



**Golden Gate College**  
Established 1979

# Student Catalog

## Degree Programs

Effective August 1, 2022 – July 31, 2024

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Information published in this catalog supersedes all other previous catalogs and student handbooks



Golden Gate College is an equal opportunity educator and employer. This publication is available in alternative formats upon request.

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## **DISCLOSURE STATEMENT**

This Catalog and its contents are reviewed annually and subject to change without notice, as the College deems necessary and appropriate. All disputes regarding the College's compliance with the contents are subject to exclusive resolution under the Grievance Procedure. Students are provided a copy of this document at the time of enrollment and expected to keep themselves apprised of any changes and are held responsible for knowledge of them. This document is maintained on the Golden Gate College website.

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## COLLEGE'S MESSAGE

Welcome to Golden Gate College!

Thank you sincerely for dedicating your valuable time to discover more about us.

In the 21st century, higher education is driven by global competition. To stay innovative and make progress, we need modern teaching methods, advanced technology, organized structures, and groundbreaking research.

I am proud of our reputation for offering a friendly and enriching learning environment. We aim to inspire people worldwide to use language more powerfully and artistically. That's why we offer master's degrees in communication and media, as well as applied psychology. These programs help students reach their full potential through self-awareness and communication skills.

Our goal is to turn our new students into communication experts. We believe our graduates will have an advantage in the job market, where over 60% of jobs already require some college education.

What makes us special is the passion across all our departments. Students, faculty, and staff all want to make a positive impact on us and the communities we serve. Personal success is even better when it benefits the community.

Our success comes from our carefully designed curriculum, thanks to the efforts of our outstanding faculty. We're always improving our services to help you learn better, enhance your overall education experience, and become leaders in communication, media, and applied psychology.

I invite you to explore what we offer.

Sincerely,

A handwritten signature in cursive script that reads "Liz Q. Li".

*Liz Q. Li*  
*President of Golden Gate College*

## ADMINISTRATION

President  
Liz Q. Li, PhD

Chief Academic Officer  
George Guim, PhD

Registrar & Finance  
Vivian Tsung

Director of Student Services  
Bear Liu, PhD

## ACADEMIC CALENDAR 2022 - 2024

### WINTER QUARTER

January 1st Monday  
January 2nd Monday  
Holidays

Winter Quarter Begin  
Winter Quarter Classes Begin  
Martin Luther King Jr. Day Observed;  
Campus Closed  
Presidents' Day Observed; Campus Closed  
Final Exams; Spring Quarter Registration Starts  
Student Recess; Registration Continues

March 3rd week  
March to April Monday-Sunday

### SPRING QUARTER

April 1st Monday  
Holidays  
June 3rd week  
June - July Monday-Sunday

Spring Quarter Classes Begin  
Memorial Day Observed; Campus Closed  
Final Exams; Registration Starts  
Student Recess; Registration Continues

### SUMMER QUARTER

July 1st Monday  
Holidays  
Sept 3rd week Monday - Saturday  
Sept - Oct Monday - Sunday

Summer Quarter Classes Begin  
Independence Day Observed; Campus Closed  
Labor Day Observed; Campus Closed  
Final Exams; Registration Starts  
Student Recess; Registration Continues

### FALL QUARTER

October 1st Monday  
Holidays  
December 2<sup>nd</sup> – 3<sup>rd</sup> weeks  
December 23 – January 2

Fall Quarter Classes Begin  
Thanksgiving & Christmas Campus Closed  
Final Exams; Registration Starts  
Student Recess; Registration Continues

## SCHOOL INFORMATION

### HISTORY

Golden Gate College (formerly Golden Gate Language Schools) was founded in September 1979 as a California private postsecondary educational institution offering a high-quality Intensive English Program. The school and its Intensive English Programs (IEP) have been accredited by ACCET - Accrediting Council for Continuing Education and Training from 2003 to 2022.

With the 40-year experience and expertise, we envision our institution can inspire further not only by teaching English language but also by applying language mastery in more effective and efficient ways through degree education, supported by modern sciences, technologies and tools so that our global learners can understand people better, apply the language better, serve others better, improve their self-awareness, advance their career in communication, media, marketing, human resources, etc., build the skills to lead purposeful change, and tap into an influential professional network. Therefore, we build two master's degree programs. These new programs will be a greatly improved platform to further our students' careers. Knowing how to strategically apply psychology, communication skills, media and research tools in organizational and business settings can open many career opportunities in growing fields.

We are very proud of the success of our students, and we believe their success is a result of the high-quality education and training at Golden Gate College, our committed instructors and administrators, and the resources we provide to every student.

As a private California Corporation, Golden Gate College (the College or GGC) is governed by a Board of Directors. Our Catalog is divided into two: one is for the accredited Intensive English Programs, and another is for the degree programs.

### VISION, MISSION AND OBJECTIVES

#### Mission

The College's mission is to offer to global learners first rate communication skills with most advanced sciences and technologies in a friendly and dynamic environment. We achieve our mission through multi-level evaluations of our faculty, institution and programs.

#### Vision

To inspire people around the globe through the power of self-awareness and communication.

#### Institutional Objectives

- To assist all learners in attaining their academic and professional goals.
- To provide a high quality, up-to-date and effective curricula with a variety of course offerings.
- To empower all learners with the first-rate communication skills while furthering the understanding of American culture.

- To maintain a safe and friendly atmosphere and effective student services that promote respect for the diversity and dignity of all learners.
- To promote international understanding by supporting social interaction among all program participants.
- To demonstrate our continued commitment to excellence in education, and
- To uphold the highest standards of integrity in all areas of operation.

## **INSTITUTIONAL LERNING OUTCOMES**

This mission is achieved by meeting the following goals, which are the cornerstones of the academic programs:

### **1. Academic Excellence:**

Students will develop and demonstrate the ability to integrate academic theory and practice, master technical and humanistic literacy, think critically, analytically, and creatively, and will apply this ability to the tasks of collecting, analyzing, and evaluating data; students will also develop self-learning and research capacity.

### **2. Personal Growth:**

Students develop problem solving, communication and teamwork skills as well as capacity of continuity of learning and self-improvement.

### **3. Social Engagement:**

Students will develop and demonstrate a sense of social responsibility and engagement in the field of study. As part of their growth, students will develop and articulate the ethical standards which will guide their professional and personal lives.

## **SCHOOL PHILOSOPHY**

Golden Gate College believes that education is a continuous process which allows personal and professional growth.

The College is dedicated to the following:

- Recognition of the unique worth and dignity of the individual
- Development and promotion of personal, professional and intellectual qualities
- Instruction based on sound principles of learning
- Inspiration of the individual in the educational and training process

## **LOCATION, FACILITIES AND EQUIPMENT**

The College is located at 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA, the heart of California's high-tech Silicon Valley. All our onsite class sessions will be held at this location.

Our campus is in a safe office park, easily reached from Santa Clara, Mountain View, Sunnyvale, and East Bay cities.



There is ample free parking, and we are also accessible by Light Rail and VTA bus #58. The mild climate and proximity to San Francisco, the Pacific Ocean, and several major universities offer students the opportunity to enjoy many cultural and recreational activities.

GGC offers students modern classrooms, video players, computers with Internet and email access, free wireless Internet access, and a well-equipped lunchroom with complimentary coffee and tea. The administrative offices are also conveniently located at the school.

For the degree programs, GGC is equipped with necessary equipment including hardware and software such as video cameras, speakers, microphones, video editing software such as Filmora Video Editor, statistical analytic software such as SPSS. The College is committed to purchase new equipment and software when needed. They are free of charge for students to use onsite.

### **BUSINESS HOURS**

GGC is open and available to the students and general public from 9:00 AM to 6:00 PM Monday through Friday. The Campus is closed on Saturday, Sunday and all major holidays.

### **FINANCIAL STATUS**

The College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) CEC §94909(a)(12).

### **SCHOOL ACCREDITATION AND APPROVAL**

GGC's master's degree programs are not accredited by an agency recognized by the United States Department of Education (USDE), and the master's degree programs' students are therefore not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Golden Gate College's programs are not designed to, nor prepare students for, licensure in any field of endeavor (CEC 94909(a)(16) and CEC 94897(p)).

### **BPPE – California Bureau for Private Postsecondary Education**

The institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

## ***NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS OF PROVISIONAL BPPE APPROVAL***

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer these degree programs, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by \_\_\_\_, 20xx (date two years from date of provisional approval), and full accreditation by \_\_\_\_, 20xx (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to:

### **Bureau for Private Postsecondary Education**

1747 North Blvd, Suite 225

Sacramento, CA 95834

or

P.O. Box 980818

West Sacramento, CA 95798

Telephone: (916) 431-6959 or (888) 370-7589

Fax: (916) 263-1897

Web: <http://www.bppe.ca.gov>

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling **(888) 370-7589** toll-free or by completing a complaint form, which can be obtained on the bureau's internet website **[www.bppe.ca.gov](http://www.bppe.ca.gov)**. CEC §94909(a)(3)

## **DISTANCE EDUCATION**

Golden Gate College provides Distance Education for the degree programs. The online programs utilize both asynchronous and synchronous delivery methods via Learning Management System (LMS) in the courses, which are consistent with the level, nature and mission of the College. These

programs meet the same high academic rigor and quality standards maintained in regular instruction offered by the College.

Each student enrolled in full distance education courses and/or programs has access to all academic support and student services, which Golden Gate College provides for onsite students.

## **FACULTY**

Golden Gate College faculty members are selected for their academic qualifications and their professional experience. Many of the faculty have advanced degrees, holding industry certifications, and have excelled in their field of expertise. As professionals in the fields in which they teach, these faculty members bring to our students the benefits of their practical professional experience providing a balance of textbook theory and real- world educational application.

## **NON-DISCRIMINATION POLICY**

Golden Gate College is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All individuals have the right to participate fully in its programs and activities free from discrimination, harassment, and retaliation on the basis of a protected category.

Golden Gate College prohibits discrimination and harassment of any kind on the basis of race, religion or creed color, national origin, ancestry, physical or mental disability, medical condition (cancer related or genetic characteristic), pregnancy, genetic information, gender, gender identity, gender expression, age, marital status, sexual orientation, veteran or military status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking.

The School forbids and will not tolerate any form of discrimination and harassment and has enacted administrative procedures to assure equal opportunity and to recognize and eliminate violations of this policy in accordance with state and federal laws. It is both illegal and prohibited by this policy to retaliate against any individual for filing a complaint or participating in an investigation.

The following person(s) has been designated to handle inquiries or complaints regarding nondiscrimination policies:

Bear Liu, Director  
Email: [bearliu@goldengate.edu](mailto:bearliu@goldengate.edu)  
Phone: (430)230-0430

## **FINANCIAL AID**

Golden Gate College does not participate in federal and state financial aid programs. CEC §94909(a)(10).

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. CEC §94909(a)(11).

**GAINFUL EMPLOYMENT**

**The United States Department of Labor’s Standard Occupational Classification Codes**  
 Below is the list of the employment positions determined to be within the fields for which a student received education and training at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3))

<b>Program Name</b>	<b>CIP Code</b>	<b>U.S. Department of Labor’s Standard Occupational Classification Codes</b>
Master of Science in Applied Psychology	42.2813	11-1020, 11-2000 11-3120, 11-3130, 11-9150, 11-9170
Master of Arts in Communication and Media	09.0199	27-3000, 27-4000, 11-2000, 11-9070, 27-2010

**The occupation titles with the six digital codes are listed in order:**

- 11-1020 General and Operations Managers
- 11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
- 11-3130 Training and Development Managers
- 11-3120 Human Resources Managers
- 11-9070 Entertainment and Recreation Managers
- 11-9150 Social and Community Service Managers
- 11-9170 Personal Service Managers
- 27-2012 Producers and Directors
- 27-3000 Media and Communication Workers
- 27-4000 Media and Communication Equipment Workers

## PROGRAMS OF STUDIES

### MASTER OF SCIENCE IN APPLIED PSYCHOLOGY (IN ENGLISH OR CHINESE)

Onsite and distance learning

### MASTER OF ARTS IN COMMUNICATION AND MEDIA (IN ENGLISH OR CHINESE)

Onsite and distance learning

### DEGREE PROGRAM TOTAL HOURS

Program Name	CIP Code	Credits (Quarter)	Instructional Hours	Awards
Applied Psychology	42.2813	48	480	Master of Science Degree
Communication and Media	09.0199	48	480	Master of Arts Degree

### EDUCATIONAL DELIVERY METHOD

Instruction for degree programs offered at Golden Gate College are Onsite and Online.

All instructions of class sessions of onsite courses are held at Golden Gate College located at 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA.

All instructions of class sessions of online courses are held at the College's LMS.

## ADMISSION

Requirements for admission to the Golden Gate College Degree Programs are set forth below and are in accordance with Title V, Chapter 1, Subchapter 3 of *California Administrative Code*.

GGC admits qualified students without discrimination with regard to race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual orientation, or physical disability.

Each program has different requirements for admission. Students seeking admission must submit all application requirements. All documents received become the property of the Golden Gate College.

### APPLICATION REQUIREMENTS FOR GRADUATE PROGRAMS

#### *General Requirements*

Applicants will be admitted to the *Master of Science in Applied Psychology* or *Master of Arts in Communication and Media* program if their undergraduate **GPA is 3.00 or greater** for courses taken in their undergraduate program.

All students must supply proof that they have completed a **bachelor's degree** in any subject from an accredited or state approved college or university or international equivalent

We do not admit "Ability to Benefit" students for graduate programs. Students seeking graduate admission must submit the following **application requirements**:

1. Application fee for all students (non-refundable): US\$70;
2. Completed application form;
3. Statement of purpose;
4. Evidence of completion of bachelor's degree. Official transcripts of all degrees; Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by GGC;
5. Proof of Language Proficiency (if applicable);
6. Financial Verification Form (FVF) with supporting documents; and
7. Foreign Transcript Evaluation (international applicants only).

#### *Program-Specific Prerequisite - Master of Science in Applied Psychology*

Students without a background in Psychology or related field as determined by the Program chair may be required to take one or more of the following foundations courses as prerequisite:

MSAP 501 Introduction to Psychology	(4 units)
MSAP 502 Statistics for Psychology	(4 units)

### ***Program-Specific Prerequisite - Master of Arts in Communication and Media***

Students without a background in Communication and Media or related field as determined by the Program Chair may be required to take one or more of the following foundations courses as prerequisite:

MACM 501 Foundations of Writing and Pronunciation	(4 units)
MACM 502 Foundations of Business Communication	(4 units)
MACM 503 Storytelling in Multimedia Communication	(4 units)

#### ***- Language Proficiency***

GGC offers degree programs in both Chinese and English as the “language of instruction.” Chinese “language of instruction” programs do not require English language proficiency.

#### ***- For English “language of instruction” Programs***

Applicants whose native language is other than English must have a score of 477 (paper-based), or 153 (computer-based), or 53 (internet-based) on the Test of English as a Foreign Language (TOEFL), or 5.0 on the International English Language Testing System (IELTS), and must send their scores to the Admissions Office.

Applicants who have earned a secondary education diploma or degrees from higher education institutions in the U.S. in which English was the major language of instruction do not have to present a TOEFL or IELTS score and may be excused from the equivalent test.

#### ***- For Chinese “language of instruction” Program***

Applicants are required to demonstrate Chinese language proficiency by meeting one of the following qualifications:

- 1) the applicant’s native language is Chinese;
- 2) the applicant has previously earned a Bachelor’s or higher degree in which the language of instruction was Chinese;
- 3) the applicant scores at the “full professional proficiency” (level 3 or higher) on the United States Foreign Service Language Rating System; or
- 4) the applicant scores 70% of LPAT-C test, which is a BPPE approved Ability to Benefit Test in Chinese (refer to [https://www.bppe.ca.gov/schools/usde\\_tests.pdf](https://www.bppe.ca.gov/schools/usde_tests.pdf)).

Our admissions staff will request evidence that Chinese language proficiency has been met. This can be fulfilled by providing a verbal or written confirmation, Chinese birth certificate, Chinese diplomas or degree transcripts, Chinese Identification cards and other acceptable letters or documentation upon request.

Students who cannot demonstrate adequate Chinese language proficiency will not be admitted to our “Chinese Language of Instruction” programs.

### *Admission of Transferring Students to the Degree Programs at GGC*

For transfers to the Golden Gate College, the policy is to accept only two (2) courses (8 units) for transfer credit at the graduate level. Students desiring to transfer such credits must make a formal request to the Program Chair and which must include:

- A list of courses for which the student is requesting credits,
- Official transcript(s) indicating equivalency in the contents of each course, and
- Descriptions and syllabi/outlines for the course(s) or catalog.

It is the student's responsibility to begin the process by first becoming familiar with the required courses in the Golden Gate College' degree program as described in the current university catalog. The University does not automatically give credit for courses completed at other institutions; it determines whether credit will be given by evaluating each course and its content. Only equivalent graduate-level courses, and for which a grade of B or better, are transferable.

The College has not entered into any articulation or transfer agreements with any other colleges or universities related to the master's degree programs.

### **ADMISSION OF INTERNATIONAL STUDENTS**

GGC is approved to provide online instruction; therefore, the institution admits international students for online education. The school is not approved from Federal Law to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1).

The school provides, at no charge, visa services and will vouch for visiting status if a short onsite seminar is required for completion of students' studies. The institute doesn't vouch for student status. CCR §71810(b)(3)



## TUITION AND FEES

### *Graduate Degree Programs*

The student is responsible for the following fees and charges pertaining to the program's required course of study completed during the designated enrollment period. Students will receive advance notice of any changes in fees/tuition. In general, students can expect approximately a five to seven percent (5-7%) increase in tuition per academic year. The following fees are estimates and are subject to change. Students will receive advance notification of any changes.

#### *- Tuition Fees*

Degree Awarded	Programs	Cost per Unit	Total Credit Hours	Total Tuition
Master's	Master of Arts in Communication and Media (MACM)	\$650 per unit	48	\$31,200
Master's	Master of Science in Applied Psychology (MSAP)	\$650 per unit	48	\$31,200

You are responsible for paying all fees, charges, and services as they are incurred each quarter. **If you obtain a loan to pay for this program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.**

#### *- Additional Fees*

GOLDEN GATE COLLEGE FEES TABLE 2020-2022			
<b>QUARTERLY</b>			
	Technology Fee	Students (technology and system subscription activities)	\$125
	Service Fee	Students' services	\$50
	Registration Fee*	<b>*Non-Refundable</b> per quarter	\$75
<b>*Fees not refundable</b>			
<b>ONE - TIME</b>			
	Application Fee*	All Student Applicants – <b>*Non-Refundable</b>	\$70
	Acceptance Fee*	Domestic/International Student – <b>*Non-Refundable</b>	\$150
	Graduation	Available to all students who complete their degree requirements (participation and commencement included)	\$100
<b>MISC</b>			
	Additional Diploma	Replacement cost or for additional copies of Diploma	\$50
	<b>Equipment</b>	Students buy or borrow by themselves for personal use	\$0
	<b>Textbooks &amp; Learning materials</b>	Students buy or borrow by themselves	\$0
	Official transcript	Per copy	\$10
	Change of program	When apply to change program	\$200
	<b>Transfer of Credits</b>	Assessment fees for transfer of credits per credit.	\$100
		Fees to transfer credits per course.	\$50

	Credit by Special Examination	Special examination fee per Course	\$450
	Credit for Prior Experiential Learning Assessment	Assessment fee for prior experiential learning (per credit)	\$100
	Bounced Check	Administration fee for a returned check.	\$50
	Late Registration Payment Fee	Additional Administrative Charge for Registering Late or paying Tuition Late.	\$100
	<b>STRF Fee*</b>	Student Tuition Recovery Fund Fee ( <b>non-refundable</b> ) per \$1000 Tuition	\$2.50

*Note: We do not supply lab supplies or kits, uniforms or special protective clothing, in-resident housing, tutoring, or fees paid to another entity.*

***- Estimated Total Charges of the Entire Education Program (for degree programs)***

(1)	<b>One Time Non-Refundable Application Fee \$70 and Acceptance Fee \$150</b>	\$220
(2)	<b>Estimated Total Charges for the Current Period of Attendance (Quarter)*</b> <i>(# of Units Taken x Per Unit Price + \$125 Technology Fee + \$75 Registration + \$50 Service Fee*)</i>	\$7,950
(3)	<b>Estimated Total Charges for The Entire Educational Program*</b> <i>(3) = (1) + (2) x # of Quarters taken</i>	<b><u>\$32,070</u></b>

*\*For estimation purposes, please note that we assume the students enrolled in our degree programs will take 12 units per Quarter and complete the degree programs in four (4) Quarters.*

## HOUSING

The College *doesn't have dormitory facilities under its control*. The nearby housing is available in a reasonable distance. The College is based in the city of San Jose. Neighboring cities include Milpitas, Fremont, Sunnyvale, Mountain View, Palo Alto, Santa Clara, and Morgan Hill. The average rent prices include the following:

- Studio: \$800-\$2000
- 1-Bed 1-Bath: \$1000-\$3200
- 2-Bed 2-Bath: \$1500-\$4200

The College assumes no responsibility to find housing for students. There is a bulletin board on campus for students who are looking for housing. Students are encouraged to use online services to find roommates, potential housing, and commuting options. Below is a list of housing opportunities:

### 1. Student Placements

Students experience living with a host family and learn about American culture while making life-long friendships.

<https://isphomestays.com>

info @isphomestays.com

### 2. 4Stay

Students can search and book off campus housing

<https://goldengatelanguagehousing.4stay.com>

### 3. KAPI Residences

Students share fully furnished apartments that are close to GGC

<http://www.kapiresidences.com>

bayarea@kapiresidences.com

## *Estimated Cost of Attendance*

<i>Estimated Cost of Attendance</i>				
Indicated costs associated with living off-site but reasonably near Golden Gate College campus such as housing, personal care, books, transportation, etc. These are estimates for budgeting purpose only.				
	<b>Quarterly</b>	<b>3 Quarters</b>	<b>4 Quarters</b>	
Housing*	\$6000	\$18,000	\$24,000	Estimated
Books	\$450	\$1,350	\$1,800	Estimated

Transportation	\$200	\$600	\$800	Estimated
Personal Care	\$1,500	\$4,500	\$6000	Estimated
Insurance	\$450	\$1,350	\$1,800	Estimated
Miscellaneous	\$450	\$1,350	\$1,800	Estimated
*Housing is readily available near San Jose and Nearby communities: Milpitas, South Bay, East Bay, Etc.				

**NOTICE**

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

**Defaulting on Federal or State Loans**

If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

**Student Right to Know**

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/ completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the Admissions Department.

## ***REFUND POLICY***

### ***- ONSITE PROGRAMS (DEGREE PROGRAMS)***

#### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later.

1. To receive a refund of any portion of tuition fees, you must give school written notice that you intend to withdraw from the program in which you have enrolled.
2. Withdrawal may be effectuated by the student's written notice, by a student's misconduct, including, but not necessarily limited to, a student's lack of attendance.
3. If you have completed 60% or less of your program, school shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fee not to exceed two hundred fifty dollars (\$250).
4. If you complete more than 60% of your program, school shall NOT refund any portion of the amount paid for institutional charges.
5. If you are eligible for a refund under the conditions above, you will receive the refund within 45 days of school receiving written notice of cancellation or school's notice to you of dismissal.

To cancel this agreement mail, fax, or deliver a written notice of Withdrawal / Cancellation to this mailing address: Registrar's Office at 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA. This can be done by mail or by hand delivery. For online students, email a written notice of Withdrawal / Cancellation to [help@goldengate.edu](mailto:help@goldengate.edu).

#### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days/hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days/hours in the program), multiplied by the number of days/hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

#### ***- DISTANCE EDUCATION PROGRAMS (DEGREE PROGRAMS)***

This institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the student for admission. (5 CCR §71716(a)) Additionally, approximate seven days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student. (5 CCR §71810 (b)(11))

#### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to: 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institution accepts the student for admission.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide but shall not be obligated to pay any refund after all of the lessons are material are transmitted (5,CCR §71716(c)(1)(2)).

#### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal. For

the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the school.

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **REFUND**

### **Cancellation**

- Rejection: If an applicant is rejected by GGC for enrollment, a full refund will be made.
- Program Cancellation: If GGC cancels a program subsequent to a student's enrollment, GGC will refund all monies paid by the student.
- Cancellation Prior to the Start of Class or No Show: If an applicant accepted by GGC cancels prior to the start of scheduled classes or never attends class (no show), GGC shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250) and less a maximum of \$500 non-refundable fees clearly itemized in the enrollment agreement as nonrefundable.

### **Program, Schedule, or Session Change**

- Program, schedule or session changes that result in refund will be processed within 30 days of the date of the approved change.

### **Withdrawal/Termination**

- Refunds will be calculated based on the last date of attendance (LDA). If the LDA is before or at 60% of their period of financial obligation, GGC will retain a prorated amount of tuition. For students whose last date of attendance occurs after 60% of the period of obligation, GGC will retain all of the charges for that period.

Refunds can only be paid to the person or company from whom the funds originated and in the form of the original payment. Agency students: should you shorten your period of enrollment or period of financial obligation, please also contact your agency.

## **BPPE: CEC §94920 Mandatory Cancellation, Withdrawal, and Refund Policies**

*(a) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.*

*(b) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.*

*(c) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education.*

*(d) The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.*

### **STUDENT TUITION RECOVERY FUND (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.



4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **LOAN RESPONSIBILITIES & FINANCIAL AID**

Any agency or organization which grants loans will indicate the terms and amount of that loan. If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus the interest, less the amount of any refund.

Golden Gate College **does not participate in federal and state financial aid programs**. GGC is responsible for disclosing the above information to all prospective students in accordance with California Education Code (CEC) 94897(p) and 94909(a)(10).

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

## **STUDENT SERVICES**

The amiable and skilled team at Golden Gate College is ready to help in various areas. Our student services encompass a range of support offerings aimed at enhancing the overall student experience and promoting academic success. Below is a glimpse of the services offered, for more comprehensive details, kindly reach out to the school.

### **NEW STUDENT ORIENTATION**

Orientation is held at the beginning of each quarter for new students and is designed to familiarize them with campus facilities, policies and procedures, financial aid, faculty, administrators, and staff.

### **ONGOING SUPPORT**

Ongoing assistance for currently enrolled students includes:

- Academic Advising: Guidance on course selection, academic planning, and career paths.
- Tutoring and Academic Support: Assistance with coursework, study skills, and exam preparation.
- Technology Support: Assistance with computer access, software, and technical issues.
- Disability Support Services: Accommodations and assistance for students with disabilities.
- International Student Services: Support for international students, including visa assistance and cultural integration.
- Student ID Cards: Issuance and management of student identification cards.
- Transportation Services: Information on public transportation, parking, and campus shuttles.

### **CAREER AND PLACEMENT SERVICES**

The Career and Placement Services makes available the services of a coordinator who provides individual counseling as well as materials, references, and job listings designed to assist students in making short- and long-range vocational decisions. Workshops, employer interviews, and online job searches through the Internet help focus student choices.

Appointments for counseling can be made through the main office. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.

### **CERTIFICATE / DEGREE AWARDED & GRADUATION CEREMONY**

Upon successful completion of the degree program studies, every student receives a master's degree diploma. The commencement ceremony is scheduled and communicated the students two months in advance.

## CULTURAL AND SOCIAL ACTIVITIES

The cultural and social events of the school are not only fun, but also provide great learning experiences for the students. There are many after school social and sports clubs, which meet each week.

The school also hosts many annual events such as the Valentine Party, Halloween Costume Party and the Christmas Party. Examples of past field trips include San Francisco, Stanford University and Monterey.

### ✧ Social Activity Clubs

Each quarter, new social activity clubs form that reflect the interests of the students. They usually meet once per week at lunch or after school. For example, one session may have clubs for tennis, basketball, international cooking, American movies, and reading.

### ✧ Cultural Activities

Throughout the year you will learn about American holidays and traditions. Cultural activities include an Easter egg hunt, a Halloween costume party, Thanksgiving celebration and Christmas caroling.

### ✧ School Trips

School trips are organized excursions to places of interest in Northern California. The date, destination and cost of each trip will be announced in advance. Students need to be in good academic standing to be eligible to participate in field trips that are offered during class hours. Every participating student (or his/her sponsor if the student is under 18) must sign a field trip release form before the trip begins.

### ✧ Extra-Curricular Activities

Every quarter the School hosts a luncheon for students, faculty, and staff to welcome new students and as a reunion for returning students. Commencement activities are a highlight for students, faculty, and staff who enjoy a luncheon following the ceremonies.

## **SCHOOL FACILITIES AND EQUIPMENT**

### ***Premise***

All facilities, classrooms, computer lab, library, and student lounge, of the Golden Gate College are located at 1715 Lundy Avenue, Ste 128, San Jose, CA 95131 USA and all programs are offered at this location.

### ***Classrooms and Equipment***

Each classroom is equipped with desks, chairs, whiteboards, computer, projectors, screens, speakers, internet access and necessary software. Computers and equipment are available from 9:00 a.m. to 4:00 p.m., Monday through Friday. You may use them for class work, word processing, Internet, and email.

All class sessions are held at 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA with assigned classroom numbers on the schedule and enrollment agreement form.

### ***Lunchroom & Lunch Hour***

Our lunchtime is 12:00 p.m. to 12:30 p.m. You may use the refrigerator and microwaves. Please don't leave any food in the refrigerator or counters to spoil. Wash and take home your dishes and throw away any trash.

### ***Wireless Access***

There is free WiFi throughout the school. Your class schedule will have the current password to access the Internet.

## **BOOK AND MATERIALS**

### ***Onsite Graduate Degree Programs***

We do not supply equipment, lab supplies or kits, textbooks, uniforms or special protective clothing, in-resident housing, tutoring, or fees paid to another entity.

### ***Online Graduate Degree Programs***

We do not supply equipment, lab supplies or kits, textbooks, uniforms or special protective clothing, in-resident housing, tutoring, or fees paid to another entity.

## **ONLINE COURSES ACCESS**

Golden Gate College (GCC) provides Distance Education for the degree programs. The online programs utilize both asynchronous and synchronous delivery methods via LMS in the courses, which are consistent with the level, nature and mission of the College. These programs meet the same high academic rigor and quality standards maintained in regular instruction offered by the College.

Each student enrolled in full distance education courses and/or programs has access to all academic support and student services, which Golden Gate College provides for onsite students.

## **Statement for Course Delivering Methods**

At GCC, courses are delivered in two modalities: face-to-face direct instruction and distance education.

Course contents (lectures, assignments, activities, assessments, gradings) are identical and uploaded into the LMS for both direct instruction and distance education. The differences between the two modalities are as follows:

1. For Direct Instruction, students take lectures and participate activities onsite. All assignments, grades and assessments are submitted on LMS. Students are encouraged to use the lecture materials in LMS.
2. For Distance Education, students take lectures and participate activities online via LMS, and all assignments, grades and assessments are submitted in LMS

## **LIBRARY RESOURCES**

### ❖ [Virtual Library Subscription](#)

While we don't offer a physical library room or building, we are equipped with a huge selection of online resources and services through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). This is particularly helpful for online, distance learning as well as onsite students.

We provide students with online library resources and services through our consortium membership and subscriptions with the Library & Information Resources Network (LIRN). We subscribe research databases from Gale, ProQuest, Skillssoft, and Statista to provide access to online books, as well as content from journals, magazines, dissertations, and news sources covering topics relevant to general education, English, language learning, psychology, communication and media, and more.

### ❖ [Library Services](#)

- Reference
- Training on Database Searching
- Research Assistance
- Information Literacy Instruction

### ❖ [Library Hours](#)

The library is always open since students can access our online library resources 24/7. For research assistance and training, students and faculty can contact helpful, experienced LIRN librarians at [librarian@lirn.net](mailto:librarian@lirn.net).

### ❖ [Collections and Resources](#)

The library collection includes books and periodicals available for reference or circulation exclusive to our students and online resources of over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio video clips to support all academic programs through Library and Information Resources Network (LIRN).

## **STUDENT ID CARD**

You can create a digital student ID by downloading the ID 123 app from the AppStore or Google Play. The student card may be used for discounts at some movie theaters, museums, aquariums, and parks.

## **STUDENT GOVERNMENT**

All students are urged to participate in the GGC student government. This organization is recognized by the faculty and administration as important to the student's education and cultural experience. Through their participation, students can provide information that assists both the faculty and administration in strengthening the academic program and improving the collegiate life at Our School Community.

## ***COMMENTS AND SUGGESTIONS***

We are constantly trying to improve the school. If you have any comments or suggestions, please tell us. Your feedback is very important.

***IF THERE IS A PROBLEM OF ANY KIND, PLEASE SPEAK WITH US RIGHT AWAY!*** Talk to your instructor or one of the administrative staff members. We want to help each of you complete your classes successfully and reach your goals as quickly as possible.

## **GRIEVANCE PROCEDURES**

If you have a complaint, please bring it to the attention of the Director. If your grievance has not been satisfactorily resolved by the school, you may address your complaint to BPPE. The agency's procedures for filing your grievance are posted on the GGC community board in the main school area. You may also find more detailed information in the following "Policies and Procedures" section regarding grievance procedures.

## **POLICIES AND PROCEDURES**

This section contains important information, policies and procedures that will help guide you through school. The staff and instructors are always here to help you. If you have any questions, please ask one of us.

### **ACADEMIC POLICIES – GENERAL & DEGREE PROGRAMS**

#### ***Registration and Enrollment***

Following acceptance for admission, students will register for a program of study. Registration materials are available in the Registrar's Office.

Formal enrollment in class is complete only when the student's name appears on the Class Roll Sheet. Once enrolled, students may drop or add a class only by means of an official Change of Program form.

Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

#### ***Quarter Units of Credit***

Academic work at Golden Gate College is organized by quarters, each of which is ten (10) weeks in length. In general, one quarter unit is equal to ten (10) contact hours of lecture, or twenty (20) contact hours of field-based activities.

#### ***Add / Drop Policy***

For graduate programs, students may add or drop courses through the third week of the quarter. Students must request these changes by submitting an Add / Drop Form to the registrar.

For Intensive English Program, all schedule changes, i.e. adding or dropping a class, must be completed within the first three days of class attendance.

Any class dropped or added requires confirmation by the instructor and must be recorded in the Registrar's Office. A class not officially dropped will result in an F grade; a class not officially added receives no credit.

#### ***Study Loads***

A larger study load requires the approval of the Program Chair. Graduate students enroll for a minimum of eight (8) units per quarter. Students who intend to graduate within 12 months, should enroll in a minimum of twelve (12) units per quarter.

#### ***Attendance Policy***

Regular and on time attendance is required to reach the goals established for each class and to maintain the quality of education at Golden Gate College. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction.



A student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The School requires that any student who is absent for a total of three (3) class sessions in any subject shall be dropped unless the student has made prior arrangements.

Students will not be permitted to attend classes in which they are not officially enrolled.

All class session will be held online using our Learning Management System (LMS) or at our physical location at 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA. Also, all class instructions will be taught in English or Chinese only.

### ***Grading System: Definition of Grades and Codes***

Standard letter grades (A, B, C, D, and F) are used for graduate programs. Only these letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-), but such notations are not used in final GPA computations.

The following table is provided as a general reference:

<b><i>Grade</i></b>	<b><i>Score</i></b>	<b><i>Grade Explanation</i></b>	<b><i>Grade Point</i></b>
A	100-90	Excellent Good	4.00
B	89-80	Good Work	3.00
C	79-70	Average	2.00
D	69-60	Unsatisfactory	1.00
F	59-0	Failing	0
CR		Credit	Credit
NC		No Credit	N/A
IN		Incomplete	N/A
W		Withdrawal	N/A

At the completion of all required courses, the student is eligible to receive a degree provided that the cumulative grade point average (CGPA) is no less than a 3.0 for both graduate programs.

- ***Credit (CR)***

Credit is used to denote “pass with credit” when no letter grade is given. It is assigned to a grade of B or better for graduate students. CR grades are not included in the calculation of the GPA.

- ***No Credit (NC)***

No Credit is used to denote “no credit” when no letter grade is given. NC grades are not included in the calculation of the GPA.

- ***Incomplete (IN)***

An Incomplete grade is an interim grade designed for students who have serious and compelling circumstances beyond their control occurring within the last two weeks of the quarter preventing completion of the course work. An Incomplete (IN) must be removed within the next two quarters. Failure to comply will result in an F grade and will remain on the students’ permanent record. An Incomplete (IN) is not used in calculating the GPA.

- ***Withdrawal (W)***  
Withdrawal is a grade for students who may wish to change their schedule by dropping a course with the permission of the Chief Academic Officer. These grades are not calculated in the GPA but will be considered credits attempted if the student has incurred a financial obligation for the quarter.
- ***Repeat a Course (R)***  
Repeat a Course is a designated code following the earned grade. Students can repeat only once any course for which they have received a grade or have withdrawn from, prior to completion. Only the higher grade is calculated in the GPA. Students will not receive cumulative earned credit for a repeated course. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.
- ***Award of Credit by Challenge Examination (CE)***  
Graduate students in good standing and with the appropriate background may petition to take courses for credit by challenge examinations. Eligible students must be registered for full time status. Graduate students must have completed two graduate courses and may challenge a maximum of two graduate courses.

Credit earned by challenge examinations may be applied toward the minimum course requirements for the master's degree. The passing mark for credit by examination at the undergraduate level is C and the graduate level is B. Credits earned will be posted on the transcript as CR, rather than the letter grade, and not calculated in the student's GPA. If a student does not pass the challenge examination, the code "NC" will be entered on the transcript. Requests for Challenge Examinations may be made through the Chief Academic Officer's Office.

Students may challenge a particular course only once and may not take a challenge examination for courses already taken or attempted at GGC. The Credit by Special Examination Fee per course is four hundred fifty dollars (\$450.)

- ***Award of Credit for Prior Experiential Learning (CX)***  
Graduate students in good standing and with the appropriate background may petition to earn degree credit for prior experiential learning. Eligible students must be registered for full time status.

Petitioning students must identify the courses for which credit is sought and document in writing how the prior experiential learning is equivalent to standards in higher education and meets curricular criteria. Graduate students must have completed two graduate courses and may receive prior experiential learning credit for a maximum of two graduate courses.

Credits earned through petitions for prior experiential learning may be applied toward the minimum course requirements for the master's degrees. Credits so earned will be posted on the transcript as CR and not calculated in the student's GPA.

Forms requesting prior experiential learning credit may be requested through the Chief Academic Officer's Office. The Credit for Prior Experiential Learning Fee per credit is \$100.

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

The grade point average (GPA) for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of units for the quarter.

### ***Grade Changes***

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for the following reasons: (1) error in recording a score for a student product (test, quiz, paper, etc.); (2) miscalculation of a score, including the cumulative score for a quarter; and (3) omission from consideration of valid student products that were submitted on time. No other reasons constitute a basis for a request for a grade change.

All requests for grade changes must be submitted to the Registrar's Office by the instructor within two weeks following the date of issuance of the grade in question. Under no condition will a grade change be permitted after a degree has been awarded.

### ***Official Transcripts***

The Registrar's Office maintains all official transcripts, which are issued only at the written request of the student. Three working days should be allowed for processing of official transcripts. Exceptions to this rule are covered under Student Records.

Requests for transcripts may be submitted either in person, by fax, or by mail. No telephone requests for transcripts are accepted. Copies of transcripts for work taken at other institutions will not be issued.

Official transcripts bear the institutional seal and the signature of the Registrar. GGC reserves the right to withhold any and all services if the petitioner is not in good financial standing with the School.

### ***Student Records***

Federal law allows current and former students access to their education records. To protect the privacy of students, the law sets certain conditions on the disclosure of personal information kept by GGC.

The Family Educational Rights and Privacy Act (FERPA) of 1974— also known as the Buckley Amendment or FERPA— and the California Education Code 67-100ff states that students have the right to access their educational records. Educational institutions shall not release educational records without consent of the student, subject to exceptions provided by law.

The student's name, birth date, field of study, attendance dates, degrees received, and other items designated as Directory Information are public information and may be disclosed without the student's prior consent. Students may request that public information not be released by providing a written statement to the Registrar's Office.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – GRADUATE  
DEGREE PROGRAMS**

**- EVALUATION**

The school conducts quarterly evaluations of student progress, taking into consideration the minimum GPA allowable, the minimum successful units completed (% of courses attempted) and the percent of maximum time frame allowable. Students who complete their programs in a shorter time frame are subject to the same criteria based on the percentages of the maximum time frame allowable.

The following Standards of Satisfactory Progress apply to all graduate students in the degree programs. Students must meet the minimum standards set forth below, or they shall be deemed to be out of compliance in meeting the Standards of Satisfactory Progress criteria.

**- Maximum Time Frame for Course Completion of Degree**

Required Evaluation Points*	Minimum GPA	Minimum Successful Course Completion (% of course, attempted)	Maximum Time Frame
25%	2.25	55%	Period of 1.5 times the standard program length
50%	2.50	60%	
100%	3.00	---	

\* Based upon maximum time frame.

**- Minimum Academic Achievement (Graduate Programs)**

Students must achieve cumulative grade point averages (CGPAs) of the following:

2.25 at 25% of the maximum time frame; 2.5 at the midpoint of the maximum time frame; and a 3.0 at the maximum time frame. A student, whose CGPA is below 2.5 at 50% of the maximum time frame, is not eligible for probation and will be suspended for one quarter. Failure to maintain 3.0 for any quarter will result in being placed on probation.

**- The Effect on SAP for “W” Withdraw and “I” Incomplete Grades**

All courses for which students receive a grade, whether passing or failing, a withdrawal (W), or an incomplete (I), are counted in determining hours attempted for the purposes of establishing SAP under the Maximum Timeframe criterion. All courses for which students receive a grade will be included when calculating students’ GPA, except that a withdrawal (W), or an Incomplete (I), will not be included in determining students’ cumulative GPA.

**- The Effect on SAP for Repeated Courses**

Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating CGPA. The original course and repeated course credits are included in the maximum timeframe calculation.

**- *SAP for Non-Punitive Grades and Non-Credit Courses***

Audited courses and Pass/No Pass courses count as credits attempted for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA. Non-credit or remedial course credits are not used in the calculation of CGPA.

**- *The Effect on SAP for Extended-Enrollment Status***

The Golden Gate College does not offer extended-enrollment status.

**- *The Effect on SAP when Student Changes Programs***

If a student is readmitted into the Golden Gate College, changes program of study, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress.

**- *The Effect on SAP when Earning an Additional Credential***

A student who completes a program at the Golden Gate College and enrolls in an additional program at GGC may have the ability to transfer units from the previously completed program into the new enrolled program upon evaluation. All transferred coursework will be counted when calculating the student's CGPA and for determining the maximum time frame.

**- *SAP for Transfer Students***

This section describes the effect on SAP when a student transfers to GGC from another Postsecondary Institution. If a student transfers to GGC from another postsecondary institution, the credits that were accepted by the Golden Gate College will count as credits attempted and completed for purposes of calculating the student's CGPA. The corresponding grades will not count toward the student's CGPA.

***Mitigating Circumstances***

The Chief Academic Officer may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, unexpected consequences arising in their homeland, or other significant occurrence beyond the control of the students. Students must document these circumstances to demonstrate that they have an adverse impact on their performance. No waivers will be provided for graduation requirements.

***Warning Status***

Students who do not meet the Satisfactory Academic Progress (SAP) Minimum Standards will receive written notification stating that he or she is being placed on Warning. A student on Warning who brings their CGPA and completion rate up to SAP standards by the end of the next term is removed from Warning. A student who fails to establish SAP by the end of the next evaluation period will be withdrawn.

***Appeals and Probation***

A student, who wishes to appeal determination that he/she is not making satisfactory academic progress due to mitigating circumstances, may submit a written appeal to the Chief Academic Officer for review. The written appeal should include a detailed explanation and documentation of the current academic status of the student, mitigating circumstances that led to the student's current academic status, how the student's situation has changed, and the student's plan for achieving required minimum standards of satisfactory academic progress.

The Chief Academic Officer is responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness and the student's ability to avoid the circumstances. The result of the appeal (granted or denied) will be provided to the student and documented in the student's academic file. If the appeal is granted, the Chief Academic Officer will outline the requirements of academic plan that the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe. If the student agrees to the academic plan, the student is placed on probation, and allowed to continue at GGC.

At the end of the probation period, the student's progress will be evaluated based on the academic plan. If the student is meeting the SAP standards, or he/she has met the requirements of the academic plan, the student will be eligible to remain at GGC. If the student fails to meet the expectations of the academic plan at the end of the probationary period, the student will be terminated.

### ***Dismissal***

Students who have been dismissed due to the failure to maintain the academic minimum outlined above may reapply for admission after one quarter. A meeting will be scheduled between the Chief Academic Officer and the student for reapplying to determine whether the student has the academic ability and desire to successfully continue in the program. When a student receives a written dismissal notice from the school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

### ***Re-admission***

Students who have been dismissed or terminated must wait one quarter before applying for readmission and must submit a Petition for Readmission to the Chief Academic Officer. The Petition must include the records of any academic work successfully completed at other institutions as well as present compelling reasons for reinstatement which include the ability to maintain Standards of Satisfactory Progress. The Chief Academic Officer will notify the students in writing concerning their readmission.

Students who are re-admitted for enrollment will be placed on an Academic Plan and be required to meet the SAP standards. A student on Warning or Probation, who improves their CGPA and completion rate up to SAP standards by the end of the next term, will be eliminated from Warning/Probation status.

### ***Reinstatement***

Students who leave GGC without filing a Request for Leave of Absence will not be automatically reinstated. Students must file a Petition for Readmission to a degree program, which have the recommendations of the Chief Academic Officer. The petition must be submitted to the Admissions Office. Upon reinstatement, students will be subjected to all of the current requirements for the degree effective from the time of reinstatement.

### ***Leave of Absence***

Students, in good standing and making satisfactory progress towards a degree, who must interrupt studies for compelling reasons (e.g. which may include but not be limited to personal illness, unusual family responsibilities, military service, and unexpected consequences arising in their homeland.) must file a Request for Leave of Absence, usually not to exceed four (4) quarters. Students must file this Request with the Registrar's Office and have approval from the Chief Academic Officer.

During the leave of absence, students are not entitled to assistance from the faculty or allowed to use school facilities. If granted, the leave is recorded on the students' transcripts. The period of leave is not counted in the time allowed for the completion of degree requirements.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered to be pursuing a degree. Students who fail to apply for a Request for Leave of Absence or for whom a leave has been denied or has expired should refer to Readmission.

### ***Withdrawal from Courses***

Students should review and select classes carefully with their advisers and avail themselves of college counseling services before making a decision to withdraw from classes. Students may drop classes without academic penalty through the fifth week of classes. Due to unforeseen circumstances, students may withdraw from classes from the sixth week through the ninth week of classes and receive a grade of Withdrawal (W) with the permission from the Chief Academic Officer. After the tenth week of class, permission will not be granted for a student to withdraw, a letter grade of F or Incomplete (IN) will be assigned to the student.

### ***Minimum Unit Requirements for Degree Programs***

Minimum unit requirement for the *Master of Science in Applied Psychology* and the *Master of Arts in Communication and Media* is forty-eight (48) units (12 classes, 4 units each).

### ***Clearance for Graduation***

Prospective graduates must obtain an Application for Graduation from the Registrar's Office and submit it to the Registrar before they can be considered for graduation. Students are advised to file the application in the quarter preceding that in which they expect to graduate. During each registration period, graduating seniors meet with their advisors to determine whether their proposed class enrollments meet all requirements for their degrees.

Graduation ceremonies are held in June. Diplomas will be mailed to those students who have completed their degree programs and must depart prior to the graduation ceremonies. All fees and tuition debts must be paid in full sixty (60) days prior to graduation, and all graduating students must pay the graduation fees.

*Students Transferring to Another University*

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS  
EARNED AT GOLDEN GATE COLLEGE:**

The transferability of credits you earn at *Golden Gate College* is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree of *Master of Science in Applied Psychology, Master of Art in Communication and Media or the certificate of Intensive English Program* you earn in the programs of *Master of Science in Applied Psychology, Master of Art in Communication and Media or the Intensive English Program* is also at the complete discretion of the institution to which you may seek to transfer. If the *degree of Master of Science in Applied Psychology, Master of Art in Communication and Media or the certificate of Intensive English Program* that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending *Golden Gate College* to determine if your *credits or degree of Master of Science in Applied Psychology, Master of Art in Communication and Media or the certificate of English program* will transfer.



## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### ***STUDENT RIGHTS***

Students are the primary focus in campus life. Their welfare and the conditions under which they study, work, and relax must be safeguarded to preserve their rights under the United States Constitution, federal laws, and California statutes. Campus policies and procedures seek to guarantee these civil liberties. Student understanding and cooperation are essential to the successful implementation of this legal structure.

#### ***Student's Right to Cancel Policy***

The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever comes later. Procedures to cancel the enrollment agreement or withdraw from the institution and obtain a refund: 1) To receive a refund of any portion of the tuition fees, you must give school written notice that you intend to withdraw from the program in which you have enrolled. 2) Withdrawal from the program may be affected by a student's written notice, by a student's misconduct, including, but not necessarily limited to, a student's lack of attendance. 3) If you have completed 60% or less of your program, Golden Gate College shall provide a pro rata refund of the amount paid for institutional charges, less the non-refundable application fee, non-refundable processing fee and other reasonable fees not to exceed two hundred fifty dollars (\$250). 4) If you complete more than 60% of your program, Golden Gate College shall NOT refund any portion of the amount paid for institutional charges. 5) If you are eligible for a refund under the conditions above, you will receive the refund within 45 days of the College receiving written notice of cancellation or School's notice to you of dismissal. To cancel this agreement mail, fax, or deliver a written notice of Withdraw / Cancellation to this mailing address: Registrar's Office at the Golden Gate College, 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA.

#### ***Right to Appeal***

Golden Gate College has initiated and implemented procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that the courts of law require. The purpose is to provide a system that will represent "fairness and the absence of arbitrariness." The University makes every effort to see that appeal procedures are clear to students and that their avenue of appeal is not burdensome.

#### ***Nondiscrimination Policy***

Golden Gate College does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Chief Academic Officer for reviewing such matters.

#### ***Students with Disabilities Policy***

The College is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Chief Academic Officer's Office and are required to provide medical certification of their disability. In certain circumstances, early registration may be

available for students with disabilities. Students who wish to file a formal grievance should secure a copy of the Student Grievance Procedures from the Chief Academic Officer's office.

### *Student Records Policy*

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In compliance with FERPA, the Golden Gate College designates the following categories of personally identifiable information as directory information: name, address, telephone number, email address, date and place of birth, dates of attendance, enrollment status, program of study, honors, awards and degrees received. The Golden Gate College may release or publish directory information without prior consent of the student, unless specifically instructed by the student to withhold information. To restrict the release or publication of any student information, a student must provide the appropriate written instructions to the Registrar's Office.

Pursuant to the federal Family Educational Rights and Privacy Act (FERPA) and the California Information Act and Educational Code, students at the Golden Gate College have the right to:

1. Inspect and review their education records that pertain to themselves as students, unless waived or qualified under Federal and State law or College policies;
2. Seek to amend the content of their education records that may be considered inaccurate or misleading;
3. Withhold from disclosure personally identifiable information contained in their education records, except as provided in Federal and State laws or College policies; and
4. File a complaint with the U.S. Department of Education (Family Policy Compliance Office) regarding alleged violation of their FERPA rights.

Students and alumni who desire the University to release their records and information to perspective employers, graduate schools, etc., can expedite their applications by providing the Golden Gate College with written permission to release their records, specifying which records and to whom the release should be made.

A student will be given the opportunity to inspect and review his/her education records within 15 days from the day that the school receives the request for access. The student should submit to the Registrar, or other appropriate school official, written requests (or emails) that identify the record(s) s/he wishes to inspect. The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official for whom the request was submitted, that official should advise the student of the appropriate official to whom the request should be addressed.

One exception, which permits disclosure without consent is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the college as an administrative, supervisory, academic, research, or support staff person (including the law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parental access to a student's records will be allowed without prior consent if the student is under eighteen years of age or is a dependent as defined in Section 252 of the Federal Internal Revenue Code. If any Golden Gate College student wants to ensure or block access for their parents to his/her grades, any disciplinary action that has been taken or other information, then it is best to file written permission with the Registrar to clarify their wants and needs.

### *Right to File a Complaint Policy*

Any student alleging failure of the School to comply with the Family Educational Rights and Privacy Act (FERPA) may file a complaint with the U.S. Department of Education. Students are encouraged to use the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### *Student Grievances*

The procedure for the resolution of student academic complaints is a three-step process. The University anticipates that most disputes either will be resolved through step No. 1, informal discussions or step No. 2, the intervention of an ombudsman. Only a few cases should require step No. 3, the judgment of an informal hearing panel.

- First, a student who feels that the faculty, staff, administration, or any other students have treated him/her unfairly is advised to seek informal counsel with the offending party or the Chief Academic Officer in the interest of a speedy resolution of the problem.
- Second, if this step does not lead to satisfaction of the student, he/she should petition for a grievance review, a formal procedure at the University. The petitioner should write a letter to the Chief Academic Officer requesting the assignment of an ombudsman. The letter must outline the specifics of the complaint, all pertinent information, and the steps taken to remedy the situation through an informal process.

The Chief Academic Officer will act promptly in assigning an ombudsman and informing the President of the grievance. The Chief Academic Officer will outline some possible steps to the ombudsman in solving the problem. These may include interviewing the grievant, contacting the offending party, and/or convening all parties to the grievance. The ombudsman will notify the Chief Academic Officer in writing of the outcome of the intervention with recommendations. These will be sent to the President who will confer with the Chief Academic Officer to guarantee that the cause of the grievance is removed.

- Third, if the grievant is unable to receive a satisfactory resolution of the complaint he/she should notify the President in writing, who will convene an impartial hearing panel for judgment. For further redress the student may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's website ([www.bppe.ca.gov](http://www.bppe.ca.gov)). The complaint form may also be mailed to 1747 North Market Blvd., Suite 225, Sacramento, California,

95834, (916) 574-8900 or (888) 370-7589. Further information may be obtained by contacting the Bureau at: (916) 431-6959 or by fax at: (916) 263-1897.

### *Student Evaluation of Instruction*

To sustain a high quality of instruction at the University, students are expected to evaluate each class and instructor in which they are enrolled. Evaluation forms are distributed toward the end of each quarter. The evaluation forms, filled anonymously, are collected and returned to the Administration Office by a designated student. Student evaluations are tabulated by the University, and the results are analyzed by the Chief Academic Officer and distributed to the individual instructors.

### *Sexual Assaults on Campus Grounds Policy*

The Golden Gate College is committed to creating and maintaining an academic environment dedicated to learning and research in which individuals are free from sexual assault or sexual harassment from any party. Sexual assault is defined by California Education Code Section 94385 to include without limitation, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of the University shall: (a) sexually assault any student or applicant; or (b) threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that student or applicant's application, enrollment, grades, studies, or educational experience at the Golden Gate College. Similarly, no faculty member or other employee of the University shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student, applicant, faculty member or other employee of the University who feels that he or she is a victim of sexual assault or harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member, or other Golden Gate College employee, or visitor or invitee of the school, in connection with the educational experience offered by the University, should bring the matter to the immediate attention of the Dean at the telephone number specified in the catalog. A student, applicant, faculty member or other employee of the University who is uncomfortable for any reason in bringing such a matter to the attention of the Dean, or who is not satisfied after bringing the matter to the attention of the Dean, should report the matter to the President of the University. Any questions about this policy or potential sexual assault or harassment should also be brought to the attention of the same persons.

The Golden Gate College encourages students, applicants, faculty members or its employees to report all sexual assaults occurring promptly and accurately at any of the school's facilities to the Dean and the appropriate police agencies. Upon the request of a sexual assault complainant, the University personnel will: (a) transport the complainant to the hospital or contact emergency personnel on behalf of the complainant; (b) refer the complainant to a counseling center or an

agency that can make such referral; and (c) notify the police on behalf of the complainant if this has not been reported previously.

The office of the Dean will promptly investigate all allegations of sexual assault and harassment in as confidential a manner as it deems reasonably possible and take appropriate corrective action if warranted. The Golden Gate College will inform the complainant of the results of the school's investigation. Sexual assault complainants may, in their sole discretion, pursue their own remedies against the alleged perpetrator, whether civilly and/or criminally. The University will assist any student with academic difficulties arising as a direct result of a sexual assault on the student by any Golden Gate College student, applicant, faculty member or employee occurring on campus.

A student of any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

## ***STUDENT RESPONSIBILITIES***

### ***Conduct***

The following regulations apply to any person who is enrolled as a Golden Gate College student. These rules are not to be interpreted as all-inclusive of situations in which discipline will be invoked. These rules are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. The University reserves the right to exclude at any time students whose conduct is deemed undesirable or prejudicial to the University community's best interest.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to respond to the charges made against them. Where a student is disciplined for improper conduct, the student may submit a grievance with regard to the decision in accordance with the University's Grievance Policy, which can be obtained from the Dean's Office. While disciplinary action against a student is pending, the student poses a significant threat to the University community. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of those listed below:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to GGC
- Forgery, alteration, or misuse of the University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized GGC officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative processes of GGC or any of its approved activities.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into GGC facilities.

- Violation of any state policies or regulations governing student relationship to GGC.

The disciplinary procedure described herein affords procedural fairness to the accused student and flexibility to the administration to sanctions based on the individual circumstances of each case. Students accused of improper conduct shall be given adequate notice of the charges and an opportunity to present their case to an impartial appeals committee. Written notice of the specific charge(s) made against a student shall be given at least ten days before the student is to appear before the committee. While disciplinary action against a student is pending, the student's status does not change unless it is found that the student poses a significant threat to GGC community. Hearings are private. The accused student is afforded the opportunity to rebut all charges. GGC establishes the charges by a preponderance of the evidence. The student has the right to appeal the disciplinary action to the Chief Academic Officer, but only on the grounds that fair procedure was not followed by the committee or that the evidence in the record does not justify the decision or the sanction. A record will be kept of the disciplinary action taken, and the basis for this decision. The disciplinary action taken may be reflected in the student's permanent record, as part of the disciplinary punishment. Disciplinary action invoked by the committee may involve, but is not limited to, one or a combination of the alternatives listed below:

**Dismissal:** Separation of the student from GGC on a permanent basis.

**Suspension:** Separation of the student from GGC for a specified length of time. **Probation:** Status of the student indicating that the relationship with GGC is tenuous and that the student's record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

Students dismissed from GGC for disciplinary reasons must exclude themselves from University classes, activities, facilities, and buildings. Any exception must be approved by the President. Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave. When a student receives a written dismissal notice from school after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the program.

Students who have not fulfilled their financial obligation to GGC are in violation of GGC contract. Said students may be denied the right to graduate, take examinations, receive degrees, and obtain or request transcripts of their grades.

### ***Student Obligations***

For students to remain in good standing at GGC, they must:

1. Maintain academic standards, attend classes, and meet all financial obligations.
2. Be courteous and respectful in dealing with faculty, administrators, and fellow students.
3. Adhere to the federal, state, and municipal laws of the U.S., as well as to the rules and policies of GGC.

### ***Cheating and Plagiarism Policies***

**Cheating:** The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

**Plagiarism:** The act of taking ideas, words, or specific substances of another and offering them as one's own.

One or more of the following actions are available to any faculty member who suspects a student of cheating or plagiarizing. The choice of action taken is guided by the extent to which the faculty member considers the cheating or plagiarism reflective of the student's lack of scholarship or lack of academic performance in the course.

- Review-no action.
- Oral reprimand with emphasis on counseling aimed at preventing further occurrences.
- Requirement that the work be repeated.
- Assignment of an F grade for the specific work in question.
- Assignment of an F grade for the course.
- Referral to the Chief Academic Officer and/or the appropriate committee.

Students accused of cheating or plagiarism are entitled to and may petition for due process. Regulations in their entirety are published in the Student Handbook.

### *Drug, Alcohol, and Tobacco Policies*

The Golden Gate College strongly supports the goals of “Drug-Free Schools and Campuses” and a “Drug-Free Workplace.” It is the Golden Gate College' policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, “crack,” amphetamines, barbiturates, LSD, PCP, and substances typically known as “Designer Drugs” such as “ecstasy” or “eve.” Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The President has designated the Chief Academic Officer to act in all matters pertaining to the enforcement of this policy with regard to students and faculty and the President to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable University personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, GGC may impose the following sanctions:

1. A warning to the student, staff member, or faculty member.
2. Administrative suspension of the student or suspension of employment of the staff or faculty member.
3. Administrative dismissal of the student or termination of employment of the staff or faculty member.

Our policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. Gatherings on School premises or as part of School activities, at which alcoholic beverages are to be served, must receive prior approval from the Dean.

It is the policy of the Golden Gate College that smoking is prohibited in all University facilities. At the discretion of the administration, outside areas may be set aside within GGC facilities to accommodate students, staff members, and faculty who smoke. Violations of the smoking policy may result in suspension or termination of academic status or employment.

### *Academic Discipline*

Re-admission of dismissed students can be granted only after they file a petition with the Chief Academic Officer and have been on leave for two quarters. Students re-admitted after dismissals are placed on academic probation for the immediate quarter following re-admission. Refer to Standards of Satisfactory Progress Policies, for other conditions which apply students.

### *Non-Academic Discipline*

Students not conforming to School standards are subject to probation, suspension, or dismissal from GGC. Faculty members may initiate proceedings through the Chief Academic Officer, who will refer the matter to the administrators for a final decision. Students who feel they have been treated unfairly may petition a grievance review through the Chief Academic Officer.

Faculty members encountering unruly and unmannerly conduct in class will report such instances to the appropriate director or Chief Academic Officer for appropriate action. Examples of unacceptable conduct requiring non-academic disciplinary action are as follows:

- Lighting a fire on campus
- Possessing or displaying a weapon
- Unauthorized possession of the School property
- Offering bribes for special favors from faculty
- Use of obscene language
- Insolence or insubordination toward faculty, administrative personnel, or any school employee
- Cheating, or otherwise duplicating the work of another student
- Excessive absence from class
- Intoxication or being under the influence of a controlled substance
- Hazing, humiliating, or intimidating other individuals

Students found culpable of any of the foregoing violations will be subject to disciplinary action. A student who is dismissed may reapply for admission after two quarter's leave.

Students who have not fulfilled their financial obligation to GGC are in violation of GGC contract. Said students may be denied the right to graduate, take examinations, receive degrees, and obtain or request for transmission transcripts of their grades.

### *Attendance Policy*

Regular attendance is expected of every student. A student may be dropped from class when, in the judgment of the instructor, the student cannot benefit from further instruction. A student who has been absent due to illness or a medical appointment must explain the absence directly to the instructor.

**Attendance without Official Enrollment:** Students will not be permitted to attend classes in which they are not officially enrolled.

All class session will be held online or at our physical location at 1715 Lundy Avenue, Ste. 122 & 128, San Jose, CA 95131 USA. All class instructions will be taught in English or Chinese only.



## **POLICY FOR DISTANCE EDUCATION PROGRAMS**

### ***Student's Right to Cancel – Distance Education Programs***

This institution offers distance educational programs (for degree programs only) where the instruction is not offered in real time. **The Institution shall transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the student for admission. (5 CCR §71716(a)) Additionally, approximately seven (7) days will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation back to the student. (5 CCR §71810 (b)(11))**

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institution accepts the student for admission.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

### ***Withdrawal from The Program - Distance Education Programs***

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### ***Understandings - Distance Education Programs***

1. **Catalog**: Information about the Golden Gate College is published in this catalog, that contains a description of certain policies, procedures, and other information about the school. The Golden Gate College reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in the Golden Gate College, the Student agrees to abide by the terms stated in the catalog and all school policies.
2. **Enrollment Agreement**: All admission activities and instruction occur in English or Chinese. If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of this agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement.
3. **Location**: Distance education coursework is completed at a location determined by the student.
4. A student will be awarded a master's degree only when the student has completed all of the program requirements and must have passed each course and have satisfied all financial obligations.
5. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**: The transferability of credits you earn at the Golden Gate College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **Master of Arts in Communication and Media or Master of Science in Applied Psychology** is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Golden Gate College to determine if your credits, or degree will transfer.
6. **Career Services**: Placement assistance is provided. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.
7. **Questions**: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

8. **Complaints:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).
9. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
10. **Books/Equipment:** All supplies for the program selected will be provided at the expense of the student. We **do not supply** equipment, lab supplies or kits, textbooks, uniforms or special protective clothing, in-resident housing, tutoring, or fees paid to another entity.
11. **Distance Education Equipment Requirements:** Students are expected to have at least the following skills prior to taking distance education courses: (1) basic keyboarding competence, (2) elementary knowledge of their computer operating system, (3) basic knowledge of software and tools such as word processors, e-mail, Internet browsers, and search engines.  
**Hardware Requirements:** Access to an IBM compatible or Macintosh system. For other operating systems, contact us with questions. Internet access either via modem and phone line or a direct network connection (highly recommended to have high speed BROADBAND access). Internet service provider for home access and/or access from work (must have prior to start of the course). Access to the distance education environment for a minimum of 10 hours per week. An e-mail account for sending and receiving electronic mail via the Internet. Students must be able to video conference in real-time (appropriate equipment needed - camera, microphone, etc.)  
**Software Requirements:** Microsoft Word, WordPerfect, Write (OpenOffice) or another word processing program capable of saving files in RTF (Rich Text Format). Web Browser – Firefox is highly recommended. To download and install, click the following link <http://www.mozilla.org/en-US/firefox>. However, Opera 9.0, Google Chrome, Safari or Internet Explorer (these are free downloadable programs) are some other alternatives. If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV), make sure it is the most recent version. We cannot guarantee that all course features will function in all non-Mozilla or Internet Explorer browsers. E-mail software or a Web browser capable of supporting e-mail activity, including sending/receiving attached files. One or more courses may require special (free) plug-ins to access streaming media, PDF files, or other web components.
12. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

13. **Student Tuition Recovery Fund:**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational

program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## **ADMINISTRATIVE POLICIES**

### ***Custodian and Retention of Student Records***

GGC maintains student records in accordance with the Bureau for Private Postsecondary Education of the State of California described in Section 71920 from the student's date of completion or withdrawal for a period of five (5) years in a manner for security and safekeeping of records. Transcripts shall be maintained permanently. To maintain confidentiality, any information regarding a student must be authorized by the student and the Director before any records are released.

The Registrar acts as the Custodian of Records and maintains student personnel information, financial records, and transcripts in locked, fire-resistant cabinets in a manner secure from damage or loss at 1715 Lundy Avenue, Ste. 128, San Jose, CA 95131 USA. The Registrar's contact information: [registrar@goldengate.edu](mailto:registrar@goldengate.edu) and telephone is (408) 816-0970.

Application materials from accepted applicants who do not enter a program will be retained in the Admissions Office. All application materials will be destroyed after six months.

### ***Statement on Non-Discrimination***

GGC does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. GGC also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in school programs and activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Chief Academic Officer for assessment of such matters.

### ***Statement of Academic Freedom***

GGC adheres strictly to a policy of complete academic freedom. Instructors are encouraged to present a variety of perspectives on their subjects. Students are encouraged to think and to question, to challenge and to respond. Faculty and students at GGC are free to examine all pertinent data, to question all ideas as presented, and to be guided by evidence.

### ***Conflict of Interest Policy***

Members of the GGC community are expected to exercise good judgment, honesty, and high ethical standards in all business transactions and have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The faculty and staff members should deal with suppliers, clients, students, contractors, government agencies, and all others that have a relationship with the School on the sole basis of what is in the best interest of the School without consideration of personal gain.

This policy establishes the framework within which GGC wishes to operate. The purpose of these guidelines is to provide a general direction so that members of the School community can seek further clarification on issues related to the subject of acceptable standards of operation. Members should contact the President of GGC for more information or questions about conflicts of interest. It is possible that the opinion of the school's attorney may be sought for clarification.

An actual or potential conflict of interest may occur when a member of GGC community is in a position to influence a decision that may result in personal gain for that person or for a relative as a result of the School's business dealings. For the purpose of this policy, a relative is any person who is related to the employee by blood or marriage, for example the spouse, child, step-child, parent, step-parent, parent-in-law, parent's siblings, sibling's child or step-child, niece, nephew, first cousin, and those whose relationship with the colleague is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if members of the School community have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose the information, as soon as possible, to the appropriate party mentioned above to the existence of any actual or potential conflicts of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a colleague or relative has significant ownership in a firm with which the School is doing business, but also when a member of the GGC community or a relative receives any cash, a gift (including tickets) of substantial value (defined as greater than or equal to \$50), or special consideration as a result of any transaction or business dealings involving GGC.

The President of the Golden Gate College has the ultimate authority and responsibility to determine the application of this policy and the implementation of steps to be taken to correct a situation deemed not in the best interests of GGC, including, if appropriate, recommendation for disciplinary action or discharge.

Members of the GGC community to whom this policy applies will be given a copy of the policy and will be required to sign a disclosure statement at the time of hire. Certain key personnel will be required to sign a disclosure form on an annual basis.

### ***Faculty and Faculty Senate***

The quality and dedication of the Golden Gate College faculty are central to our effectiveness as an institution of higher learning. Outstanding professionals who cater their lectures to the spirit of the times staff the academic programs. The faculty and administration take pride in exercising leadership to make learning, teaching, and research a meaningful and exciting intellectual experience for the students.

The Faculty Senate of GGC, composed of all current instructors, is an advisory body to the administration. At scheduled meetings, the members propose, discuss, and validate actions that directly concern the academic and scholastic pursuits of students and faculty. Rules and policies pertaining to instructors are contained in the Faculty Handbook.

### **SELF-MONITORING PROCEDURES**

GGC invites outside educational consultants annually to review the institution's maintenance and operation in compliance with the Act and the Division of the Bureau. GGC plans and processes implementation based on assessment results by the stakeholders and potential educational consultants.

## **MASTER OF ARTS IN COMMUNICATION AND MEDIA**

### **PROGRAM DESCRIPTION**

The M.A. in Communication and Media degree requires a total of 48 units, which can be completed at an accelerated pace in 12-months or spread out over multiple years. Once admitted, students have the option of selecting a plan of study that best suits them. Courses are offered face-to-face, and online. The goal of the MA is to prepare students to become leaders in the area of communication and media within a business or individualized setting.

The goals of the M.A. in Communication and Media program are to graduate students who:

1. Are well prepared for a professional career in their field.
2. Are able of producing and communicating original research information.
3. Conduct themselves in an ethical manner personally and professionally.
4. Can communicate effectively in interpersonal and intercultural environments.
5. Engage in on-going critical thinking for life-long personal and professional growth.

### **PROGRAM LEARNING OBJECTIVES**

1. PLO 1: Understand theories and concepts in communication and media.
2. PLO 2: Know research methods applicable to a variety of subjects.
3. PLO 3: Develop critical thinking frameworks for solving practical business communication and media problems.
4. PLO 4: Make decisions on and manage projects and programs in multimedia communication.
5. PLO 5: Ability to write and speak in a manner that befits a communication professional.

### **JOB PREPARATION**

This program prepares you to pursue a variety of careers in diverse types of media and business organizations, from Fortune 500 companies to start ups and consulting firms across industries, including entertainment, research, non- profit, and government/public entities. The career fields include but are not limited to the following:

- Media Announcer
- Editor
- Film and Video Editor
- Interpreter and Translator
- Public Relations and Fundraising Manager
- Public Relations Specialist
- Digital marketer
- Media planner
- Social media manager
- Television/film/video producer
- Event manager
- Magazine journalist
- Market researcher
- Marketing manager
- Media researcher
- UX designer
- Writer



## APPLICATION MATERIALS

We do not admit “Ability to Benefit” students for graduate programs. Students need to submit the following materials for admission of acceptance:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application form.
3. Statement of Purpose.
4. Evidence of completion of bachelor’s degree. Official transcripts of all degrees. Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by GGC.
5. Proof of Language Proficiency (See “Admission” Policies for more details).
6. Financial Verification Form (FVF) with supporting documents.
7. Foreign Transcript Evaluation (international applicants only).

## CRITERIA FOR ADMISSION AND PREREQUISITES

- Applicants are required to have a bachelor’s degree or higher from an accredited or state approved college or university or international equivalent with **a minimum GPA of 3.0**.
- Students without a background in Communication and Media or related field as determined by the Program Chair may be required to take one or more of the following foundations courses as prerequisite:

MACM 501 Foundations of Writing and Pronunciation (4 units)  
MACM 502 Foundations of Business Communication (4 units)  
MACM 503 Storytelling in Multimedia Communication(4 units)

## DEGREE GRADUATION REQUIREMENTS

To receive a Master of Arts in Communication and Media, students must successfully complete a minimum of 48 quarter credit units. The following are specific degree requirements:

- 5 Required Courses (20 units)
- 6 Elective Courses (24 units)
- 1 Internship (4 units)

## INSTRUCTIONAL METHODS – ONSITE and ONLINE

The traditional onsite class session will consist of a discussion and lecture by the instructor on the topic for that week and question and answer opportunities for students to relate problems encountered in their understanding of assigned readings and assignments. The instructor will distribute many current handouts for students which illustrate the most recent analyses of contemporary problems. Following the completion of the discussion of main concepts, the class will be devoted to hands on projects. The purpose of the chosen projects is to illustrate how various concepts shape the decisions on real-world problems. The instruction methods will help students apply their knowledge to real-world-based situations through in-class activities, assignments and projects.

The M.A. courses are delivered in two formats for the convenience of students. Classes are held in the evenings and on weekends in the on-campus classroom, or completely online, using our Learning Management System (LMS). The program is delivered with small class sizes to ensure that all students have individualized attention and professional guidance throughout their studies.

Online classes are conducted entirely over the internet using a combination of ZOOM and LMS. Students interact with our online classroom that allows teachers to create online classes whereby they can store the course materials online; manage assignments, discussions, projects, quizzes and exams; monitor due dates; grade results and provide students with feedback all in one place. Online discussions promote collaborative exploration and critical thinking and foster deeper understanding. Video lectures along with electronic reading materials and online tutorials and simulations provided instruction to meet our learning goals. Students have full access to faculty on campus as well as online. Faculty hold virtual office hours to reach students who are not local to the campus.

### **DISTANCE EDUCATION**

The M.A. in Communication and Media program can be completed 100% online **via** ZOOM and LMS. Students will need to log into the system using an internet connection from an off-site location. Online students are not required to attend classes on campus and there is no requirement to visit the campus to complete the master's degree program. Students in the online environment will be required to submit papers, projects, reports, case studies, videos, and various other written assignments. Student may also be required to take online exams and quizzes depending on the class. The course assessments are in the form of written reports, papers, projects and case studies. Assignments and assessment will be the written, audio-visual, or video form.

### **Minimum Online Student Skills Requirements**

Students are expected to have at least the following skills prior to taking distance education courses:

- Basic keyboarding competence
- Elementary knowledge of their computer operating system
- Basic knowledge of software and tools such as
  - Word processor
  - E-mail
  - Internet browser
  - Search engine

### **Hardware Requirements**

- Access to an IBM compatible or Macintosh system. For other operating systems, contact us with questions.
- Internet access either via modem and phone line or a direct network connection (highly recommended to have high speed BROADBAND access).
- Internet service provider for home access and/or access from work (must have prior to start of the course).
- Access to the distance education environment for a minimum of 10 hours per week.
- An e-mail account for sending and receiving electronic mail via the Internet.
- Students must be able to video conference in real-time (appropriate equipment needed-camera, microphone, etc.)

## Software Requirements

- Microsoft Word, WordPerfect, Write (OpenOffice) or another word processing program capable of saving files in RTF (Rich Text Format).
- Web Browser – Firefox is highly recommended. To download and install, click the following link <http://www.mozilla.org/en-US/firefox>. However, Google Chrome, Safari or Internet Explorer 9.0 or higher versions (these are free downloadable programs) are some other alternatives. If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV), make sure it is the most recent version. We cannot guarantee that all course features will function in all non-Mozilla or Internet Explorer browsers.
- E-mail software or a Web browser capable of supporting e-mail activity, including sending/receiving attached files.
- One or more courses may require special (free) plug-ins to access streaming media, PDF files, or other web components.
- Antivirus software.
- Download and install the following software if they (or comparable alternatives) are not already configured on your computer:
  - Firefox or another Web Browser
  - Adobe Acrobat Reader
  - Adobe Flash Player
  - OpenOffice or MS Office
  - Antivirus Protection
  - QuestionPro
  - Skype
  - Zoom

## PROGRAM PREREQUISITE COURSES

A student must have taken the three courses listed under Program Prerequisite Course (see below) prior to starting the program's course work. If a student has not taken those (or equivalent) courses, s/he must take these courses in the first semester of course work in the master's program.

COURSE	TITLE / DESCRIPTION	UNITS
Pre-Requisites (3 required)	MACM 501 Foundations of Writing and Pronunciation (4 units)	<b>0-12</b>
	MACM 502 Foundations of Business Communication (4 units)	
	MACM 503 Storytelling in Multimedia Communication (4 units)	
<i>(Prerequisites must have been taken before entering the program or must be taken at the beginning of the course work in the program.)</i>		

## PROGRAM CURRICULUM

The M.A. in Communication and Media is designed to provide students with the knowledge, skills, and abilities necessary for participation and leadership in a diverse society. In order to prepare for this, students must take the following courses in the master's program:

COURSE	TITLE /	UNI
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	<b>DESCRIPTION</b>	<b>TS</b>
Required Courses (5 required)	MACM 530 Mass Communication Theory (4 units) MACM 540 Media Literacy (4 units) MACM 550 Media Effects Theory (4 units) MACM 510 Philosophy of Interpersonal and Intertemporal Communication (4 units) MACM 512 Ethics in Media and Communication (4 units)	20
Concentration Elective Courses (6 required)	<i>Students choose <b>five (6) elective</b> courses from the following:</i> MACM 515 Research Methods in Media Communication (4 units) MACM 560 Integrative Framing Analysis (4 units) MACM 521 Visual Storytelling and Multimedia (4 units) MACM 570 On-Camera Performing Communication (4 units) MACM 580 Survey Research (4 units) MACM 582 Integrated Marketing Communication (4 units) MACM 575 Motion Media (4 units) MACM 571 Hosting (4 units) MACM 603 Capstone Project (4 units)	24
Required Practicum	MACM 602 Internship (4 units)  <i>Internship course may be repeated once for credit as a concentration course.</i>	4
<b>TOTAL</b> (12 classes)	The M.A. in Communication and Media is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4-point scale.	<b>48</b>

## **COURSE DESCRIPTIONS**

### **MACM 501 Foundations of Writing and Pronunciation (4 units)**

Course discusses grammar and syntax, with emphasis on sentence structure and learning how to become proficient in prose-style writing. Course also covers pronunciation and speech basics.

### **MACM 502 Foundations of Business Communication (4 units)**

Course teaches students how to write effectively and persuasively by knowing and applying the principles of creating goodwill, letters and memo formats, and editing and reviewing grammar and punctuation. Also covered is the design and delivery of oral presentations.

### **MACM 503 Storytelling and Multimedia Communication (4 units)**

Course teaches the skills necessary for traditional and new media formats, including on-camera television news, radio, and podcasts. Special focus on being a television host and reporter. Also discussed is the role of the storyteller and ethical issues in the profession.

**MACM 510 Philosophy of Interpersonal and Intertemporal Communication (4 units)**

Course discusses phenomenological and hermeneutic concepts as the basis for a rigorous approach to interpersonal and intertemporal understanding. It uses examples from experimental phenomenology to demonstrate how the mind works and thus makes possible, or better yet constitutes the basis for, application of interpretation itself of discourse and action in the human sciences: history, communication, narrative (literature), psychology, and other disciplines. It also discusses the importance of temporality as the inter-exchange of past, present, and future that replaces a mere linear concept of time. Students will be introduced to the use of hermeneutic research conversation as the preferred method of data gathering, and of writing and reading as on-going interpretation, not mere textual description of thought process.

**MACM 512 Ethics in Media and Communication (4 units)**

This course presents a theoretical framework for developing a personal standard of ethics that can be applied in everyday communication situations. It focuses on how one's communication matters ethically in co-creating their relationships within family, workgroups, and communities by examining ethical values including truth, justice, freedom, care, integrity, and honor; and by deciding which values one is ethically committed to upholding. Course presents the practice of communication ethics as part of the lifelong process of personal development and fosters students' ability to approach communication decision-making through an ethical lens.

**MACM 515 Research Methods in Media Communication (4 units)**

This course discusses how-to approach to communication research that draws from scholarship, real-life, and popular culture. It also describes practical reasons for communication students to care about research methods and how they can actually conduct research themselves.

**MACM 522 Visual Storytelling and Multimedia (4 units)**

Course teaches students how to master visual communication through multiple media and platforms as the present-day media adapt to a multiplatform world (with ever-increasing delivery systems from desktops to cell phones).

**MACM 530 Mass Communication Theory (4 units)**

This course introduces students to current and classical mass communication theories, broadly divided into social/behavioral theories and cultural/critical theories. It examines differences between these theories and evaluates their strengths and limitations; how theories developed in the past, are developing in the present, and what new concepts/trends are emerging; and the research behind each theory. Issue-related (contemporary controversies and events) applications of media theory are discussed.

**MACM 540 Media Literacy (4 units)**

This course takes a critical approach to media and analyze and interpret information that is disseminated via mass communication. Students are taught to arrive at more independent opinions and positions with less reliance on media. Theoretical frameworks; applications for the analysis of messages in the various media formats; and issues, current topics of concern, and media literacy outcomes are also discussed.

**MACM 550 Media Effects Theory (4 units)**

This course presents six major theories of media effects and analyzes and evaluates them to construct a picture of the current state of knowledge in the scholarly field of media effects. These

six theories are examined in terms of how each theory was originally conceptualized, its original components, patterns of empirical testing of its claims, and how the theory has developed over time.

The theories are compared and contrasted along six evaluation dimensions, and the insights generated are used to address questions such as: "Within the scholarly field of media effects, why are there so many theories and yet they are not used as foundations for empirical studies?" Course provides an extensive reference lists of important literature in the field.

### **MACM 560 Integrative Framing Analysis (4 units)**

This course discusses the gap that exists in framing scholarship which focuses either exclusively on the analysis of words or of visuals. This gap is addressed by using a six-step approach to the analysis of verbal frames, visual frames and the interplay between them—an integrative framing analysis. Course will show how words and visuals are used to frame people living with HIV/AIDS in a variety of communication contents such as the news, public service announcements and special interest publications. It will also show how this application of integrative framing analysis reveals differences between verbal frames and visual frames in the same messages, underscoring the importance of looking at these frames together.

### **MACM 570 On-Camera Performing Communication (4 units)**

This course teaches how to master the art of on-camera presentation to deliver messages clearly, effectively, and with confidence: an entirely new set of skills (the way you move, the way you speak, and even the way you dress) above and beyond the usual presentation to an audience you can actually see.

### **MACM 571 Hosting (4 units)**

Course teaches how the proliferation of reality TV has led to more genres of shows to host than ever before and, thus, how living in a certain city or having a certain "look" to succeed are no longer a requirement. As social media has become the new TV, a person can become a host from their own home. Course also discusses how the industry has never had a solid, comprehensive resource to teach people how to get into hosting, what to expect, and how to develop their talents. This course provides a step-by-step guide to learn the essential tools and resources needed to become a successful host in today's multimedia world.

### **MACM 575 Motion Media (Animation) (4 units)**

Course teaches the fundamental concepts and techniques of motion media design so that students can apply - and occasionally break - the rules to achieve their communication goals. This course explains all of the design essentials with text, illustration and photography where necessary. An accompanying website will contain any necessary digital files for download, updates and links to other resources.

### **MACM 580 Survey Research in Communication (4 units)**

This course emphasizes the practical aspects of survey research. It teaches students how to approach data analysis so that an appropriate analytic method can be selected, and informed decisions be made about survey types, question types, sampling strategies, research designs, and data analytic methods. QuestionPro (a comprehensive online survey software) will be used to analyze qualitative data from open-ended questions.

### **MACM 582 Integrated Marketing Communication (4 units)**

This course focuses on how interactive media marketing (or interactive marketing communication, IMC) provides new opportunities for maintaining consumer loyalty and purchasing behaviors, as well as company cohesion and reputation. Whereas traditional unidirectional media (e.g., television, film, radio, newspapers), i.e., from company to consumers), interactive media (interactive websites, video games, and social networking) highlights the importance of consumers as the driving force in today's advertising strategies, social media, and the Internet evolution/revolution, with which users can manipulate or contribute multi-directional interactions (i.e., company- consumer, as well as consumer-to-consumer interpersonal interactions).

#### **MACM 602 Internship (4 units)**

The four credit-unit internship requirement assures students apply classroom instruction to current workplace scenarios, while developing or enhancing professionally and engaging in networking. Students undertake a significant experiential learning opportunity, typically with a company or community-based organization, giving students the opportunity to work full-time in an international organization and learn technical and communicative competence.

#### **MACM 603 Capstone Project (4 units)**

Student will complete an original applied research project. The project demonstrates the ability to apply media and communication theory and research methods to a real world problem. Under the guidance of a capstone project faculty, a student will complete a research project including the research question, data gathering, analysis, findings, and conclusions, in relation to a topic germane to media communication.

## MASTER OF SCIENCE IN APPLIED PSYCHOLOGY

### PROGRAM DESCRIPTION

This program is designed for graduates to have a choice of concentration in Consumer and Organizational Psychology and Transpersonal Psychology.

The degree program requires a total of 48 units, which can be completed at an accelerated pace in 12-months or spread out over multiple years. Once admitted, students have the option of selecting a plan of study that best suits them. Courses are offered face-to-face or completely online. The goal of the program is to prepare students to become leaders in the area of applied psychology within a business or individualized setting.

#### **THE CONSUMER AND ORGANIZATIONAL PSYCHOLOGY CONCENTRATION**

focuses directly on two crucial areas (customers and employees) that successful businesses and organizations are engaged on an on-going basis. This concentration addresses these consumer and organizational issues from a modern psychology perspective. While other graduate programs tend to hone-in on the consumer area alone or on the organizational area alone, and with a focus on the economics of desired outcomes, our unique program employs the language and tools of psychology rather than the language of finance for the analysis of consumer and organizational issues. The Consumer and Organizational Psychology concentration offers a wide range of courses, including the essence of consumer and organizational psychology, organizational leadership, research methods, survey research, integrated marketing communication, business analytics, organizational leadership, and personnel assessment.

**THE TRANSPERSONAL PSYCHOLOGY CONCENTRATION** offers students an opportunity to integrate humanistic psychology with to modern psychology. By acknowledging and addressing equally all aspects of their transcendent being (spiritual, social, intellectual, emotional, physical and creative), graduates from the program will use this this unique and holistic approach to promote healing, creativity, transformation, and growth in individuals, groups, and organizations. Transpersonal psychology applies its fundamental notion that human beings' extraordinary personal experiences and spirituality transcend their individual being and unite them with others, communities, and the whole of the physical and spiritual world around them. The curriculum in transpersonal psychology includes courses in transpersonal psychology theory and research methods, spirituality and spiritual development, theories of personality, and transpersonal approaches to creativity.

Upon completion of this program, students obtain the following skills and competencies:

1. Obtain knowledge, skills, and abilities to succeed in careers in the field of applied psychology.
2. Master quantitative and qualitative research methods.
3. Know ethical and spiritual principles to apply in research and problem-solving situations.
4. Be able to communicate effectively in interpersonal and intercultural environments.
5. Are equipped for life-long personal and professional development.



## **DETAILED PROGRAM LEARNING SKILLS and COMPETENCIES (also called LEARNING OUTCOMES):**

### **For the Consumer and Organizational Psychology concentration:**

PLO 1: Understand theories and concepts in applied psychology.

PLO 2: Apply quantitative reasoning, methods, and skills to implement applied psychology research in organizational or consumer research settings.

PLO 3: Develop critical thinking frameworks for the derivation of solutions to practical problems in applied psychology.

PLO 4: Develop written and oral communication skills in the applied psychology field.

PLO 5: Master Information Literacy skills in the field of applied psychology.

### **For the Transpersonal Psychology concentration:**

PLO 1: Understand theories and concepts in transpersonal psychology.

PLO 2: Apply qualitative transpersonal and integral research approaches to implement research in areas related to health, growth, and development in human being.

PLO 3: Integrate understanding of the human psyche with spirituality and holistic life approaches for the attainment and derivation of whole-person insights and solutions to everyday problems.

PLO 4: Develop written and oral communication skills in the field of transpersonal psychology.

PLO 5: Master Information Literacy skills in the field of transpersonal psychology.

## **JOB PREPARATION**

### **Consumer and Organizational Psychology Concentration**

This program prepares students to pursue a variety of careers in diverse types of organizations ranging from Fortune 500 companies to start ups and consulting firms across industries, including entertainment, healthcare, technology, research, non- profit, and government/public entities. The career fields include but are not limited to the following: people operations, consumer analytics, diversity & inclusion, consumer behavior, employee relations, HR, customer experience, marketing, advertising, consulting, internet marketing, and sales.

### **Transpersonal Psychology Concentration**

Students in this concentration study of the human psyche and integrating psychology with spirituality and holistic life approaches. With the field of psychology estimated to grow 11% through the year 2022 (BLS), there is a wide variety of opportunities for these professional in this field. Transpersonal psychologists often spend time in research facilities studying the effect of spirituality and holistic living on the overall health of individuals, in educational settings, and in corporate settings as well. Just a few of the positions often held by these professionals include:

- Teaching Positions
- Corporate Consulting
- Research Positions
- Life Coaching
- Art Therapy

## **APPLICATION MATERIALS**

We do not admit “Ability to Benefit” students for graduate programs. Students need to submit the following materials for admission of acceptance:

1. Application fee for all students (non-refundable): US\$70.
2. Completed application form.
3. Statement of Purpose.
4. Evidence of completion of bachelor's degree. Official transcripts of all degrees.  
Transcripts from international institutions of higher education may require course credit evaluation by a recognized evaluation service selected by GGC.
5. Proof of Language Proficiency (See "Admission" Policies for more details).
6. Financial Verification Form (FVF) with supporting documents; and
7. Foreign Transcript Evaluation (international applicants only).

## **CRITERIA FOR ADMISSION AND PREREQUISITES**

- Applicants are required to have a bachelor's degree or higher from an accredited or state approved college or university or international equivalent with a minimum GPA of 3.0.
- Students without a background in Psychology or related field as determined by the Program chair may be required to take one or more of the following foundations courses as prerequisite:
 

MSAP 501 Foundations of Psychology	(4 units)
MSAP 502 Statistics for Psychology	(4 units)

## **DEGREE GRADUATION REQUIREMENTS**

To receive a Master of Science in Applied Psychology degree, students must successfully complete a minimum of 48 quarter credit units. The following are specific degree requirements:

- 6 Required Courses      (24 units)
- 5 Elective Courses      (20 units)
- 1 Internship             (4 units)

## **INSTRUCTIONAL METHODS – ONSITE and ONLINE**

The traditional onsite class session will consist of a discussion and lecture by the instructor on the topic for that week and question and answer opportunities for students to relate problems encountered in their understanding of assigned readings and assignments. The instructor will distribute many current handouts for students which illustrate the most recent analyses of contemporary problems. Following the completion of the discussion of main concepts, the class will be devoted to hands on projects. The purpose of the chosen projects is to illustrate how various concepts shape the decisions on real-world problems. The instruction methods will help students apply their knowledge to real-world-based situations through in-class activities, assignments and projects. For the convenience of students, classes are held in the evenings and on weekends in the on-campus classroom. The program is delivered with small class sizes to ensure that all students have individualized attention and professional guidance throughout their studies.

Online classes are conducted entirely over the internet using a combination of ZOOM and LMS. Students interact with our online classroom that allows teachers to create online classes whereby

they can store the course materials online; manage assignments, discussions, projects, quizzes and exams; monitor due dates; grade results and provide students with feedback all in one place. Online discussions promote collaborative exploration and critical thinking and foster deeper understanding. Video lectures along with electronic reading materials and online tutorials and simulations provided instruction to meet our learning goals. Students have full access to faculty on campus as well as online. Faculty hold virtual office hours to reach students who are not local to the campus.

## **DISTANCE EDUCATION**

The M.S. in Applied Psychology with program can be completed 100% online ZOOM and LMS. Students will need to log into the system using an internet connection from an off-site location. Online students are not required to attend classes on campus and there is no requirement to visit the campus to complete the degree programs. Students in the online environment will be required to submit papers, projects, reports, case studies, and various other written assignments. Student may also be required to take online exams and quizzes depending on the class. Most assessments are in the form of written reports, papers, projects and case studies.

### **Minimum Online Student Skills Requirements**

Students are expected to have at least the following skills prior to taking distance education courses:

- Basic keyboarding competence
- Elementary knowledge of their computer operating system
- Basic knowledge of software and tools such as
  - Word processor
  - E-mail
  - Internet browser
  - Search engine

### **Hardware Requirements**

- Access to an IBM compatible or Macintosh system. For other operating systems, contact us with questions.
- Internet access either via modem and phone line or a direct network connection (highly recommended to have high speed BROADBAND access).
- Internet service provider for home access and/or access from work (must have prior to start of the course).
- Access to the distance education environment for a minimum of 10 hours per week.
- An e-mail account for sending and receiving electronic mail via the Internet.
- Students must be able to video conference in real-time (appropriate equipment needed- camera, microphone, etc.)

### **Software Requirements**

- Microsoft Word, WordPerfect, Write (OpenOffice) or another word processing program capable of saving files in RTF (Rich Text Format).
- Web Browser – Firefox is highly recommended. To download and install, click the following link <http://www.mozilla.org/en-US/firefox>. However, Google Chrome, Safari or Internet Explorer 9.0 or higher versions (these are free downloadable programs) are some other alternatives. If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV), make sure it is the most recent version. We

cannot guarantee that all course features will function in all non-Mozilla or Internet Explorer browsers.

- E-mail software or a Web browser capable of supporting e-mail activity, including sending/receiving attached files.
- One or more courses may require special (free) plug-ins to access streaming media, PDF files, or other web components.
- Antivirus software.
- Download and install the following software if they (or comparable alternatives) are not already configured on your computer:
  - Firefox or another Web Browser
  - Adobe Acrobat Reader
  - Adobe Flash Player
  - OpenOffice or MS Office
  - Antivirus Protection
  - QuestionPro
  - Skype
  - Zoom

## PROGRAM PREREQUISITE COURSES

A student must have taken the two courses listed under Program Prerequisite Course (see below) prior to starting the program’s course work. If a student has not taken those (or equivalent) courses, s/he must take these courses in the first semester of course work in the master’s program.

COURSE	TITLE / DESCRIPTION (Units)	UNITS
Pre-Requisites (2 required)	MSAP 501 Introduction to Psychology (4) MSAP 502 Statistics for Psychology (4)  <i>Applicants must take these courses if they have not taken them before. Applicant must take this course in their first quarter of course work in the master’s program.</i>	0-8

## PROGRAM CURRICULUM

The M.S. in Applied Psychology is designed to provide students with the knowledge, skills, and abilities necessary for participation and leadership in a diverse society. In order to prepare for this, students must take the following courses in the master’s program:

MSAP (with Customer and Organizational Psychology Concentration)

<b>COURSE</b>	<b>TITLE / DESCRIPTION (units)</b>	<b>UNITS</b>
Core Courses (6 required)	MSAP 505 History and Systems of Psychology (4) MSAP 618 Transpersonal Psychology (4) MSAP 540 Consumer Psychology (4) MSAP 560 Organizational Psychology (4) MSAP 530 Qualitative Research Methods (4) MSAP 531 Quantitative Methods for Experimental Research (4)	<b>24</b>
Concentration Courses (5 required)	<b>Consumer and Organizational Psychology Concentration</b> <i>(Students will choose 20 units from the following:)</i> *  MSAP 506 Experimental Phenomenology and Learning (4) MSAP 541 Survey Research (4) MSAP 542 Business Analytics for Applied Psychology (4) MSAP 550 Integrated Marketing Communications (4) MSAP 563 Applied Cross-Cultural Psychology (4) MSAP 561 Organizational Dynamics and Leadership (4) MSAP 562 Personnel of Assessment and Selection (4) MSAP 600 Capstone (4)  <i>* With Program Chair's approval, up to 8 units of Concentration Courses can be taken from the Transpersonal Psychology concentration courses; and by taking the Internship course a second time.</i>	<b>20</b>
Practicum (1 required)	MSAP 602 Internship (4)  <i>(Internship course may be repeated once for credit as a concentration course.)</i>	<b>4</b>
<b>TOTAL</b> (12 classes)	The M.S. in Applied Psychology is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4-point scale.	<b>48</b>

### MSAP (with Transpersonal Psychology Concentration)

<b>COURSE</b>	<b>TITLE / DESCRIPTION (units)</b>	<b>UNITS</b>
Core Courses (6 required)	MSAP 505 History and Systems of Psychology (4) MSAP 506 Experimental Phenomenology and Learning (4) MSTP 509 Western Philosophy & History of Transpersonal Psychology (4) MSTP 512 Transpersonal Research Approaches (4) MSAP 618 Transpersonal Psychology (4) MSAP 530 Qualitative Research Methods (4)	<b>24</b>
Concentration Courses (5 required)	<b>Transpersonal Psychology Concentration</b> <i>(Students will choose 20 units from the following:)</i> **  MSTP 570 Embodied Spirituality (4) MSTP 571 Spiritual Development Across the Lifespan (4) MSTP 580 Transpersonal Approaches to Creative Expression (4) MSTP 590 Theories of Personality (4) MSTP 600 Capstone in Transpersonal Psychology (4)  <i>* * With Program Chair's approval, up to 8 units of concentration courses can be chosen from the Consumer and Organizational Psychology concentration courses; and by taking the Internship course a second time.</i>	<b>20</b>
Practicum (1 required)	MSTP 602 Internship (4)  <i>(Internship course may be repeated once for credit as a concentration course.)</i>	<b>4</b>
<b>TOTAL</b> (12 classes)	The M.S. in Applied Psychology is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4-point scale.	<b>48</b>

### MSAP (with Early Childhood Development Counselling Concentration)

<b>COURSE</b>	<b>TITLE / DESCRIPTION (units)</b>	<b>UNITS</b>
Core Courses (6 required)	MSAP 505 History and Systems of Psychology (4) MSAP 506 Experimental Phenomenology and Learning (4) MSTP 509 Western Philosophy & History of Transpersonal Psychology (4) MSTP 512 Transpersonal Research Approaches (4) MSAP 618 Transpersonal Psychology (4) MSAP 530 Qualitative Research Methods (4)	<b>24</b>
Concentration Courses (5 required)	<b>Early Childhood Development and Counselling Concentration</b> <i>(Students will choose 20 units from the following:)</i> **  MSAP 611 Psychology of Parenting & Family-East & West (4 units) MSAP 612 Child Development (4 units) MSAP 613 Psychology of Emotion (4 units) MSAP 616 Psychology of Communication (4 units) MSAP 617 Psychological Intelligence (4 units)	<b>20</b>

<b>COURSE</b>	<b>TITLE / DESCRIPTION (units)</b>	<b>UNITS</b>
	* * <i>With Program Chair's approval, up to 8 units of concentration courses can be chosen from the Consumer and Organizational Psychology concentration courses; and by taking the Internship course a second time.</i>	
Practicum (1 required)	MSAP 602 Internship (4)  <i>(Internship course may be repeated once for credit as a concentration course.)</i>	<b>4</b>
<b>TOTAL</b> (12 classes)	The M.S. in Applied Psychology is conferred after satisfactory completion of forty-eight (48) quarter units. The Cumulative Grade Point Average for the degree must be a minimum 3.0 on a 4-point scale.	<b>48</b>

## **COURSE DESCRIPTIONS**

### **MSAP 501 Foundations of Psychology (4 units)**

This course offers students an introduction to psychology as a scientific study of human behavior and mental processes. Its principal focus is on the discussions of main topics in the field, including memory, intelligence, morality, sexuality, mental illness, religion, language, and creativity; the reciprocal influence between individuals and social thinking and behavior; and applied psychology (such as organizational and industrial behavior). The course starts with a brief review of the history of psychology, and an introduction to the research methods used in psychology.

### **MSAP 502 Foundations of Statistics (4 units)**

Course discusses descriptive and inferential statistics: organizing data in table and graph forms, computing basic statistical measurements; estimating parameters using samples, and hypothesis testing; and determining the relationship between two or more variables through correlation and regression analysis. This is a pre-requisite course for the Experimental Research Methods course.

### **MSAP 505 History and Systems of Psychology (4 units)**

Course provides an understanding of psychology: from pre-scientific period to its development as a scientific, applied, and professionalized discipline; and a vehicle of social action and change in America. The course includes an examination of the role of spirituality and its influence in the development of humanistic psychology in America.

### **MSAP 506 Experimental Phenomenology and Knowing (4 units)**

This course starts with a discussion of transcendental and existential phenomenology, and their connection with hermeneutics theory. It reviews simple visual figures used in traditional psychology and illustrates the workings of existential phenomenology through the process of phenomenological reduction and interpretive re-construction operative in phenomenology (experience-experiments in contrast to thought-experiments) in general. More complex figures and phenomena in multiple dimensions are explored, all the way up to complex life interactions, text interpretation. It also serves as methodological approach akin to heuristic (discovery) models in the natural sciences, the arts, and the human sciences.

### **MSAP 530 Qualitative Research Methods (4 units)**

This course introduces students to qualitative research methods used in applied psychology. It offers an overview of the philosophical assumptions and procedures behind the major qualitative approaches (narrative, hermeneutic, grounded theory, ethnographic, and case study). Students will select one method and prepare a full qualitative research study on a topic of choice.

### **MSAP 531 Quantitative Methods for Experimental Research (4 units)**

This course discusses experimental research methods. Starting with experiments that use single and paired t-test comparisons, the course then focuses on experiments with more complex designs: analysis of variance (ANOVA). Excel spreadsheets and SPSS software are used for generating the required computations, results, and output.

### **MSAP 540 Consumer Psychology (4 units)**

This course discusses consumer behavior and its determinant psychological factors, decision-making processes, and socio-cultural influence. This understanding is then applied to analyze consumer behavior in terms of behavioral outcomes such as adoption, resistance, and diffusion.



Appropriate strategies for creating customer values and generating trends in customer behavior are addressed as well.

#### **MSAP 541 Survey Research (4 units)**

This course emphasizes the practical aspects of survey research. It teaches students how to approach data analysis so that an appropriate analytic method can be selected, and informed decisions be made about survey types, question types, sampling strategies, research designs, and data analytic methods. QuestionPro (a comprehensive online survey software) will be used to analyze qualitative data from open-ended questions.

#### **MSAP 542 Business Analytics and Psychology (4 units)**

This course shows how to integrate computer power, mathematical techniques, and knowledge of psychology to convert data into powerful insights about people behavior. Using only Excel capabilities, students are introduced to techniques such as optimization, forecasting and simulation, artificial intelligence, network graphs, clustering, and outlier detection to predict behavior in the consumer and organizational areas. The thrust of this course is to provide students the opportunity to acquire hands-on experience in developing the conceptual and technical aspects of each of the topics discussed by fully duplicating each chapter's case.

#### **MSAP 550 Integrated Marketing Communications (4 units)**

This course focuses on how interactive media marketing (or interactive marketing communication, IMC) provides new opportunities for maintaining consumer loyalty and purchasing behaviors, as well as company cohesion and reputation. Whereas traditional unidirectional media (e.g., television, film, radio, newspapers), i.e., from company to consumers), interactive media (interactive websites, video games, and social networking) highlights the importance of consumers as the driving force in today's advertising strategies, social media, and the Internet evolution/revolution, with which users can manipulate or contribute multi-directional interactions (i.e., company- consumer, as well as consumer-to-consumer interpersonal interactions).

#### **MSAP 560 Organizational Psychology (4 units)**

Course explores organizational theory and practice from the individual, group, and organization perspectives. Organization and their components are examined from a conventional perspective and from the perspective of self-generating systems.

#### **MSAP 561 Organizational Dynamics and Leadership (4 units)**

Course starts with a critical examination of conventional models of organizational and leadership theories based on systems theory (which de-emphasizes the individual). The course continues with the discussion of 'participatory self-organizing-interactions' the basis for a new model of organization and leadership founded on the complexity sciences, psychology, philosophy, and sociology.

#### **MSAP 562 Personnel of Assessment and Selection (4 units)**

This course discusses assessment concepts and practices for the purpose of understanding the psychology of individual differences and achieving a high-quality work force. Topics covered include measurement techniques, considerations of reliability and validity, and the use of the best assessment method in recruitment and psychometric testing which, in turn, will lead to optimal selection and recruitment decisions. Legal and ethical considerations in the personnel and research processes are also covered in this course. Assessment methods such as traditional tests, inventories, interviews, and ratings approach are analyzed and evaluated.

### **MSAP 563 Applied Cross-Cultural Psychology (4 units)**

Course discusses the interrelation of individual and cultural factors in psychosocial behavior. Issues such as globalization, diversity, cultural bias, gender, health, and cross-ethnic communication are analyzed for decision-making, problem-solving, and communicating effectively in situations where cross-cultural considerations are a must. Both conceptual and empirical aspects of cross-cultural interaction are included.

### **MSAP 600 Capstone (4 Units)**

All students will complete an original applied research project. The project demonstrates the ability to apply psychology theory and research methods to a real world organizational or consumer problem. Under the guidance of a capstone project faculty, a student will complete a research project including the research question, data gathering, analysis, findings, and conclusions, in relation to a topic germane to cross-cultural psychology. Student and capstone project supervisor will meet every 2 weeks to check student's progress and potential issues.

### **MSAP 602 Internship (4 units and repeated once for credit)**

The internship requirement assures students apply classroom instruction to current workplace scenarios, while developing or enhancing professionally and engaging in networking. Students undertake a significant experiential learning opportunity, typically with a company or community-based organization. The internship represents an educational strategy that links classroom learning and student interest with the acquisition of knowledge in an applied work setting. Through direct observation, reflection and evaluation, students gain an understanding of the internship site's work, mission, and audience, how these potentially relate to their academic study, as well as the organization's position in the broader industry or field. The internship supervisor will be evaluating the students' competency in the task assigned at week 5 and week 10 of the term. Additionally, students will produce a critical reflection on their internship experience demonstrating how they have addressed specific learning goals. The course may be repeated two (2) times for a maximum of twelve (8) credit hours.

### **MSAP 509 Western Philosophy & History of Transpersonal Psychology (4 units)**

In this course, the origins of transpersonal psychology are discussed as a departure from conventional psychology. The course starts with William James' incorporation of the religious experience into psychological studies. This course continues with Carl Jung's archetypal psychology and depth psychology, which explore human nature in conjunction with mystical materials. The students will learn how philosophy, psychology, and religion were integrated into a more holistic human experience.

### **MSTP 512 Transpersonal Research Approaches (4 units)**

This course studies three main approaches to research in transpersonal psychology (intuitive, integral, and organic), and ways to prepare and open up to exploring a specific research topic by entering in quiet meditation, engaging the various sense (including the kinesthetic and proprioceptive), listening to intuition, being attentive to embodied experiences, and accessing higher states of consciousness. Students will apply these approaches to the various phases of research: research question, literature review, methodology, data collection, data analysis and findings, synthesis and conclusions, and research report writing. In addition, students will write a paper that captures a self-reflection on their own experience(s) of the research process itself.

### **MSAP 618 Transpersonal Psychology (4)**

This course introduces students to the concepts, practice, and research approaches of transpersonal psychology. The convergence of mind-body-spirit by integrating into traditional psychology the spiritual and transcendent dimensions of human experience. It examines how exceptional human experiences can be tapped through higher states of consciousness and embodied experiences leading to new knowledge of the self and others, and to transformation, healing, and wellness in the arts, education, personal growth, community and the physical and spiritual world.

**MSTP 570 Embodied Spirituality (4 units)**

This course introduces students the theories, principles, and practices of embodied spirituality. Through readings, course activities and personal experiences, and deep reflection, student will learn to achieve on higher and embodied spiritual level the integration of self and others. Course will cover sacred embodied experiences in Zen, Buddhism, Sufism, and Christian religions.

**MSTP 571 Spiritual Development Across the Lifespan (4 units)**

In this course, students will explore universal themes that can transcend specific spiritual traditions and apply them personally as a spiritual follower and professionally as a spiritual guide to living a life with others. Course will examine the various phases of life and its stages of spiritual maturation, and follow the path of self-actualization through mindfulness, noble desires, emotional wisdom, virtuous and ethical living, spiritual intelligence, compassionate and generous service, and creativity across the lifespan.

**MSTP 580 Transpersonal Approaches to Creative Expression (4 units)**

This course gives students an opportunity for self-actualization and transcendence through the arts. It uses mixed media painting/visual arts, creative writing/poetry, dance movement, music, psychodrama, drama therapy, storytelling, clay, dream exploration, and ritual to awaken one's source of creative powers in a variety of contexts. It provides students the opportunity to practice the application of transpersonal insight in the arts, and then to transfer creative and transformational spirit into other areas of personal, professional, or community everyday life. Students are encouraged to be all-inclusive and embrace cultural diversity through sharing images, feelings and their personal understanding of spirit.

**MSTP 590 Theories of Personality (4 units)**

This course presents different theories of personality and gives students a framework with which to evaluate human personality theory from an Eastern, indigenous, ecological, and Western perspectives. It emphasizes the integration of personality theories and spiritual practices with applications to real-life situations.

**MSTP 602 Internship (can be repeated for credit) (4 units)**

The course is to provide opportunities for students to relate the internship experience to the knowledge that has gained through classroom instruction. An internship should provide the student with hands-on experience and a good sense of what an actual engagement with individuals, groups, or organization will be like. One hundred twenty (120) hours of internship work is required for completion of this class. Students will be expected to analyze the effectiveness of their internship experience. Employer validation and performance reporting will also be required. Academic work generally includes, but is not limited to, one ten to twelve-page report paper. The course may be repeated two (2) times for a maximum of twelve (8) credit hours.

**MSAP 610 History and Systems of Psychology (4 units)**

This course provides an understanding of psychology: from pre-scientific period to its development as a scientific, applied, and professionalized discipline; and a vehicle of social action and change in the west. The course includes an examination of the basic concepts and theories of general psychology and its history.

### **MSAP 611 Psychology of Parenting & Family-East & West (4 units)**

This course explores the influence of culture on parent-child relationships from a transcultural perspective, examining the impact of parent-child relationships and their effects on individual psychological development across different cultural backgrounds. Students will gain an understanding of the mechanisms through which the cultural differences and parent-child relationship frameworks shape individual psychological development. Building upon this foundation, students will learn about intergenerational transmission within parent-child relationships and develop the ability to break free from such transmission, creatively fostering new and transformative parent-child relationships. Throughout this course, students will clarify that the core of individual growth and development lies in taking responsibility for oneself and will apply their learnings to their own lives, embarking on a journey of personal growth and transformation.

### **MSAP 612 Child Development (4 units)**

This course is a foundational course for students to gain an understanding of the basic concepts and major theories related to the psychological development of children. It equips them with the fundamental knowledge and understanding of children's psychological development, laying a strong foundation for their further studies and professional growth. The course includes practical components, and students are required to complete six assignments. These assignments provide opportunities for students to apply the knowledge and skills acquired during the course in practical settings.

### **MSAP 613 Psychology of Emotion (4 units)**

This course provides students with the foundational knowledge in psychology of emotion. In this course, students will learn various theories about emotion and explore the stimulation, expression and transformation of emotion through personal exercises in each week. On this basic, Students will reflect on the true meaning of emotion in combination with different processes or dimensions such as individual development, trauma healing, transformative learning, group process, and so on. Finally, students will integrate and present their learning achievements in the final paper.

### **MSAP 616 Psychology of Communication (4 units)**

This course explores the fundamental principles and theories behind human communication from a psychological perspective. It covers verbal and nonverbal cues, interpersonal dynamics, culture and technology's impact on communication, and cognitive and emotional factors. Students learn practical strategies for improving listening skills, resolving conflicts, and enhancing communication in various contexts. The course aims to equip students with a solid foundation in communication psychology to become effective communicators in personal and professional settings.

### **MSAP 617 Psychological of Intelligence (4 units)**

This course explores theories, measurement, and factors influencing intelligence. Students examine various intelligence theories, tests, and the impact of genetics, environment, education,

culture, and socioeconomic factors. Practical applications, including academic achievement and decision-making, are also explored. The course fosters critical thinking and prepares students for psychology, education, or related fields.

## FACULTY

### *MASTER'S DEGREE PROGRAM FACULTY*

#### **GUIM, GEORGE, PhD**

Ed.D. in Education (specializing in hermeneutics), University of San Francisco, San Francisco, CA

M.A. in Education, Stanford University, Palo Alto, CA

M.S. in Environmental Management, University of San Francisco, San Francisco, CA

M.A. in Economics, University of San Francisco, San Francisco, CA

B.A. in Economics, University of San Francisco, San Francisco, CA

Teaching Experience from 1986 to present

#### **CHAREST, ANNE-MARIE, PhD**

Ph.D. in Transpersonal Psychology, Sofia University

M.A. in Clinical Psychology with an emphasis in Somatics, The Chicago School of Professional Psychology at Los Angeles

Teaching Experience from 2015 to present

#### **XIE, GANG J, PhD**

Ph.D. in School Psychology, Temple University, PA

M.Ed. in School Psychology, Temple University, PA

M.A. in Educational Psychology, Beijing Normal University, China

B.A. in Teaching English as a Second Language, Qufu Normal University, China

Licensed Educational Psychologist, State of California, since 2003

Pupil Personnel Services Credential, State of California, since 2000

#### **YANG, FEI, PhD**

Ed.D. Adult and Higher Education, University of South Dakota

Ed.S. Educational Technology, University of South Dakota

MBA, Management, Concordia University of Wisconsin

MBA, Business Administration, Kansas W. University

Vice President & Full Professor, Hsiuping University of Science and Technology (HUST)

Associate Director, Living Word Lutheran High School

Vice President, Mt Sierra College, USA

Vice President, Concordia College, USA

Assistant, CEO & Vice Director, Indonesia Global Univ. Campus (Meikarta)

Adjunct Full Professor, Stony Brook University

Visiting Professor, National Tsing Hua University

**GAO, LI, PhD**

Ph.D. in Management Science and Engineering, China University of Geosciences, China  
MBA, Glasgow Caledonian University, U.K.

Undergraduate, International Finance, Wuhan University, P. R. China

Undergraduate, English Language and Literature, Wuhan University, P. R. China

Teaching Experience from 2004 to present

**LEE, MAGDALENA, PhD**

Ph.D. in Transpersonal Psychology, Institute of Transpersonal Psychology, SF. USA

M.A. in Counseling of Youth, Edinboro University, PA, USA

M.A. in Spiritual Counseling, Fordham University, NY, USA

Law School, Fujen Catholic University, Taiwan

Teaching Experience from 1993 to present

**ZHANG, SHERMAN S, PhD**

DBA, California Coast University

MBA/MIS, Lawrence Technological University, Michigan

B.A. in Political Science (Minor: Math/Accounting), Brandon University, Brandon, Canada

Certificate in Project Management and leadership, Stanford University, California

B.A. in English Literature, Sichuan University, Sichuan, China

**LIU, JIAWEI, PhD**

Candidate of Ph. D. in Psychology, Sofia University, Palo Alto, CA, USA

M.A. in Multimedia Communications, Academy of Art University, San Francisco, CA

M.A. in Theater Directing, Moscow State University of Culture and Arts, Moscow, Russia

B.A. in Drama Acting, Shanghai Theater Academy, Shanghai, China

## USEFUL GENERAL INFORMATION

### LEGAL AGE

Twenty-one is the legal age in California. This means that you must be 21 to buy or drink alcoholic beverages or to go to a nightclub.

### SMOKING

In California, smoking in public places is not allowed. This includes restaurants, office buildings, airplanes and stores. You must be 21 to buy cigarettes. For more information, call the City Manager's office of your city.

### TRANSPORTATION

Santa Clara County has a public bus system and light rail system, which serves cities within the county such as Cupertino, Mountain View, San Jose and Milpitas. For information on trip planning, go to the *VTA* (Valley Transportation Authority) website: [www.vta.org](http://www.vta.org) or call customer service at (408) 321-2300.

*CalTrain* is the train system, which connects cities on the San Francisco Peninsula from Gilroy to San Francisco. The Baby Bullet express makes it possible to travel between San Jose and San Francisco in less than one hour. The website is: [www.caltrain.com](http://www.caltrain.com).

*BART* (Bay Area Rapid Transit) is the transportation system, which connects cities on the San Francisco Peninsula with cities in the East Bay. The website is: [www.bart.gov](http://www.bart.gov).

Other types of transportation include taxi and rideshare companies such as Uber and Lyft. If you need a taxi you must call a taxi company to pick you up.

### PARKING

GGC is located in a safe office park with ample free parking.

### DRIVING INFORMATION

- ***If You Have a Tourist Visa:*** You may drive in California with a valid driver license from your home country.
- ***If You Have a Student Visa (I-20):*** If you are an international student (F-1) and you want to drive a car in California you will need to apply for a California Driver License. Wait 10 days after you enter the United States. The 10-day-wait period gives government databases time to update your arrival information. Your SEVIS record needs to be updated and in “Active” status. GGC places your SEVIS record in “Active” status 3-5 days after you register for your classes.

### DMV (Department of Motor Vehicles)

**1. Schedule an appointment with the DMV office.** For faster service, make an appointment online at <http://dmv.ca.gov> or call 1-800-777-0133.

DMV (GGC recommends)  
600 North Santa Cruz Ave,



Los Gatos, CA

## 2. What to bring to the DMV:

- Passport
- The electronic I-94 Form
- I-20 Form
- Cash for the required fee
- Driver license from your home country if you have one

## 3. What to do and say at the DMV:

- Ask for a Driver License application (DL44).
- Fill out the application form while you are waiting to be called.
- In the space for Social Security Number, write “Not Eligible”
- When it is your turn to see the clerk, go to the window and present your application.
- At that time you should say: **“I am an international student on a student visa. I do not have a social security number because I am not eligible for work.”**
- Present your passport, I-94, and I-20. (The clerk will make copies of your documents and enter your information into the computer.)
- Pay the required fee.
- Take the vision test.
- Take the traffic laws and sign (written) test.
- Have your photo taken.
- Have your fingerprint taken.

Note: The application and written test including all the waiting in line will take from 2-4 hours. The DMV will not offer written exams after 4:30 p.m.

## 4. Driving Test

- If you **have** a driver license from your home country and you pass the written test, you are required to take a driving test.
- Visit [www.dmv.ca.gov](http://www.dmv.ca.gov) to schedule a driving test appointment. (Driving tests are not given without an appointment.)
- Bring to the appointment proof of insurance for the vehicle you are using for the driving test.
- After you pass your driving test, you will be issued an interim license valid for 60 days until you receive your new photo license in the mail.

If you **do not** have a driver license from your home country and you have passed the written test, you will receive a Driving Permit. The Driving Permit is valid for one year. You must practice driving and take your driving test within one year. The driving permit only allows you to drive if a licensed driver (18+ years old) is with you in the car.

If you **do not pass the written test** the first time, you have two more chances.

These instructions are subject to change. Please check the DMV website at: [dmv.ca.gov](http://dmv.ca.gov) for the most up-to-date information.

### ***Car Insurance***

If you buy or rent a car, you must have liability insurance. If you rent a car, you can purchase insurance from the rental company. If you buy a car, you will be required by the insurance company

to show a valid California Driver License in order to purchase insurance. If you are involved in an accident and have no insurance, your California Driver License will be suspended.

### ***Car Registration***

The car you drive must be currently registered. The license plate must have a sticker on it for the current year. If you purchase a car, you must register the change of ownership with the DMV within 10 days. You must show proof of car insurance to register your car. If you do not register your car, you will be fined for driving a car without registration.

### ***Driving Under the Influence (DUI) of Alcohol or Drugs***

It is against the law to Drive Under the Influence (DUI) of drugs or alcohol. This includes certain medicines that your doctor may prescribe. These medicines usually have a label warning you not to drive while taking them. If you are stopped, you will be asked to take some physical tests near your car. You may also be asked to take a blood, breath or urine test. If you refuse, you will automatically lose your license for six months, even if you are not drunk. Anyone found guilty of DUI will go to jail for at least two days and has to pay a fine.

### ***ACCIDENT REPORTS***

If you are involved in a car accident in which there is damage of \$500 or more to any car, or if someone is hurt, you must file an accident report with the Department of Motor Vehicles within 15 days. This is required even if you are not at fault. If you contact your insurance agent, he/she can file the report for you.

If you are in an accident with a car while the driver is inside, you must stop and exchange information with the other driver such as Driver's License number, car registration, insurance company and policy number, license plate, address and phone number. Again, this is required even if you see no damage or if you think it is not your fault. The exchange of this information is for your own protection. If there is significant damage or injury, call the police. Get the case number of the police report and inform your insurance company immediately about the accident.

### ***HIT AND RUN ACCIDENT***

If you hit a parked car and cannot find the owner, you must leave your name and address, even if you see no damage. If you do not leave a note, you can be found guilty of "hit and run".

### ***IDENTIFICATION***

If you are stopped by a police officer in your car or anywhere else, you must identify yourself and give your address to the officer. If you refuse, this can be considered a crime. If you give false information to an officer, such as a false name, this, also, is a crime.

### ***IMMIGRATION STOP***

If you are legally in the United States, you should have no problems with the Immigration Service. If you are stopped by an Immigration Officer, you must identify yourself and show your immigration papers or passport. If you are ever picked up by the Immigration Service, give your name only, do **not sign any papers**, ask for an immediate court hearing and ask to be allowed to call your family, your school, friends or an attorney.

### ***FOR YOUR SAFETY***

While you are in the United States, there are some general safety rules which you should remember. Please follow these guidelines to make your stay here as safe and pleasant as possible.

**Basic Rules:**

- Be sure you know where you are at all times. Know the names of the streets you travel on a daily basis.
- If you must travel somewhere alone, make sure a friend or relative knows where you are going and when you are expected back.
- Do not accept rides with strangers or with persons who may be intoxicated.
- Never reveal your phone number, personal information or the fact that you are home alone to a stranger on the phone.
- Carry a cellular phone.
- Carry only necessary cash and credit cards.
- If you feel uneasy, uncomfortable or fearful of someone- seek help IMMEDIATELY- do not wait! Trust your feelings the first time.
- Make sure you know how to use **9-1-1 for an emergency**. Call this number from any phone if you need the Police, Fire Department, Ambulance or Highway Patrol. If you use a public phone, you do not need to put money into the phone. Provide the person on the phone with any information they ask for. Do not hang up the phone before the operator tells you that help is coming. Help will be sent your way as soon as possible

**On Foot:**

- Be aware of your surroundings.
- Try not to travel alone after dark.
- Do not take "short cuts". Stay on well-traveled public routes.
- If you carry a purse, keep it closed and close to your body.
- Don't use a portable music player such as an MP3 player when walking alone.
- If you think you are being followed: cross the street and change directions, look back so the person realizes you spotted him/her, go to a public place and call a friend to pick you up.

**By Bike:**

- Try to park in well-lit, frequently traveled areas.
- Lock your bike with a U-shaped bicycle lock or case-hardened chain.
- Keep a record of your bicycle's make, model, and manufacturer's serial number

**By Car:**

- Always lock your car.
- Keep your keys in your hand while you walk to your car.
- Park in well-lit areas.
- After dark, try to have someone you trust walk you to your car.
- Don't leave valuable items in plain view inside your car.
- Don't drive alone at night if possible.
- Never pick up hitchhikers.
- If your car breaks down and someone stops to help you, ask that person to call the police for you. Don't accept rides.
- If you see police lights on the car behind you, don't pull over until you are in a well-lit, populated area.

**Using ATMs:**

- Use automatic teller machines (ATMs) that are located at the banks.

- Try not to use ATM at night. Find ATMs located in well-lit areas and avoid using an ATM alone.
- Do not stand at an ATM and count your money.
- Do not use any ATM that looks like it has been tampered with.

### ***EARTHQUAKE INFORMATION***

If an earthquake happens while we are at school, please follow these simple steps:

#### ***When it starts***

- Don't panic - stay calm
- Protect yourself from falling objects. Quickly go under a table or desk, or stand in a doorway, or duck down in a corner or near a firm wall
- **STAY AWAY FROM WINDOWS!**

#### ***When it stops***

- Stay calm
- Follow staff instructions
- Don't light a match or lighters
- **NO SMOKING!**
- Leave the school through the nearest exit
- Assemble in a group in the middle of our parking lot, away from the building, away from power lines
- Do not leave the school grounds (GGC) without telling a staff member
- Follow GGC staff instructions

For more information about how to be prepared, please see the following website: [www.ready.gov/earthquakes](http://www.ready.gov/earthquakes). At home, make sure you have at least the following:

- Flashlights and batteries
- Drinking water
- First aid kit
- Portable radio with batteries or car radio
- Contact person outside this area
- Meeting point where you will find your friends or family.

### ***OPENING A BANK ACCOUNT***

If you plan to be in the US for 6 months or more, you should open a bank account. Most banks will require you to bring two or more of the following documents with you to the bank:

- Passport (Form I-94, Form I-20)
- Foreign or California Driver License
- Major credit card (Visa or MasterCard)

A Social Security number is **not** required, you will, however, have to sign additional form(s) provided by the bank.

These banks are located close to GGC:

**Chase Bank**

77 Holger Way Avenue

San Jose, CA 95134  
<https://www.chase.com>

**Wells Fargo Bank**  
3920 Rivermark Plaza  
Santa Clara, CA 95054  
<https://www.wellsfargo.com>

**East West Bank**  
338 Barber Lane  
Milpitas, CA 95035  
<https://eastwestbank.com>

**U.S. Bank**  
100 N. Milpitas Blvd., Suite 100  
Milpitas, CA 95035  
<https://www.usbank.com>

**HSBC Bank**  
603 E. Calaveras Blvd.  
Milpitas, CA 95035  
<https://www.us.hsbc.com>

### ***SOCIAL SECURITY CARD***

Social Security numbers (SS#) are issued only for the purpose of withholding taxes from wages earned in the United States. You can apply for a SS# **only** if you have employment authorization from the Immigration Service or are offered part-time employment on a college or university campus. You do not need a SS# to get a driver license, open a bank account or rent an apartment.

If someone asks you for a SS#, simply tell them that you do not have nor need one. You can use your passport, I-94, I-20 driver license, CA ID card, or credit card for identification purposes.



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