Psychopharmacology 1.5

This course provides an up to date view of the development in pediatric and geriatric psychotropic research and new medication options. Advanced study of physiology and function of the brain in relation to the use of psychotropic medications and common disorders in youth and aged populations are examined. This course provides the additional 1.5 units for the PPC specialization requirement in Psychopharmacology.
PSY 5434 Family Violence 2
This course covers violence against children, intimate partners, and the elderly. The following topics are addressed: the shared dynamics associated with violence; recognizing and assessing physical, sexual, and emotional abuse and neglect; legal definitions of child, dependent adult, and elder abuse; legal reporting requirements and process; crisis intervention for victims, families, and abusers; cross-cultural concerns; self-of-therapist issues; and community resources. Culturally sensitive therapeutic theories and interventions are examined. This course satisfies the BBS requirement for 15 hours of coursework in domestic violence for Marriage and Family Therapists and Professional Clinical Counselors. Prerequisites: PSY 5635.

PSY 5436 Crisis And Trauma 3
This course provides an overview of crisis theory and management, and disaster and trauma causing events and their interventions. Students will learn current strategies for working with individuals, couples, and families impacted by personal, familial, intergenerational, community, and crisis and trauma events. Brief, intermediate, and on-going interventions aimed at reducing traumatic impact, utilizing strengths and resilience, restoring previous levels of function, as well as interventions for addressing delayed, longer-term, or secondary effects of trauma will be presented.

PSY 5613 Human Sexuality 2
This course covers a diverse range of human sexual and intimate behaviors throughout the lifespan. The course examines the impact of gender, race, class, age, health/disability, religion, sexual and gender identity, and sexual behaviors and concerns. Topics include sexual assessment interviewing, treatment models, clinicians' comfort, and competence. Relevant legal and ethical issues are covered. This course satisfies the BBS requirements for licensure.

PSY 5620 Multicultural Competence 3
This course provides specific exposure to core elements in multicultural counseling. The course is specifically designed to enhance students' a) deepening awareness and appreciation of their own cultural identities through theoretical frameworks; b) understanding of variables that affect therapeutic process and outcomes for diverse individuals, couples, and families; c) knowledge of evidence-based practices, community-defined evidence, and cultural adaptation of effective practices; and d) skills in committing to multicultural competence and sensitivity as an ongoing, developmental process in becoming and practicing as a therapist.

PSY 5635 Ethics and the Law 3
Examines legal and ethical issues related to the practice of Marriage and Family Therapy and Professional Clinical Counseling. Class topics include ethical and legal obligations of licensees, legal trends in mental health and family law, professional behavior, and the impact of therapist’s values on practice. Case management, referral practices, confidentiality and privilege, scope of practice, client welfare, and AAMFT, CAMFT, and ACA specific codes of ethics are also covered. Systemic, specific issues such as joint confidentiality, sessions with sub-systems, and separation and divorce are also considered.

PSY 5646 Advanced Study in Research 1.5
Advanced topics and issues concerning research designed to expand student knowledge of the topic beyond the core course through additional learning and/or practical applications. This course meets the requirements for additional units in addiction studies for the LPCC in California. Must be taken either concurrently with or subsequent to PSY 5054. Required for students in the LPCC track, though open to all MFT students. Prerequisite: PSY 5054.

PSY 5780 Theories of Career Development 4.5
This course provides an opportunity for students to learn and evaluate several key career development theories and practice how to integrate and apply aspects of theories to their counseling work with diverse client populations. Students will understand the importance of theory in career development and life planning, learn the historical and philosophical perspective of career development, recognize current challenges in existing theories, explore emerging issues and trends, and appreciate the complexity of career choice, decision-making, and satisfaction of clients. This is an Online Course.

PSY 5990 Master’s Thesis Proposal 3
Students develop a proposal for a master’s thesis and learn to synthesize prior professional work or study in pursuit of a specific area of research or application. Prerequisite: PSY 5054.

PSY 5991 Master’s Project A–C 2/2/2
Required of students completing a master’s thesis. Thesis typically takes two to three quarters/sessions and is completed under the supervision of a faculty advisor. Research begins at least two quarters before anticipated graduation. A maximum of six units may be applied to the degree. Prerequisite: PSY 5990 and completed thesis contract.

PSY 5992 Supplemental Thesis Assistance 1–6
Supplemental assistance addressing individual student needs in completing the master’s thesis. Students consult with relevant faculty to recruit a supplemental advisor. Prerequisite: PSY 5991C.

PSY 5995 Independent Study in Psychology 1–6
Allows for individual study in a special interest area not offered as a regular course. To be arranged with consent of instructor and approval of the dean. May be repeated for credit with a change of topic.

Non-Credit Workshops and Field Placements

PSY 9000 Child Abuse Assessment, Reporting, and Treatment 0
This workshop covers the following topics: recognizing and assessing physical, sexual, and emotional abuse and neglect; legal definitions of child abuse; legal reporting requirements and process; crisis intervention for the victim, families, and abusers; cross-cultural concerns; counter-transference issues; and community resources. It meets the requirement of AB141 for seven hours of training for MFT licensure and must be taken prior to the beginning of field placement.

PSY 9001 Diversity Awareness 0
In this workshop, students engage in activities and discussions
designed to increase awareness of diversity issues on the personal, social, professional, and systems levels. It is intended to be taken in the first phase of study and must be completed prior to enrollment in PSY 5249 or PSY 5260 Field Practicum.

**PSY 9007 Introduction to Community Based Program**

Students take this workshop when beginning a school-based practicum. Students are oriented to the organization and dynamics of working in a school-based setting. The politics of working with children and adolescents in the schools is addressed including the legal and ethical issues inherent in the schools. Introduction into the specialized record-keeping and procedures of the school-based program will be implemented. Information is given regarding assessment and treatment planning in the school system. Students learn how to conduct consultation with the school personnel and parents.

**PSY 9008 Aging and Long-Term Care Workshop**

This course offers an overview of mental health issues for older adults. Differential diagnosis of dementia from depression along with the impact of retirement, altered family roles, decline in social and economic status, and increased disability. The psychological, social, and financial aspects of long-term care are discussed. Psychodynamic treatment strategies focus on maximizing quality of life and functional capacity for the elderly client, and facilitating collaboration with family, medical personnel, and caregivers. This course satisfies the BBS requirement to complete a minimum of ten hours of coursework in aging and long-term care for California licensure as a Marriage and Family Therapist.

**PSY 9010 Issues with HIV and AIDS**

This course covers the current medical, psychosocial, and mental health needs of clients living with HIV/AIDS, as well as family members, intimate partners, and caretakers. Specific concerns addressed include working with chemically addicted clients, cultural diversity issues including racial and sexual minority clients, legal issues, self-of-therapist issues, and effective models for service delivery and care. Family dynamics that impede or support treatment compliance are included. This course satisfies the BBS requirement for Marriage and Family therapists to complete a course at least seven hours in length that covers the characteristics and methods of assessment and treatment of people living with HIV and AIDS.

**PSY 9075 Personal Psychotherapy**

Students are encouraged to take responsibility for their personal development and knowledge of self and to become sensitive to the impact that they have on those around them. Consequently, and consistent with the BBS guidelines for MFT and PCC training, there is a non-credit requirement for at minimum of 50 hours personal (individual, couple, family, or group) psychotherapy. Students register in the quarter they will complete the requirement or later. Further guidelines are available at the College of Graduate and Professional Studies office.

**PSY 9090 Master’s Written Examination**

Comprehensive written examination covering material of Phase I to be taken during the first or second quarter of filed working Phase II. Further guidelines are available in the Graduate Psychology office. The written examination must be passed before advancing to Phase III of the program. Prerequisites: PSY 9000, 5304, and PSY 5404.

**PSY 9091 Master’s Oral Examination**

Comprehensive oral examination covering material in all phases of the program to be taken in Phase III during the fifth or sixth quarter of practicum. Further guidelines available in the College of Graduate and Professional Studies office.

**PSY 9100 Professional Development: Post-Master’s Preparation**

This meeting formalizes the preparation of paperwork that must be processed as students complete field practicum and change from trainee status to intern status upon graduation. This meeting allows students to reflect upon and bring closure to their graduate experience as they prepare for their future as a practitioner.

**SOMATIC PSYCHOLOGY [SPC] Courses**

**SPC 5000 Introduction to Somatic Psychology Program**

This is a required, no-cost, no-credit course for all students entering the Somatic Psychology program. Taken during the student’s first quarter, this course will orient students to program standards and procedures and provide other information that students will need to complete their program.

**SPC 5004–06 Group Process A–C**

Using traditional, holistic, and somatic group therapy techniques, students examine and work with their own and others’ feelings, motivations, and patterns of communication and behavior in a group context. Through class participation, students experience and learn group theory and group facilitation skills. This class must be taken in three consecutive quarters.

**SPC 5103 Applied Clinical Philosophy**

Learn to articulate their clinical philosophy by drawing on their client counseling experience. Using traditional, somatic, integral and transpersonal sources, clinical theory and methods are explored through discussion and written papers.

**SPC 5205 Diagnosis, Assessment, and Therapeutic Strategy B**

Examination specific diagnosis, assessment, and treatment skills and concepts from traditional and somatic psychology perspectives including character analysis, formative psychology, and other somato-psychological systems for evaluating and developing psychotherapeutic treatment strategies.

**SPC 5220 Principles of Somatic Psychology**

An introduction to the fundamentals of somatic psychology, the field, and its basic concepts and values. Areas of focus include history, issues, principles, and practices with attention to the origins and psycho-emotional consequences of the mind-body split. Students are introduced to basic practices such as sensory tracking,
centering, and self-forming, and the concepts of dynamic systems and self-regulation.

**SPC 5241 The Cultural Body:**
**Society, Body Image, and the Self** 2
Examines the manner in which family, society, and culture act as intervening variables in our relationship to bodies. Beliefs (personal, familial, social, and cultural) and mythologies regarding the body and the impact of these beliefs on our somato-psychological experience will be examined. Eating disorders such as anorexia nervosa, bulimia, and compulsive eating are examined as specific examples of cultural distortion of bodily self-awareness. In addition, the course will also look at cross-cultural differences in the manner and meaning of embodiment and the ramifications for clinical practice.

**SPC 5323 Therapeutic Communication A** 3
This course is an introduction to basic principles and practices of therapeutic communication. Students will study and practice basic psychotherapeutic concepts, skills, and self-awareness. Through lectures, films, and experiential practice, students will be helped to develop the clinical skills of somatic reflection, awareness, clear communication, flexibility, insight, compassion, cross-cultural sensitivity, and personal presence.

**SPC 5324 Therapeutic Communication B** 3
This course introduces students to specific Somatic Psychology clinical processes and practices within a holistic and psycho-dynamic model. Training in recognizing transference and countertransference issues and in developing effective therapeutic interventions is the focus. The emphasis is on understanding and working with nonverbal and verbal communication and somato-psychological defense patterns in individuals, couples, and family systems. Pre-requisite: SPC 5323.

**SPC 5430 Movement Seminar A:**
**The Self in Movement** 3
This course is an experiential and theoretical introduction to movement as a process of somatic inquiry, clinical exploration, and therapeutic intervention. Students will become familiar with a variety of both directive and free-movement approaches including psychodynamic traditions, developmental movement, authentic movement, body mind centering, and continuum movement. Pre-requisite: SCI 3110.

**SPC 5431 Movement Seminar B:**
**Clinical Technique** 2
This course focuses on the learning and practice of movement-based psychotherapy interventions with diverse populations in a variety of therapeutic settings. Students explore the development of movement patterns, the process of re-patterning, and the use of movement for exploration, expression, and psycho-emotional integration in the psychotherapy process. Pre-requisite: SPC 5430.

**SPC 5512 Somatic Psychology Perspectives on Stress and Psychobioimmunology** 2
This course introduces students to the neurobiology of stress, stress profiling, and stress reduction techniques for clinical practice in everyday life. Psychobioimmunological theory and practice is also explored. Among the technical approaches introduced are stress evaluation, autogenic training, progressive relaxation, guided meditation, visualizations, and somatically based techniques such as parasympathetic breathing, grounding, mindful movement, and conscious self-regulation through awareness.

**SPC 5520 Psychopharmacology** 3
An introduction and general overview of psychopharmacology as it relates to the practice of psychotherapy. Current medication, research in psychopharmacology, and psychoneurology will be covered. The course will also look at alternative remedies, natural medicine, and cultural issues from a holistic perspective as well as the relationship between psychotherapist and physician in medication management.

**SPC 5530 Psychological Testing** 3
This survey course is designed to help students understand the basic concepts and applications of psychological testing and the psychometric properties of psychological tests. The course will emphasize the appropriate applications and limitations of many of the current psychological tests—especially with regard to their use with people of non-dominant cultures. Issues of validity and ethics will be reviewed in this regard.

**SPC 5535 Individual Development and Family Life Cycle A** 3
This course introduces students to classic developmental theorists from a dynamic living systems and somatic psychology perspective. The emphasis is placed on early bodily and sensory organization and on the primacy of relationship in development. A holistic theory of self and ego development is presented. This course will consider how Freud, Reich, Mahler, Winnicott, Piaget, Bowlby, Kohut, Stern, Schore, Fogel, and Greenspan help us understand the process by which we come to inhabit our embodied self across the lifespan. Pre-requisite: PYC 3100.

**SPC 5536 Individual Development and Family Life Cycle B** 3
This course focuses on the phase-specific, holistic process of development from adolescence to the end of life. A biopsychosocial perspective is applied to the areas of cognitive, emotional, and relational development. Contemporary family life is explored through the in-class use of the family genogram and through discussion of multicultural family patterns and the “family body.” Sources include McGoldrick, Erickson, Kegan, Cook-Greuter, and Ram Das.

**SPC 5540 Child Therapy** 3
This course provides an overview of theories and “best practices” approaches in the treatment of children. Students will become familiar with therapeutic work in various treatment settings and develop an appreciation of the overarching importance of multicultural, social, and developmental contexts in understanding child behavior. Students will develop skills for working in collaborative relationships in child therapy and study psychodynamic and child centered approaches to child therapy. Pre-requisites: PYC 3100, PYC 3200, SPC 5535, SPC 5536.
SPC 5552 Marriage and Family Counseling B  3
This course focuses on the application of principles and methods of experiential and somatic techniques, marriage and family counseling, and marriage and family systems theory to specific family problems—terminal illness, psychosomatic disorders, addictive behavior, relational conflict, divorce, blended families, and multiracial families. Prerequisite: SPC 5550 or permission of the advisor.

SPC 5572 Body-Oriented Psychotherapies  2
This course examines the conceptual themes and clinical approaches common to all somatic psychotherapies and exposes students to the theory and practice of a number of contemporary modalities such as Hakomi, Somatic Experiencing, Formative Psychology, Bioenergetics, Core Energetics, Bodydynamics, Integrative Body Psychotherapy, Biosynthesis, Process Work, and Psycho-Physical Therapy.

SPC 5612 Supervised Practica in Somatic  .5-1
Through a variety of different practica, students explore somatic practices that can be used with individuals, couples and families. These practica provide students with the opportunity to practice and experience the application of somatic psychology clinical skills.

SPC 5620 Psychology Approaches to Trauma and PTSD A  3
An overview of the history of the concept of trauma and trauma treatment and a basic understanding of the psychobiology and neurobiology of trauma and PTSD. Conceptual distinctions will be made between developmental wounding, developmental trauma, and shock trauma. Current diagnoses overtly linked to trauma (PTSD, Acute Stress Disorder, Complex PTSD and Developmental Trauma Disorder) will be discussed. The topics covered include phase-oriented treatment, dissociation models, countertransference, and building somatic and relational resources. The discussion and training will include application of somatic trauma approaches to help stabilize situations involving personal trauma, disasters, and violence.

SPC 5621 Psychology Approaches to Trauma and PTSD B  3
An exploration into the complexities of traumatic experience, and will explore the particulars of developmental trauma. Topics covered will include models of understanding and treating dissociation and fragmentation, the intersubjective field, vicarious traumatization and compassion fatigue as well as working with positive states of experience. The application of somatic trauma approaches with disaster populations, violence, childhood trauma, and intergenerational trauma will be addressed. Advanced phase 1 and 2 skills of the trauma treatment model will be taught and phase 3 skills will be introduced. Students will learn to help clients process, metabolize and integrate personal historical experiences of trauma as well as ongoing challenges with activation. This course draws on the work of theorists such as Levine, Ogden, Rothchild, van der Kolk, and others.

SPC 5705 Counseling Case Seminar  3
This course focuses on clinical case presentation for students in field placement. Case presentations from the student’s current placement serve as a starting point for lecture, clinical discussion, exploration of diversity issues, role-play, and self-exploration within a somatic psychology perspective. This class supports students in acquiring professional competence in the important clinical skill of case presenting. Prerequisite: SPC 5762.

SPC 5760 Supplemental Fieldwork Experience Monitoring  1
This course consists of individual consultations which review students’ progress in supplemental external fieldwork placement. Student and faculty meet a minimum of once per quarter to review placement and evaluations and to fulfill BBS requirements for hours of experience toward licensure. The permission of the program director and advisor is required. Prerequisites: Permission of the program director and advisor.

SPC 5765 Field Placement  2
This course may be required if a student needs any additional quarters of clinical work.

SPC 5792 Practice of Group Psychotherapy  2
In this course, students receive comprehensive supervision for their field placement practice in group psychotherapy. MFT trainees who are facilitating weekly therapy groups participate in group supervision for two hours each week. Students learn how to plan and publicize a group and to maintain a therapeutic group culture.

SPC 5793 Child and Adolescent Therapy in the Schools  2
Comprehensive training and supervision for the counseling of children and adolescents in the school setting. MFT trainees work with children and adolescents and participate in group supervision for two hours each week.

SPC 5900 Topics in Somatic Psychology  1-3
Topics vary and may be repeated for credit when the subject matter changes.

SPC 5993 Professional Integrative Final Project A  1
A personal reflection, research, and writing seminar which supports students in organizing and writing the final project of the Somatic Psychology program. The class includes examination of theoretical, clinical, and personal issues raised in their course of graduate study in somatic psychology. Students develop an outline for an integrative paper about their work and explore their special professional interests. This is the first in a two-course sequence.

SPC 5994 Professional Integrative Final Project B  2
This is the second in a two-course sequence. Students complete an integrative final project paper and give a presentation of their work within the class. Students take this course when ready to complete their paper. Prerequisite: SPC 5993.
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<tr>
<th>Course Code</th>
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<td>SPC 9005</td>
<td>Personal Psychotherapy</td>
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<td>SPC 9015</td>
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<td>SPC 9020</td>
<td>Special Topics</td>
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<td>TPC 5000</td>
<td>Introduction to the Transpersonal Psychology Program</td>
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<td>TPC 5004–06</td>
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<td>TPC 5103</td>
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<td>TPC 5104</td>
<td>Professional Integrative Project A</td>
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<td>TPC 5105</td>
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<td>TPC 5140</td>
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<td>TPC 5193</td>
<td>Individual Development and the Family Life Cycle B</td>
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**SPC 9005 Personal Psychotherapy**
Students must register for this course in the quarter in which they expect to complete their personal psychotherapy requirement of 48 therapy hours.

**SPC 9015 Somatic Counseling Psychology**
This course covers topics including recognizing child abuse, sexual abuse, neglect, and physical and emotional abuse; legal definitions of child abuse; legal reporting requirements; crisis intervention for victims, families, and abusers; cross-cultural concerns; countertransference issues; and community resources.

**SPC 9020 Special Topics**
This course is reserved for students who have returned to the program after an absence or who have transferred into this program from another one in the College of Professional Studies. This zero unit course offers no academic credit, but allows students to enter into the appropriate course at the program’s discretion. Students enrolling in this course will attend the same sessions and be responsible for the same assignments as students enrolling in the corresponding course. Permission of the Program is required to take this course. Offered as needed; credit/no credit only.

**TRANSPERSONAL PSYCHOLOGY [TPC] Courses**

**TPC 5000**
This course will orient students to how the program flows and what they need to know in order to complete their program.

**TPC 5004–06**
In a group context, students use traditional and transpersonal counseling techniques to examine and work with their own and others’ feelings, motivations and patterns of behavior. Topics include group theory and dynamics, stage development, leadership and implications for group therapy. During the third quarter students gain first-hand experience in facilitating the group (with the instructor as consultant).

**TPC 5103**
Learn to articulate their clinical philosophy by drawing on their clinical counseling experience. Using traditional, somatic, integral and transpersonal sources, clinical theory and methods are explored through discussion and written papers.

**TPC 5104**
This first course in a two-course sequence helps students clarify their professional focus and articulate their theoretical perspective. Students develop an outline for an integrative paper about their work that explores their transpersonal directions.

**TPC 5105**
Students take this course when ready to complete their paper and give an oral presentation on it. This is the second in a two-course sequence. Prerequisites: TPC 5104 and permission of the instructor.

**TPC 5140**
This course will be a holistic, experiential journey through the moving body, exploring the mind, body, spirit connection and some educational/therapeutic uses of expressive movement. The coursework will include readings, drawing, writing, movement, and visualization.

**TPC 5141**
Students select from a variety of spiritual systems, exploring the underlying theory of the system and engaging in in-depth practice. Sample topics may include African-based spirituality, music and spirituality, art as a spiritual practice, and nature-based spirituality, among others.

**TPC 5153**
Applies principles and methods of marriage and family counseling, and marriage and family systems theory to specific problems (e.g., spousal abuse, terminal illness, psychosomatic family members, and addictive families). Transpersonal issues in working with optimal family systems are also explored. Prerequisite: HPC 5550.

**TPC 5158**
Psychological/developmental issues of childhood are explored from traditional and transpersonal perspectives. The developmental impact of such issues as family dysfunction and child abuse are discussed. Various practical therapeutic methods for working with children are reviewed.

**TPC 5161–62**
Covers basic postulates of transpersonal oriented counseling. Surveys Jungian psychology, transpersonal approaches to psychotherapy, psychosynthesis, imagery and movement psychology, and myth, art, and ritual in counseling. Prerequisite: PYC / PYJ 3200.

**TPC 5171–72**
A specific therapeutic approach to psychotherapy is explored in depth (e.g., Jungian-archetypal, expressive arts therapy, existential-transpersonal psychotherapy, or transpersonal oriented analysis). May be repeated for credit with a change of topic. Prerequisite: PYC / PYJ 3200.

**TPC 5192**
Covers how the development of the self is conceptualized and perceived, both personally and therapeutically, from a variety of traditional and transpersonal perspectives including Jungian, object relations, self-psychology, and self-in-relation theory. Deepens understanding of how developmental arrest has an impact on adult development and becomes expressed in relationships.

**TPC 5193**
Focuses on traditional and transpersonal views of the family life cycle and ways it is influenced by and independent of the...
developmental experiences of individual members in their families of origin. By drawing on research, literature and personal experience, students explore specific dynamics of the family life cycle. Prerequisite: TPC 5192.

**TPC 5204–05 Diagnosis, Assessment, and Therapeutic Strategy B–C**  
A review of traditional and transpersonal diagnostic systems including DSM-IV and alternative typologies (such as the Enneagram, a phenomenological approach, or a body-oriented approach), assessment methods including interviewing and projective and objective testing, and therapeutic strategies appropriate to different diagnostic categories.

**TPC 5213 Therapeutic Communication A**  
Development and application of communication skills to individual, couple, and family therapy. Students learn centering, attention and listening skills, and means of discriminating between content and process.

**TPC 5214 Therapeutic Communication B**  
Training in recognizing transference and countertransference issues and in making effective therapeutic interventions. Assessment of communication patterns in dysfunctional, functional, and optimal individual, couple, and family systems are explored. Prerequisite: TPC 5213.

**TPC 5231 Sexuality**  
The sexual response cycle, male and female sexuality, and sexual development and dysfunction are discussed from physiological, psychological, sociocultural, and transpersonal perspectives. Therapeutic approaches are explored as they apply to individuals, families, and couples.

**TPC 5235 Psychological Testing**  
This survey course is designed to help students understand the basic concepts and applications of psychological testing and the psychometric properties of psychological tests. This course will emphasize the appropriate applications and limitations of many of the current psychological tests—especially with regard to their use with people of non-dominant cultures. Issues of validity and ethics will be reviewed in this regard.

**TPC 5243 Community Mental Health and Principles of Recovery**  
Preparation for challenges and opportunities, taking a holistic approach to working in community mental health settings. Topics include: the history of institutionalization and the community mental health movement; navigating the complex public health and social services systems; working with clients diagnosed with serious mental disorders; useful therapeutic models and effective practices; principles of recovery; strength-based assessment and resilience; fundamentals of case management; coordination of care and family and community involvement.

**TPC 5250 Basic Addiction Studies**  
Basic information about alcoholism and chemical dependency including definitions, effects on substance users and their environments, medical aspects, etiology of substance abuse, major treatment approaches, and available community resources. The course is taught from a systems perspective and covers spiritual and nutritional issues in chemical dependency.

**TPC 5620 Psychology Approaches to Trauma and PTSD A**  
An overview of the history of the concept of trauma and trauma treatment and a basic understanding of the psychobiology and neurobiology of trauma and PTSD. Conceptual distinctions will be made between developmental wounding, developmental trauma, and shock trauma. Current diagnoses overtly linked to trauma (PTSD, Acute Stress Disorder, Complex PTSD and Developmental Trauma Disorder) will be discussed. The topics covered include phase-oriented treatment, dissociation models, countertransference, and building somatic and relational resources. The discussion and training will include application of somatic trauma approaches to help stabilize situations involving personal trauma, disasters, and violence.

**TPC 5705 Counseling Case Seminar: Individuals**  
Students present internship cases from the field to be used as sources of discussion and analysis. Open only to students in the counseling degree program. Prerequisite: HPC 5751 or TPC 5756.

**TPC 5749 Supplemental Fieldwork Experience Monitoring**  
Individual evaluative consultations which review students’ progress in supplemental external fieldwork placement. Student and faculty meet a minimum of once per quarter to review placement, evaluations, and fulfill BBS requirements for hours of experience toward licensure. Prerequisites: TPC 5214, TPC 5325.

**TPC 5755 Field Placement**  
A fifth quarter of field placement may be arranged by special permission.

**TPC 5792 Practice of Group Psychotherapy**  
Students receive comprehensive training and supervision in the practice of group psychotherapy. As an MFT trainee, the student co-facilitates a weekly therapy group and participates in group supervision for two hours each week. Students learn how to plan and publicize a group as well as how to establish and maintain a therapeutic group culture.

**TPC 5793 Child and Adolescent Therapy in the School**  
Students receive comprehensive training and supervision in the practice and treatment of children and adolescents in the school setting. As an MFT trainee, the student will work with children and adolescents and participate in group supervision for two hours each week.

**TPC 5900 Topics in Transpersonal Psychology**  
Topics vary and may be repeated for credit with a change in topic.
**TPC 5995 Independent Study in Transpersonal Counseling Psychology 1-6**

To be arranged with consent of instructor and approval of the Program chair and dean. May be repeated for credit with a change of topic.

**TPC 9005 Personal Psychotherapy 0**

Students must register for this course when they have completed their personal psychotherapy requirement.

**TPC 9015 Child Abuse Assessment and Reporting 0**

This course covers topics including recognizing child abuse, sexual abuse, neglect, and physical and emotional abuse; legal definitions of child abuse; legal reporting requirements; crisis intervention for victims, families, and abusers; cross-cultural concerns; counter-transference issues; and community resources.

**TPC 9020 Special Topics 0**

This course is reserved for students who have returned to the program after an absence or who have transferred into this program from another one in the College of Professional Studies. This zero unit course offers no academic credit, but allows students to enter into the appropriate course at the Program's discretion. Students enrolling in this course will attend the same sessions and be responsible for the same assignments as students enrolling in the appropriate course. Permission of the Program is required to take this course. Offered as needed; credit/no credit only.
JOHN F. KENNEDY UNIVERSITY COLLEGE OF LAW

offers both a three-year, full-time program and a four-year, part-time program leading to the Juris Doctor (JD). The law program is flexibly designed both for individuals who want to study law while maintaining family, work, or other outside responsibilities and those able to devote themselves to full-time study. In cooperation with the College of Graduate and Professional Studies, the College of Law also offers a dual degree JD/MBA program that can be completed in four years in the full-time program or five years in the part-time track.

The College of Law is committed to providing the highest quality legal education in an environment that encourages mutual support rather than competition. Students receive a thorough grounding in both the theoretical and practical skills necessary to become effective attorneys. The curriculum emphasizes analytical and advocacy skills, combined with multiple clinical opportunities. This multi-modal approach includes a focus on law in its wider political, social, and economic contexts. The College believes that law can be a tool for social change and encourages its students to examine and share their experiences to reach a more comprehensive understanding of social justice.

JFK University College of Law not only prepares individuals to successfully practice law, but also to become leaders in their communities. To achieve this, the College of Law offers:

- **World-Class Faculty.** Our faculty consists of full-time professors and working professionals with outstanding records as lawyers and judges, nationally and internationally, who bring the most up-to-date professional perspectives to the classroom.

- **Exceptional Support.** A wide range of academic support services are offered, including workshops and teaching sessions to assist students in developing skills essential to success on the Bar Examination and in legal practice as well as in law school itself.

- **Practical Experience/Clinical Programs.** Students have the opportunity to gain real world legal experience either in the Legal Clinic for Elders or the Housing Advocacy Clinic located on the Pleasant Hill campus, or through placements in law offices, government agencies, and the courts. The College of Law also offers a specialized curriculum in Children, Families, and the Law. These experiences teach practical legal skills, expose students to a valuable professional network, and provide a chance to engage in valuable public interest work. Students work under the supervision of core faculty or practitioners in these specialties.
Program Learning Outcomes

- **Legal Research.** Students will be able to demonstrate effective use of the tools of legal research, both in traditional and online formats, be able to create an effective research plan, and work through the issue to a sound understanding of the applicable legal doctrine.

- **Communication.** Students will have the ability to communicate in written form both to members of the profession and to the lay community in a manner that is clear, logical, well-organized, and persuasive, and will be able to verbally communicate legal positions and viewpoints in an articulate manner.

- **Fundamental Lawyering Skills.** Students will have developed competency in the skills associated with practicing law such as client interviewing, problem solving, counseling, drafting legal documents, negotiation, advocacy in a variety of settings, and non-adversarial dispute resolution practices.

- **Legal Analysis.** Students will be able to assess complex legal problems by identifying legal issues and critical facts, applying astute legal reasoning skills, and assessing the potential options, solutions, and strategies.

- **Knowledge of Legal Doctrine.** Students will be able to demonstrate competency in the fundamental legal doctrine covered on the California Bar Examination, such as contracts, torts, criminal law, real property, constitutional law, civil procedure, business associations, community property, professional responsibility, criminal procedure, evidence, and remedies, as well as in other areas deemed important in the general practice of law.

- **Professional Ethics.** Students will be able to demonstrate competency in understanding the standards of professional responsibility required of members of the legal profession, be able to recognize ethical dilemmas and resolve them appropriately, and recognize the moral dilemmas often faced in the practice of law.

- **Professional Values.** Students will be able to demonstrate an awareness of the value of community service and the role of law in promoting social justice and will recognize the value of diversity within the legal profession and society.

- **Critical Thinking.** Students will have the ability to identify and understand the legal and social policy implications of various legal conflicts and will have an understanding of how the law can serve to either promote or diminish justice, individual dignity, equal opportunity, or the sanctity of nature.

Accreditation

JFK University is accredited by the Western Association of Schools and Colleges (WASC). The College of Law is accredited by The Committee of Bar Examiners of the State Bar of California. Accreditation by The Committee of Bar Examiners permits graduates from JFK University College of Law to take the California Bar Examination upon graduation and, when the graduate passes and complies with all other admission requirements, to practice law anywhere in California, in both State and federal courts.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice law outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

Admission Requirements

The application deadline for admission is July 15. The deadline for transferring or visiting students is March 1.

Applicants are encouraged to apply before the deadlines to take advantage of a rolling admissions policy. As part of the commitment to make law school a feasible reality, admissions decisions for qualified students are made on an ongoing basis to give students as much time as possible before starting the program. All applications must be on file by the deadline in order to ensure a timely admissions decision. This includes the completed application form with fee, personal statement, transcripts, and any other supporting documentation. Law School Admission Test (LSAT) scores are requested by the College of Law from the Law School Admission Council. Transcripts and other documents may also be accepted through Credential Assembly Service (CAS). In rare cases, LSAT scores and transcripts may be accepted after the deadline. Please contact the Assistant Director for Advising and Records for more information.

For information on admission, course offerings, degree requirements, academic policies, and faculty backgrounds, please visit the University website. Prospective students are invited to visit the College, attend some of the classes, and talk with students, faculty, and staff about careers in law.

Student Body

Students in the College of Law range in age from their early 20s to their 60s, bringing a rich diversity of backgrounds and life experiences. Some have advanced degrees and work experience in law-related fields; others begin their studies with no professional knowledge of the law.

Class Size and Times

Classes are small—usually no more than 40 people per class—and are offered during the day and evening. Day classes are scheduled Monday through Thursday, usually from 9 a.m. to noon and 2 p.m. to 5 p.m. Evening classes are scheduled Monday through Thursday from 7 p.m. to 10 p.m.

Clinical Program

After the second year of study, students are encouraged to obtain experience at the on-site Housing Advocacy Clinic or Legal Clinic for Elders, through the specialized Children, Families, and the Law curriculum, or through placement with government agencies, public interest firms and clinics, or private law firms. During this experience, students engage in a wide array of legal activities—legal research, drafting legal documents, client and witness interviewing, and trial preparation. Participation may be voluntary or for academic credit.
Law Library
The Law Library houses a collection of over 23,000 volumes and more than 4,200 electronic and 100 periodical titles at the Pleasant Hill campus. Primarily supporting students, alumni, and faculty of the College of Law and the Legal Studies program, the library is also available to the public for a fee.

In addition to titles required by the State Bar of California for accreditation, the library’s collection includes practical resources for law clerking and the practice of law. These include California and federal form books, procedure guides, and specialty materials in such areas as bankruptcy, criminal, employment, environmental, family, immigration, property, and tax law.

Academic Support Services
The administration of the College of Law is dedicated to providing academic support that is responsive to students’ needs. The College of Law has an extensive Academic Support Program (ASP) available throughout a student’s law school career, focusing on skills and topics of particular interest to law students. In addition, the University has an academic support center to help on issues ranging from time management to writing.

The ASP provides an interactive learning environment for law students. The goal of the program is to improve students’ understanding of the most challenging subject matter. For first-year students, the program focuses on contracts, torts, and criminal law. For second-year students, the focus is on real property, civil procedure, and evidence. For third-year students, constitutional law is the focus. The program also provides assistance to advanced students in the form of preliminary bar examination preparation including exam writing and multiple-choice testing skills.

The ASP has three opportunities for learning:

- **Saturday Workshops.** The Saturday workshops are periodically offered for contracts, torts, civil procedure, evidence, and real property. These sessions are led by an experienced master teacher and are designed to provide students with issue-spotting and writing assistance in discrete areas of the law. Each Saturday workshop includes a practice exam, which students may turn in for written feedback on their examination performance.

- **Teaching Assistant Review Sessions.** The Teaching Assistant (TA) review sessions are led by student teaching assistants and focus on material selected by the master teachers.

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<td>Hopkins, Pamela</td>
<td>Lecturer</td>
<td>Russell Sage College, BA; Rhode Island College, MA; Fielding Graduate University, MA</td>
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<td>Hornung, Janet</td>
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<td>Horodezky, Rachel</td>
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<td>Horozon, Alexis</td>
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<td>Hraca, Kim</td>
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<td>Hutton, Lisa</td>
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### Administration

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<tr>
<th>Name</th>
<th>Title</th>
<th>Institutions</th>
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<tr>
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<td>Panter, Deborahah</td>
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<td>Pegoda-Hallock, Rebecca</td>
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Sharp, Matthew, Lecturer. New College, BA

Shekerjian, Laura, Adjunct Professor. Oakland University, BA; University of Michigan, MA; California Institute of Integral Studies, MA

Shelby, Robert, Adjunct Professor; Supervisor, Center for Holistic Counseling. DePauw University, BA; John F. Kennedy University, MA

Sher, Valerie, Lecturer. University of Maryland, BS; Institute of Transpersonal Psychology, MA, PhD.

Shogan, Jo Ann, Adjunct Professor. Westminster College, BS; University of Pittsburgh, MS

Silow, Theresa, Professor; Specialization Director, Somatic Psychology. Stiftungsfachhochschule Munich, Germany, MSW; Ohio State University, PhD.

Silva, Vivian, Lecturer. San Jose State University, BS; MSW

Silverman, Bruce, Lecturer. Washington University, BA; John F. Kennedy University, MA; Wisdom University, PhD (Hon.)

Simmons, Charline, Adjunct Professor. Columbia University, BA; Tulane Medical School, MD.

Simmons, Ronald, Adjunct Professor. Michigan State University, BA; Golden Gate University School of Law, JD

Simoneaux, Gloria, Lecturer. Cooper Union for the Advancement of Science and Art, New York, BFA; California Institute of Integral Studies, MA

Simons, Jeffrey, Adjunct Professor. University of California, Davis, BA; University of California, Davis, MA University of Illinois, PhD.

Singer, Gagne, Lecturer. California State University, Long Beach, BA; John F. Kennedy University, MA

Sirabella, Mirabrunea, Adjunct Professor. Università di Bologna, Italy, Dottorato di Laurea; California State University, Sacramento, MS

Sirisena, DM. Adjunct Professor. University of Kelaniya, Sri Lanka, BSc. University of Calgary, Canada, MSc. University of Calgary, Candad, PhD.

Siskin, Sharon, Adjunct Professor. Temple University, BFA; University of New Mexico, MA; University of California, Berkeley, MFA

Sjoholm, Karen, Professor. Chair, Arts & Consciousness. California College of Arts and Crafts, BFA; John F. Kennedy University, MA
Sloan, Tena, Lecturer. DePaul University, BA; Fuller Theological Seminary, MS.

Smith, Arlando, Adjunct Professor. California State University, Fullerton, BA; MA

Smith, Maureen, Adjunct Professor. Ithaca College, BS; MS; Ohio State University, MA

Smolover, Miriam, Adjunct Professor. University of Pittsburgh, BA; California State University, Hayward, MS

Solimay, Vernice, Professor; Hunter College, BA; Long Island University, MS; California Institute of Integral Studies, PhD.

Solomon, Gloria, Adjunct Professor. University of Oregon, BS; MS; University of California, Berkeley, PhD.

Solt, Gail, Adjunct Professor. California State University, Hayward, BA; John F. Kennedy University, MA

Soo-Hoo, Terry, Adjunct Professor. California State University, Northridge, BA; San Francisco State University, MS; University of California, Berkeley, MA; PhD.

Soule, Renee, Lecturer. Sonoma State University, MA.

Speno, Ann Marie, Adjunct Professor. Boston University, BA; University of North Carolina, MA; John F, Kennedy University, MA

Spero, Susan, Professor. Ohio State University, BA; MA; PhD.

Spinrad, Mark, Adjunct Professor. University of California, Santa Cruz, BA; San Francisco State University, MA

Stark, Marilee, Adjunct Professor. University of California, Los Angeles, BA; International College, MA; Sierra University, PhD.

Stearns, Sharon, Adjunct Professor. Syracuse University, BS; John F. Kennedy University, MA

Steck, Ron, Adjunct Professor. Humboldt State University, BA; John F. Kennedy University, MA

Stenger, Mel, Adjunct Professor. Duns Scotus College, BA; California State University, Hayward, MS

Stephens, Michael, Adjunct Professor. Fresno State University, BS; John F. Kennedy University, MA

Stephens, No, Adjunct Professor. San Francisco State University, BA

Stewart, Melanie, Adjunct Professor. Biochemistry and Physiology, University of Reading, B.Sc.; Oxford University, Ph.D.

Stern, Joan, Adjunct Professor. University of Missouri, BJ; John F. Kennedy University, MA; MA Stern, Melanie, Assistant Professor. California State University, BA; San Jose State, MSW

Sterrett, Jill, Lecturer. University of California, Santa Barbara, BA; John F. Kennedy University, MA

Straub, Hans Walter, Adjunct Faculty. McMaster University, Canada, BA. Dalhousie University, Canada, MA

Strongman, Kenneth, Adjunct Professor. University of California, Davis, BS; Golden Gate University, MBA; John F. Kennedy University, JD

Subasinghe, Chinthi Wasanthi, Adjunct Faculty. University of Colombo, Sri Lanka, BS.; Michigan State University, Michigan, PhD.

Sugarman, Karlene, Professor. Saint Mary’s College of California, BA; John F. Kennedy University, MA

Sung, Kenzo, Adjunct Professor. University of California, Berkeley, BA; Howard University, MEd.; Sutherland, Elizabeth, Lecturer. Sonoma State; University, BA; John F. Kennedy University, PsyD.

Sussman, Rain, Lecturer. University of Oregon, BA; University of Utah, MSW

Szloboda, Paula, Assistant Professor; Chair, Health Education Program. Costra Costa College, RN; John F. Kennedy University, BA; MA; MBA

Tahan Ruddell, Joy, Lecturer. Sonoma State University, BA; John F. Kennedy university, MA.

Tan, Suzanne, Adjunct Professor. University of Colorado, BA; John F. Kennedy University, MA

Taylor, Jeremy, Adjunct Professor. State University of New York at Buffalo, BA; MA

Tennay, Lauren, Lecturer. New York University, BA; John F. Kennedy University, MA

Thorsen, Daniel, Lecturer. California State University, Fresno, BS; Washington State University, MA

Tierney, Steven, Adjunct Professor. Wayne State University, B.Ph, MA; Northeastern University, EdD.
Timpe, Victoria, Adjunct Professor. Cornell University, BA; John F. Kennedy University, MA

Thomen, Korena. Adjunct Professor. University of California, Berkeley, BA; John F. Kennedy University, MA

Toews, Margaret, Adjunct Professor. San Jose State University, BA; University of San Francisco, MA

Tomtania, Jim, Adjunct Professor. East Carolina University, BA; MA

Torres, Eduardo, Adjunct Professor. Saint Mary’s College, BA; San Francisco State University, MA

Townsend, Karen, Adjunct Professor. John F. Kennedy University, BA; MA

Tracy, Thomas, Adjunct Professor. University of California, BA; John F. Kennedy University, MA, PsyD.

Tuchscherer, Mary, Adjunct Professor; North Dakota State University, BS; Concordia University, BA; Holy Names College, MA

Tuckerson, Charlene, Adjunct Professor. California State University, Hayward, BA; John F. Kennedy University, MBA

Turner, Jimmie, Adjunct Professor. University of California, Berkeley, BA; MA; PhD.

Tutashinda, Kweli, Adjunct Professor. University of Arkansas, BA

Vanderburgh, Susan, Adjunct Professor; Supervisor, Center for Holistic Counseling. California State University, Hayward, BA; MS; Graduate Theological Union, MDiv

Van Gaasbeek, J. Kyle, Adjunct Professor. Kansas State University, BA; Fort Hays State University, MA; Forest Institute of Professional Psychology, PsyD.

Van Oot, Peter, Professor. University of Delaware, BA; University of British Columbia, MA; Pennsylvania State University, PhD.

Vaughn, Billy, Lecturer. University of California, San Diego, BA; MA; PhD.

Vaughan, Krystal D., Lecturer. National University, BA; University of Redlands, MBA.

Vinson, Debra, Adjunct Professor. Greenville College, BA; John F. Kennedy University, MA

Vogel, Eric, Associate Professor. University of California, Santa Cruz, BA; John F. Kennedy University, PsyD.

Vohryzek, Eleanor, Adjunct Professor; University of California, Irvine, BA; John F. Kennedy University, MA

Walbridge, Michael, Adjunct Professor. University of California, Berkeley, BA; California State University, San Bernardino, MA

Waldman, Helayne, Adjunct Professor. University of Albany, BA; MS; University of San Francisco, EdD.

Walker, Colette, Adjunct Professor. University of Southern California, BA; University of Delaware, MA

Wallace, Stephen, Adjunct Professor. Kent State University, BS; MA; University of Wisconsin, PhD.

Wang, Derek, Lecturer. University of California, Berkeley, BA; California State University, East Bay, MA.

Warren, Nicholas, Adjunct Professor. University of California, Berkeley, BA; Columbia University, MA; PhD.

Waterfield, Linda, Lecturer. University of California, Santa Barbara, BA; John F. Kennedy University, MA

Webster, Mary, Adjunct Professor. Hollins College, AB; University of North Carolina, MA; San Francisco Art Institute, BFA; Mills College, MFA

Weinstein, Julian, Adjunct Professor; Supervisor, Center for Holistic Counseling. Stockton State College, BA; John F. Kennedy University, MA

Wells, Andrea, Adjunct Professor. University of California, Santa Cruz, BA; John F. Kennedy University, MA

Wells, Sharon, Adjunct Professor; Supervisor, Center for Holistic Counseling. University of Oregon, BA; John F. Kennedy University, MA

West, Susanne, Adjunct Professor. California State University, Long Beach, BA; John F. Kennedy University, MA

Westwind, Mark, Lecturer. California State University, Berkeley, BA; California State University, Hayward, MA.

Wetherford, Ruth, Lecturer. Louisiana State University, BA; University of Houston, MA, PhD.

Wicker, Don, Lecturer. Northern Michigan University, BS; Central Michigan University, MBA; Capella University, PhD.
Wiles, Daniel B., Lecturer. University of Chicago, BA; University of California, Berkeley, PhD.

Williams, Sylvia, Adjunct Professor. San Francisco State University, BA

Wilson, Uncheedah, Adjunct Professor. San Jose State University, BA; MA; California Institute of Integral Studies, PhD.

Wise, Nina, Adjunct Professor. University of California, Santa Cruz, BA

Withington, Deborah, Adjunct Professor; Supervisor, Center for Holistic Counseling. California State University, Sacramento, BA; John F. Kennedy University, MA

Wolfson, Tamara, Adjunct Professor. Southern Connecticut State University, BS

Wood, Lisa, Lecturer. California Polytechnic State University, BA; John F. Kennedy University, MA

Wong, Herbert Z., Professor. Counseling Psychology Program, San Francisco State University, BA; University of Michigan, MA; PhD.

Wright, Kristen, Lecturer. University of California Santa Cruz, BA; Antioch University of Santa Barbara, MA

Wyse, Rebecca, Lecturer. Eastern Mennonite College, BA; University of Colorado, MA; John F. Kennedy University, MA

Yap, Eric, Lecturer. University of California, BS; MBA

Yokoyama, Kayoko, Associate Professor. American University, BA; Columbia University, MA; MEd; Arizona State University, PhD.

Young, Katharine, Adjunct Professor. University of California, Berkeley, BA; University of Pennsylvania, MA; PhD.

Young, Kevin, Adjunct Professor. Loyola College, Montreal, BA; Princeton University, MA

Young, Peter F., Adjunct Professor. University of California at Los Angeles, BA; University of Hawaii at Manoa, MA; Walden University, Ph.D.

Young, Probal, Adjunct Professor. University of California, Santa Barbara, BA; Golden Gate University School of Law, JD

Zapien, Nicolle G., Lecturer. University of Oregon, BA; Professional School of Psychology, MA., Harvard University, EdM
**Course Numbering System**

Courses of instruction are numbered according to the following system:

- **1000–2999** Lower-Division Courses
- **3000–4999** Upper-Division Courses
- **5000–5999** Graduate Courses
- **6000–6999** Post-Master’s Courses
- **7000–7999** Doctoral Courses
- **9000–9999** Non-Credit, Field Placement, and Workshops

**Course Prefixes**

- **A&C**  Arts & Consciousness (Berkeley)
- **ACC**  Accounting
- **BUS**  Business Administration and Management
- **CBA**  Credit by Assessment
- **CJL**  Criminal Justice Leadership
- **CNS**  Consciousness and Transformative Studies
- **COR**  Core Curriculum
- **DPB**  Counseling Psychology (Holistic) – Depth Psychotherapy Specialization (Berkeley)
- **EXA**  Counseling Psychology (Holistic) – Expressive Arts Specialization (San Jose/Berkeley)
- **HHE**  Health Education
- **HIS**  History of Conflict
- **HPC**  Counseling Psychology (Holistic) – Core
- **HSJ**  Counseling Psychology (Holistic) – Holistic Studies Specialization (San Jose)
- **IEL**  Institute of Entrepreneurial Leadership
- **IPP**  Integral Psychology
- **JOU**  Journalism
- **LIB**  Liberal Studies
- **MUS**  Museum Studies (Berkeley)
- **PHS**  Public Health
- **PLS**  Paralegal /Legal Studies
- **PSB**  Counseling Psychology (Berkeley)
- **PSD**  Doctor of Psychology
- **PSJ**  Counseling Psychology (San Jose)
- **PSP**  Sport Psychology
- **PSY**  Counseling Psychology
- **PYC**  BA Completion in Psychology
- **PYJ**  BA Completion in Psychology (San Jose)
- **SPC**  Counseling Psychology (Holistic) – Somatic Psychology Specialization
- **TPC**  Counseling Psychology (Holistic) – Transpersonal Psychology Specialization
Directions:

From San Francisco:
Take I-80 east toward the San Francisco–Oakland Bay Bridge and cross into Oakland. Exit onto I-580 east. Follow I-580 east and take exit for CA-24 east toward Walnut Creek. Follow CA-24 east and take exit for I-680 north toward Concord and Sacramento. Follow I-680 north and take exit number 49A for Contra Costa Blvd. and Pleasant Hill. Follow Contra Costa Blvd. north to Ellinwood Drive and turn right onto Ellinwood Drive. Follow Ellinwood Drive straight through to its end and turn right onto Ellinwood Way. Follow Ellinwood Way to campus on the left.

From the north:
Take I-780 east or I-680 south to the George Miller Jr. Memorial Bridge (Benicia-Martinez Bridge). Follow I-680 south and cross the bridge into Martinez. Continue on I-680 to exit 51 for Willow Pass Road and turn right. Follow Willow Pass Road to Contra Costa Blvd. and turn left. Follow Contra Costa Blvd. south to Ellinwood Drive and turn left onto Ellinwood Drive. Follow Ellinwood Drive straight through to its end and turn right onto Ellinwood Way. Follow Ellinwood Way to campus on the left.

From Campbell, San Jose, and the south:
Take I-280 south to I-680 north. Follow I-680 north and take exit number 42A for Contra Costa Blvd. and Pleasant Hill. Follow Contra Costa Blvd. north to Ellinwood Drive and turn right onto Ellinwood Drive. Follow Ellinwood Drive straight through to its end and turn right onto Ellinwood Way. Follow Ellinwood Way to campus on the left.
Map of San Jose Campus

Address:
3031 Tisch Way, 100 Plaza East
San Jose, CA 95128-2530

Phone:
(408) 236-1100

Directions:

From San Francisco – Via US 101 South
Take exit 398B to merge onto CA-85 S toward Santa Cruz/Cupertino
Take exit 19A to merge onto I-280 S toward San Jose
Take exit 6 for Winchester Blvd
Turn left onto Moorpark Ave
Take the 1st left onto S Winchester Blvd
Turn right onto Tisch Way.

From Santa Cruz – Via CA-17 North
Take exit 26B to merge onto Stevens Creek Blvd
Turn left onto S Monroe St
Turn right onto Tisch Way

Via I-280 North
Take exit 5C for I-880 N toward Oakland
Follow signs for Stevens Creek Blvd and merge onto Stevens Creek Blvd
Turn left onto S Monroe St
Turn right onto Tisch Way
Map of Berkeley Campus

Address:
2956 San Pablo Avenue, Second Floor
Berkeley CA 94702-2471

Phone:
(510) 649-0499

Directions:

From San Francisco:
Take I-80 east toward the San Francisco–Oakland Bay Bridge and cross into Oakland. Continue on I-80 east and exit onto Ashby Avenue. Follow Ashby Avenue to San Pablo Avenue and turn left. The campus is on San Pablo Avenue near Burnett Street.

From Pleasant Hill and the east:
Take I-680 south to CA-24 west. Follow CA-24 west to I-580 west. Follow I-580 west to Ashby Avenue. Follow Ashby Avenue to San Pablo Avenue and turn left. The campus is on San Pablo Avenue near Burnett Street.

From the San Rafael and the north:
Take I-580 east toward the Richmond–San Rafael Bridge and cross into Richmond. Continue on I-580 east to the Ashby Avenue exit. Follow Ashby Avenue to San Pablo Avenue and turn left. The campus is on San Pablo Avenue near Burnett Street.

From Vallejo and the north:
Take I-80 south and cross the delta into the East Bay. Continue on I-80 south to the Ashby Avenue exit. Follow Ashby Avenue to San Pablo Avenue and turn left. The campus is on San Pablo Avenue near Burnett Street.
Map of Institute of Entrepreneurial Leadership

Address:
2151 Salvio Street, Suite 350
Concord, CA  94520

Phone Number:
(925) 969-3525

Directions:

<table>
<thead>
<tr>
<th>From I-680 Heading South</th>
<th>From I-680 Heading North</th>
<th>From Hwy 242 Heading South</th>
<th>From Hwy 242 Heading North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take exit for Concord Avenue. Turn left from exit ramp onto Contra Costa Boulevard. Turn left at first light onto Concord Avenue. Turn left onto Salvio Street (about 2 miles). The IEL office is in the building at the corner of Mt. Diablo and Salvio Street.</td>
<td>Take exit 51 for Willow Pass Road. Turn right from exit ramp onto Willow Pass Road. Turn left onto Galindo Street (about 1.5 miles). Turn right onto Salvio Street. The IEL office is in the building at the corner of Mt. Diablo and Salvio Street.</td>
<td>Take ramp for Concord Avenue. At bottom of ramp, turn left onto Concord Avenue. Turn left onto Salvio Street (about .5 mile). The IEL office is in the building at the corner of Mt. Diablo and Salvio Street.</td>
<td>At Exit 1, take ramp for Clayton Road. At end of exit ramp, go straight onto Clayton Road. Turn left onto Galindo Street. Turn left onto Salvio Street. The IEL office is in the building at the corner of Mt. Diablo and Salvio Street.</td>
</tr>
</tbody>
</table>
Map of Concord Community Counseling Center

Address:
2702 Clayton Road
Concord, CA 94519

Phone Number:
(925) 798-9240

Directions:

From I-680 Heading South
Take exit 51 for Willow Pass Road.
Turn left from exit ramp onto Willow Pass Road.
Turn right onto Gateway Boulevard.
Turn left onto Clayton Road. Bear right to stay on Clayton Road.
The Center is on the right at the corner of Clayton Road and Oakland Avenue.

From I-680 Heading North
Take exit 51 for Willow Pass Road.
Turn right from exit ramp onto Willow Pass Road.
Turn right onto Gateway Boulevard.
Turn left onto Clayton Road. Bear right to stay on Clayton Road.
The Center is on the right at the corner of Clayton Road and Oakland Avenue.

From Hwy 242 Heading South
Take ramp for Concord Avenue.
At bottom of ramp, turn left onto Concord Avenue.
Bear right as Concord Avenue becomes Galindo Street.
Turn left onto Clayton Road. Bear right to stay on Clayton Road.
The Center is on the right at the corner of Clayton Road and Oakland Avenue.

From Hwy 242 Heading North
At Exit 1, take ramp for Clayton Road.
At end of exit ramp, go straight onto Clayton Road.
Bear right to stay on Clayton Road. The Center is on the right at the corner of Clayton Road and Oakland Avenue.
Map of Oakland Community Counseling Center

Address:
2501 Harrison Street
Oakland CA 94612-3811

Phone:
(510) 444-3344

Directions:

From San Francisco:
Take I-80 east toward the San Francisco–Oakland Bay Bridge and cross into Oakland.
Exit onto I-580 east.
Follow I-580 east and take exit for Harrison Street and turn right.
Follow Harrison Street to the Oakland Community Counseling Center.

From Pleasant Hill:
Take I-680 south to CA-24 west.
Follow CA-24 west to I-580 east.
Follow I-580 east to Harrison Street and turn right.
Follow Harrison Street to the Oakland Community Counseling Center.

From Campbell, San Jose, and the south:
Take I-880 north to the Oak Street exit and turn right onto Oak Street. Oak Street becomes Lakeside Drive. Lakeside Drive becomes Harrison Street.
Follow Harrison Street to the Oakland Community Counseling Center.
Map of Sunnyvale Community Counseling Center

Address:
Cupertino Union School District
572 Dunholme Way
Sunnyvale CA 94087-3300

Phone:
(408) 524-4900

Directions:
From San Francisco:
Take US-101 south to exit number 398B for CA-85 south.
Follow CA-85 south to I-280 south.
Follow I-280 south to the DeAnza Blvd. exit and turn left. North DeAnza Blvd. becomes Sunnyvale Saratoga Road.
Follow Sunnyvale Saratoga Road to Harwick Way and turn right.
Follow Harwick Way to Bittern Drive and turn left.
Follow Bittern Drive to Dunholme Way and turn right.
The counseling center is on Dunholme Way near Chickadee Court.

From Pleasant Hill and the north:
Take I-680 or I-880 south to I-280 north.
Follow I-280 north to the DeAnza Blvd. exit and turn right. North DeAnza Blvd. becomes Sunnyvale Saratoga Road.
Follow Sunnyvale Saratoga Road to Harwick Way and turn right.
Follow Harwick Way to Bittern Drive and turn left.
Follow Bittern Drive to Dunholme Way and turn right.
The counseling center is on Dunholme Way near Chickadee Court.
## FALL LAW SEMESTER 2014  
**August 18, 2014 – December 20, 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule available</td>
<td>July 12, 2014</td>
</tr>
<tr>
<td>Priority ODS registration begins</td>
<td>July 19, 2014</td>
</tr>
<tr>
<td>Online registration begins</td>
<td>July 26, 2014</td>
</tr>
<tr>
<td>Telephone registration begins</td>
<td>August 4, 2014</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>August 11 – 14, 2014</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>August 15, 2014</td>
</tr>
<tr>
<td>Labor Day Holiday — University is closed</td>
<td>September 1, 2014</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>December 2, 2014</td>
</tr>
<tr>
<td>Thanksgiving Holiday — University is closed</td>
<td>November 27 – 30, 2014</td>
</tr>
<tr>
<td>Reading period</td>
<td>December 3 – 7, 2014</td>
</tr>
<tr>
<td>Exam period</td>
<td>December 8 – 18, 2014</td>
</tr>
<tr>
<td>End of semester</td>
<td>December 20, 2014</td>
</tr>
<tr>
<td>Degree date</td>
<td>December 24, 2014</td>
</tr>
<tr>
<td>Winter Holiday — University is closed</td>
<td>December 24, 2014 – January 4, 2015</td>
</tr>
<tr>
<td>University reopens</td>
<td>January 1, 2015</td>
</tr>
<tr>
<td>Grades due</td>
<td>January 16, 2015</td>
</tr>
<tr>
<td>Grades available</td>
<td>January 17, 2015</td>
</tr>
</tbody>
</table>

## FALL QUARTER 2014  
**October 6, 2014 – December 20, 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class schedule available</td>
<td>August 16, 2014</td>
</tr>
<tr>
<td>Priority ODS registration</td>
<td>August 30, 2014</td>
</tr>
<tr>
<td>Labor Day Holiday — University is closed</td>
<td>September 1, 2014</td>
</tr>
<tr>
<td>Online registration begins</td>
<td>September 6, 2014</td>
</tr>
<tr>
<td>Telephone registration begins</td>
<td>September 22, 2014</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>October 6, 2014</td>
</tr>
<tr>
<td>Thanksgiving Holiday — University is closed</td>
<td>November 27 – 30, 2014</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>December 20, 2014</td>
</tr>
<tr>
<td>Degree date</td>
<td>December 22, 2014</td>
</tr>
<tr>
<td>Winter Holiday — University is closed</td>
<td>December 24, 2014 – January 4, 2015</td>
</tr>
<tr>
<td>University reopens</td>
<td>January 1, 2015</td>
</tr>
<tr>
<td>Grades due</td>
<td>January 16, 2015</td>
</tr>
<tr>
<td>Grades available</td>
<td>January 17, 2015</td>
</tr>
</tbody>
</table>

## COHORT SESSION 1, 2014  
**October 16, 2014 – December 20, 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins</td>
<td>September 22, 2014</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>October 16, 2014</td>
</tr>
<tr>
<td>Thanksgiving Holiday — University is closed</td>
<td>November 27 – 30, 2014</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>December 20, 2014</td>
</tr>
<tr>
<td>Degree date</td>
<td>December 22, 2014</td>
</tr>
<tr>
<td>Winter Holiday — University is closed</td>
<td>December 24, 2014 – January 4, 2015</td>
</tr>
<tr>
<td>University reopens</td>
<td>January 1, 2015</td>
</tr>
<tr>
<td>Grades due</td>
<td>January 16, 2015</td>
</tr>
<tr>
<td>Grades available</td>
<td>January 17, 2015</td>
</tr>
</tbody>
</table>
## Academic Calendar 2014-2015

### Winter Quarter 2015  
**January 12, 2015 – March 28, 2015**

- Class schedule available: November 8, 2014
- Priority ODS registration begins: November 15, 2014
- Online registration begins: November 22, 2014
- Telephone registration begins: December 8, 2014
- University reopens: January 5, 2015
- Instruction begins: January 8, 2015
- Martin Luther King, Jr Holiday — University is closed: January 19, 2015
- Instruction ends: March 7, 2015
- Degree date: March 30, 2015
- Grades due: April 3, 2015
- Grades available: April 6, 2015

### Cohort Session 2, 2015  
**January 8, 2015 – March 7, 2015**

- Registration begins: December 8, 2014
- University reopens: January 5, 2015
- Instruction begins: January 8, 2015
- Martin Luther King, Jr. Holiday — University is closed: January 19, 2015
- Instruction ends: March 7, 2015
- Degree date: March 9, 2015
- Grades due: March 15, 2015
- Grades available: March 16, 2015

### Spring Law Semester 2015  
**January 12, 2015 – May 23, 2015**

- Schedule available: November 8, 2014
- Priority ODS registration begins: November 15, 2014
- Online registration begins: November 22, 2014
- Thanksgiving Holiday — University is closed: November 27 – 30, 2014
- Telephone registration begins: December 8, 2014
- University reopens: January 5, 2015
- Instruction begins: January 8, 2015
- Martin Luther King, Jr Holiday — University is closed: January 19, 2015
- Instruction ends: March 7, 2015
- Spring break: March 30 – April 3, 2015
- Reading period: May 2 – 10, 2015
- Exam period: May 11 – 21, 2015
- College of Law Commencement: May 24, 2015
- End of semester: May 23, 2015
- Degree date: May 25, 2015
- Memorial Day Holiday — University is closed: May 25, 2015
- Grades due: June 12, 2015
- Grades available: June 13, 2015
SPRING QUARTER 2015  
April 5, 2015 – June 20, 2015

Class schedule available ................................................................. February 14, 2015
Priority ODS registration ................................................................. February 21, 2015
Online registration begins .............................................................. February 28, 2015
Telephone registration begins ....................................................... March 23, 2015
Instruction begins ........................................................................ April 6, 2015
Memorial Day Holiday — University is closed ............................. May 25, 2015
Instruction ends ........................................................................... June 20, 2015
Commencement ........................................................................... June 21, 2015
Degree date .................................................................................. June 22, 2015
Grades due................................................................................... June 28, 2015
Grades available .......................................................................... June 29, 2015

COHORT SESSION 3, 2015  
March 19, 2015 – May 16, 2015

Registration begins ..................................................................... February 17, 2015
Instruction begins ......................................................................... March 19, 2015
Instruction ends ........................................................................... May 16, 2015
Degree date .................................................................................. May 18, 2015
Memorial Day Holiday — University is closed ............................. May 25, 2015
Grades due................................................................................... May 25, 2015
Grades available .......................................................................... May 26, 2015

SUMMER LAW SESSION 2015  
May 26, 2015 – August 8, 2015

Schedule available ........................................................................ April 18, 2015
Priority ODS registration begins .................................................. April 25, 2015
Online registration begins ............................................................. May 2, 2015
Telephone registration begins ...................................................... May 11, 2015
Memorial Day Holiday — University is closed ............................. May 25, 2015
Instruction begins ........................................................................ May 26, 2015
Independence Day — University is closed ................................. July 3, 2015
Instruction ends ........................................................................... July 31, 2015
End of session .............................................................................. August 1, 2015
Degree date .................................................................................. August 10, 2015
Grades due................................................................................... August 14, 2015
Grades available .......................................................................... August 15, 2015
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