



M
Menlo College

2022-2023 Catalog



**An Independent,
Coeducational
Institution of
Higher Learning**

Menlo College is accredited by the Western Association of Schools and Colleges Senior College and University Commission* and The Association to Advance Collegiate Schools of Business**

*WASC Senior College and University Commission
www.wscuc.org

**AACSB International
www.aacsb.edu

M Menlo College

VISION

Menlo College's vision is to redefine undergraduate business education to be dynamically adaptive, innovative, and relevant so that students can recognize opportunities and apply 21st century skills to make a positive impact on the world.

MISSION

At Menlo College, we ignite potential and educate students to make meaningful contributions in the innovation economy.

Our students thrive in an environment that values the following: small class sizes, experiential learning, engaged and student-centered faculty, holistic advising, exceptional student success resources, robust athletics programs and student leadership activities, and opportunities to engage in the Silicon Valley environment. Our graduates are able to learn throughout their lives and to think analytically, creatively, and responsibly in order to drive positive change in organizations and communities. Our faculty members mentor students by identifying potential, cultivating students' individual talents, and helping them build a roadmap to support their success. We support our faculty in producing research that informs teaching, theory development, and professional practice.

COLLECTIVELY, THE FOLLOWING REPRESENTS THE CORE VALUES THAT INFORM OUR MISSION STATEMENT

At Menlo College, we:

- Value diverse ideas and celebrate our differences
- Treat all people with fairness and equity
- Develop the full potential in each person
- Support a range of teaching and learning styles
- Continually improve the educational process
- Consider one's responsibilities to others
- Act with integrity

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2022-2023
Catalog

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Menlo College Academic Calendar 2022-2023

FALL SEMESTER 2022

August 10-19	Wednesday-Friday	Rising Scholars Program
August 18	Thursday	Residence halls open for international residents
August 19	Friday	Last day for 100% tuition refund for complete withdrawal
August 19	Friday	Faculty Orientation and Professional Development
August 19	Friday	Residence halls open for new students
August 19-20	Friday-Saturday	New Student Orientation (first-year students)
August 20	Saturday	Residence halls open for transfer students (morning)
August 20	Saturday	Transfer Orientation
August 21	Sunday	Residence Halls opens for returning students
August 22	Monday	First day of instruction
August 26	Friday	Last day to ADD a class
September 5	Monday	Labor Day (HOLIDAY)
September 12	Monday	Last day for 75% tuition refund for complete withdrawal
September 16	Friday	Last day to DROP a class without a “W”—Census
September 26	Monday	Last day for 50% tuition refund for complete withdrawal <i>(no refunds issued after this date)</i>
October 14	Friday	Mid-semester grades due
October 28	Friday	Last Day to WITHDRAW from a class with a “W”
November 4	Friday	Graduation Petition deadline for spring/summer 2023 (May/August 2023 graduation)
November 4	Friday	Spring registration materials available
November 7	Monday	Spring registration begins for seniors
November 8	Tuesday	Spring registration begins for juniors
November 9	Wednesday	Spring registration begins for sophomores
November 10	Thursday	Spring registration begins for all continuing students
November 21-25	Monday-Friday	Thanksgiving break - no classes
November 24-25	Thursday-Friday	Thanksgiving (HOLIDAY)
November 28	Monday	Classes resume
December 2	Friday	Tuition due for spring 2023
December 12	Monday	Final Week Schedule begins
December 16	Friday	Final Week Schedule ends/Last day of instruction
December 17	Saturday	Residence hall move out for students not remaining over the break
December 19	Monday	Final grade reports due
Dec 23-Jan 2	Friday-Monday	Winter break - Menlo College Campus closed
January 3-20	Tuesday-Friday	Fall Intersession Classes (3-week session)

Menlo College Academic Calendar 2022-2023

SPRING SEMESTER 2023		
January 3	Monday	Spring registration begins for new students
January 13	Friday	Last day for 100% tuition refund for complete withdrawal
January 16	Monday	Martin Luther King Day (HOLIDAY)
January 20-22	Friday-Sunday	New Student Orientation
January 20	Friday	Move-in for new resident students
January 22	Sunday	Residence halls open for <i>returning</i> students
January 23	Monday	First day of instruction
January 27	Friday	Last day to ADD a class (waitlists will close at 2 p.m.)
January 30	Monday	Last day for 75% tuition refund for complete withdrawal
February 13	Monday	Last day for 50% tuition refund for complete withdrawal (<i>no refunds issued after this date</i>)
February 17	Friday	Last day to DROP a class without a “W” — Census
March 17	Friday	Mid-semester grades due
March 20-24	Monday-Friday	Spring recess – no classes
March 27	Monday	Graduation Petition deadline for fall 2023 (December 2023 graduation)
March 31	Friday	Last Day to WITHDRAW from a Class with a “W”
March 31	Friday	Fall registration materials available
April 3	Monday	Fall registration begins for seniors
April 4	Tuesday	Career Connect Day (tentative) - no daytime classes
April 4	Tuesday	Fall registration begins for juniors
April 4	Tuesday	Faculty Retreat (tentative)
April 5	Wednesday	Fall registration begins for sophomores
April 6	Thursday	Fall registration begins for all continuing students
May 14	Monday	Final Week Schedule begins
May 19	Friday	Final Week Schedule ends/Last day of instruction
May 20	Saturday	Commencement
May 21	Sunday	Residence hall move out for fall students
May 22	Monday	Final grade report due
May 22	Monday	Fall registration begins for new students
June 30	Friday	Fall 2023 tuition due
SUMMER 2023		
Summer Classes:	SESSION 1: May 22 - June 16 (4-week session) SESSION 2: June 19 - August 4 (7-week session)	
Internship Classes:	SESSION 1: May 30 - August 4 SESSION 2: June 5 - August 11	
For any summer classes that are missed because of a holiday, please review the course description for makeup days.		
May 29	Monday	Memorial Day (HOLIDAY)
June 19	Monday	Juneteenth National Independence Day (HOLIDAY)
July 4	Tuesday	Independence Day (HOLIDAY)



PRESIDENT'S WELCOME



Welcome to Menlo College!

As a Menlo College student, you realize the very best of all that a college education offers. You learn lessons that will be invaluable during your Menlo journey and throughout your life, all while preparing for your first post-graduation job or for graduate school. We offer dynamic courses, unique learning experiences, and countless opportunities for intellectual and personal development. This Academic Catalog reflects those opportunities.

Here, you benefit from expertise from Silicon Valley and beyond. Integrity, honesty, and concern for others are dominant themes at Menlo College. That commitment extends to enhancing diversity, inclusion, and equity. In addition to learning in the classroom, you benefit from cultural and service activities, whether it be on campus or elsewhere, through global immersion programs, study abroad opportunities, or case competition participation. Our vibrant community offers students leadership opportunities, an athletics program focused on the success of our student-athletes in the broadest possible sense, a required internship program for business students, and a myriad of other ways to enrich your life.

Our faculty and staff are dedicated to your success.. Together, our faculty and students explore complex ideas in ways that increase our community's understanding of an always-changing world. Our College's commitment to community engagement and our focus on student success enrich your experience. Excellence and attention to your individual growth are hallmarks of a Menlo education.

As I hear over and over again from our alumni, a Menlo College education has enduring value. I am honored to serve as your president and I look forward to engaging with you on your Menlo journey.

Thank you for entrusting Menlo College during your college years and for your future success.

Steven A. Weiner
President



BUSINESS DEAN'S WELCOME



The Menlo College School of Business

Welcome to Menlo College School of Business!

Founded in 1927, the Menlo College School of Business has since become locally and globally recognized. We are now one of the leading undergraduate business schools in the Bay Area. Underpinned by academic excellence and innovative thinking, we advance global business knowledge.

You have chosen the right place to study for your business degree. In just the last few years, we have expanded our business program, adding a Business Analytics major in 2020, an Academic Global Immersion program in 2021, and a Silicon Valley Immersion program in 2022. We have plans to add graduate programs in business starting fall 2023, pending WSCUC approval.

We are committed to the continual growth of our programs, building on the strength of our reputation among the business community, the growing number of Menlo alumni assuming leadership roles in a broad array of industries, new faculty and staff, and as always, new students who challenge us to advance. Working together, our educational programs will continue to contribute to the economic and social advancement of the world.

We are committed to your success, and wish you an enjoyable and productive time here at Menlo College.

Dr. Mouwafac Sidaoui
Dean, School of Business



ARTS AND SCIENCES DEAN'S WELCOME



The Menlo College School of Arts and Sciences

The Menlo College experience encompasses a variety of important components, including athletics, clubs and campus events, and as importantly, making new friends. But at its core, college is about academics — the classes you take and the skills and knowledge you gain as you prepare for life after graduation.

The graduation requirements described in this Menlo College Academic Catalog for 2022-23 will guide you toward choosing courses that will help you reach your potential in terms of academic skills like verbal and written communication, critical thinking, quantitative reasoning, and information literacy. They will also expand your horizons, exposing you to new ideas, new ways of looking at the world, and new ways of thinking about how you can grow as a person.

Our courses also reflect Menlo's commitment to mirroring the diversity of our campus community and of the world. I encourage you to make course choices that challenge how you see yourself and your place in the world, and that expose you to new ideas and new perspectives. Doing so will enhance your college experience and better prepare you for your future success.

You've made an excellent choice by deciding to come to Menlo College. I'm happy to have you here.

Dr. Melissa R. Michelson
Dean of Arts & Sciences

PHONE & FAX NUMBERS

(All numbers are within the +1 650 area code unless otherwise noted)

DEPARTMENT	PHONE	FAX
Academic Advising	543-3917	543-4003
Academic Affairs	543-3800	543-4003
Academic Success Center	543-3845	543-4003
Admissions Office	800-556-3656, 543-3753	543-4496
Alumni Engagement & Development	543-3823	543-4102
Athletics	543-3852	543-4497
Business Office	543-3719	543-4117
Campus Store	543-3711	543-3751
Community Service	543-3943	543-3750
Conferences and Event Services	543-3887	543-4117
Mental Health Services	543-3798	543-3750
Disability Services	543-3845	543-4120
Facilities	543-3714	543-4117
Financial Aid/Scholarships	543-3880	
Housing Information	543-3779	543-3750
Human Resources	543-3733	543-4117
Information Technology	543-3830	543-3833
Intensive English Program	543-3849	
International Student Services	543-3798	
Internship Program & Career Services	543-3741	543-4003
Library	543-3826	
President's Office	543-3744	543-4130
Registrar's Office (Transcripts)	543-3737	543-4103
Student Accounts	543-3781	543-4117
Student Affairs	543-3779	
Study Abroad	543-3798	



About Menlo College

Menlo College is developing graduates who will be critical thinkers, strategic communicators, and team players who can flourish, thrive, and lead in the workplace.

The College accomplishes this by incorporating the unique entrepreneurial, multicultural, and active lifestyle of the dynamic Silicon Valley and the beautiful San Francisco Bay Area. At Menlo College, students are participants in preparing for their futures, not spectators.

Menlo forges links between the classrooms, residence halls, athletics, and the community at large to create an active, personalized, and engaging educational experience that prepares students for the complexities, challenges, and opportunities they will face in their personal and professional lives. The College's extensive athletic program develops leadership and teamwork skills. Residential and student life programs engage students outside the classroom in group projects, cultural experiences, community service, and outdoor adventures.

These co-curricular activities complement the academic programs' use of experiential learning techniques to provide breadth and depth to learning, helping students to be more versatile, adaptable, and innovative in communication and problem-solving skills. In addition, business students are required to complete a six-credit internship to further link the classroom to the real world. The College also engages in academic partnerships in Europe, Asia, and Latin America to help students develop a global and multicultural perspective.

HISTORY

Menlo College was founded in 1927 as a private residential college for men. Students could complete the first two years of college study before transferring to a university to complete undergraduate coursework.

In 1949, the School of Business Administration was established as a four-year program. In 1971, the College

became a co-educational baccalaureate institution offering educational programs developed in response to social and technological change. Today, Menlo College is clearly focused on business education and its mission to educate and develop future business and community leaders.

LOCATION

The College is located on a 40-acre campus in the residential community of Atherton, California. A hallmark of the campus is its stately, old oak trees. Atherton is approximately 25 miles equidistant between San Francisco and San Jose. The nearby towns of Menlo Park and Palo Alto are small business communities with shopping centers and movie theaters that offer a large array of cultural activities. The College is located in the heart of the technological center of the United States, Silicon Valley.

Northern California is one of the most beautiful regions in the world, offering the splendor of Big Sur, the Monterey Peninsula, Napa Valley, the North Coast, the Gold Country, and the Sierra Nevada Mountains, all of which are within driving distance from the Atherton campus.

STUDENTS

Menlo College has always attracted students from throughout the United States and abroad. Almost half of all states are represented by Menlo students, including California and other Western states, Hawaii, and beyond. Countries outside the United States are also well-represented, with students calling 36 different countries their home. The Menlo community is culturally and ethnically diverse. The variety of languages, experiences, and lifestyles represented at Menlo gives the College a cosmopolitan character.

FACULTY AND STAFF

The College's faculty and staff reflect the unique diversity of the San Francisco Bay Area, sharing a strong interest in education with a focus on excellence in teaching and administration. Each student has an advisor whose objective is to develop a mentor relationship with the student. Additionally, many faculty and staff reside on campus and are active participants in student-based co-curricular activities.

GOVERNANCE

Ultimate responsibility for the welfare of the College rests with the President and the Board of Trustees. Academic policies and procedures are developed and maintained by a system of shared governance. Shared governance means that all members of the community, including students, faculty and administration, have a voice in the governing of the College. Faculty are represented primarily by the Faculty Senate. Students are represented by the Menlo College Student Government Association.

ACADEMIC FREEDOM

Menlo College's Board of Trustees believes that truth is found and learning is fostered by the free exchange of ideas and by free investigation. The Board regards diversity of opinion as a corollary of academic freedom and recognizes that this diversity may include opinions that are unpopular and contrary to established positions.

The purpose of this academic freedom statement is to protect individual members of the faculty from dismissal, coercion, or harassment because of their views. Faculty members are entitled as citizens to freely express their views without recrimination. Faculty members are entitled to full freedom in their choice of research subjects and methodology and in the publication of their research results. The Board of Trustees expects that free investigation and expression will often engender vigorous controversy. Positions may be taken that contradict prevailing ideas and beliefs. However unpopular the opinions expressed, the Board values free intellectual discourse and therefore commits Menlo College to the defense of academic freedom.

In that spirit, the President and the Board of Trustees call upon the faculty to recognize the special responsibilities that membership in the academic profession entails. They expect faculty members to demonstrate professional responsibility in all academically related pursuits by encouraging the free pursuit of learning among students, by treating them and their opinions with dignity and respect, and by respecting and defending their colleagues' right of free inquiry



Admission to Menlo College

Menlo College seeks to attract a diverse and talented student body. Although many of Menlo's students come from California, more than 26 other states and 36 foreign countries are also represented.

Menlo admits qualified candidates from both public and private secondary schools. The College also welcomes the maturity and experience of transfer students, and encourages members of all ethnic, racial, and religious backgrounds to apply for admission. Prospective students with physical differences will find classrooms, lecture halls, residence halls, and faculty offices accessible to their needs.

The Office of Admissions staff recognizes the challenges students face in selecting a college or university where they will be happy and academically successful. Our personal approach to college admission is designed to make this process smooth and rewarding for our applicants.

It is strongly recommended that all prospective students visit the campus. Visits can be scheduled online (www.menlo.edu/visit-us) or by contacting the Office of Admissions toll-free at 1(800) 55-MENLO (within the USA) or (650) 543-3753.

THE APPLICATION CALENDAR

Menlo College welcomes applications from students from across the United States and around the world, both citizens of the United States and citizens of other countries. Application deadlines can be found on www.menlo.edu. There has been a large increase in applications over the past few years. Students are encouraged to apply early.

Applicants are admitted under the degree requirements in effect at the time of their admission. Admission to degree programs, Intensive English Program, and the

eligibility to enroll in classes is valid only when verified and confirmed in writing by the Office of Admissions.

NEW STUDENT ADMISSION CRITERIA

Menlo College admits individuals who are academically prepared to succeed at the college level and have the potential to become leaders within the Menlo community and beyond. To build a student body with these qualifications, the Admission Committee uses the following criteria as guidelines for decisions:

- Graduation from a recognized secondary school or evidence that an equivalent degree (e.g. GED) or education has been completed.
- A college preparatory course pattern as determined by the individual high school, or a rigorous community college program.

There are additional requirements for new international F-1 visa students. Please refer to the "Additional Procedures for New International F-1 Visa Students" section.

NEW STUDENT APPLICATION PROCEDURES FOR U.S. CITIZENS, PERMANENT RESIDENTS AND INTERNATIONAL STUDENTS

The application procedures are as follows:

- Apply electronically through the Menlo College website at www.menlo.edu. Menlo College also participates in the Common Application program.
- Freshmen applicants should request that a high school transcript be sent to the Office of Admissions. A final, official transcript, including graduation date, is required before students may attend classes. Students who do not provide final official transcripts by the expected deadline may be charged a \$50 transcript collection fee.

- Transfer students must submit transcripts from all colleges and universities attended. Transfer students with fewer than 12 transferable academic semester units must also submit high school transcript(s). Prior to enrollment, transfer students are notified of their academic standing including how many units may transfer to Menlo College and what courses they have fulfilled. Failure to report the history of any previous post-secondary enrollment will likely result in administrative withdrawal from the College. Final, official transcripts, including graduation date if applicable, are required before students may attend classes. (Refer to the section on "Transfer Credit Policies and Procedures" for more information.) Students who do not provide final official transcripts by the expected deadline may be charged a \$50 transcript collection fee.

Once all application materials are received, the Admissions Committee will render a decision. In most cases, applicants are notified of the Committee's decision within ten days of all materials being received.

If admitted, upon making a decision to enroll, a student must pay the \$250 enrollment fee deposit. The deposit is credited toward the balance of the student's first semester tuition and fees and is not refundable.

Payment in full or a signed promissory note (payment plan) of the remaining tuition and fees is due approximately six weeks prior to the beginning of each semester.

ADDITIONAL PROCEDURES FOR NEW INTERNATIONAL F-1 VISA STUDENTS

International students are those whose permanent home is abroad and are planning to study in the United States under the F-1 student visa program. For many years, the international student enrollment at Menlo College has varied between 15–25 percent of the total enrollment each semester. Menlo welcomes applicants and students from all over the world.

International students will join the Degree Program or the Intensive English Program. International students are required to complete all the application procedures listed above. In addition, the College requires international students to do the following:

- Degree Program applicants must demonstrate their ability to use the English language in college-level work. The College requires submission of official TOEFL or IELTS CBT scores. International students whose language of instruction is English may waive this requirement.

- Any student without scores or with scores between 450 and 536 TOEFL PBT, 51 and 73 TOEFL IBT, 5.5/6.0 IELTS (no band below 5.0), or, an SAT total score less than 890, an ACT composite score less than 16, or a Duolingo English score less than 100 will be considered for the Intensive English Program (IEP).
- Intensive English Program applicants may request a Zoom or in person interview in lieu of submitting official English proficiency test scores.
- International students who are transferring from a community college or an regionally accredited university within the United States, and who have successfully completed the prerequisite for the degree level Freshman English Composition with a grade of "C-" or higher are not required to present official test scores.
- All foreign university transcripts must be evaluated by WES (www.wes.org), Incred (<https://www.incredevals.org>), or SpanTran (<https://spantran.com/>) if the student intends to transfer units to Menlo College.

If admitted, upon making a decision to enroll, a student must pay the \$250 enrollment fee deposit. The deposit is credited toward the balance of the student's first semester tuition and fees and is not refundable.

After an international student has been accepted for admission and has submitted the required \$250 enrollment deposit and financial documents (certificate of finance and letter on bank letterhead), official immigration documents will be issued to enable application for an F-1 student visa. The F-1 student visa is required for entry into the United States to study at Menlo College. This visa must be obtained from a U.S. Consulate/Embassy abroad prior to leaving for the United States. The student will present documents upon arrival at the U.S. port of entry and also must show them to International Student Services staff upon arrival at Menlo College.

International F-1 students transferring from a school in the United States to Menlo College are not required to exit the United States. They must complete a Menlo College transfer form that indicates the date their immigration record will be electronically released by their current institution. Upon receipt of their electronic record, Menlo College staff will process student transfers.

Payment in full or a signed promissory note (payment plan) of the remaining tuition and fees is due approximately six weeks prior to the beginning of each semester.

All international students are automatically enrolled in the Menlo College-sponsored health plan unless proof of comparable coverage with an insurance carrier based in the U.S. is provided.

VISITING STUDENTS

A visiting student is a non-degree seeking student in good standing at another institution who is admitted to Menlo College for one year only. Coursework completed under visiting student status is considered to be a part of the student's program elected under the jurisdiction of the home institution; therefore it is recommended that the student seek academic advising from the home institution prior to enrolling at Menlo College. **NOTE:** *Summer is considered open enrollment for non-degree seeking students. Enrollment must be approved for visiting students seeking to register in the fall or spring terms.*

To apply as a visiting student, complete and submit a Menlo College Undergraduate Visiting Application available on www.menlo.edu.

Students may be required to produce an unofficial transcript to verify that they have fulfilled any Menlo College course prerequisite requirements.

Visiting students who wish to apply to Menlo College as degree-seeking students must complete a regular application for admission and meet all regular admission requirements. Official transcripts from all post-secondary institutions attended must be provided. In order for credits to apply to a Menlo College degree, a visiting student must apply through Admissions within one year of enrollment. Courses taken at all institutions, including those taken as a visiting student at Menlo College, will be used to calculate the admission grade point average. This calculation will be weighed in Menlo's decision to admit the visiting student as a regular degree-seeking student.

READMISSION APPLICATION PROCEDURES

Students who were previously enrolled at Menlo College are required to reapply for admission status, unless they are currently on an approved Leave of Absence (See the section on "Leave of Absence" for additional information). Students who request readmission to Menlo College should do the following:

- Apply electronically through the Menlo College website at www.menlo.edu.
- Submit a personal statement of no less than 250 words. This personal statement should include:
 - (1) an evaluation of your college experience to date including your reason(s) for leaving Menlo;
 - (2) your reason(s) for seeking readmission; and,
 - (3) your perception of how your educational objectives can now be met at Menlo College.

Readmission is not guaranteed and will be based on the quality of academic and life activities that took place during the applicant's time away from Menlo.

Readmission applicants must satisfy the admission and degree requirements in effect at the time of their readmission.

If admitted, upon making a decision to enroll, a readmitted student must pay the \$250 enrollment fee deposit. The deposit is credited toward the balance of the student's first semester tuition and fees and is not refundable.

Payment in full or a signed promissory note (payment plan) of the remaining tuition and fees is due approximately six weeks prior to the beginning of each semester.

ADVANCED PLACEMENT

Entering freshmen may be granted Menlo College credit for a particular course(s) on the basis of qualifying scores on the Advanced Placement Examination (AP) and College Level Examinations Program (CLEP).

Menlo College also participates in the A-level and International Baccalaureate (IB) Programs. These programs are rigorous pre-university courses of study that lead to examinations that meet the needs of highly motivated secondary school students. Each is designed as a comprehensive two-year curriculum that allows its graduates to fulfill the requirements of various national educational systems. Check Menlo College's website at www.menlo.edu for specific minimum score requirements.

MENLO COLLEGE NONDISCRIMINATION POLICY

Menlo College does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to programs and activities, treatment, and employment in the College. Inquiries regarding the College's equal opportunity policies should be directed to the Human Resources Office.

Menlo College is committed to ensuring equal access and opportunity to all members of our campus community, and to make all programs and services accessible to students with disabilities. With this in mind, and in accordance with Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), the College provides reasonable accommodations to ensure equal access to the programs and activities of the College. Any students with disabilities who require accommodations or who have questions about access or services should contact the Disability Services Specialist at disabilityservices@menlo.edu or 650.543.3720.



Tuition, Housing & Related Fees

The charges for tuition, room/board, and fees for the 2022-2023 academic year are listed below. A student is considered enrolled for certification purposes upon full payment or guarantee of all tuition and fees. For planning purposes, students and parents should anticipate that tuition and other charges may increase each year, based on program changes and other cost increases experienced by the College. After full payment or guarantee of tuition and fees (e.g. payment plan) has been received by the Student Service Center, students will receive their official class schedule. Residential students are permitted to move into the residence halls only after payment arrangements have been completed.

TUITION

12 to 19 units per semester	\$24,130.00 per semester
Per unit (under 12 or over 19)	\$2,010.83 per unit
Summer Session tuition per unit	\$1,005.42 per unit
Summer Internship tuition per 6 units	\$1,000

FEES

Student Body Fee (mandatory)	\$415 per semester
Student Health Insurance Program (SHIP)	
▪ Fall only (December program completion)	\$1,388
▪ Spring/Summer (Entering Menlo in spring term)	\$1,388
ID Card Replacement Fee	\$10
(Students receive one complimentary card, but are charged \$10 per card for any replacements after the first one. Replacement cards can be requested from the Office of Student Affairs during business hours.)	
Application Fee	\$40

Admission Deposit	\$250
Orientation Fee for First-time Menlo Students	\$100
Late Registration Fee	\$75
Transcript Collection Fee	\$50
Diploma Replacement Fee	\$50
Tuition Payment Plan Fee	\$100 per semester
Late Payment Fee	Fee varies, \$150 max
Parking violations	Fee varies
Disciplinary fines	Fee varies
Transcript Request Fees	Fee varies (see Transcripts)
Course Materials Fee	Fee varies

ON-CAMPUS HOUSING (Residential Students)

Single	\$8,000 per semester
Double	\$6,750 per semester
Double <i>John Arrillaga Sr. Hall only</i>	\$8,125 per semester
Triple	\$6,500 per semester

Housing deposit: Non-refundable housing application fee of \$75 each year student applies for housing

Includes free laundry, 18 meals per week, and wireless internet access.

PAYMENT OF COLLEGE BILLS

Bills for tuition, room/board, and fees for the fall and spring semesters will be sent approximately mid-June and mid-November and are due July 1 and December 1, respectively. Anticipated financial aid (student loans, scholarships and grants) will be credited to the student's account only after the student's financial aid file is completed and financial aid funds are received.

Consequences for non-payment may include: cancellation of dining privileges; withdrawal from classes; holds on schedule changes; hold on registration for next semester; and may impact the student's ability to participate in the Commencement ceremony. In addition, a late fee will be assessed to a student's monthly bill each month if payment is not received by the due date.

Students and their parents or guardians may pay the College charges as they fall due each semester by paying in full or by using a payment plan option. Financial arrangements should be made in advance to ensure payment on the required dates. Late charges will be assessed on payments received after the due date.

TUITION REFUND POLICY / FALL AND SPRING

Students register for classes with the understanding that they will remain enrolled for the entire course of study unless they voluntarily withdraw or are administratively withdrawn from the College. However, it is recognized that some students may have to withdraw from courses in which they have enrolled.

Students who officially withdraw from, or who are otherwise disqualified during the semester, may be eligible for a tuition refund (except in conduct dismissals). To be officially withdrawn from their classes, students must advise the Office of the Registrar in writing. The date the written notice is received by the Office of the Registrar is the date that will be used to calculate the tuition refund according to the following:

- 75 percent refund for official withdrawal through the tenth (10th) class day;
- 50 percent refund for official withdrawal from the eleventh (11th) through the twentieth (20th) class day;
- No refund after the twentieth (20th) class day.

PLEASE NOTE: *For a full tuition refund (less \$150 fee), withdrawal must be made prior to the start of the semester.*

There is no tuition refund for third-party classes, such as the Certified Public Accountant preparation course sponsored by the College. Federal, state, and institutional financial aid will be reviewed and adjusted according to respective policy and regulations.

TUITION REFUND POLICY / SUMMER

- 100% refund for official withdrawal needs to be seven days prior to the first day of instruction (less non-refundable fee).
- 75% refund for official withdrawal by end of the first week of the summer semester.

- 50% refund for official withdrawal by the end of the second week of the summer semester.
- 25% refund for official withdrawal prior to the fourth week of the semester.
- No refund after the third week of the semester.
Refunds are for tuition only.

Students who drop class after the deadline will be assessed a \$75 fee per class. **PLEASE NOTE:** *There is no tuition refund for third-party classes, such as the Certified Public Accountant preparation course sponsored by the College.*

To Request a Refund

You can request a refund: in person at the Menlo College Business Office, by writing to the business office, 1000 El Camino Real, Atherton, CA 94027, by faxing your request to 650-543-3781, or by e-mailing your request to Mike Paneitz at michael.paneitz@menlo.edu.

Be sure to include your name, the reason for requesting a refund, and your telephone contact number(s). This will allow us to contact you in case of questions. Failure to include all necessary information may delay processing. If you are withdrawing or taking a leave of absence, please contact Student Affairs or Academic Advising prior to completing the appropriate paperwork (See the sections "Leave of Absence" or "Voluntary Withdrawal" for additional information).

HOUSING REFUND POLICY

Resident room and board fees are prorated through the twentieth (20th) day of occupancy. There is no refund beyond the twentieth (20th) day of occupancy during the semester. (See Resident Refund Policy.)

OTHER FEES REFUND POLICY

All other fees are non-refundable.



Financial Aid

The Office of Financial Aid strives to help make a Menlo College education affordable for all eligible students. The Office provides application information and evaluation for student eligibility for financial aid programs available at the College.

Menlo College maintains a broadly based program of financial assistance for students. The financial aid that students receive from federal, state, college, and local programs helps them meet the expenses (tuition and fees, books and supplies, room and board, transportation, and personal expenses) to attend Menlo.

There are four basic types of financial aid:

1) student loans; 2) merit-based grants and scholarships; 3) need-based grants; and 4) work-study employment. Student loans must be repaid. Students awarded work-study must be employed in a work-study-funded job in order to receive the funds. A student's financial aid package (including merit scholarships, need-based grants, loans, and work-study) cannot exceed the cost of attending

Menlo College.

The financial need of each family is based on information supplied on the Free Application for Federal Student Aid (FAFSA). The FAFSA form is required in order to apply for federal, California, and institutional need-based financial aid programs.

All student loan, grant, and scholarship funds are applied directly to the student's account at Menlo College. Additionally, financial aid programs are subject to federal, state, and institutional funding levels. Forms and requirements are subject to change. Students must meet citizenship and residency requirements to receive federal and California financial aid and must meet all federal and state requirements.

Students who have already earned a bachelor's degree are not eligible for grants, but may be eligible for merit scholarships. International F-1 visa students are not eligible for need-based financial aid, but are eligible for merit scholarships.

COST OF ATTENDANCE (COA) 2022-2023

The following chart shows the cost of attendance (COA) for the 2022-2023 academic year (fall 2022 and spring 2023). Students cannot receive more financial aid than their COA.

	LIVING ON CAMPUS	LIVING OFF CAMPUS	LIVING W/ PARENT/RELATIVE
Tuition	48,260	48,260	48,260
Student Fee	830	830	830
Room & Board	16,250	14,040	9,080
Books/Supplies	1,152	1,152	1,152
Student Loan Fees	474	474	474
Transportation	351	1,928	1,056
Miscellaneous	3,324	3,324	3,324
TOTAL COSTS	\$71,605	\$70,008	\$64,176

The college tuition, related fees, and on-campus room and board expenses are paid directly to Menlo College. All other expenses are estimated, and provided for information and budgeting purposes.

EXPECTED FAMILY CONTRIBUTION (EFC)

The primary responsibility for college costs rests with the student and family. A student who applies for financial assistance must provide information about family assets and family income for the prior year. Based on a federal formula, the Expected Family Contribution (EFC) is the amount the student and family are expected to contribute toward college expenses. The EFC is used to determine eligibility for federal, state, and institutional need-based financial aid.

QUALIFYING FOR FINANCIAL AID

Students do not need to be from a low-income family to qualify for financial aid. However, to receive aid that is need-based, they must demonstrate financial need that is defined as the COA minus the student and family's EFC. Students should not disqualify themselves by not applying for financial aid. Students who think they will need financial aid to attend Menlo College are encouraged to apply.

AWARDING POLICY

If you are eligible for assistance, a portion of your unmet financial need may be funded by various sources on a first-come, first-served basis. Funds are awarded in the following sequence:

1. Menlo Merit and Prize Scholarships
2. Other Resources or State Grant
3. Federal Grants
4. Federal Work-Study
5. Federal Direct Loans (Subsidized, Unsubsidized, Parent PLUS)
6. Institutional Grants/Endowed Scholarships

HOW TO APPLY FOR FINANCIAL AID

To receive first priority for all financial aid programs, all documents must be submitted to the appropriate agencies each year as soon after January 1st as possible.

To be considered for financial aid, students must:

- Submit the Free Application for Federal Student Aid (FAFSA) on the Web at www.studentaid.gov. The completed FAFSA must be submitted by March 2 in order to be considered for the Cal Grant.
- Mail a certified Grade Point Average (GPA) Verification Form by March 2 for Cal Grants to the California Student Aid Commission, Grant Programs Processing Section, P.O. Box 419077, Rancho Cordova, California 95741. (California residents only.)
- Submit verification documents to Menlo College if selected. The Office of Financial Aid will inform students selected for verification what forms to submit.

General Eligibility Requirements

To be eligible to receive federal and state financial aid, students must:

- Have calculated financial need.
- Be a U.S. citizen, permanent resident, or eligible non-citizen with the appropriate documentation as specified by the U.S. Department of Education.
- Possess a high school diploma or the equivalent.
- Be fully admitted to, and enroll in, a program for the purpose of obtaining a degree or certificate.
- Maintain Financial Aid Satisfactory Academic Progress (see section below) in college-level work.
- Not owe a refund on any grants previously received at any institution.
- Not be in default on any student loans incurred at any institution.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Financial aid has its own standards for satisfactory academic progress (SAP). (See section on Academic Progress for the standards applicable to all students, whether receiving financial aid or not.) For financial aid purposes, satisfactory academic progress (SAP) is maintained by completing a minimum of 67 percent of all attempted classes and by maintaining a minimum cumulative grade point average (GPA) of 2.0. Please note that if a full-time day student completes only 67 percent of their attempted classes, it will take six years to complete a bachelor's degree. The Office of Financial Aid reviews the academic progress of financial aid recipients at the end of each semester. Students are notified in writing when they are on financial aid probation and/or if they become ineligible for financial aid. Students who fail to maintain SAP, as defined for financial aid purposes, will be placed on financial aid warning period for one semester. During that semester, a student is eligible to receive aid. If, after completion of the warning period/semester, a student does not meet SAP requirements, then he or she is no longer eligible for financial aid.

Students who have experienced extenuating circumstances that affect their ability to perform academically may appeal in writing to the Office of Financial Aid. Examples of extenuating circumstances include serious illness/injury, death in the family, or other comparable situations. Supporting documentation is required. Students should submit the appeal letter and all supporting documentation to the Office of Financial Aid. They will be notified in writing with the result of their appeal.

STUDENT RESPONSIBILITIES REGARDING FINANCIAL AID

Students who receive financial aid are required to:

- Submit all required financial aid documents to the Office of Financial Aid in a timely manner (by the stated deadlines).
- Respond immediately to all correspondence sent by the Office of Financial Aid or Federal Student Aid Programs.
- Inform the Office of Financial Aid in writing if outside scholarships or additional resources are received.
- Request clarification about the financial award as necessary.
- Maintain Satisfactory Academic Progress (SAP).

NEED-BASED GRANTS

Federal Pell Grants

This program provides federal grants up to \$6,895 in 2022-2023. The minimum Federal Pell Grant award for an academic year is \$650. To be eligible, students must demonstrate financial need.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are administered on behalf of the federal government. They are awarded first to students with the lowest expected family contribution (EFC) and the highest financial need. Priority is given to students who receive Federal Pell Grants. FSEOG Grants are only available to full-time undergraduate students who have remaining unmet need. The maximum FSEOG Grant awarded for the academic year is \$1,000.

Cal Grants

The California Student Aid Commission (CSAC) administers grant programs for undergraduate California residents without a bachelor's degree. Awards are made based upon both financial need and academic merit and typically are offered for the fall and spring semesters. Menlo College students are eligible to be considered for Cal Grant A and B awards.

- **Cal Grant A** This California grant assists low and middle-income students with tuition and fee costs. Eligibility is based on financial need and grade point average. The maximum new award for the 2022-2023 year is \$9,220.
- **Cal Grant B** This California grant assists very low-income students with living expenses, books, supplies, transportation and other costs. The minimum award for the 2022-2023 year is \$1,648, with a maximum award of \$10,868. Cal B access award is applied to tuition by default. Please contact the financial aid office if you

wish to receive access award as a stipend.

Additional Requirements for Cal Grant Recipients:

In addition to the Free Application for Federal Student Aid, students are also required to have the GPA Verification Form for Cal Grant Programs completed by the Menlo College Office of the Registrar or by their high school's Records Office. All documents must be submitted to the appropriate agencies by March 2 to be considered for a Cal Grant. The California Student Aid Commission determines the eligibility for new Cal Grant recipients.

NOTE: As the Governor's Office works to balance California's state budget, changes to Cal Grant qualification requirements for new applicants are possible. For more information go to www.calgrants.org.

Menlo Grants

Menlo Grants assist low- and middle-income students with direct institutional aid. To be eligible for a Menlo Grant, students must demonstrate financial need as determined by the FAFSA. Menlo Grant amounts will vary and are only available to full-time undergraduate students who are required to pay the higher tuition cost. Funds are restricted to meet needs after certain other resources, such as state and federal grants, are considered. Recruited student-athletes, and students with an earned bachelor's degree are not eligible for a Menlo Grant. Menlo College reserves the right to rescind, or make changes to the offered amount of institutional aid at any time.

OTHER RESOURCES

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the Financial Aid Office. Student aid including outside resources, may not exceed the student's cost of attendance or demonstrated need. Therefore, if a student has been awarded funds by the aid office and receives an outside award, an adjustment to the original award may be necessary. If an adjustment is necessary, the outside aid will replace institutional aid first followed by student loans.

STUDENT LOANS

Federal Direct Loans

Federal Direct loans are made through the federal government. To qualify students must be FAFSA eligible, meeting SAP, registered for more than 6 units per semester, have not exceeded the lifetime loan limit as a dependent student (\$31,000), or exceeded the lifetime loan limit as an independent student (\$57,500).

Max Annual Loan Amounts

	Dependent Student	Independent Student
Freshmen	\$5,500	\$9,500
Sophomore	\$6,500	\$10,500
Junior/Senior	\$7,500	\$12,500

■ Subsidized Federal Direct Loans

The federal government pays the interest while the student is in a deferment status and during the grace period.

■ Unsubsidized Federal Direct Loans

The student is charged interest while he or she is in a deferment status and during the grace period.

Federal PLUS Loans (Parent Plus Loans)

The Federal PLUS Loan Program is an optional funding source to assist the parents of dependent students in meeting educational expenses at Menlo College. These loans are made through the federal government. To determine a parent's eligibility for the Federal PLUS Loan, the parent's credit history will be checked. In the event a parent does not qualify for a Federal PLUS Loan, the Office of Financial Aid will consider the student for an additional loan through the Federal Unsubsidized Direct Loan Program. The Federal Unsubsidized Loan amount will not exceed \$4,000 if the student is a college freshman or sophomore and will not exceed \$5,000 if the student is a college junior or senior.

Parents may choose to defer payments on a PLUS loan until six months after the date the student ceases to be enrolled at least half-time. Parents can choose to pay the interest at any time by contacting the servicer. The amount the parent may borrow annually in the Federal PLUS Loan Program cannot exceed the cost to attend college, less any financial aid awarded. Funds are issued in two equal installments during the academic year—one each semester.

SCHOLARSHIPS AND AWARDS

Menlo College is deeply committed to preparing men and women for leadership positions in a wide variety of career fields. With this in mind, our financial aid programs are designed to provide future leaders with an outstanding educational experience. Scholarships are given to those outstanding students who have demonstrated a commitment to academic excellence and leadership both inside and outside the classroom.

Eligibility for Menlo College merit scholarships is initially determined by the Office of Admissions, which makes the awards. Generally, the type of merit scholarship students receive is the scholarship they keep and

may renew in subsequent years, provided that certain renewal requirements are met as outlined in the student's scholarship letter. Merit scholarships are dependent on the student's prior academic performance. For merit scholarship purposes, a student's Grade Point Average (GPA) will be recalculated based on completed academic coursework. This means that the cumulative GPA that appears on a student's transcript may differ from the GPA Menlo uses to arrive at merit award and admission decisions.

Menlo College merit and athletic scholarships assist students with direct costs. Students must maintain the required cumulative GPA, and earn a minimum of 24 units per academic year at Menlo College. Incomplete courses and withdrawals will not be counted. Students awarded a scholarship must be enrolled full-time at Menlo College and be paying the traditional tuition costs. Scholarships are normally awarded annually. However, new students who enter Menlo for the first time during the spring semester will be considered for a one-semester scholarship. Visiting students are not considered for these scholarships and awards.

ATHLETIC AWARDS

Recruited athletes may be eligible for athletic scholarships. Questions regarding athletic awards should be addressed to the appropriate coach.

FEDERAL WORK-STUDY

The Federal Work-Study (FWS) program provides jobs for full-time students with financial need, allowing them to earn money to help pay education expenses. Students awarded FWS need to secure a job on campus or at an approved community agency and are paid an hourly rate. For information on job openings, contact the Office of Internships and Career Services. Most student workers average about seven hours of work per week with flexible schedules that accommodate their classes.

COURSE WITHDRAWAL

Federal financial aid is subject to Return to Title IV regulations governed by the U.S. Department of Education and will be adjusted accordingly based on changes in enrollment. State financial aid will be adjusted based on the California Student Aid Commission policy. Menlo College reserves the right to cancel or adjust institutional aid based on enrollment. Institutional aid requires full time enrollment, unless prior authorizations or exceptions are made.

FINANCIAL AID PORTAL

Menlo College requires students to accept financial aid through the Financial Aid portal, available at <https://my.menlo.edu/NetPartnerStudent/Logon.aspx> or by selecting the “Financial Aid Portal” link on mymenlo.edu. Students may also reduce or decline federal student loans through the financial aid portal. The student financial aid portal will provide pertinent information regarding financial aid status, awards, rights and responsibilities of each award, missing documents, forms, and important messages regarding financial aid.



Degrees and Academic Programs

Menlo College offers students the opportunity to earn a Bachelor of Science degree in Business or a Bachelor of Arts degree in Psychology. Courses are offered in a four-year program of fall and spring semesters and optional summer sessions. In addition, students may earn majors and minors in a variety of areas that complement their degree.

All Menlo students are eligible to apply for study abroad through our Exchange Programs.

Bachelor of Science in Business

Majors:

- Accounting
- Business Analytics
- Entrepreneurship and Innovation
- General Management (individualized major)
- Finance
- Human Resource Management*
- International Business
- Marketing
- Real Estate
- Sports Management

*Under development

Bachelor of Arts

Major:

- Psychology

Minors

- Equity & Justice Studies
- Political Science
- Professional Sales and Business Development
- Sports Management

ADDITIONAL ACADEMIC PROGRAMS

Menlo College partners directly with schools abroad as well as third-party study abroad providers to offer short and long-term study abroad options to Menlo College students around the world. For more information, contact the Office of Study Abroad at studyabroad@menlo.edu.

DUAL DEGREE PROGRAMS WITH INTERNATIONAL PARTNERS

Menlo College also partners directly with schools abroad to provide double degree programs. Currently, Menlo College students and Centre d'Études Franco-Américain de Management (CEFAM) students can participate in a double degree program whereby CEFAM students may transfer to Menlo College and Menlo College students may transfer to CEFAM for the fourth year of study.

EXCHANGE AND STUDY ABROAD PROGRAMS

Kansai Gaidai

Kansai Gaidai is a private, nonprofit institution composed of Kansai Gaidai University, (four-year program), Kansai Gaidai College (two-year program), the Graduate School, and the Asian Studies Program. All the academic programs of Kansai Gaidai University are fully accredited by the Japanese Ministry of Education, which is the sole accrediting agency in Japan. Kansai Gaidai is located in Hirakata City, Osaka, with two campuses in Hirakata: the Nakamiya campus and the Gakkentoshi campus. Menlo College students have the option to study abroad at Kansai Gaidai for either one semester or a full academic year. Menlo College students must be nominated by the Study Abroad Advisor before being invited to apply.

Universidad Francisco de Vitoria

Universidad Francisco de Vitoria (UFV) is a private,

non-profit Catholic university located in metropolitan Madrid, Spain. It was founded in 1993 as an affiliate of Universidad Complutense de Madrid and achieved full accreditation in 2001. UFV is located in the town of Pozuelo de Alarcón, which is just outside of downtown Madrid. Menlo College students have the option to study abroad at UFV for either one semester or a full academic year. Menlo College students must be nominated by the Study Abroad Advisor before being invited to apply.

Academic Global Immersion

Menlo College also offers a unique experience to travel to Saudi Arabia and the United Arab Emirates while earning degree applicable course credit. Students will participate in a rich, global experience and gain an unparalleled cultural understanding of business practices. This course, which is open to business and psychology majors, is designed to enhance your skills as a successful global citizen in today's global business environment.

MENLO COLLEGE INTENSIVE ENGLISH PROGRAM

The Menlo College Intensive English Program (IEP) is an immersive English learning experience for students who need English language training before pursuing a degree in business or psychology at Menlo College. The program is distinct from the traditional program in its 18 to 21 hour a week immersive English curriculum and in that nonimmigrant international students are required to have an I-20 form, "Certificate of Eligibility for Nonimmigrant Student Status," specifically for the Intensive English Program. The IEP is wholly managed and run by Menlo College staff and faculty with all classes being held on the Menlo College campus. Students in the IEP have access to all Menlo College student services and support appreciated by those students in the degree programs.



Graduation & Commencement

While a Commencement ceremony is sometimes referred to as Graduation, there is a noteworthy difference. The College's Commencement ceremony is held once a year at the end of the spring semester as a celebration for students projected to successfully complete all their graduation requirements by the end of the spring or summer term. While Menlo students may graduate at the end of the fall, spring or summer terms, there is only one Commencement ceremony held in May.

Menlo College, in contract with Herff Jones, maintains an inventory of Commencement regalia for use of Menlo graduates. The cap, tassel and graduation hood are part of the regalia package, together with a robe to wear during the ceremony.

Commencement robes must be returned to inventory, but the cap, tassel and hood are provided to the graduates to keep, at no charge. Should the robe not be returned on a timely basis, a \$50 late fee will be charged to the student's account. This information is communicated to each graduating class. Should the robe not be returned at all, a charge of \$168 will be charged to the student's account. This represents the cost of replacing the robe in inventory. Diplomas will be held until all financial charges have been cleared.

Students do not receive a diploma at the Commencement ceremony. Confirmation of degree completion will not take place until official grades are posted by the Registrar. Students should meet with their Academic Advisor prior to their last semester to review their academic file to guarantee all their graduation requirements will be met in a timely fashion.

Graduation indicates the student has officially completed all their graduation requirements. In preparation for graduation, students must file a Graduation Petition in the term just prior to their expected graduation year/

term (fall semester for May 31 and August 31 graduates or spring semester for December 31 graduates). The deadlines for submitting Graduation Petitions are:

- **November 4, 2022** for end of spring or summer 2023
- **March 27, 2023** for end of fall 2023

All candidates should submit their graduation petitions on MyMenlo for processing.

COMMENCEMENT ELIGIBILITY

To be eligible to participate in Commencement and listed in the Commencement Program, candidates must have completed all of their degree requirements or be within six units of completing them by August 31.

HONORS AT GRADUATION

Valedictorian and Salutatorian Selection Criteria

The students selected as valedictorian and salutatorian of the senior class embody the highest level of academic achievement, scholarship, personal integrity, and ethical character in the tradition of Menlo College. The valedictorian and salutatorian are selected on the basis of these criteria. While GPA is the primary selection criteria, the depth and breadth of achievement, as exemplified by high performance in a variety of courses taken outside the major field of study, are also important selection criteria. In addition, the Dean of Students Affairs is consulted to ensure that the students chosen as valedictorian and salutatorian have no Honor Code or significant disciplinary violations. Candidates must have earned a minimum of 60 semester credits for which letter grades were earned from Menlo College and must have petitioned to graduate by the deadline for doing so.

The selection process occurs during the spring semester on the basis of the graduating students' college record at that point in time. The following criteria will

be used to identify students who will be considered for these honors, and any one of these criteria may be used to differentiate among candidates for valedictorian or salutatorian:

- 1.** GPA earned at Menlo College;
- 2.** Availability to participate in Commencement activities;
- 3.** Number of Menlo credits with a letter grade (note that a student with a double major or a major that requires additional units, e.g. accounting, should not be advantaged);
- 4.** Number of A+ grades received per semester at Menlo College;
- 5.** Amount and quality of transfer credits;
- 6.** Depth and breadth of educational experience. The Valedictorian and Salutatorian honor appears in the Commencement brochure but not on official transcripts. Students who petition to graduate late, may not be considered for this honor.

Other Honors

Honors appear on the student's diploma and their official Menlo College transcript. Honors are awarded to bachelor's degree graduates who earned a cumulative grade point average in their Menlo College courses as follows:

cum laude

3.500 to 3.699

magna cum laude

3.700 to 3.899

summa cum laude

3.900 to 4.000

DIPLOMA DISTRIBUTION & DEGREE VERIFICATION

Graduation candidates whose graduation petition was received by the deadline indicated above, and who do not have any encumbrances, will receive their diplomas by mail approximately twelve weeks after the end of the semester in which they successfully completed their degree requirements. Graduation candidates whose applications were received after the deadlines indicated above and/or who have encumbrances should anticipate a delay in receiving their diplomas. It is important that candidates inform the Office of the Registrar of any changes of mailing address.

Graduates can obtain a degree verification by requesting a degree verification or transcript through the National Student Clearinghouse; or by a written letter from the Office of the Registrar with applicable fees. To request an official transcript, see the section on "Transcripts" for the required fees.

GRADUATION & COMMENCEMENT INQUIRIES

Inquiries regarding graduation application status and diplomas should be addressed to: The Office of the Registrar, phone (650) 543-3737 or email registrar@menlo.edu.

Inquiries regarding the Commencement ceremony, regalia and rehearsals should be directed to Kaiya Orque, Menlo College, 1000 El Camino Real, Atherton, California 94027, email kaitya.orque@menlo.edu, or phone (650) 543-3744.



Office of Student Affairs

Menlo College has created an environment where the curricular and co-curricular work together to provide a total educational experience for the student. The Office of Student Affairs staff includes the Dean of Student Affairs, Assistant Dean of Student Affairs, Director of Housing, Residence Life, and Campus, Security, Health and Wellness Coordinator, Mental Health Counselor; staff is committed to providing specialized services and opportunities that will prepare students for success in their personal and professional lives. The office is located in the Administration Building.

MISSION STATEMENT

Student Affairs serves the Menlo College community to provide transformational opportunities for students in the areas of student life, health and wellness, leadership and service, and diversity and inclusion.

STUDENT AFFAIRS

The Student Affairs staff works with students, faculty, and staff to provide for quality of life beyond the classroom. Co-curricular activities at the College and residence living arrangements on campus are intended to complement and enhance the student's academic experiences. A wide range of programs and services are conducted for this purpose.

The Office of Student Affairs specifically coordinates all clubs and organizations, the Student Union, Orientation, and the majority of programming for the College. Most clubs sponsor activities such as cultural events, festivals, guest speakers, bands, and a variety of other activities.

The College encourages innovation in student activities. In addition, student groups or individuals with ideas for events or projects are encouraged to visit the Office of Student Affairs. The Student Affairs staff can often find ways and means of bringing the idea to fruition and will work directly with the group to see their plans materialize.

STUDENT ORGANIZATIONS

Menlo College encourages all students to consider involvement in campus activities, organizations, and leadership opportunities. Organizations may include major specific, identity-based and special interest. All current student organizations can be found on the Menlo app. Anyone interested in starting a new organization is encouraged to meet with the Assistant Dean of Student Affairs, located in the Office of Student Affairs, Admin Building 159.

LEADERSHIP OPPORTUNITIES

Menlo College provides a range of programs that enable students to discover and develop their leadership skills. A comprehensive list of current student organizations can be found here <https://www.menlo.edu/student-life/clubs-organizations/>.

Leadership opportunities within the Office of Student Affairs include the following:

- Menlo College Student Government (MCSGA)
- Resident Assistant
- Student Programming Board
- Student Union Employees

This list does not represent all student leadership opportunities at the College.

If students are looking for ways to get involved or have an idea, they should stop by the Office of Student Affairs.

SERV PROGRAM

(Service, Education, and Resources for Volunteers)

There is a large variety of community service opportunities for students to take advantage of. Be on the look out for announcements to participate in SERV projects both on and off campus. For more information, please contact studentaffairs@menlo.edu.

STUDENT HEALTH INSURANCE PROGRAM (SHIP)

Menlo College requires all full-time students to have medical insurance and have the following options:

- Menlo College Student Health Insurance Plan (SHIP) or
- A private plan covered through an employer, spouse, or parent that meets certain criteria that Menlo College has determined.

To enroll in SHIP or to opt/waive out, students can visit this website <https://www.menlo.edu/student-life/health-wellness/>. **Students are automatically enrolled in SHIP unless they submit a waiver.** students can only waive SHIP if their alternate insurance is based in the U.S.

Consult your health insurance provider about local health care practitioners who are covered by your plan. Some nearby healthcare facilities include:

- Menlo Medical Clinic (within walking distance)
- Stanford Health Care
- Sequoia Hospital (Redwood City)
- Kaiser Permanente Redwood City Medical Center & Hospital

Resident Assistants and the Office of Student Affairs have access to basic first-aid supplies, feminine hygiene products, and condoms. Call 911 in the event of a major medical emergency.

MENTAL HEALTH SUPPORT

Menlo College has partnered with **TimelyCare**, the leading virtual health and well-being solution in higher education, to offer students free and equitable access to mental health support through the TimelyCare platform. For more information about TimelyCare or other mental health resources, contact Health & Wellness Coordinator Ashley Brankovich at ashley.brankovich@menlo.edu.

RESIDENCE LIFE

The residence life program complements the academic curriculum and reinforces the College's mission and values by providing learning experiences that extend the classroom into the residence halls. As such, the campus community offers numerous opportunities for learning that facilitate the holistic development of our students.

Residence Fellows, select faculty and staff who reside on campus, are especially enabled to engage our students in campus life. With activities that range from hosting study groups to planning social events and the coordination of community service projects, Resident Fellows contribute to the development of students that occurs outside of a traditional classroom setting.

Housing

There are six residence halls on campus: Arrillaga Hall, El Camino Hall, Howard Hall, Kratt Hall, Michaels Hall and O'Brien Hall. Each building has its own unique characteristics; however, each room is equipped with furniture needed for studying and sleeping (except desk lamps). Beds are 80 x 36 inches (twin, extra long), a matter to be considered when selecting bed linens. Students are expected to provide their own linens. Free laundry facilities and wireless internet are available in each building.

Resident halls are supervised by full-time professional staff and student Resident Assistants, who help create and maintain an environment conducive to personal growth and academic achievement. All Residence Life staff are available to meet with students on educational and social matters.

Requirements to Live on Campus

All freshmen and sophomore students must reside on campus unless they live with their parents or adult guardian in the vicinity of the College (defined as within thirty (30) miles of the College). Exceptions include students who are married/head of household or have dependents. Students may not change from resident to day status after July 1 for the fall semester or after December 1 for the spring semester, regardless of their eligibility to reside off-campus, without incurring a financial penalty. All requests for changes of status must be made using the appropriate form available in the Office of Student Affairs. All international students must live on campus during their first year at Menlo. This helps them become more comfortable in the U.S. educational system and student life at Menlo College. International students with previous collegiate experience in the United States, or those who wish to reside with their parents in the immediate vicinity of the College, may petition to the Office of Student Affairs for a waiver of this requirement.

Room assignments are made before the semester begins. The Office of Student Affairs tries to honor requests for specific rooms and/or roommates to the extent occupancy allows. Freshmen and sophomores have priority as they are required to live on campus.

Meals are provided for residential students, including breakfast, lunch, and dinner on Monday through Friday, with brunch and dinner on weekends and most holidays. The cost of this meal plan is required and included in the room and board fees charged each residential student.

Students are expected to adhere to residence hall policies established in the interest of maintaining a pleasant, respectful, and peaceful living atmosphere that is compatible and necessary for a positive educational environment. Policies are outlined in the Menlo Residence

Hall License Agreement that each student must sign prior to moving into a room, as well as in the Student Handbook (which includes the Student Code of Conduct). Both are available on the Menlo College website.

More detailed information and instructions regarding on-campus housing is sent to new students upon admission to Menlo College.

Residence

Menlo is committed to the philosophy that an individual's college education is enhanced through the experience of residing on campus. Students benefit from interactions with fellow students and faculty in the type of planned and spontaneous activities (social, educational, cultural, and athletic) and discussions that occur outside regular class hours in a residential environment. Residence Hall living adds a measure of convenience to a student's life, creates increased opportunities for students to widen their circle of friends, and provides a quick immersion into campus life.

STUDENT CONDUCT

The College expects each student to behave in a conscientious and responsible manner with due respect and regard for the welfare of others. College policies on various aspects of campus life are fully explained in the Student Handbook and available to all students through the College website.

Students are required to review and know the policies described in the Housing License Agreement and the Student Handbook. Menlo reserves the right to change policies as necessary and appropriate. The Student Code of Conduct can be found within the Student Handbook and is used as a basis for evaluating appropriate campus life behavior. Policy violations will result in disciplinary actions. **Please refer to the Student Handbook for a full description of policies, possible disciplinary outcomes and your rights as a student.**

On-campus use of alcoholic beverages is a qualified privilege and is strictly controlled. Students, faculty, and staff are subject to federal and state laws regulating such beverages. Consumption on campus is restricted to designated areas and to certain approved and officially sponsored social functions. Students who choose to involve themselves with alcohol assume full responsibility for the consequences of their actions, both with respect to Menlo College regulations and to the laws of the state. Students who abuse alcohol or violate the alcohol policy will be subject to disciplinary action up to and including expulsion.

OTHER CAMPUS SERVICES

Motor Vehicles/Parking

All vehicles parked on the Menlo College campus must have a parking permit. Visitors should call Security for a temporary visitor's permit. Students, staff, and faculty must obtain permanent permits which are valid August 1 through July 31 each year. Applications are completed online at <https://www.menlo.edu/about/parking-registration-form/>. On completion of the application the permit may be picked up at the campus post office between 9 am and 4 pm Monday through Friday by showing their Menlo College ID.

In order to ensure adequate parking, students residing on campus are not eligible for a parking permit for the Fall and Spring semesters of their Freshman year. More information about this parking permit restriction is available in the Parking Policy at the College website.

Individuals with more than one vehicle may only park one on campus at a time. Parking permits must be properly displayed to comply with the Menlo College Parking Policy. Failure to display a permit will not absolve the owner from citation fines. The Parking Policy will be enforced from 8 am to 5 pm Monday through Friday. Serious violations will be cited any time. After 3 citations vehicles are subject to booting or towing.

A limited number of parking spaces on campus are reserved for express purposes, such as handicapped, electric car charging, Zipcars, and loading zones. Other areas are limited for faculty/staff-only parking.

Mail Service

The campus post office receives Menlo College mail from the U.S. Post Office Monday through Friday before 9 am. After sorting and processing the mail is delivered to the campus offices and resident students, staff and faculty mail boxes.

Any campus resident may obtain a campus mail box. All mail which fits into the mailbox, including small packages, will be placed there. Larger packages are shelved by box number and may be picked up when the campus post office is staffed. When packages are received for residents an email is sent to the addressee.

The campus post office is open 9 am to 4 pm Monday through Friday. It is closed during winter break. Box holders may get their mail from their box whenever the Student Union is open, and after hours by calling Security at (650) 400-5837.

All incoming mail should be addressed as follows:

Recipient's name
Menlo College
1000 El Camino Real
Campus Box #
Atherton, CA 94027

The campus post office does not supply mailing materials including envelopes or boxes however postage stamps may be purchased at the Campus Store. Outgoing mail is taken to the US Post Office Monday through Friday after 3:00 pm.

Menlo College Campus Store

The Campus Store sells school supplies, stamps, phone and computer accessories, health & beauty aids, faculty authored books, and Menlo clothing and gifts. The Campus Stores accepts cash, personal checks, VISA, Mastercard, American Express, Discover, and Book Loans.

All refunds require the receipt. Return policy at the bottom of receipts, is available upon request, and is posted in the store and online.

The Campus Store offers a free charging station for cell phones and tablets while shopping. The Campus Store offers a dry cleaning service with convenient drop off and pick up.

Campus Store: www.campusstore.menlo.edu

(650) 543-3711

(800) 55menlo ext. 3711

Virtual Bookstore

At the Menlo College Virtual Bookstore, you can find textbooks and other required course materials. The following link will guide you to making purchases or rentals of all required course materials.

Textbooks: <http://www.ecampus.com/menlo>



Athletics

MISSION STATEMENT

The mission of the Department of Athletics is to sponsor a broad-based athletics program, using the avenue of competitive sports to complement and enhance the educational and co-curricular experience of each student. The Department of Athletics is committed to the fair and equitable treatment of men and women, and to maintaining and supporting diversity among staff and student-athletes. The Department of Athletics is committed to the National Association of Intercollegiate Athletics (NAIA) philosophy of encouraging balance in the life of a student-athlete, allowing time for participation in competitive sport, supporting involvement in leadership activities on campus, and striving for a high level of achievement in all academic endeavors.

INTERCOLLEGiate ATHLETICS

The Menlo College Intercollegiate Department of Athletics consists of 16 varsity programs, which include: baseball, men's basketball, men's cross country, men's golf, men's soccer, men's tennis, men's track & field, men's volleyball, men's wrestling, women's volleyball, women's golf, women's softball, women's basketball, women's soccer, women's tennis, women's wrestling, women's cross country and women's track & field. The Department of Athletics maintains a membership with the NAIA, participating in the Golden State Athletic Conference (baseball, softball, volleyball, men's and women's golf, men's and women's basketball, men's and women's cross country, men's and women's track & field, men's and women's tennis, and men's and women's soccer). Men's and Women's wrestling compete in the Cascade Collegiate Conference.

ATHLETIC ACCIDENT & INJURY INSURANCE

Student-athletes are required to provide proof of current, permanent primary medical insurance. The policy must

provide coverage for athletic injuries and will not be a short-term policy. All student-athletes who have not provided personal primary insurance to the Head Athletic Trainer will be enrolled in and billed for medical insurance provided through Menlo College. There are no exceptions to or waivers to this policy.

DRUG TESTING

Per athletic department institutional guidelines, all student-athletes, including red-shirt athletes, will participate in random selection drug testing. All student-athletes must read the drug testing policy and sign a drug testing consent form prior to the start of the academic year. A copy of this policy can be found at www.menloathletics.com under the Compliance link.

ATHLETIC PARTICIPATION

No member of a Menlo College Intercollegiate Athletic team may participate in an official competition until verification of the following:

- Payment of the \$250 commitment fee to the Office of Admissions
- Current enrollment in 12 or more units (full-time status) and in good academic standing
- Certified as academically eligible by the Compliance Officer in the Department of Athletics
- Registered and cleared through the NAIA Clearing-house (www.playNAIA.org)
- Proof of a current physical examination by a personal physician, furnished upon arrival at Menlo (to be kept on file in the Head Athletic Trainer's office)
- Copy of primary health insurance card on file in Head Athletic Trainer's Office
- Signed Drug Testing Consent form. This form will be distributed and collected by the Head Athletic Trainer
- Signed student-athlete Statement of Eligibility. This

form will be distributed and collected by the Director of Athletics at each team's pre-season meeting

Freshmen Eligibility

In order to be eligible, incoming freshmen must meet two of three Menlo College Department of Athletics eligibility requirements:

- A score of 970 on the SAT (evidence based Reading/Writing) or 18 on the ACT
- A 2.0 GPA or above on a 4.0 scale
- A ranking in the top half of their graduating class

To continue spring eligibility, freshmen must pass at least 9 units of coursework during the fall semester.

SECOND SEASON CONTINUING ELIGIBILITY

To participate in a second season of eligibility, each student-athlete must have passed 24 units. In addition, a student playing in a second (continuing) season must currently be enrolled in 12 or more units.

TWO-YEAR TRANSFER ELIGIBILITY

To become eligible as a transfer from a two-year institution, the student-athlete must enter Menlo College under the following guidelines:

- If one year of eligibility is used, the individual must have accumulated 24 units to participate in a second season of a sport
- If two years of eligibility are used, the individual must have accumulated 48 units to participate in a third season of a sport

In addition, students must have attained a cumulative GPA of 2.0 on a 4.0 scale. A tracer form will be sent to all prior institutions attended to verify seasons of competition. It is the student-athlete's responsibility to accurately provide notification of previous post-secondary institution(s) attended. Failure to do so can result in immediate dismissal from intercollegiate athletic participation at Menlo College.

FOUR-YEAR TRANSFER ELIGIBILITY

To be eligible as a transfer from a four-year institution, the student-athlete must have either a written release from the Athletic Director at the former school, or not have participated in intercollegiate competition for one full academic year. If the aforementioned criteria are not met, the student-athlete transferring from a four-year institution must complete a 16-week residency period before competition.

In addition, a student-athlete transferring from a four-year institution must meet the following requirements:

- If one year of eligibility was used, the individual must have accumulated 24 units to participate in a second

season of a sport

- If two years of eligibility were used, the individual must have accumulated 48 units to participate in a third season of a sport
- If three years of eligibility were used, the individual must have accumulated 72 units to participate in a fourth season of a sport

NOTE: *A student-athlete can no longer compete if s/he has been enrolled in 10 or more full-time semesters at any school, regardless if s/he has eligibility remaining.*

GENERAL ELIGIBILITY FOR CONTINUING AND TRANSFER STUDENTS

When compiling eligibility reports each year, the Compliance Officer will look at the normal progress of each student-athlete to ensure that s/he is making headway toward degree completion. Listed below is the normal progress standard, by which each student-athlete can measure their academic progress. Students must have passed 24 units between their last two full-time semesters (a "W" or withdrawal on a transcript means the course counts towards full-time enrollment). Only 12 non-term units (summer, intersession or units earned from non-full-time enrolled semesters) can be applied toward this rule.

Student-athletes must meet normal progress rules as follows:

- Prior to second season, must have completed 24 applicable degree units
- Prior to third season, must have completed 48 applicable degree units
- Prior to fourth season, must have completed 72 applicable degree units

NOTE FOR TRANSFER STUDENTS: *Total units earned will be counted in the initial eligibility check. After completion of a student-athlete's first semester at Menlo College only units earned at Menlo, as well as those that have been transferred, will apply toward this rule.*

MISSED CLASS POLICY

When representing Menlo College in intercollegiate competition (or other officially sanctioned Menlo College activities), students shall be excused from classes on the hours or days such competition takes them away from classes and shall not be penalized during the grading process for such missed classes. **NOTE:** *At least one week in advance, such students are responsible for advising their professors regarding anticipated absences and for arranging to complete all coursework for classes, including laboratories, homework, projects, or examinations missed in a timely fashion as approved by the professor.*



Technology Resources

Located in the heart of Silicon Valley—the worldwide epicenter for technical innovation—Menlo College is proud of our leading-edge infrastructure and innovative technology for teaching, learning, and scholarship.

Every Menlo College student is assigned an email account, Menlo user ID, and access to online grades, registration and course materials upon admission to the College. Your Menlo user ID and password are required to access most College technology resources. For your own safety, do not share your login credentials with anyone.

SPECIALIZED COMPUTING LABS

Whether you are taking a course in a Brawner Hall instructional lab, getting assistance in the Math and Peer Tutor Center, or printing your research paper in the Library Tech Center, we have over 160 computers placed in 6 computer labs and the library available for your use.

IPAD LEARNING LAB

Our mobile learning lab brings iPads to any classroom for collaborative group work, multimedia projects, and interactive instruction.

WIRELESS NETWORK

All classrooms, the Bowman Library, Student Union, Dining Hall, and our five residence halls are equipped with a secure, high-speed wireless network that utilizes the latest in networking protocols.

TECHNOLOGY ENABLED CLASSROOMS

Our classrooms are outfitted with audio-visual technology to enhance the learning experience. Thirteen newly-updated classrooms feature the latest instructional technology, including SMART™ interactive podiums, document cameras, and high definition projection.

Each course also has dedicated space in Menlo's Learning Management System (Canvas), which provides an online environment for instructors to post syllabi, lecture notes, assignments, and other course materials; conduct class discussions; and administer tests and quizzes. Canvas is available to students and faculty anywhere, anytime from most web browsers.

ONLINE RESOURCES

You can register for classes using MyMenlo; submit an assignment or post to a class discussion in Canvas; or collaborate on a document using your Menlo G Suite for Education account. Want to brush up on your technical skills? Access LinkedIn Learning for free with your Menlo email account. Microsoft 365 is also free for students. All are online resources available to you, 24/7, from any location with Internet access—on campus or across the globe.

Visit <http://my.menlo.edu> from most web browsers, and log in using your Menlo user ID and password, once assigned.

STUDENT COMPUTING

Access to high-speed Internet service is available in every room in the Menlo College residence halls at no extra charge. Students using personal computers on campus are required to use anti-virus software with current virus definitions and to keep operating system security patches up-to-date. Printing is available to students in the Bowman Library and other print stations around campus.



Student Services

ACADEMIC ADVISING SERVICES

Academic advising services are available to all Menlo College students to help them evaluate their educational goals and provide them with the tools necessary to achieve these goals. Academic Advising uses a collaborative, developmental and student-centered approach empowering students to discover and achieve educational and personal goals. Through individual relationships, activities, and conversations, advisors help students overcome barriers to academic success by equipping them with timely information and tools.

- New students (freshmen and transfers) meet with counselors in the Office of Admissions who explain the various degree programs (majors and minors) offered at Menlo College. Students then receive assistance from an academic advisor at the Academic Advising Center to determine their academic preparation to take specific classes and choose their first semester's classes.
- Academic advisors guide students in their choice of majors and concentration and act as mentors to help them match their skills, abilities, values and interests with their academic and career pursuits. New students (freshmen and transfers) are assigned a specific academic advisor at the Academic Advising Center for their first year at Menlo and all the way through graduation. The Academic Advising Center, located in the Administration building, is open during normal business hours with one or more academic advisors on hand to provide advising assistance even if a student's assigned advisor is not available.
- Students and their advisor maintain a graduation plan and check-sheet for the purposes of monitoring academic progress. This check sheet reflects the transfer credit

that students have been awarded, the courses they have completed at Menlo College, and the courses and units they need to satisfy for graduation. Students may also review their Advising Worksheet on MyMenlo for degree progress.

DISABILITY SERVICES

Disability Services is a component of Menlo College's Academic Success Center that provides advising, counseling, information, referrals, and services for students with all types of disabilities. Accommodations relevant to the Americans with Disabilities Act and Section 504 and 508 of the Rehabilitation Act are available to students with long-term and short-term disabilities. Section 504 defines a person with a disability as "any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such impairment or (iii) is regarded as having such an impairment."

Menlo College is committed to ensuring equal access and opportunity to all members of our campus community, and to make all programs and services accessible to students with disabilities. With this in mind, and in accordance with Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), the College provides reasonable accommodations to ensure equal access to the programs and activities of the College. Any students with disabilities who require accommodations or who have questions about access or services should contact the Disability Services Specialist at disabilityservices@menlo.edu or 650.543.3720.

EXCHANGE AND STUDY ABROAD PROGRAMS

Menlo College partners directly with schools abroad as well as third-party study abroad providers to offer short

and long-term study abroad options to Menlo College students in 26 countries and 70 cities around the world. For more information, contact the Office of Study Abroad at studyabroad@menlo.edu.

INTERNATIONAL STUDENT SERVICES

The International Student Services (ISS) office provides support to students from abroad with a variety of services including I-20 & visa support, internship opportunities, CPT & OPT workshops, and resources for life in the United States. ISS organizes events and opportunities for international students from the time prior to orientation to post-graduation. For more information, contact the Office of International Student Services at iss@menlo.edu.

OFFICE OF INTERNSHIPS & CAREER SERVICES (OICS)

The Menlo College Office of Internships & Career Services supports students during all stages of their professional and career development, from self-assessment and career exploration to developing resumes, cover letters, and interviewing skills, to providing assistance with internship and job searches. OICS staff actively engage with for-profit, nonprofit, and government organizations to ensure that Menlo students and alumni have access to a robust population of potential employers for internships and jobs of all types.

All students at Menlo have the opportunity to complete a six-unit academic internship during the summer following their junior year or during senior year. Completion of an internship is required for business students and strongly encouraged for psychology students. OICS works closely with all students seeking internships to ensure a high level of preparation for the internship search, success in securing an internship position, and a high quality internship experience.

In addition, OICS offers a one-unit elective course (INT 399) for international students to gain additional off-campus curricular practical training (CPT). This course can be repeated up to three times.



Learning Resource Centers

BOWMAN LIBRARY

Bowman Library provides a wide range of information services, resources, and technologies that support the educational and research needs of the Menlo College community. The librarians and faculty have adopted a collaborative, integrated approach that helps students develop the information literacy competencies and research skills critical for academic and future career success.

MAKE AN APPOINTMENT WITH A LIBRARIAN:

<http://menlocollege.libcal.com/appointments/>

ASK A QUESTION:

<https://menlocollege.libanswers.com/>

Library Hours

Bowman Library is open seven days a week, with late evening hours Sunday through Thursday nights with added hours during final exams. Current information about the library schedule can be found on the Library's website.

Collections

The Library's print and online collections support all areas of the College curriculum, with special emphasis on business, psychology, and the social sciences. The Library has approximately 46,000 print books, and 112,000 eBooks, as well as a large number of online databases that provides access to 96,000 academic journals and magazines.

Research Services

Whether from a dorm room, an off-campus apartment, a coffee shop, or any location in the Library, students can contact librarians to ask questions by phone, through LibChat, or by email. Menlo College librarians offer personalized research services at the Library Desk, by

appointment in-person or through Zoom, and through library instruction sessions. The librarians teach more than 100 instruction sessions per year, each tailored to the needs of students in a particular course. The Library also publishes a series of general and course specific research guides that offer students a variety of critical strategies for effective research.

All Menlo students are required to complete an online Library Research Skills Tutorial during their first year at the College. The Tutorial, part of Menlo's General Education Curriculum, covers topics such as selecting appropriate information resources, searching library databases, and the Internet, and evaluating and citing information resources.

Resources and Study Facilities

Bowman Library has 27 desktop computers, 45 Chromebooks, as well as printers and photocopiers for student use. Library computers provide access to web based resources including the Library catalog, subscription databases, ebooks, etc.; Microsoft Office products, Adobe Acrobat Suite, and a range of instructional software are available from desktop computers. Study facilities include a variety of seating areas, carrels, a Library Classroom, and study rooms; all individual study rooms may be reserved through an online booking system.

RESERVE A STUDY ROOM:

<https://menlocollege.libcal.com/spaces>

Using Library Materials and Requesting Materials from Other Libraries

Students with a valid Menlo College ID can check out books, laptops, calculators, as well as other equipment. The Library has a large collection of professor selected materials placed on 2-hour reserve for individual courses. A Menlo ID and login provide off-campus access to the

Library's online collection, including access to full-text articles, ebooks, and databases. Through the Library website, patrons may also determine availability of Library materials and place needed items on hold for later pickup.

When not immediately available from the Bowman Library collection, patrons may request materials from a network of libraries nearby and across the country through a link in the Library catalog. Journal articles are delivered to students, faculty, and staff via email within 24 to 72 hours.

GULLARD FAMILY ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is a College-wide resource located in the Administration building. Its goal is to provide assistance to all students to succeed academically. The Center offers a wide range of services for students who want to improve their learning strategies, including advising, outreach, professional referrals, accommodations for learning differences, advocacy and tutoring. The ASC includes a Writing and Oral Communication Center for consultation and assistance on written assignments and presentations and a Math Center for individualized instruction and tutoring in quantitative skills. Peer tutors are available to help in a variety of subjects, and the ASC sponsors regular evening "Study Slam" group tutoring sessions. Additionally, the ASC offers a lab containing computers with assistive technology. Through individual advising and counseling on learning, the ASC helps students develop strategies and build skills that will be the foundation for continuous improvement and lifelong learning.



Academic Policies and Procedures

For specific degree requirements and course descriptions, please refer to the section on "Curriculum."

BACHELOR OF SCIENCE IN BUSINESS **Requirements and Residency Requirements**

To receive a Bachelor of Science in Business degree from Menlo College, a student must earn a minimum of 120 semester units, including a minimum of 42 upper division semester units. Students must also complete a minimum of 48 units in their major at Menlo College and must be enrolled in the College during one of the last two semesters prior to graduation. Of these 48 units, a minimum of 24 units must be upper division. Last, students must earn a cumulative grade point average of 2.0 ("C") in each of the following areas: all college work (the overall average), all units in the degree program core requirements, and all units in the major. Grades of "C-" or better may be required in individual or groups of courses.

BACHELOR OF ARTS **Requirements and Residency Requirements**

To receive a Bachelor of Arts degree from Menlo College, a student must earn a minimum of 124 semester units, including a minimum of 42 upper division semester units. Students must also complete a minimum of 30 units in their major at Menlo College and must be enrolled in the College during one of the last two semesters prior to graduation. Of these 30 units, a minimum of 24 units must be upper division. Last, students must earn a cumulative grade point average of 2.0 ("C") in each of the following areas: all college work (the overall average), all units in the degree program core requirements, and all units in the major. Grades of "C-" or better may be required in individual or groups of courses.

TRANSFER BACK POLICY

During the final academic year, a student must be enrolled in the Fall or Spring term, if a student is planning to participate in the May Commencement. Students may participate in Commencement with six units remaining (to be completed by August 31), to be taken at Menlo College or at another institution, provided those units have been approved through the Registrar's office. If these six units are not completed or transcripts not received by the Office of the Registrar by August 31 of that academic year, the student must re-enroll in order to complete the units needed for graduation.

MENLO COLLEGE CREDIT HOUR AND PROGRAM LENGTH POLICIES AND REVIEW PROCESS GUIDELINES

1. Policy

In accordance with WSCUC Senior College and University Commission policy, Menlo College follows the federal regulations and definitions for credit hour and program length outlined below. Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- 1.** One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- 2.** At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including

laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

As it applies to Menlo College, a 50-minute class is considered to be one hour of class time and Menlo operates on a 15-week semester.

Credit-bearing internships should align with the following requirements. For each 6-unit, for-credit, internship, students must complete:

- 1. 280 hours on-site at their internships**
- 2. 20 hours of face-to-face or online instructor/student interaction in the form of a seminar.**

Both on-site and classroom time must be planned to take place entirely during the summer semester.

- 1. For summer internships, all on-site and classroom time must be planned before fall semester classes resume.**

There are situations in which certain employers have structured internship programs that do not permit students to work the required minimum number of hours on site over the course of the internship session as defined by Menlo College. In these cases, students may work with the Executive Director of Internships & Career Services and the instructor of their internship seminar course to create a plan to supplement on-site internship hours with additional assignments relevant to the student's learning goals (e.g., LinkedIn Learning courses, workshops, informational interviews in the student's field). This will be formalized in an Internship Hour Equivalency Plan.

NOTE: *This option is available only in circumstances where employers have firmly structured programs that limit students to less than the required on-site hours over the course of the internship session (as defined by Menlo College). This option is not available to students in circumstances where working the required number of hours on-site is an option, but the student would prefer to work fewer.*

Compliance with these requirements is reviewed systematically at the course proposal phase and during Program Reviews. The Menlo College Course Proposal Forms specifies: "The proposal should contain information to demonstrate that there are at least fifteen (15) hours of in-class instructor/student "face time" and at least two (2) hours of homework/research time for every one (1) unit proposed to be offered." For courses in the course approval process, the Curriculum Committee will examine and determine whether the course meets the credit hour definition.

For existing courses, during the Program Review process, the program (non-degree and degree) is respon-

sible for reviewing and determining if each course adheres to the Credit Hour policy. If in the case an existing course does not fall within the definitions provided in the policy, the department will have to a) provide a justification for the departure and b) plans on rectifying it. The course credit hour review will be requested along with each self-study conducted by each department.

In addition, syllabi for all courses must be submitted to the Office of Academic Affairs before the start of each semester. Academic Affairs will review syllabi at the beginning of each semester to ensure that each syllabi meets the above requirements.

2. Program Length

Menlo College's business degree programs require completion of 120 units for graduation. All business degrees require a minimum of 24 units of courses within the student's specific major/option, beyond general education, core requirements, electives, and internship.

Menlo College's psychology program requires completion of 124 units for graduation. The psychology degree requires a minimum of 18 units of courses psychology, beyond general education, core requirements, and electives.

ONLINE CLASSES

Menlo College offers online classes in the Summer term and are taught in synchronous instruction to maintain a comparable learning experience as in-person instruction. Faculty also offer virtual office (student) hours to provide additional facetime interaction between students and instructors. Menlo College aims to comply with state authorization regulations for distance education every term on an ongoing basis. Contact the Office of the Registrar for additional information.

Variable Credit Courses

Course listings with variable units (1-3 units) allow students to register for just one unit instead of the full 3 standard units. Please note, because Menlo College values the student learning experience, only select classes allow variable credit. Please refer to the course description in the schedule of classes for course offerings. The following rules apply when taking a variable credit course for one credit unit:

ATTENDANCE: If a class is normally 3 units and runs the full semester, and you register for 1 unit, you will be required to attend the first 5-6 weeks of class, as determined by the instructor. You are not required to remain in attendance for the full duration of the semester. If you decide to remain in the class for the remainder of the semester, you must register for the additional units. Please

make all changes by the last day to add as noted on the academic calendar, or by the last day to add as noted on the course description for late start classes

CLASS WORK: If you are taking a variable credit class for one unit, you are not required to complete all course assignments that would be required for the full term. You are only required to complete assignments listed for those first 5-6 weeks. Assignments listed in the syllabus after time period will not be required nor graded.

TUITION: You will be charged for tuition for your actual registration. Please note, full-time flat rate tuition is 12-19 units. If you decide to remain in class and register for the additional two units, you may need to pay additional tuition if you have exceeded the 19-unit limit.

PLACEMENT TESTS

Placement tests are administered to ensure that students are proficient in the required skills to successfully complete Menlo College English and/or math courses. All incoming freshmen may be required to take placement tests for English and math. Transfer students may be required to take the placement tests depending on courses transferred.

The English Placement Test determines which English class students will be enrolled in during their first semester at Menlo College.

The Math Placement Test determines which math class students will be enrolled in during their first semester at Menlo College.

Information about **Foreign Language Placement Tests** or other curricular tests may be obtained from the Office of Academic Affairs in Brawner Hall.

DOUBLE MAJORS

Students must complete all core and major requirements for a second major. Other than General Education requirements, major and concentration courses that have been counted toward the first major are not counted toward the second. Business students pursuing double majors will not complete two internships. Double majors will complete one internship.

COLLEGE MAJOR

Students who wish to earn a degree other than those stated in the Menlo College Catalog must discuss with their academic advisor, find a full-time faculty mentor, and plan a course of study leading to the desired degree known as the "College Major." Generally, these degrees are interdisciplinary in nature, and draw on the existing expertise of Menlo College faculty. Degrees must include a well defined set of courses. The proposed course of study

must be approved by the Academic Dean.

Students who wish to earn a Bachelor of Arts or Bachelor of Science in the college major must:

- Have successfully completed Menlo College General Education requirements, or have qualified credit waiver, or Dean approval.
- Have earned a minimum cumulative grade point average of 3.50
- Have a formal proposal approved by the Academic Dean prior to completing 60 units. Contact the Office of the Registrar for proposal form.
- Earn a minimum of 44 units in the designed major, 30 units of which must be upper division
- Earn a total of 120 - 124 units (120 for Business) for degree completion, 42 units of which must be upper division

TRANSFER CREDIT POLICIES AND PROCEDURES

Transferring to Menlo College is a convenient process and the College considers itself "transfer friendly." Students receive the maximum number of transfer units possible. Most credit from regionally accredited two-year and four-year colleges and universities is accepted, provided they are college-level and degree-applicable courses.

Menlo College students who were previously or are concurrently enrolled at other regionally accredited post-secondary colleges and universities must provide official transcripts from all schools attended. These official transcripts must be sent directly to Menlo College for evaluation by the Office of Admissions (if applying for the first time for admission), or to the Office of the Registrar (for concurrently enrolled students). All transcripts must be official, normally delivered in envelopes sealed by the issuing institutions.

Once all official transcripts have been received by Menlo College, new students will be sent a "Transfer Credit Evaluation" (TCE) that indicates which of their courses have transferred to Menlo and which Menlo requirements have been satisfied by these courses. TCEs are official only after they have been approved by the Office of the Registrar. Failure to disclose enrollment and/or provide official transcripts from any and all other post secondary institutions that the student is or was enrolled in may result in an administrative withdrawal from Menlo College.

Matriculated students should submit a Transfer Course Approval Form to the Office of the Registrar prior to taking a course at any two-year or four-year college or university to ensure course transferability. It is recommended that students do not enroll in classes at another school until the Office of the Registrar approves the Transfer Course Approval Form. Ultimately, it is the

student's responsibility to select courses that transfer to Menlo College (*see Articulation Agreements or Concurrent Enrollment section for more information*).

TRANSFER CREDIT GUIDELINES

Credit is granted for equivalent courses in which a grade of "C-" or better (or the grade equivalent of "C-" or better) is earned.

Credits, not grades, transfer to Menlo College. See section on "Grades" for further information.

Students with an approved associate's or bachelor's degree from a regionally accredited college or university, or complete Intersegmental General Education Transfer Curriculum (IGETC) Certification may satisfy specific General Education requirements. Students who transfer through the ADT Commitment will have all lower-division general education requirements fulfilled.

Exceptions:

There are a number of exceptions to the Transfer Credit Guidelines above, Associate Degree for Transfer (ADT) Commitment not included (contact Admissions for more information) as Menlo College does require all students to complete certain foundation and institutional requirements as outlined on our Transfer Credit Agreements and Transfer Credit Evaluations.

Specific courses (e.g., MTH 110) may be required as a prerequisite for upper division courses.

Upper division credit is granted for upper division equivalent courses only. Courses completed at community colleges do not qualify for upper division credit.

For psychology students, a maximum of 94 total semester units may be transferred with the following limitations:

- Maximum of 70 lower division semester units
- Maximum of 24 upper division semester units

For business students, a maximum of 72 total semester units may be transferred with the following limitations:

- Maximum of 63 lower division semester units
- Maximum of 24 upper division semester units

A maximum of 30 semester units may be granted for non-traditional credit (see "Non-Traditional Credit").

All non-traditional credit is considered lower-division.

The maximum number of transfer units from any one source or combined sources may be limited. For example, a maximum of two semester units may be transferred for Physical Education credit.

A course may be taken only once for credit, unless specifically stated as allowable.

Each quarter unit is equivalent to 2/3 of a semester unit.

Remedial, technical, trade, non-academic vocational, previous work experience, and extension courses are generally not transferable. Courses taken at non-accredited institutions are not transferable (see Non-traditional Credit for exceptions).

NON-TRADITIONAL CREDIT THAT MAY BE GRANTED

A maximum of 30 semester units may be granted from one or more of the following sources:

- **Advanced Placement Examination (AP)** An entering freshman may receive Menlo College credit for a particular course or courses on the basis of qualifying scores on the Advanced Placement Examination(s) of the College Entrance Examination Board. A minimum score of 3 for most exams must be earned to be considered for Advanced Placement credit. The decision to grant credit is based AP Equivalencies chart. For other non-traditional credit, see World Education Services (WES). Official exam scores must be sent directly to Menlo College from the Educational Testing Services (ETS) or College Board.

- **A-level and International Baccalaureate (IB)**

Programs The decision to grant credit is based on the IB Examination Equivalencies chart. (Please see the section on "Admission to Menlo College" for further information.)

- **College Level Examination Program (CLEP)** These General and Subject exams are developed by the College Board and the Educational Testing Service (ETS) in conjunction with college faculty from across the United States. Credit is granted if students pass the exams with the scores recommended by ETS. Credit for the CLEP General Exams is granted for total scores at the 50th percentile only; partial credit is not given for sub-scores within the exams. Official CLEP exam scores must be sent directly to Menlo College from the Educational Testing Service (ETS) or College Board.

- **Military Education, Experience, and Exams**

Credit may be granted for military education and/or experience based on recommendations from "A Guide to the Evaluation on Educational Experiences in the Armed Services—American Council on Education, Washington, DC." Credit may also be granted for "C-" level equivalent or higher on the Defense Activity for Non-Traditional Education Support (DANTES) or DANTES Subject Standardized Tests (DSST) subject examinations.

- **Workplace Education**

Credit may be granted for education based on recommendations from the American Council on Education (ACE) or the Program on Non-

Sponsored Collegiate Instruction (PONSI).

- **Foreign Credit** Menlo College will also review WES, Incred, and SpanTran evaluations for recommended transfer credit.

Articulation Agreements with Two-Year Colleges

Menlo College has developed articulation agreements with multiple community colleges. These agreements facilitate the course selection process for students who wish to transfer to Menlo. Students do not need to complete all courses on the Agreement before transferring to Menlo. Articulation Agreements are intended as guidelines for course selection. Transfer students with an earned associate's degree (excluding associates in applied science) or those who have completed a minimum of 60 transferable semester units will have guaranteed admissions if admitted under a transfer credit agreement.¹ It is the student's responsibility to select courses that transfer and meet Menlo College graduation requirements.

A list of current articulation agreements can be found at www.menlo.edu.

In addition, Menlo College has entered into transfer agreements with multiple community colleges, which not only enable a smoother transfer of credits to Menlo College but also guarantee acceptance and scholarships. Further, the agreements clarify which courses map to required undergraduate General Education (GE) and major courses. For more information on transferability of classes and credits, prospective community college students should talk to their college counselors and/or the Menlo College Admissions Team. Please visit <https://www.menlo.edu/admissions-financial-aid/transferring-to-menlo/> to find the most up to date list of transfer agreements.

RESERVE OFFICERS' TRAINING CORPS (ROTC)

Menlo College has an agreement that allows Menlo students to concurrently enroll in ROTC Programs. ROTC courses transfer for general elective credit only. Any questions regarding transfer credit should be addressed to the Office of the Registrar at Menlo College.

ENROLLMENT STATUS & ACADEMIC LOADS

Please note the following policies and procedures regarding enrollment status and academic loads:

- Students are considered enrolled after their registration is officiated through MyMenlo (the Menlo online registration system) or their registration forms have been processed. In addition, the Student Accounts Office must

have certified that the student has paid or guaranteed payment of tuition, fees, and any other unpaid account balances.

- The normal academic course load is 15-16 units. Taking fewer units may delay graduation beyond the normal four years of study.
- For certification purposes, full-time status is defined as enrollment in a minimum of 12 units or the equivalent. Part-time status is defined as enrollment in 1 to 11 units, or the equivalent. If a full-time student withdraws from a course and will earn less than 12 units at the end of a semester, he/she will not be considered a full-time student. (See the "Withdrawal" portion of the "Grades" section for more information.)

Full-time:	12 or more units
Three quarter-time:	9-11 units
Half-time:	6-8 units
Less than half time:	1-5 units

- Full-time students enrolled in more than 19 units (or equivalent) will incur an additional tuition charge.
- A student's academic program and registration are determined jointly between the student and their advisor.
- The following students must obtain additional approval(s) before the Office of the Registrar will allow them to take fewer than 12 units (unless they are in their final term):
 - **International students** F-1 visa status students must receive permission from a Designated School Official in the International Student Service Office to take fewer than 12 units in spring or fall semesters. F-1 students are not required to attend during summer sessions. Currently, immigration regulations prohibit those who enter the country in F-2 or B-2 visa status to take academic classes without changing visa status prior to attendance.
 - **Student athletes** To take fewer than 12 units, student athletes must receive approval from the Athletic Office before the Office of the Registrar will approve their part-time status.
 - **Financial Aid recipients** The Office of Financial Aid will confirm if a student is approved for part-time status before disbursing aid.

¹ Associate's degree must be completed by the end of the spring term prior to fall admissions.

An earned associate's degree may not be transferred to Menlo College more than one year after a student enters the College.

CONCURRENT ENROLLMENT

Please note the following policies and procedures regarding concurrent enrollment:

- Students currently enrolled at Menlo College should have approval of the Registrar to concurrently enroll at another college. Students must submit a Transfer Course Approval Form to the Office of the Registrar prior to taking a course at any two-year or four-year college or university to ensure course transferability. Only courses approved in advance by the Registrar (by way of a Transfer Course Approval Form or Articulation Agreement) will be transferred, subject to a transfer maximum of 70 lower division units and 24 upper division units, are degree applicable (residency hours met), and the minimum required grade is obtained.
- Official transcripts of courses taken outside of Menlo College must be provided to the Office of the Registrar within 30 days of course completion.
- Failure to follow these procedures may result in the

encumbrance of records, delayed registration, and in extreme cases, administrative withdrawal from Menlo College.

- International students in F-1 status may be permitted to take courses for credit at other institutions while they are pursuing their program at Menlo College. Regulations regarding concurrent enrollment have been developed by the Department of Homeland Security. Menlo College has established policies in support of these. In order to receive credit for classes taken at another school, F-1 visa students must submit a Transfer Course Approval Form to the Office of the Registrar. Also, they must receive written approval from International Student Services before they may begin taking classes at another institution.

GRADES

Academic achievement is reported by the instructor to the Office of the Registrar by means of letter grades. Students may view their grade report in their MyMenlo account—grade reports are not mailed. See the Office of the Registrar

Grade Points

A+ and A	Excellent	4.0
A-	Excellent	3.7
B+	Above Satisfactory	3.3
B	Above Satisfactory	3.0
B-	Above Satisfactory	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
C-	Satisfactory	1.7
D+	Below Satisfactory	1.3
D	Below Satisfactory	1.0
D-	Below Satisfactory	0.7
F	Failure	No grade points
I	Incomplete ⁴	No grade points & not calculated in GPA
K	Non-passing: Proficiency not met ¹	No grade points & not calculated in GPA
CR	Credit ²	Not calculated in GPA; credit only
NC	No credit ³	No credit; not calculated in GPA
NG/NR	Not Reported ⁴	No Grade/Not Reported; no grade points & not calculated in GPA
W	Withdrawal	No grade points & not calculated in GPA
AU	Audit	No grade points & not calculated in GPA

¹Assigned when a student has not reached the proficiency level required to pass the course, but has made a considerable effort in it. At the discretion of the instructor, a student may receive a "K" grade in ENG 081, ENG 082, ENG 085, ENG 092, ENG 099, ENG 100, ENG 101, MTH 100 and/or MTH 101 for certification purposes. The units are counted for enrollment purposes during the semester in which they are taken but the units are not counted toward graduation nor are they counted in the student's Grade Point Average (GPA). Courses in which a student receives a "K" grade must be repeated until the student achieves the required proficiency level.

²Assigned for courses designated for credit/no credit grades, such as internships. Contact the Office of the Registrar for specific information.

³Assigned for courses designated for credit/no credit grades, and for repeated course(s) for which original grade was "C" or better (see Repeated Courses and Grade Replacements). Contact the Registrar for specific information.

⁴NG/NR/I grade is a temporary grade assigned when grade reporting is delayed.

for details and instructions on using MyMenlo.

- All grades are considered final except “I” and “NG/NR.” Grade changes are made by the instructor in cases of computational or clerical error only. Grades are not changed as a result of reappraisal (See section on “Academic Petitions” for additional information.)

Grade Point Averages (GPA)

The grade point average is calculated by dividing the total number of quality points earned by the total number of GPA hours/units. Quality points for a course are determined by multiplying the points received for the grade by the number of course units.

A maximum of two units of graded Physical Education (PED) courses are included in the calculation of the grade point average.

The Menlo College grade point average includes only courses attempted at Menlo. Courses completed and grades earned at other institutions are not included in the calculation of the grade point average.

Here is how GPA is calculated:

1. Multiply the number of GPA units/hours by the number of grade points per unit for the grade earned (see “Grade Points”). This will give you the total grade points for each course. For example: The grade of “B” in a three-unit course translates to a total of nine quality points for the course (3 GPA hours x 3 grade points for the “B” = 9).
2. Add up the grade points earned in all courses to determine total quality points.
3. To figure GPA, divide the total quality points by the total number of GPA hours. For example: If you completed 15 GPA hours with a total of 47 quality points, your GPA will be 3.1333 (47 quality points divided by 15 units = 3.1333).

Incomplete Grade (I)

An “incomplete” is given in cases where coursework was not completed prior to the end of the course due to circumstances beyond the student’s control. Additionally, the student must be making satisfactory course progress and have completed a majority of the required work. The course instructor and the Office of the Registrar must approve the granting of the “incomplete.” An “incomplete” will not be assigned if the student has not completed at least 51% of coursework and is not making satisfactory progress in the course.

Upon approval of a grade of “incomplete,” it is the student’s responsibility to make arrangements with the course instructor to complete the course requirements (refer to Incomplete Grade Report if available). The date

set by the instructor is considered the deadline for completing the course. The maximum time for course completion is one year from the time that the “incomplete” was given. Failure to complete the requirements within the time limit results in a failing grade (F) if a default grade is not provided by the instructor. Students who elect to retake the same course in a subsequent semester will receive a failing grade (F) in the original class and must pay all applicable tuition and fees. Units for courses graded “incomplete” do not count toward calculating full-time enrollment load for international students in F-1 visa status.

Not Reported Grade (NG/NR)

The NG/NR grade is a temporary grade. In most cases, it is assigned for a short period of time because an instructor is unable to complete grading because of circumstances beyond their control.

Withdrawal (W)

A “W” grade is non-punitive (is not calculated in the GPA) and is assigned upon withdrawal from a course prior to the end of the tenth class week (unless otherwise noted in the annual Academic Calendar). (*Students enrolled in courses that do not run the full duration of a term should refer to the course description concerning course withdrawal.*)

To receive a grade of “W,” a Course Withdrawal Request Form on MyMenlo must be submitted to the Office of the Registrar by the end of the tenth week of instruction or as stated in the Academic Calendar.

Students who re-register for classes from which they have previously withdrawn must pay all applicable tuition and fees. Additionally, units for courses graded as “W” do not count toward calculating full-time unit load.

MID-SEMESTER GRADES

Faculty members submit mid-semester grade reports in most graded classes. Students who receive an “unsatisfactory” report, or a grade of “D+” or lower at mid-semester should discuss their academic status with the course instructor to determine how to improve. Unsatisfactory and low grades are reported to the student’s academic advisor.

DEFICIENCY REPORT

During the midterm and final grade reporting period, faculty are required to complete a Deficiency Report for any student receiving “D+”, “D”, “D-”, “F”, and “K” grades. The Deficiency Reports serves as a notice that a student is enrolled in a course and is not making satisfactory progress. Deficiency Reports must be entered on

MyMenlo under Faculty Forms and must provide the student's grade. Additionally, detailed information about the causes of the student's unsatisfactory performance such as attendance, preparation, and participation should be provided. Completed Deficiency Reports will be sent automatically to the Office of the Registrar and copied to the student, faculty, advisors, and athletics (if applicable).

REPEATED COURSES & GRADE REPLACEMENTS

A student may repeat a course taken at Menlo College in which a grade of "D+" or lower was originally received. Earning a higher letter grade in the repeated course, which must be taken at Menlo College, will result in the original grade of "D+" or lower no longer being calculated in the cumulative grade point average; however, it does remain on the transcript. Earned units are counted only once; repeating a course does not result in earning additional units. Repeating a course in which the original grade was "C-" or better results in a "NC" (No Credit) grade for the repeated course. Students who elect to repeat a course in a subsequent semester must pay all applicable tuition and fees. Automatic grade replacements will apply to all courses except PE, Special Topics and Individual Directed Research courses where the topics are different.

CHANGE OF DEGREE, MAJOR, AND/OR CONCENTRATIONS

Students who wish to change their degree objective or major must first meet with their academic advisor. All changes must be requested on MyMenlo.

ACADEMIC INTEGRITY POLICY

Menlo College expects that students will do their own work and that their quizzes, tests, examinations, laboratory work, research papers, essays, projects, internships, and all other assignments honestly reflect their own learning and knowledge in the course. Examples of violations of this policy include: copying from another student during an examination; having another person write a paper on the student's behalf; any form of plagiarism or cheating. Students who are uncertain about whether an assignment is individual or team based, the level of citation required, or any similar issue should ask their professor directly.

Students found in violation of the Academic Integrity Policy are given a failing grade on the assignment. In any one course, repeat offenders will be given a failing grade for that course. In addition, students found in violation of the Academic Integrity Policy during a final examination, final project, or related final evaluation or assignment, will be given a failing grade for the course. Any student

who fails a course as a result of violating the Academic Integrity Policy will not be allowed to withdraw from that course. All violations of Academic Integrity Policy will be recorded through the Office of Academic Affairs. Repeat offenders across courses will be subject to disciplinary action as determined by the relevant Academic Dean (see Transcript Notations). Penalties can include suspension, and if the situation warrants, expulsion. A student who is accused of academic dishonesty may appeal the accusation if they feel it is incorrect. The appeal must be submitted in writing to the Office of Academic Affairs within 5 business days from receiving notice. The appeal will be reviewed and a decision rendered by the Academic Appeals Committee.

DIVERSITY, EQUITY, AND INCLUSION

Menlo College is committed to cultivating a learning environment that is respectful and inclusive of individuals from a diversity of backgrounds, including but not limited to race and ethnicity, gender and gender presentation, sexual orientation, religion, nativity and national origin, military experience, and class. Faculty and students must be respectful of this diversity.

ACADEMIC RECOGNITION

Dean's List

Students who earn a minimum of 12 semester units and a minimum semester grade point average of 3.75 are placed on the Dean's List. Students with grades of "I" or "NG/NR" within that semester are not eligible for inclusion on the Dean's List if the courses is a graded class. Additionally, non-academic, basic skills, and credit/no credit courses such as internships, physical education/varsity sports, STS 090, and IEP courses are excluded from Dean's List eligibility.

HONOR SOCIETIES

Alpha Chi, California Delta Chapter

Eligibility in the Delta Chapter of Alpha Chi at Menlo College is limited to those students who meet the following criteria:

- Candidate for a baccalaureate degree
- A 3.8 overall grade point average (GPA) on a 4.0 system (the entire record of the student, including courses failed, is considered; if the GPA earned at an institution previously attended is higher than the GPA earned at Menlo, only the grades from Menlo are considered)
- Completion of 75 units, 24 of which must be earned at Menlo College
- Enrollment as a regular student at Menlo College

for at least one academic year prior to election into Alpha Chi

- Represent impeccable standards of morality and citizenship

The number of students elected into Alpha Chi, including those previously inducted, may not exceed the top ten percent of both the junior and senior classes.

Beta Gamma Sigma

If a student is enrolled in a program accepted by AACSB International, as a basis for accreditation, then he or she is eligible for consideration for membership in Beta Gamma Sigma. Candidates must meet these criteria:

- Candidates for baccalaureate degrees whose academic rank is in the upper 10 percent of their class may be inducted subject to the following paragraphs of this section.
- Students who have completed at least the last term of their 2nd year and are ranked among the upper 10 percent of their class may be inducted.
- Students in their final year who were not previously inducted may be inducted at any time during their final year (or its equivalent in coursework) if their academic rank is in the upper 10 percent of their class.
- Transfer students who meet the qualifications for membership may be inducted after they have completed a minimum of one full year of full-time work (or its equivalent in coursework) in the business unit in which the chapter is located, provided their overall record, in the judgment of the collegiate chapter, is of Beta Gamma Sigma caliber.

ACADEMIC PROGRESS

Satisfactory Academic Progress (good standing) is accomplished by earning a 2.00 minimum cumulative grade point average and earning a minimum of 40 percent of attempted units each semester. Students admitted under special provisions may be responsible for fulfilling additional progress standards to maintain satisfactory academic progress. If you receive Financial Aid, contact the Office of Financial Aid for additional progress standards that are specifically related to Financial Aid regulations. Unsatisfactory academic progress categories are as follows:

- **Academic Warning:** Earning a semester grade point average below 2.0 or having a semester course completion rate of below 40 percent. Students in this category run the risk of academic probation and will likely take more than four years to graduate.
- **Academic Probation:** Earning a cumulative grade point average below 2.0 or a cumulative course completion rate of below 40 percent. Students in this category run

the risk of academic disqualification at the end of two consecutive semesters.

■ Academic Disqualification (Academic Dismissal):

Failing to earn a cumulative grade point average above 1.0; or having either a semester course completion rate or a cumulative course completion rate below 40 percent for two consecutive semesters or the preceding academic year (whichever is first); or failing to be removed from academic probation by the close of two consecutive semesters. Students who are unable to pass MTH 100 or ENG 100 with a grade of "C-" or higher in two attempts (consecutive semesters) are also subject to academic disqualification.

Students eligible for Academic Disqualification are reviewed by the Academic Appeals Committee for final status. Academic disqualification means that a student no longer has a relationship with Menlo College. Students who are academically disqualified are not permitted to re-enroll for the next semester and are denied all privileges of student status. Academically disqualified students may petition the relevant Academic Dean for reinstatement. Students who were disqualified for a second time (consecutive semesters) are not allowed to petition for reinstatement. (*See the sections on "Academic Petitions" and "Readmission Application Procedures" for additional information.*)

ATTENDANCE AND PARTICIPATION

(Refer to the current Academic Calendar for additional information.)

The College expects students to recognize the importance of class attendance and course participation. Regular attendance and participation including examination periods are expected. Students are responsible for planning personal activities such as medical and dental appointments, travel, jobs, and other commitments so that they do not conflict with regular class attendance. Absences that result from documented illness or emergency or required participation in official college business may be excused, but that does not remove the student's responsibility to complete all course, laboratory, research or internship requirements. Students who are not in regular attendance or who do not fully participate are subject to having their course grade lowered and are at a much greater risk of academic failure. (*See the section on "Intercollegiate Athletics" for additional information.*)

Students enrolled who are absent from the first two class meetings are subject to administrative withdrawal from the class upon recommendation of the instructor. Absence from the final examination will likely result in a failing grade for the course. Internship, individual

directed research, and practicum students who do not regularly attend work, scheduled meetings, or fulfill other course or internship requirements will be subject to administrative withdrawal.

ACADEMIC PETITIONS

A student who has evidence of special circumstances that may render a college policy or procedure inappropriate may petition for special review of their case. The student is required to submit the appropriate form and attach all materials that support the petition. Petitions should be forwarded to the Office of the Registrar. The Office of the Registrar forwards the petitions to the Academic Appeals Committee. The decision of the Academic Appeals Committee is final, except in those rare instances when new information is available and will be reviewed by the relevant Academic Dean. Special conditions may be placed on petitions for reinstatement by the Academic Dean, or Academic Appeals Committee.

GRADE PETITIONS

A student who believes that he or she has been incorrectly or unfairly graded should first contact the instructor for an explanation of the grade.

- 1.** If the student has been unable to resolve the matter with the instructor or has been unable to contact the instructor to receive a response after a good faith effort, the student may appeal the grade in dispute to the Academic Appeals Committee.
 - 2.** This appeal must be made no later than thirty days into the semester following the semester in which the disputed grade was issued.
 - 3.** The student must provide the Academic Appeals Committee any class materials, such as graded work and the class syllabus, pertaining to the grade in question.
 - 4.** If there is clear evidence of 1) a computational or clerical error or 2) arbitrary grading or failure to follow professional standards on the part of the instructor, then the Committee has the following possible options for its decision:
 - a)** Contact the instructor to make a corrective change to the letter grade because of a computational or clerical error
 - b)** Change the grade to Credit or No Credit
 - c)** Issue a retroactive Withdrawal ("W") for the course.
- The decision of the Committee is final except in those rare cases when new information is available and will be reviewed by the relevant Academic Dean.

LEAVE OF ABSENCE

Students in good academic standing who have circumstances that require them to be absent from Menlo College for up to one academic year or two (2) consecu-

tive semesters may file for a Leave of Absence with the Office of the Registrar. Please note the following:

- A student in good academic standing as evidenced by a 2.00 cumulative grade point average may petition for a Leave of Absence for a maximum of one academic year or two (2) consecutive semesters.
- A Leave of Absence may be requested during or at the close of a semester.
- The student's academic standing at the close of the previous semester will be used in the decision for leave requests made during a semester.
- Students who enroll at another college during the Leave of Absence are required to reapply for admissions status through the Application for Re-Admission from Leave.
- Menlo College is not obligated to offer the same courses and curriculum that were required when the student was originally admitted to the College.

Students must complete the Leave of Absence/Withdrawal form. Clearance is required with the following offices:

- Student Affairs
- Business Office
- Academic Advising
- Office of Financial Aid
- International Student Services
(for international students only)

VOLUNTARY WITHDRAWAL

A student who voluntarily withdraws from Menlo College during or at the end of the semester must advise the Office of the Registrar in writing by completing the official withdrawal form. The date the written notice is received is the date that will be annotated in the student's academic record and the date used to calculate tuition and resident refunds, if any. (*See the section on "Tuition Refund Policy" for further information.*)

Students must complete the Leave of Absence/Withdrawal form. Clearance is required with the following offices:

- Student Affairs
- Business Office
- Academic Advising
- Office of Financial Aid
- International Student Services
(for international students only)

ADMINISTRATIVE & INVOLUNTARY WITHDRAWAL

A student may be administratively withdrawn during or at the end of the semester for financial indebtedness to the College according to established policies. A student may be involuntarily withdrawn (suspended or expelled) during or at the end of the semester for academic integrity

violations or health and safety and/or disciplinary reasons according to the established procedures.

TRANSCRIPT NOTATIONS

- **Suspension:** Menlo College transcripts include a notation that displays the dates of any suspension(s). Once the terms of the suspension have been met, any suspension-related notes are automatically removed from the transcript, unless a condition requires confirmation that the suspension has been lifted. Department issuing suspension or type of suspension (judicial or academic) will not be notated on transcript. Students are eligible to pre-register for classes unless instructed otherwise.
- **Expulsion:** Menlo College transcripts include a notation that displays the dates of any suspension (see Suspension for details). If the student is expelled, the notation is permanently on the transcript unless cancelled by the Dean or VP issuing expulsion. Students are not allowed to register unless the expulsion is cancelled. For Academic Disqualification, see Academic Disqualification (Academic Dismissal).

(See the section on “Student Conduct” or contact the Office of Student Affairs for further information.)

RECORDS & REGISTRATION

Continuing Students

Registration for continuing students takes place after the schedule of classes for the next semester is published, about mid-semester. Registration dates are published in the Academic Calendar. Student expected class level (which is determined by the number of credits earned and currently enrolled) determines registration priority (see “Class Level” for unit levels). Students are encouraged to register early in the regular registration period to maximize the chance of obtaining the courses desired. Continuing students who register during the late registration period are assessed a \$75 late fee.

Registration Policies

All students are required to register for classes using MyMenlo. Students who have not provided all official transcripts may need to register in person at the Office of the Registrar using the Add/Drop slip. Before registering, freshman and sophomore students must see their academic advisor to create a schedule and obtain registration clearance. Registration is complete only when all fees and charges are paid and the student has no encumbrances on the student account. Students are required to have clearance from Student Accounts prior to registering on MyMenlo or making registration changes. A student’s registration may be cancelled if

tuition and fees are not received by the due date; students will be required to re-register.

Adding and Dropping Classes

Students can add a class no later than the first week of instruction or as noted on the Academic Calendar. Students add courses on MyMenlo. If the course is full or a prerequisite has not been met (students are expected to meet all prerequisites and faculty approval is required to add a course when missing a prerequisite), faculty can authorize the add on MyMenlo. The student is responsible for adding the class on MyMenlo after the authorization is entered. Late start courses may be added on MyMenlo until before the course begins. For additional information on add/drop deadlines for courses that do not run for the entire duration of the term, see course description on MyMenlo. **NOTE:** Only the student may add a course. Neither an instructor nor an academic advisor (exception new students) can add a student to a course (exception when Academic Affairs enrolls students from the wait list and faculty enrolls student on the two-week report).

To drop a class, students must drop on MyMenlo by selecting Add/Drop Courses and they will drop directly from their course schedule. Drops must be completed by the end of the fourth week of instruction or as noted on the Academic Calendar. A dropped course does not appear on a student’s transcript. Students will be unable to drop courses on MyMenlo after the last day to drop without a “W” deadline. **NOTE:** Only a student may drop a course. Neither an instructor nor an academic advisor can drop a student from a course (exception two-week report).

After the fourth week of instruction, students may drop classes, but doing so is considered a withdrawal. Students must complete a Course Withdrawal Request Form on MyMenlo. The form will only be open until the last day to withdraw. The last day to withdraw from a class is the tenth Friday of the semester or as noted in the Academic Calendar. A class that has been withdrawn from is notated by a “W” grade on the student’s transcript. A “W” grade is non-punitive (is not calculated in the GPA). Additionally, units for courses graded as “W” do not count toward calculating full-time enrollment status.

NOTE: Only a student may voluntarily withdraw from a course. Generally, neither an instructor nor an advisor can withdraw a student from a course. However, a faculty member in consultation with the relevant Academic Dean may administratively withdraw a student from a specific class during the semester for the following reasons: (1) lack of prerequisite courses, (2) excessive and/or unexcused absences in violation of the attendance policy as stated in the course syllabus, or (3) disciplinary problems.

CLASS LEVEL

Determined by the total number of semester units transferred to and earned at Menlo College.

Class Level	Earned Unit Range
Freshmen	0.0 - 25.9 units
Sophomore	26.0 - 55.9 units
Junior	56.0 - 89.9 units
Senior	90.0+ units

Student Records

Menlo College policies governing the safekeeping and confidentiality of all student records are consistent with the Family Educational Rights and Privacy Act (as amended in 1974), commonly known as the Buckley Amendment or the FERPA law. A student's permanent record consists of a Menlo College academic transcript. Student files also include pertinent academic and personal information. Without the written permission of the student, these records are not disclosed to anyone except the student; to employees of the College who by virtue of their position have a legitimate educational interest in the record; or in a case of an emergency, when the release of information is judged necessary to protect the health and safety of the student or other parties. Written consent is not required to release information to government officials who are granted access designated by FERPA.

If a student wishes for Menlo College to release information from their student record, a FERPA/Student Information Authorization (release form) must be completed and submitted to the Office of the Registrar. The student may revoke or change their FERPA/Student Information Authorization (release form) at any time by going to the Office of the Registrar and completing a new form.

Below are additional rights FERPA affords students with respect to their education records:

- Students have the right to inspect and review their education records, maintained by the school, within 45 days of the day the College receives the written request for access.
- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record, setting forth their view about the contested information.

Generally, schools must have written permission from the

student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

Directory Information

Consistent with FERPA, Menlo College may designate certain information as public or directory. See FERPA/Student Information Authorization (release form) in the Office of the Registrar. This includes information posted on our website. If a student does not want directory information released, they must request to Withhold Directory Information. Although the form should be submitted annually, students are encouraged to submit a new form each semester. Academic status, and judicial information regarding a student will not be released without the student's consent or without prior notification to the student.

The following information is designated as "directory information" and normally will be released by the campus without the consent of the student: name, current local and permanent telephone number, electronic mail address, date (MM/DD) of birth, major, number of units currently enrolled in, class level, dates of attendance, degree/honors awarded, most recent school attended, athletic information including height and weight, and participation in officially recognized organizations.

Students have the right to restrict the disclosure of this information. A form to restrict disclosure of any or all of this information may be submitted at the Office of the Registrar. A student requesting such restrictions should be aware, however, of the implications of such a request.

One exception, which permits disclosure without consent, is disclosure to campus officials with legitimate educational interests. A campus official is a person employed by the College in an administrative, supervisory, academic or research or support staff position; a person

or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, Menlo College may disclose education records without consent to officials of another school in which a student intends to enroll.

Additional information regarding the rights afforded by FERPA is available in the Office of the Registrar.

Restricted Documents

Certain documents that are used by Menlo College are not placed in the student's file and are not available for use by the student. These include confidential financial reports submitted by parents, legal guardians, and/or trusts. Additionally, personal recommendations are not accessible to anyone, including the student, as these recommendations are kept in a confidential file by the individual writing the recommendation.

Retention of Records

Menlo College transcript records are retained permanently. Others student records, including transcripts from other institutions, are retained for five years after the date a student leaves Menlo College for any reason.

Enrollment Certification

■ **General Certification** Requests for enrollment certification are processed by the National Student Clearinghouse (NSC), see <http://www.menlo.edu/academics/registrar/>. Certifications that bear the College Seal are mailed by the Office of the Registrar to the receiving party. The NSC provides instant enrollment certificates with a fee. Degree verifications can also be requested through the National Student Clearinghouse. The Office of the Registrar may also provide certifications by the student's written request. There are applicable fees for enrollment certifications.

FedEx/Expedited Delivery Services

Domestic Next Business Day	\$25 surcharge
Overnight Sat. Delivery	\$30 surcharge
International (2-5 business days)	\$50 surcharge

■ **Veterans Benefits Certification** Eligible veterans and dependent certifications are completed each term unless requested otherwise by the eligible student and will be processed 60 days prior to the start of the semester providing the student is registered. Recipients of veterans' benefits must make satisfactory academic progress towards graduation and courses that are degree-applicable

will be certified. For full-time enrollment, all courses must run the full duration of the term for VA purposes.

ACADEMIC TRANSCRIPTS

By submitting a written request to the Office of the Registrar, students may order an official transcript of their Menlo College academic record. Students must also submit the appropriate fee for the level of service requested. All requests will be processed within five business days unless requested rush processing or expedited delivery services are requested.

Transcript requests can be made through the National Student Clearinghouse (NSC) with applicable NSC fees, see <http://www.menlo.edu/academics/registrar/> or MyMenlo and if requested, will deliver official transcripts securely and electronically. Requests can also be made at the Office of the Registrar or upon the student's written request with the following information:

- Full name while attending Menlo College
- Last four digits of Social Security Number
- Date of birth
- Current contact information (address, home and mobile phone, email address)
- Quantity of transcripts requested
- Send to information (name of individual or organization, full address, or hold for pickup)
- Additional services requested (see expected delivery services)
- Method of payment (check, money order, or Visa/Mastercard number with expiration date)
- Sign and date

Transcript Fees

Official transcripts are \$6 (\$3 for each additional transcript going to the same destination \$6 for each transcript going to a different destination). Unofficial transcript—Enrolled Menlo students can view and print unofficial transcripts free of charge on MyMenlo.

Rush 24-hr. processing	\$20 surcharge
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FedEx/Expedited Delivery Services

Domestic Next Business Day	\$25 surcharge
Overnight Sat. Delivery	\$30 surcharge
International (2-5 business days)	\$50 surcharge



Curriculum

BACCALAUREATE PROGRAMS

Menlo College is committed to business education with a solid foundation in the liberal arts. The College recognizes the significant role that knowledge of the global human experience will have in the success of managers, today and in the future. With this in mind, the Menlo College curriculum has been rooted in the fundamentals of human thought, values, traditions, and aspirations to which is added a unique measure of business management and financial skills education.

The General Education requirements provide solid grounding in a variety of skills and disciplines. Menlo College students graduate with proficiency in the following areas:

- Critical Thinking
- Written and Oral Communication
- Quantitative Reasoning
- Information Literacy
- Awareness of Equity and Justice Issues

Menlo College graduates will be managers and leaders with an understanding of the demands and challenges that must be faced today and in the future. They will be taught to operate successfully in an environment of change and uncertainty. These graduates will possess the flexibility and adaptability that will be required by the ever-changing business and personal world. The Menlo mission embraces the concept that its graduates will eventually succeed in the endeavors they choose to undertake, and will understand the responsibility and accountability that modern management demands. Therefore, the curriculum reflects this commitment to educating students for leadership and management within this framework of human values and ethics.

GENERAL EDUCATION REQUIREMENTS

The General Education requirements are the vital first step in meeting the goal of providing a unique blend of business and liberal arts education. The courses students take to fulfill these requirements are designed to introduce them to a variety of subjects and disciplines as well as to assure that Menlo graduates possess strong writing, quantitative, and analytical skills. (*See the section on "Course Descriptions" for additional information.*)

NOTE: *A single course will not satisfy more than one of the Skills or Foundation requirements for the General Education requirements.*

OVERVIEW: General Ed. Requirements

Skills Requirement	12-15 units
Foundation Requirement	22 units
TOTAL:	34-37 units

General Education areas listed above are required for all degree programs.

SKILLS REQUIREMENT:

■ Writing and Critical Thinking (6 UNITS)

Students are required to enroll in these courses sequentially beginning their first semester of study until this requirement is satisfied.

ENG 101 English Composition 1 (3 UNITS)

ENG 102 English Composition 2 (3 UNITS)

■ Research Writing Requirement (3 UNITS)

Business Students only

ENG 450 Research Writing (3 UNITS) *BS in Business Junior/Senior students only. (Must be taken at Menlo College.)*

■ Quantitative Skills (3 UNITS)

Students are required to enroll in mathematics during

their first semester of study at Menlo College and continue enrollment until the quantitative skills requirement is satisfied.

MTH 110 Finite Mathematics (3 UNITS) or a higher-level mathematics course.

■ **Library Research Skills** (0 UNITS)

Students are required to complete the Library Research Skills tutorial (**STS 092**) by the end of the first year of enrollment.

■ **Microcomputer Software Literacy** (0-1 UNITS)

Students are required to pass the Microcomputer Software Literacy Examination. Students who do not pass the examination, or who prefer to take a course, may take **STS 101**: Microcomputer Software Literacy (1 UNIT) to prepare for the examination offered at the end of the course.

■ **Transition to College** (2 UNITS)

This course must be taken by first-year students during the fall semester of their first year of enrollment.

MLO 101 Transition to College

FOUNDATION REQUIREMENT:

■ **Humanities** (9 UNITS)

Students are required to complete nine units in the Humanities. Eligible courses include any ART, HIS, HUM, LIT, or PHI courses, as well as any foreign language course. **NOTE:** At least one course taken to fulfill this or the Social Science requirement must be an Equity and Justice Studies course.

■ **Natural Science** (4 UNITS)

All students are required to complete one natural science course with a lab. **NOTE:** Psychology majors are required to take **BIO 101/102** Human Biology and Lab (4 UNITS)

■ **Social Science** (9 UNITS)

Students are required to complete nine units in the Social Sciences. Eligible courses include any ECO, MCM, POL, PSY, or SSC classes. **NOTE:** At least one course taken to fulfill this or the Humanities requirement must be an Equity and Justice Studies course.

Bachelor of Science in Business

The Business program is the embodiment of Menlo College's mission and, with its choice of professional majors, provides an excellent foundation from a variety of perspectives for fulfilling careers in today's rapidly evolving, global business environment.

As a means of assuring constructive change in business and society, the College is strongly committed to innovation and entrepreneurship as critical elements in the Business degree. These habits are reinforced in many of its courses, both by lectures and experiential exercises, in order to encourage in students the creative approaches to decision making and problem solving that are critical in our fast-paced lives. In addition, tomorrow's managers must establish ongoing processes of renewal in our institutions and organizations if we are to achieve our individual and social potential, and the Business major provides students with these tools and the desire to use them for the common good.

All Business majors will complete a common 14-course core sequence. They may choose from 10 majors. Students may attempt to complete a double major. However, no courses may be double counted towards meeting major (not core) requirements. Hence, a double major will likely take more than four years of study.

Finally, Business majors are required to complete an internship while completing the academic elements of the curriculum. Menlo College is perfectly situated in Silicon Valley to take advantage of such workplace experiences and has made connections with hundreds of local companies, from legendary high tech firms to emerging Silicon Valley start-ups. The Internship Program staff will assist students with searching for an internship.

Business students pursuing double majors will not complete two internships. Double majors will complete one internship in the first major only. Students are encouraged to meet with their academic advisor to ensure that the course they select will fulfill this requirement.

The Assurance of Learning requirement of AACSB involves defining a set of student learning outcomes that every business major is expected to achieve:

- Written Communication Proficiency
- Critical Thinking Proficiency
- Oral Communication Proficiency
- Accounting Literacy
- Marketing Literacy
- Finance Literacy
- Statistics Literacy
- Quantitative Skills
- Business Knowledge
- Business Ethics

OVERVIEW: Bachelor of Science in Business

General Education	36 UNITS
Business Core Requirements & Senior Capstone Major	42 UNITS
Accounting	30 UNITS
Business Analytics	
Entrepreneurship and Innovation	
Finance	
Human Resource Management*	
International Business	
Marketing	
Real Estate	
Sports Management	
General Management (individualized major)	
*Under development	
Open Electives	12 UNITS
TOTAL:	120 UNITS

PLEASE NOTE: Only 2 units of Physical Education (PED) classes can be taken for a letter grade and count toward this Free Electives requirement.

BUSINESS CORE AND SENIOR CAPSTONE REQUIREMENTS (42 UNITS)**The following courses are required of all Business students:**

ACC 201	Principles of Financial Accounting
ACC 202	Principles of Managerial Accounting
ECO 200	Macroeconomics & Global Economy
ECO 201	Microeconomics
MTH 251	Statistics
MGT 101	Discovering Business
MGT 217	Organizational Behavior
MKT 216	Principles of Marketing
MCM 233	Business Communication
MGT 213	Supply Chain Operations
MGT 206	Business Law
FIN 220	Principles of Finance
MGT 227	Business Ethics
MGT 400	Strategic Management Capstone (<i>must be taken at Menlo College</i>)

ACCOUNTING MAJOR

The Accounting Major is designed to prepare a student for a career in accounting, either in the corporate arena, or in public accounting. Accounting majors select one of two possible tracks: Accounting Major or Accounting Major-CPA Track. The requirements for the tracks are as follows:

1. Accounting Major (120 UNITS) for non-CPA students.**Accounting Major (24 UNITS & INTERNSHIP 6 UNITS)****The following courses are required: (24 UNITS)**

ACC 301	Intermediate Financial Accounting I
ACC 302	Intermediate Financial Accounting II
ACC 311	Accounting Information Systems
ACC 321	Tax Accounting: Individual
ACC 322	Tax Accounting: Business
ACC 410	Advanced Accounting
ACC 412	Cost Accounting
ACC 420	Auditing

Internship Required: (6 UNITS)

ACC 499 Accounting Internship (*crosslist INT 499(A)*)

2. Accounting Major—CPA Track (144 UNITS*) for students seeking to meet the requirements to take the CPA exams in the state of California.****Accounting Major (27 UNITS & INTERNSHIP 6 UNITS)****The following courses are required: (27 UNITS)**

ACC 300	Accounting Ethics
ACC 301	Intermediate Financial Accounting I
ACC 302	Intermediate Financial Accounting II
ACC 311	Accounting Information Systems
ACC 321	Tax Accounting: Individual
ACC 322	Tax Accounting: Business
ACC 410	Advanced Accounting
ACC 412	Cost Accounting
ACC 420	Auditing

Internship Required: (6 UNITS)

ACC 499 Accounting Internship (*crosslist INT 499(A)*)

The Accounting Major – CPA Track requires an extra 24 units: ACC 300 Accounting Ethics (3 units required) and 21 units of lower division or upper division elective units (for a total of 24 units). Students electing the CPA track option after matriculation may request a second transfer credit evaluation from the Office of the Registrar relating to additional courses. See Residency Requirements for transfer unit limitations.

The following courses are recommended for CPA students interested in a double major: FIN 321, FIN 335,

BSA 319, BSA 315, and BSA 316. Additional FIN courses may be approved by the Dean of School of Business.

NOTE: *These recommended courses are not required, but it is highly encouraged for CPA students to double major in Business Analytics, Finance or Marketing.*

NOTES:

*Only Accounting Major—CPA Track students are required to complete 144 units in order to graduate.

**To reach 150 units required for the California CPA licensure the student may fulfill the additional 6 units at Menlo College or other institution of higher learning. Students who seek certification to practice outside of California should carefully check that state's Board of Accountancy for requirements, which may vary.

For students interested in pursuing a career as a Certified Public Accountant (CPA), please review the requirements as prepared by the board of accountancy in the state you plan to practice. For California, you are now required to obtain 150 credits of study in order to qualify for licensure as a CPA. The specific requirements as to the fields of study needed to obtain those 150 credits are quite complicated. Please review the requirements as prepared by the California State Board of Accountancy: Educational Requirements for CPA Licensure <https://www.menlo.edu/wp-content/uploads/academics/educational-requirements-for-cpa-licensure.pdf>. It is highly recommended that you read the following document, which explains which Menlo courses will meet the State Board of Accountancy requirements: Educational Requirements for California CPA Licensure: Impact on Menlo Accounting Majors. <https://www.menlo.edu/wp-content/uploads/Educational-Requirements-for-California-CPA-Licensure.pdf>.

While the Menlo Accounting program provides the educational units, studying for the CPA exams require additional individual preparation. To meet the California CPA licensure students must complete steps outlined by the California Board of Accountancy beyond the academic units. Please note that the Menlo Accounting program does not require students to obtain a CPA licensure.

PROGRAM LEARNING OUTCOMES (PLOs):

The Accounting program has four program learning outcomes.

1. Knowledge of Accounting Reporting Process:

Students will be able to label, report, construct and analyze standard financial statements, including the balance sheet, the income statement, and the cash flow statement.

2. Ability to identify, analyze and make sound decisions. Students will be able to identify the problem,

analyze data and make accompanying financial decisions by successfully assessing the issue at hand and arriving at a decision, and implementing the decision.

3. Understanding the audit process and ethical issues that may arise. Students will understand the process of auditing and understand the ethical issues associated with conducting an audit. Students will be able to use their knowledge of GAAP to evaluate that the firm is in compliance.

4. Developing professional skepticism and understanding human behavior. Students will develop a sense of professional skepticism as well as understand human behavior and attitudes, such that they acquire a flexible attitude to appraise accounting concepts in an innovative society.

BUSINESS ANALYTICS MAJOR (30 UNITS)

The Business Analytics Major prepares students for positions involving data management, visualization, descriptive, predictive, and prescriptive modeling, and communication of business insights across a variety of industries.

Business Analytics Major (24 UNITS & INTERNSHIP 6 UNITS)

The following courses are required: (12 UNITS)

BSA 315 Intro to Business Analytics

BSA 316 Coding for Analytics

BSA 319 Data Visualization & Business Insight

BSA 320 The Art of Thinking Like a Data Scientist

Choose four courses from the following: (12 UNITS)

BSA 401 Digital Transformation

BSA 402 Intro to Artificial Intelligence

BSA 410 Silicon Valley Immersion

BSA 411 Academic Global Immersion

BSA 420 Technoethics & Responsibility

BSA S Special Topics

ENI 403 Design Thinking

MGT 309 Role of Blockchain in Business Mode Innovation

MKT 335 Marketing Research

Internship Required: (6 UNITS)

INT 499 Internship in Major Field

PROGRAM LEARNING OUTCOMES (PLOs)

1. Data-Driven Decision-Making Students will be able to apply analytic models and appropriate statistical techniques to make well-informed business decisions.

2. Designing for Insights Students will be able to create, collect, organize, and analyze datasets using both quantitative and qualitative research methodologies.

3. Communicating Actionable Insights and Applica-

tions Students will be able to communicate, present, and visualize the results of their data analyses.

4. Ethical Data Decision-Making Students will understand and apply ethical principles in determining data-driven insights.

ENTREPRENEURSHIP AND INNOVATION MAJOR

(30 UNITS)

Menlo College offers the unique opportunity to study entrepreneurship in the center of the world's top innovation hub: Silicon Valley. The Entrepreneurship and Innovation major at Menlo College prepares students for a broad variety of careers in the entrepreneurship field. This includes but is not limited to starting a new business, taking over an already existing business, creating and launching innovations in new and established businesses, or working for supporting organizations such as consulting businesses, venture capitalists, startup incubators and accelerators. Next to learning the basics of entrepreneurship and innovation in the core curriculum, the major provides students with the opportunity to customize their learning experience through a variety of electives. Here important areas are technology as well as social entrepreneurship and sustainability. In addition, courses offer insights into the world of Silicon Valley and what it means to start and grow a business in this unique environment.

Entrepreneurship and Innovation Major

(24 UNITS & INTERNSHIP 6 UNITS)

The following courses are required: (12 UNITS)

- ENI 301** Principles of Entrepreneurship & Innovation
- ENI 302** Launching a Startup
- FIN 442** Entrepreneurial Finance
- MTK 317** Entrepreneurial Marketing

Choose four courses from the following: (12 UNITS)

- ENI 365** Social Entrepreneurship
- ENI 318** New & Sustainable Product Development (*crosslist MTK 318*)
- ENI XXX** International Entrepreneurship (*crosslist INB XXX**)
- ENI 403** Design Thinking
- MGT 305** Creative Collaboration
- MKT 337** Digital Marketing
- BSA 319** Data Visualization & Business Insight
- BSA 320** The Art of Thinking Like a Data Scientist
- BSA 410** Silicon Valley Immersion
- ENI S** Special Topics
*Under development

Internship Required: (6 UNITS)

- INT 499** Internship in Major Field

PROGRAM LEARNING OUTCOMES (PLOs):

After having completed the Entrepreneurship and Innovation major at Menlo College, students will be able to:

- 1.** understand how to successfully start an organization and apply entrepreneurial principles in already existing ventures,
- 2.** apply innovation and creativity principles to encourage and increase the innovativeness of organizations, also in connection with supporting social and sustainability efforts,
- 3.** evaluate entrepreneurial ventures and recommend appropriate actions to increase success rates and
- 4.** understand the importance of the (international) entrepreneurial environment including Silicon Valley.

FINANCE MAJOR (30 UNITS)

The Finance Major is designed for the student who would like a career in corporate finance, banking, venture capital, or the financial markets. Due to the quantitative nature of the field, a substantial background in mathematics is required.

Finance Major (24 UNITS & INTERNSHIP 6 UNITS)

The following courses are required: (12 UNITS)

- FIN 321** Advanced Corporate Finance
- FIN 330** Investments
- FIN 335** Financial Modeling (*crosslist RLS 335*)
- FIN 336** Money and Capital Markets

Choose four courses from the following: (12 UNITS)

- FIN 306** Behavioral Finance and Economics (*crosslist ECO 306*)
- FIN 431** Investment Funds Management
- FIN 433** Real Estate Finance (*crosslist RLS 433*)
- FIN 438** International Finance (*crosslist INB 438*)
- FIN 442** Entrepreneurial Finance
- FIN 465** Financial Futures, Swaps, & Options Decrypted
- FIN S** Special Topics in Finance

Internship Required: (6 UNITS)

- INT 499** Internship in Major Field

PROGRAM LEARNING OUTCOMES (PLOS):

Students are trained to develop (a) practice-oriented quantitative skills requiring knowledge of Excel, (b) familiarity with multiple sources of financial data, and (c) the ability to present quantitative data in an understandable format. Desired learning outcomes for finance major students are.

- 1. Project Valuation:** Students will learn and be able to present different project valuation techniques and criteria used for project acceptance/rejection decisions and how to apply the appropriate cost of capital to projects.

2. Financial Decision Making at Large: Students will be able to analyze and present financial decisions made by various types of firms in real life business environments and relate these decisions to theoretical concepts covered in the classroom.

3. Security Valuation: Students will learn different security valuation techniques and selection criteria for different sources of capital. They will learn how to calculate a company's cost of capital and ways to minimize it.

4. Portfolio Analysis: Students will be able to analyze the historical performance of a portfolio of securities and estimate the portfolio's statistical properties.

HUMAN RESOURCE MANAGEMENT MAJOR

(30 UNITS)

The Human Resource Management (HRM) major prepares students to meet the growing need for HRM professionals and to enhance people management across diverse and contemporary work settings. Students develop a critical understanding of the functions and roles of an effective human resource professional. The major teaches students knowledge and skills in human resource principles and strategy, employment law, people analytics, acquisition and development, compensation, workforce productivity, teams, and negotiations. The major requires a minimum of 30 credit hours, consisting of 4 required courses (12 units), 4 elective courses (12 units), and culminating in 1 internship course and 6 units. The program can be completed in three to four years of full-time study (i.e., six to eight semesters of full-time study). The curriculum is academically aligned with the standards of the Society of Human Resources Management (SHRM), a leading professional human resources membership association, and is recognized by the Association to Advance Collegiate Schools of Business (AACSB). Menlo's partnership with SHRM offers students networking opportunities and preparation for national certification. Menlo students enrolled in their last year of the major are eligible to earn their SHRM-Certified Professional credential.

Human Resource Management Major

(24 UNITS & INTERNSHIP 6 UNITS)

The following courses are required: (12 UNITS)

- HRM 300** Principles of Human Resource Management
- HRM 315** Employment Law
- HRM 316** Strategic Human Resource Management Strategy
- HRM 317** Talent Acquisition & Development

Choose four courses from the following, and three courses must be HRM: (12 UNITS)

HRM 318 Total Compensation & Rewards

HRM S* Teamwork in the Workplace

PSY 316 Organizational Psychology

MCM 335 Persuasion and Negotiation

BSA 410 Silicon Valley Immersion

HRM S Special Topics

*Under development

Internship Required: (6 UNITS)

INT 499 Internship in Major Field

PROGRAM LEARNING OUTCOMES (PLOs)

Students who graduate with a major in Human Resource Management will be able to:

1. PLO 1 Perform HRM functions as they relate to organization objectives

2. PLO 2 Understand the future of work and new employee relations

3. PLO 3 Apply employment law and ethical practices

4. PLO 4 Develop compensation, benefits, and reward packages

5. PLO 5 Demonstrate talent acquisition and performance appraisal practices

6. PLO 6 Understand human resources within a global innovation economy

These program learning outcomes agree with the behavioral competencies and knowledge that HRM professionals need for effective job performance.

INTERNATIONAL BUSINESS (30 UNITS)

The International Business major at Menlo College prepares students for careers in the area of international business. Its attention to key aspects of business in the international context—economics, finance, marketing, supply chain, legal and ethical issues, entrepreneurship, negotiation, social and sustainability aspects—paired with its focus on global immersion, both in Silicon Valley, the global innovation hub, and at select international locations, enable students to pursue a variety of careers in existing and new organizations. A broad selection of electives provides students with the opportunity to customize their program of study along either hard or soft sides of international business thus enabling them to build meaningful careers and development trajectories.

International Business Major

(24 UNITS & INTERNSHIP 6 UNITS)

The following courses are required: (12 UNITS)

- INB 300** Principles of International Business
INB 302 International Marketing (*crosslist MKT 302*)
INB 438 International Finance (*crosslist FIN 438*)
INB 371 Social Impact in a Global Economy

Choose four courses from the following: (12 UNITS)

- INB 304** Sustainable Business (*crosslist RLS 304*)
INB 404 International Law and Organizations
ECO 301 International Economics
MCM 335 Persuasion and Negotiation
BSA 410 Silicon Valley Immersion
INB XXX* International Entrepreneurship
BSA 411 Academic Global Immersion
INB XXX* Global Supply Chain Management
INB S Special Topics

*Under development

Internship Required: (6 UNITS)

- INT 499** Internship in Major Field

PROGRAM LEARNING OUTCOMES (PLOs):

After having completed the IB major at Menlo College, students will be able to:

- understand the international business environment, the nature of national differences and their impact on business, the role of international organizations (e.g., the World Trade Organization, the World Bank), the role of government policy and international trade;
- understand the nature of opportunities in the international business environment and ways to pursue them in the ethical manner via existing organizations and entrepreneurial startups;
- understand organizing and managing business functions (marketing, finance, etc.) in the global context;
- identify effective competitive, corporate, and international strategies and adequate market entry modes to ensure sustainable competitive advantage globally.

MARKETING MAJOR (30 UNITS)

The Marketing Major is designed for students who are interested in solving consumer problems and fulfilling the unmet needs in the market through the value creation process, and ultimately building strong customer relationships and achieving customer success, with the marketing practices. Career opportunities include sales, product management, digital marketing, advertising, and marketing research among others. Individuals with a strong marketing background are well equipped to become entrepreneurs developing their own businesses.

Marketing Major (24 UNITS & INTERNSHIP 6 UNITS)**The following courses are required:** (12 UNITS)

- MKT 309** Strategic Marketing Management
MKT 335 Marketing Research
MKT 336 Consumer Behavior
MKT 337 Digital Marketing

Internship Required: (6 UNITS)

- INT 499** Internship in Major Field

Choose four courses from the following: (12 UNITS)

- MKT 302** International Marketing (*crosslist INB 302*)
MKT 419 Integrated Marketing Communications
MKT 441 Designing & Managing the Customer Experience
MKT 442 Price Management
MKT 417 Entrepreneurial Marketing
MKT 318 New & Sustainable Product Development (*crosslist ENI 318*)
MKT 352 Political Marketing (*crosslist POL 352*)
MKT 402 Marketing & Advertising in Sports Industry (*crosslist SMG 402*)
BSA 319 Data Visualization and Business Insight
BSA 410 Silicon Valley Immersion

PROGRAM LEARNING OUTCOMES (PLOs):

The following are the Marketing Department's PLOs.

1. Students will be able to conduct primary and secondary research to identify potential markets, the needs/wants of consumers, and appropriate market segmentation as a result of taking MKT 335 – Marketing Research and completing the research project therein.
2. Students will be able to describe consumers for a given set of products or services and understand why consumers behave the way they do in regard to their buying decisions as a result of taking MKT 336 – Consumer Behavior.
3. Students will understand digital marketing strategies available on the Internet in the context of the traditional elements of product, price, place and promotion. Students will be able to create a digital marketing plan for a product or service as a result of taking MKT 337–Digital Marketing.
4. Students will be able to analyze a complex market-based problem, identify potential solutions, recommend a strategy and defend it as a result of preparing case studies in MKT 309 – Strategic Marketing Management.
5. In addition, students will get more in-depth understanding of their fields of interest, from the electives, such as international marketing (INB 302), entrepreneurial marketing (MKT 417), political marketing (MKT 352), sporting marketing (MKT 402) and more specialized areas or most current topics in marketing.

REAL ESTATE MAJOR (30 UNITS) The Real Estate Major prepares students for a wide range of positions in the real estate industry from commercial and residential sales agents to financial and investment analysts, commercial property managers, as well as public policy and land use regulation. Real estate is over 30% of the US economy and students with real estate degrees have opportunities at the local, state and national levels. Menlo graduates with a real estate major will be prepared to join the residential, commercial or public sides of the industry or may proceed on to graduate studies at the masters or doctoral level in real estate finance, real estate development, land use and transportation planning, and facilities management.

Real Estate Major

(24 UNITS & INTERNSHIP 6 UNITS)

The following courses are required: (12 UNITS)

RLS 233 Principles of Real Estate

RLS 315 Real Estate Law

RLS 317 Commercial Property Management

RLS 433 Real Estate Finance (*crosslist FIN 433*)

Choose four courses from the following: (12 UNITS)

RLS 304 Sustainable Business (*crosslist INB 304*)

RLS 410 Real Estate Literature

RLS 335 Financial Modeling (*crosslist FIN 335*)

MCM 335 Persuasion and Negotiation

RLS 440 Planning Policy, Process & Politics of Development

RSL 445 Real Estate Economics & Market Analysis

RLS S Special Topics

Internship Required: (6 UNITS)

INT 499 Internship in Major Field

PROGRAM LEARNING OUTCOMES (PLOS):

PLO 1 Real Estate Law, Economics and Finance

Students will understand the legal, economic, and financial underpinnings of the real estate market, including the regulatory environment and public policy implications.

PLO 2 Real Estate Principles and Practice Students will have familiarity with the basic characteristics of both residential and commercial real estate and their subtypes, as well as functional knowledge of sales transactions, finance and investments, asset and portfolio management.

PLO 3 Applications of Real Estate Knowledge Students will be able to apply academic knowledge in order to value, acquire, develop, finance, invest, and manage real property with a focus on the Triple Bottom Line for positive Financial, Environmental, and Social returns.

PLO 4 Effective Communication Students will know the

appropriate real estate terminology and be able to make professional presentations and create written materials that effectively communicate.

Real Estate Licenses

Menlo students who complete two required and one elective Real Estate courses qualify to take the California Department of Real Estate **basic real estate license examination**, which is a prerequisite for many careers in real estate, including commercial and residential property sales and management, as well as corporate and sports facilities. Students who receive a Bachelor's Degree in Real Estate or a Real Estate Minor along with another bachelor's degree may waive the two years of work experience that is required to take the **advanced real estate examination**, which may open up opportunities to start their own real estate company.

SPORTS MANAGEMENT MAJOR

(30 UNITS, INCLUDING INTERNSHIP)

The Sports Management Major prepares students for internal positions in sports organizations, professional or college/university sports teams, fitness or recreation centers, governing bodies of various sports leagues, public marketing, radio, television, and events management, as well as admission into post-graduate studies in Sports Management.

Sports Management Major

(24 UNITS & INTERNSHIP 6 UNITS)

The following courses are required: (12 UNITS)

SMG 250 Introduction to Sports Management

SMG 307 Research Methods in Sports Management

SMG 308 Sports Analytics

SMG 402 Marketing & Advertising in the Sports Industry (*crosslist MKT 402*)

Choose three courses from the following: (9 UNITS)

SMG 404 Ethics in Sports Management

SMG 405 History of Sports

SMG 401 Legal and Social Issues in Sports Management

SMG 312 Sports Psychology (*crosslist PSY 312*)

SMG 403 Sports Sponsorship & Sales Management

SMG 404 Ethics in Sports Management

MKT 337 Digital Marketing

Choose one course from the following: (3 UNITS)

SMG 410 Sports Finance (*crosslist FIN 410*)

SMG 412 Economics of Sports

SMG S Special Topics

Internship Required: (6 UNITS)

INT 499 Internship in Major Field

PROGRAM LEARNING OUTCOMES (PLOs):

PLO 1. Knowledge of the Sports Industry

Students will be able to demonstrate familiarity with different subdisciplines within the field of sports management and be able to describe the basic characteristics of the sports industry.

PLO 2. Research in Sports Management

Students will be able to apply the appropriate research strategies and interpret findings from their studies of sports management.

PLO 3. Organizational Issues of Sports and the Industry

Students will be able to develop promotional materials, engage in sales, and manage facilities and events in the sports industry. Students will also be able to comprehend management and ethical issues that sports organizations face.

PLO 4. Computational Analysis of Sports Organizations and the Industry

Students will be able to understand the economic and financial environment of the sports industry, as well as apply the appropriate data analysis techniques to examine inquiries into the sports industry.

GENERAL MANAGEMENT (INDIVIDUALIZED MAJOR)

(30 UNITS , INCLUDING INTERNSHIP)

Students who wish to declare a B.S. in Business with a major in General Management must discuss with their academic advisor and find a full-time faculty mentor. Contact the Office of the Registrar for the General Management Major form.

Here are the requirements:

Students are required to complete eight upper-division (300-499 level) courses selected from ACC, BSA, ENI, FIN, HRM, INB, MGT, MKT, RLS, or SMG. Student must also complete INT 499 Internship in Major Field (6 units).

Bachelor of Arts in Psychology

At various times, psychology has been considered the study of the human soul, the study of the human mind, and the study of human behavior. Its early history is in the field of philosophy; more recently it has been considered to be a social science. Some people study psychology empirically; others consider psychology to be an art. The Psychology major at Menlo College emphasizes the traditional liberal arts psychology courses, yet includes topical courses that explore the most current psychological issues. The psychology faculty acknowledges the breadth of the discipline and supports various approaches to its study. Students selecting the Psychology major are encouraged to take elective courses in philosophy, biology, literature, and the humanities.

Core courses within the Psychology major address the psychological issues that are relevant to the study of the individual. This breadth of study emphasizes the significance of the complete human experience. Thus, the student is encouraged to consider the overall context in which the psychology of the individual may be understood. The research component will enhance the student's ability to identify, analyze, and research contemporary issues in psychology.

The Psychology major is structured around a set of required courses. This requirement introduces students to four major approaches to the study of psychological subject matter: developmental perspectives; the biological bases of behavior; theoretical conceptualizations; and, the application of theory. Students may fulfill the remaining unit requirements within the major by choosing from a variety of upper division electives.

Program Learning Outcomes

Students are expected to demonstrate proficiency in following areas:

- Knowledge Base in Psychology
- Scientific Inquiry & Critical Thinking
- Ethical & Social Responsibility in a Diverse World
- Communication
- Professional Development

BA/PhD Fast Track. For highly qualified and motivated students who are strongly interested in psychology as a career and think they would like to pursue a Ph.D. in Clinical Psychology, Menlo College has established a “fast track” degree program. Interested students commence a challenging accelerated program during their freshman year and complete all of the requirements, including the senior thesis sequence, in three years. They participate in internships in human services agencies and

clinical settings. Successful students are invited to apply to Palo Alto University (PAU) during their junior year for matriculation to PAU during their senior year. Graduate units completed at PAU are accepted as electives to fulfill graduation requirements at Menlo. Interested students should contact the program liaison, Dr. Mark J. Hager at (650) 543-3780.

OVERVIEW: Bachelor of Arts in Psychology

General Education	33 units
Core Requirements	21 units
Psychology Major	18 units
Open Electives	
52 units	
TOTAL:	124 units

PLEASE NOTE: Only 2 units of Physical Education (PED) classes can be taken for a letter grade and count toward this Free Electives requirement

CORE REQUIREMENTS:

The following courses are required (21 UNITS):

- PSY 101** Introduction to Psychology
- PHI 160** Logic and Critical Thinking
- PSY 400** Empirical Research Methods and Evaluation
- PSY 401** Senior Thesis

Three additional upper division Humanities courses selected from any of the following categories:

- Art (Non-studio)
- Literature
- History
- Humanities
- Philosophy

PSYCHOLOGY MAJOR* (18 UNITS)

The following courses are required: (12 UNITS)

- PSY 305** Psychology of Human Development

Across the Life Span

- PSY 411** Biopsychology

- PSY 311** Personality Theory

- PSY 412** Psychological Disorders

***PSY 101**, Introduction to Psychology, is a prerequisite for all other Psychology courses.

Choose two courses from the following: (6 UNITS)

- PSY 303** Psychology of Learning and Cognition

- PSY 304** Psychology of Human Motivation and Emotion

- PSY 306** Psychology of Human Sexuality

- PSY 309** Social Psychology

- PSY 312** Sports Psychology (crosslist **SMG 312**)

PSY 313 Understanding Disabilities

PSY 415 Communication and Counseling Skills

PSY S Special Topics in Psychology

PROGRAM LEARNING OUTCOMES (PLO):

1. Knowledge base in psychology: Conceptually this goal means that students have a reasonable breadth and depth of “key concepts, principles and overarching themes in psychology” (APA, 2013, pg. 15). Operationally, students will complete a comprehensive assessment of the core competencies of the curriculum: psychological disorders, lifespan development, biopsychology, and personality theory.

2. Scientific inquiry & critical thinking: Conceptually this goal means that students can “use scientific reasoning to interpret psychological phenomena” (APA, 2013, pg. 20). Operationally, students design and conduct the Senior Thesis Capstone project demonstrating psychological information literacy and standards of research design, critique and analysis.

3. Ethical & social responsibility in a diverse world:

Conceptually this goal means that students can “apply ethical standards to evaluate psychological science and practice” (APA, 2013, pg. 26) in a diverse global community. Operationally, students demonstrate attention to psychosocial issues of diverse populations and ethical practices for research and human services throughout the curriculum, culminating in their critiques of a body of literature in the Senior Thesis.

4. Communication: Conceptually this goal means that students “demonstrate effective written...and presentation skills” (APA, 2013, pg. 30). Operationally, students demonstrate written and oral communication skills by conducting and writing an analytical literature review of a key social-psychological issue and orally presenting their findings to a public audience in the Senior Thesis capstone.

5. Professional development:

Conceptually this goal means that students “develop meaningful professional direction for life after graduation” (APA, 2013, pg. 16) that applies “psychological content and skills to their career goals.” Operationally, course content, Senior Thesis projects and volunteer or internship opportunities may be used to explore different directions for employment and graduate school.

Minors

EQUITY & JUSTICE STUDIES MINOR (12 UNITS)

The Menlo College EJS minor includes courses in economics, history, humanities, political science, psychology, and social sciences. It is designed for students with an interest in social justice who seek a deeper understanding of the role of systemic inequities, social movements, revolutions, and uprisings in the United States and globally. The study of disenfranchised groups will allow students to view their studies through a lens that critically explores the role of privilege, oppression, and dominant ideology no matter the personal, academic, or professional path they choose.

The minor in Equity, & Justice Studies requires 12 semester credit hours. The minor offers an interdisciplinary approach intended to foster students' development and/or reclaiming of dignity, agency, and allied behavior. A focus on EJS prepares students to work to shape a more humane global world for all. Students will explore issues related to the social construction and intersectionality of race, ethnicity, gender, religion, age, sexual orientation, and ability.

Students who wish to declare a minor in EJS may do so as early as their sophomore year as long as they are in good academic standing. A minimum GPA of 2.0 is required. There are two tiers from which students will select courses to complete their EJS minor.

The first tier provides a collection of coursework from which one required course must be selected; the second tier allows students to select three courses of interest to them. The aforementioned courses may not be used to fulfill GE course requirements or core Psychology courses. For example, students majoring in Psychology must take into account that their electives may not be double-counted for the EJS minor as well.

TIER ONE Choose one of the following courses: (3 UNITS)

HUM 307 Diversity in the Workplace

HUM 330 Human Rights in a Global Perspective

SSC 350 Global Studies

TIER TWO Choose three of the following courses:

(9 UNITS)

PLEASE NOTE: *Students are encouraged to petition to the Academic Appeals Committee if they prefer to substitute with another course (e.g. a Special Topics course).*

ECO 301 International Economics

HIS 301 African American History

HIS 302 Modern Asian History

HUM 305 Sex and Culture

HUM 307 Diversity in the Workplace

HUM 311 Women & Culture

HUM 330 Human Rights in a Global Perspective

LIT 305 Literature of Migration

LIT 307 Asian American Literature

MCM 308 Cultural Expression in the Media

MGT 325 Women in Business

PSY 313 Introduction to Disability Studies

PSY 314 Psychology of Women in Organization

PSY 306 Psychology of Human Sexuality

PSY 383 Cultural Issues in Psychology

SSC 350 Global Studies

POL351 Latinx Politics

POL 353 Race & Racism (*crosslist SSC 353*)

POLITICAL SCIENCE MINOR (12 UNITS)

The Menlo College Political Science minor is designed for students with an interest in political institutions, the processes by which political decisions are made and the values, interests, and other influences that inform those decisions. It is designed for students with an interest in politics and government who seek a deeper understanding of how an individual can participate meaningfully in politics, and a deeper understanding of contemporary political issues, including national, state, and local problems, and their historical contexts. Students who minor in political science will gain a sense of political agency, will develop their critical thinking skills, and will be able to write and speak cogently about governmental structures, processes, and policies. They will learn how to think critically about complex problems, and about how they can be involved in moving toward solutions to those problems. They will learn about the legal structure of state and national laws and the jurisprudence that guides lawmakers and public policy. Minoring in political science helps prepare students for a variety of careers (e.g., with government agencies, nonprofits, community organizations, lobbying firms, or as political communication or policy analysts) or careers in public service and elected office.

Students who wish to declare a minor in political science may do so as early as their sophomore year as long as they are in good academic standing. A minimum GPA of 2.0 is required. Students must complete two required courses (Tier One) and an additional two political science electives (Tier Two). Courses used to fulfill the minor may not be used to fulfill GE course requirements or toward an EJS minor. Students can also use independent directed research (IDR) courses to satisfy the requirements for the minor. All classes to fulfill the minor must be completed at Menlo College.

TIER ONE **The following courses are required:** (3 UNITS)

- POL 305** Civil Liberties
POL 150 Introduction to U.S. Politics
or
POL 360 California Politics

TIER TWO **Choose two courses from the following:**

- (6 UNITS)
- POL 305** Civil Liberties
POL 350 Campaigns and Elections
POL 351 Latinx Politics
POL 352 Political Marketing
POL 353 Race & Racism
POL 360 California Politics (if not taken as a Tier One requirement)

PROFESSIONAL SALES AND BUSINESS

DEVELOPMENT MINOR (12 UNITS)

The Professional Sales and Business Development minor provides students with skills necessary for success in a sales career and building mutually beneficial professional relationships. The ability to sell and negotiate is the ability to effectively communicate the value of an idea, product, or service and to create win-win situations. Many high-level executives and organization leaders started as salespeople and rose to the top of their professions by effectively using sales skills. The Professional Sales and Business Development minor degree is open to students of all majors. We offer theory, frameworks, and tools to help students develop and enhance customer relationships and meet needs by creating, communicating, and delivering value. It will also help students build resources and academic credentials to pursue sales-related careers and understand the role of professional selling businesses and related organizations. Students who have earned the minor can contribute revenue to a hiring organization while also being more prepared to accept continued sales and management training. The minor in Professional Sales and Business Development requires completion with a passing grade of 12-semester credit units of Professional Sales and Business Development courses.

The following courses are required: (9 UNITS)

- MGT** Sales Strategy and Outreach (new course)
MGT Digital Sales and CRM (new course)
MCM 335 Persuasion and Negotiation

Choose one course from the following: (3 UNITS)

- BSA 319** Data Visualization and Business Insight
MGT 309 Role of Blockchain in Business Model Innovation
MCM 321 Graphic Design for Print and Web
BSA 401 Digital Transformation

ENI 403 Design Thinking

MKT 417 Entrepreneurial Marketing

PSY 309 Social Psychology

SMG 403 Sports Sponsorship & Sales Management

SPORTS MANAGEMENT MINOR (12 UNITS)

The overarching mission of the Sports Management minor degree program at Menlo College is to enhance students' understanding of the field. The minor will provide students: (1) exposure to basic knowledge of the field, (2) understanding of overarching issues faced by sports organizations and the industry, (3) experience with analytical approaches commonly used in the field, and (4) focused coverage of other areas in Sports Management.

The following course is required: (3 UNITS)

- SMG 250** Introduction to Sports Management

Choose one from the following courses: (3 UNITS)

- SMG 405** History of Sports
SMG 307 Research Methods in Sports Management
SMG 312 Sports Psychology (*crosslist PSY 312*)
SMG 401 Legal & Social Issues in Sports Management
SMG 402 Marketing & Advertising in the Sports Industry (*crosslist MKT 402*)
SMG 404 Ethics in Sports Management
SMG 403 Sports Sponsorship & Sales Management

Choose one from the following courses: (3 UNITS)

- SMG 308** Sports Analytics
SMG 410S Sports Finance (*crosslist FIN 410S*)
SMG 412 Economics of Sports

Choose any Sports Management course not previously completed, see SMG course offerings (3 UNITS).



COURSE DESCRIPTIONS

Please note the following:

- Courses are three (3) units unless otherwise noted.
- Prerequisites for a course, if any, are listed following the course title.

Course Numbers:

- Courses numbered 100-199 are first-year level and lower division.
- Courses numbered 200-299 are sophomore level and lower division.
- Courses numbered 300 and higher are upper division (junior and senior level). These courses usually have prerequisites.

NOTE: First-year students should not register for upper division courses. Courses numbered 01 and 099 are remedial. These courses are not for credit, but do count toward enrollment. 498 courses may be lower-division or upper-division, see IDR.

- Internships are required for students in business. (See "Internships" for more information.)
- Individual Directed Research (IDR) is available in several different fields and levels. See course description for more information.

Accounting (ACC)

ACC 201 PRINCIPLES OF FINANCIAL ACCOUNTING

Prerequisites: MGT 101, concurrent enrollment in MTH 110, ENG 101 "C-" or better

Requirement: "C-" or better

Principles of Financial Accounting is the first of a two-semester introduction to accounting. The class covers accounting concepts and principles, evaluating and recording business transactions, adjustments, trial balance, prepaids, accruals to close the books to the financial statements. Students compile and analyze income statements, balance sheets and owner's equity statements. The goal of the course is to prepare students for business decision making, using accounting information.

ACC 202 PRINCIPLES OF MANAGERIAL ACCOUNTING

Prerequisites: ACC 201 "C-" or better and MTH 110 "C-" or better

Principles of Managerial Accounting is the second of a two-semester introduction to accounting. The course provides an introduction to managerial accounting, including cost benefit analysis, ABC costing, job costing, overhead allocation, process costing, cost-volume-profit analysis, among its topics. Students compile and analyze income statements, balance sheets and owner's equity statements. The goal of the course is to prepare students for business decision making, using accounting information.

ACC 300 ACCOUNTING ETHICS

Prerequisite: ACC 201 "C-" or better

This course will provide accounting students with the outline of the Code of Professional Conduct of the American

Institute of CPAs (AICPA Code) and the fiduciary duties as accountants such that they will understand their roles to enforce accounting rules as stipulated by the Generally Accepted Accounting Principles (GAAP). The course will utilize lecture and the case method to examine ethical accounting issues that may arise in practice. **NOTE:** *This course is offered every Spring semester.*

ACC 301 INTERMEDIATE FINANCIAL ACCOUNTING I

Prerequisite: ACC 202

The course strengthens knowledge of accounting beyond the principles level. It provides in depth knowledge of GAAP, FASB, AICPA code of ethics, accounting systems, income statements, balance sheets, statements of cash flows, time value of money, cash and receivables, inventory measurement, acquisition, disposal and exchange, depreciation and impairment of assets.

ACC 302 INTERMEDIATE FINANCIAL ACCOUNTING II

Prerequisite: ACC 301

The course strengthens knowledge of accounting beyond the principles level. It provides in depth knowledge of accounting for intangible assets, liabilities, owner's equity, dilutive securities and earnings per share, investments, revenue recognition, income taxes, pensions, leases, and accounting changes.

ACC 311 ACCOUNTING INFORMATION SYSTEMS

Prerequisite: ACC 202

This course provides students with analytical tools necessary to evaluate accounting information needs and to design, implement and maintain systems to support business processes and cycles. **NOTE:** *This course is offered every Spring semester.*

ACC 321 TAX ACCOUNTING: INDIVIDUAL

Prerequisite: ACC 202

This course provides an introduction to the fundamental concepts of personal income tax. It is designed to build a framework that is both useful and conceptually sound. The purpose of this course is to build knowledge of taxation and the role it plays for individual taxpayers. The course blends theory with practicality, so by the end of the semester, you will have begun to develop a framework that is both useful and conceptually sound. **NOTE:** *This course is offered every Spring semester.*

ACC 322 TAX ACCOUNTING: BUSINESS

Prerequisite: ACC 202

This course provides an introduction to the fundamental concepts of income tax accounting for businesses. Although personal income taxation is one of many important areas, the more practical area that most of you will encounter in your career will apply to taxation from a business perspective. The purpose of this course is to build knowledge of taxation and the role it plays in the business environment. We will blend theory with practicality, so by the end of the semester, you will have begun to develop a framework that is both useful and conceptually sound. **NOTE:** *This course is offered every Spring semester.*

ACC 410 ADVANCED ACCOUNTING

Prerequisite: ACC 302

The course strengthens knowledge of financial accounting beyond the intermediate level. It provides in depth knowledge of accounting consolidations, business combinations, fund accounting, partnerships, foreign exchange and other current issues. **NOTE:** *This course is offered every Spring semester.*

ACC 412 COST ACCOUNTING

Prerequisite: ACC 302

This course is designed to provide knowledge about product costing, budgeting, performance management, responsibility accounting and cost benefit analysis for decision making.

ACC 420 AUDITING

Prerequisite: ACC 302

The purpose of the course is to integrate important concepts of auditing as well as practical aspects of tests and sampling. Students will learn about the auditing profession, the audit process, application of the audit process to sales, collections and other cycles, and completing the audit.

ACC S SPECIAL TOPICS IN ACCOUNTING (1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

ACC 498 ACCOUNTING (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

ACC 499 ACCOUNTING INTERNSHIP (6 UNITS)**Prerequisite:** Prior approval from Internship Office

Internships provide opportunities for hands-on experience in an area of the field of accounting that a student may want to pursue (auditing, tax, managerial, etc.). ACC499 is designed for those accounting students completing their internships with a specific group of large accounting firms that have highly structured summer internship programs. Accounting students not completing their internships with one of these firms will participate in INT 499 A Internship in Accounting. Also see "Internships" for general information and policies.

Art (ART)**ART 121 INTRODUCTION TO PAINTING AND COLLAGE (3 UNITS)**

This is a studio art course providing an introduction to painting and collage. Students will learn basic techniques. No prior painting or art experience is required.

ART 123 BEGINNING DRAWING

This is a studio art course providing an introduction to drawing. Students will learn basic drawing techniques. No prior drawing or art experience is required.

ART 310 PICASSO: ARTIST OF THE CENTURY**Prerequisite:** ENG 102 "C-" or better

Pablo Picasso is generally considered the most important painter of the 20th Century, and this class examines all of Picasso's periods and styles of artistic output across some 80 years of his creative activity in painting, sculpture, and printmaking. Additionally, major concurrent social, cultural, and artistic events are placed into an integrated context with Picasso's extraordinary achievement, which is frequently considered the defining artistic force for a good part of the century.

ART S SPECIAL TOPICS IN ART HISTORY (1-3 UNITS)**Prerequisite:** Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

ART 125 S INTRODUCTION TO DESIGN**ART 498 ART HISTORY (1-3 UNITS)**

For the course description, see "Individual Directed Research" and course syllabus.

Biology (BIO)**BIO 101 HUMAN BIOLOGY (4 UNITS)**

This course is an inquiry into the form and function of the human organism from molecules to organ systems and human anatomy. Students will study the atoms and different molecules (nucleic acids, proteins, polysaccharides and fats) making up our cells, cellular components and cellular respiration, cell division and organ systems, including the central nervous system, digestive system and respiratory and cardiovascular system. Recent scientific and medical advances in cancer and genealogy are investigated. Required laboratories will correspond with lecture material and may also include exercises in blood pressure, cardiovascular system, and respirometry.

BIO 102 HUMAN BIOLOGY LAB (0 UNITS)

Laboratory exercises to accompany Human Biology. Concurrent enrollment with BIO 101.

BIO 498 BIOLOGY (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

BIO S SPECIAL TOPICS IN BIOLOGY (1-3 UNITS)**Prerequisite:** Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

BIO 110S Human Nutrition

BIO 111S Human Nutrition Lab

Business Analytics (BSA)**BSA 315 INTRODUCTION TO BUSINESS ANALYTICS****Prerequisites:** ECO 200, MTH 251 "C-" or better

This course provides an introduction to the field of business analytics, as well as quantitative methods used to facilitate complex decision-making in business. Students will be exposed to data visualization, data modeling, statistical inference, forecasting, and data mining. The techniques utilized in this class can be applied in different industries, at different levels in the organization, and with different scopes of decisions. The utility of the methods covered is further enhanced by the implementation of database management and analysis using Structure Query Language (SQL) to interact with data. Students in this class develop skills and learn techniques that are

used to prepare and analyze data to enable them to turn ordinary questions into statements that the database can understand.

BSA 316 CODING FOR ANALYTICS

Prerequisite: BSA 315

Data analytics is one of the fastest growing segments in the world. In this course, students will learn about a multitude of features in a key aspect of data analytics (i.e., data programming). Students will be exposed to one of the most prominent statistical languages in the world in the form of R through the software, R Studio. Students will study and develop various skills in data programming, such as importing data, preparing datasets, investigating research questions, perform various analyses, visualizing data, and interpreting findings. These tasks will culminate in the production of a report, in which students will tackle a real-world issue in society through the use of data. **NOTE:** *This course is offered every Fall semester.*

BSA 319 DATA VISUALIZATION & BUSINESS INSIGHT

Prerequisites: BSA 315, MGT 101, ENG 102 “C-” or better

Data Visualization is a technique to extract insights and knowledge from text to develop better decisions for the business. This course covers theory and practice, and students will be able to extract information for better business insights. This course will include real-world strategies to discover new patterns by introducing text mining applications for business applications. Students will acquire the steps in working with text, including reading the data creating categories and checking the relationships. The emphasis of this course will be on the importance of finding ways to discover meaning as applied to business situations through a structured process. In addition, techniques of visualization and storytelling will be taught. **NOTE:** *This course is offered every Spring semester.*

BSA 320 THE ART OF THINKING LIKE A DATA SCIENTIST

Prerequisites: BSA 315, BSA 316

The collision of massive data sets (fueled by web applications, social media, mobile devices and the Internet of Things), dramatically decreasing storage and computing costs, and availability of advanced open-source data management and advanced analytics software is enabling organizations to leverage big data. In this course, students will learn to apply methodology using real-world use

cases for identifying, validating, valuing and prioritizing where and how data and advanced analytics can deliver material that is meaningful, relevant, and has both business and operational value. Regardless of their technical or non-technical background, students should feel comfortable and confident in working with senior business executives to identify where and how data and analytics can be used to support the organization’s key business initiatives.

BSA 401 DIGITAL TRANSFORMATION

Prerequisites: ENG 102 “C-” or better, MGT 101, ENI 301, BSA 315

Digital transformation is on everybody’s executive agenda today as digital technologies are revolutionizing or even disrupting almost every industry and every industrial business. This course will provide our students with a unique knowledge on key digital technologies disrupting our world as we know it, what digital transformation means, how this digital transformation often leads to business model transformation, and how companies are coping with, or could cope with this disruption of their entire business model and therefore their entire existence. Unique in this course is that we will provide the students with a conceptual framework and a maturity model for such complex transformations. **NOTE:** *This course is offered every Fall semester.*

BSA 402 INTRODUCTION TO ARTIFICIAL INTELLIGENCE

Prerequisites: BSA 315, BSA 316

This course will provide the students with a functional understanding of AI. This course begins by exploring the AI ecosystem and the differences between AI, Machine Learning (ML), Deep Learning, and Natural Language Processing (NLP). The course will focus on the ethics of AI, the consequences of biased AI systems, and how to detect and handle biases. Students will learn about big data and how AI works with data including terminology and workflows. Students will also explore through hands-on workshops how to define a goal and business case for AI, how long it takes to build such a system, and how to design the project plan. **NOTE:** *This course is offered every Spring semester.*

BSA 410 SILICON VALLEY IMMERSION

Prerequisite: BSA 315, Sophomore or Junior standing

This course includes 6 visits to companies in the Bay Area or international companies centered on on site engagement with companies that are using big data to achieve a

business advantage. This course is designed to enhance and extend the content in the business analytics major. We will use a combination of case studies and hands-on projects to give you experience in identifying opportunities for leveraging data to support, make, and implement decisions. We will also provide an overview of the key engineering tools used for working with business analytics, providing an introduction to some of the core projects used for both real-time data processing. The course introduces you to how analytics frames the decisions in business environments across industry domains. Students will learn how managers, with diverse analytics backgrounds, harness big data to inform decision-making. **NOTE:** *This course is offered every Fall semester.*

BSA 411 ACADEMIC GLOBAL IMMERSION

Prerequisites: ENG 100 or 101 “C-” or better, Math 110 or MTH 251 “C- or better,” and MGT 101. **Registration is restricted.**

Menlo students are accepted after a competitive application process. This course includes a ten-day visit to Abu Dhabi and Dubai in the United Arab Emirates (UAE) centered on onsite engagements, with approximately 10 - 14 organizations, and a rich schedule of cultural and social events. Classes prior to the international departure include student prepared presentations on history, local customs, language, and cultural values, as well as on various political, socioeconomic and technological factors in the UAE. Deliverables at the end of the course include a summary of project work focused on one or more organizations and a reflection paper designed to enrich discussion during the last class several weeks after returning home. The course also includes an in-depth look at companies that will be visited during the trip. The schedule is co-created between students and faculty, who draw from the extensive personal database of public, private, non-profit, education and government organizations operating in the UAE.

BSA 420 TECHNOETHICS AND RESPONSIBILITY

Prerequisite: BSA 315

In today's information economy, data is a strategic organizational asset. Therefore, it must be managed as such. It stems from the collaborative and shared responsibility between business and information technologies that support a firm's performance. Data is the fundamental currency of the digital era we operate within. How data is collected, aggregated, shared, analyzed, and monetized drives the future of business and society. How an organization engages in data governance, ethics, and responsibility has critical influences on its ef-

fectiveness as well as its reputation. This course instructs students in effective data governance practices and the necessary understanding of the ethical aspects associated with the collection and use of data. **NOTE:** *This course is offered every Spring semester.*

BSA S SPECIAL TOPICS IN BUSINESS ANALYTICS

(1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with “S” after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

Chinese (CHI)

CHI 101 INTRODUCTORY CHINESE 1

This course studies communicating in modern Chinese: conversation, grammar, reading, and elementary composition. Multiple skills approach: listening, written composition, comprehension, oral expression, and introduction to reading.

CHI 102 INTRODUCTORY CHINESE 2

Prerequisite: Placement exam or CHI 101 with a “C-” or better

This course is a continuation of Chinese 101: further study of basic grammar, expanding vocabulary and knowledge of Chinese culture for conversational proficiency, writing, and reading in modern Chinese.

Economics (ECO)

ECO 200 MACROECONOMICS AND THE GLOBAL ECONOMY

Prerequisite: MTH 110 “C-” or better; or concurrent enrollment in MTH 110; ENG 102 “C-” or better or concurrent enrollment in ENG 102

This course is an examination of national income determinants in a global context and the institutional and historical context of these components. Participants explore the problems of economic growth, inflation and unemployment as well as banking and monetary influences on macro-variables; the role of transnational firms in national and international employment, investment and surplus generation; and balance of payments and concepts inclusive of transnational capital growth and its effect on world markets and development.

ECO 201 MICROECONOMICS

Prerequisite: MTH 110 “C-” or better or concurrent enrollment in MTH 110

This course explores such aspects of market economics as price theory, resource allocation, and the determination of costs; effects of different tax structures and markets; development and theory of different types of industrial structures, including competition, monopoly, and oligopoly.

ECO 301 INTERNATIONAL ECONOMICS

Prerequisites: ENG 102 “C-” or better, ECO 200

This course examines the world economy, including the theoretical foundations for trade, exchange rates, and balance of payments. Close consideration will be given to trends in the composition and patterns of international trade, and to understanding obstacles and barriers to trade. Economic sources and the interpretation of international economic data will be studied for their value in understanding economic conditions and their use in management decision-making in an increasingly global economy. Topics will include: (1) balance of payments; (2) exchange rates; (3) patterns of trade; (4) currency markets—forward contracts, futures, options, and hedging; (5) transnational corporations and their structure; and (6) development prospects of less developed countries.

ECO 306 BEHAVIORAL FINANCE AND ECONOMICS

Prerequisites: ECO 201, MTH 251 “C-” or better, MTH 110 “C-” or better, FIN 220

Crosslisted with FIN 306

Classical financial theory is based on several assumptions, including rational behavior of market participants and market efficiency. In recent decades empirical studies and experiments accumulated a body of evidence that in reality people do not always behave rationally demonstrating so-called anomalies which lead to market inefficiency. Objectives of this course are to introduce students to alternative explanations of human behavior—neoclassical utility theory and behavioral prospect theory; to study in detail financial market anomalies and paradoxes, caused by irrational behavior; and to learn how managers and regulators can take irrational behavior into account in decision making process. **NOTE:** This course is offered every Spring semester.

ECO 307 ECONOMIC DEVELOPMENT SINCE 1750

Prerequisites: ECO 200, ENG 102 “C-” or better

This course is a survey of principal and connected

developments in economic history from the Industrial Revolution to the present. The development of capitalism, trade, and commerce is central to the course. Students will examine the relationship of economic forces to historical, political, and social change.

ECO 436 MANAGERIAL ECONOMICS

Prerequisites: ECO 200, ECO 201, MTH 110 “C-” or better

This course considers the development of modern economics from historical, analytical, and conceptual perspectives. It will cover such specific topics as cost flow analysis, tradeoffs on both micro and macro levels, the meaning of interest rate shifts and currency fluctuations, the forward markets in currencies, and merger analysis.

ECO 445 REAL ESTATE ECONOMICS AND MARKET ANALYSIS

Prerequisite: FIN 220

Crosslisted with RLS 445

This course applies economic concepts to issues of the urban environment. Special attention is given to the relevance of those urban issues for the real estate industry. The course examines the economic forces propelling the development of cities and economic issues of land scarcity and housing within cities. Additionally, the course examines related economic issues of urban transportation, crime, local government, and public policy responses to urban issues. **NOTE:** This course is offered every Fall semester.

English (ENG)**ENG 081 FUNDAMENTALS OF ENGLISH FOR INTERNATIONAL STUDENTS** (IEP students only)

A basic English course for non-native speakers focusing on basic grammatical structures, vocabulary development, listening, speaking, and writing. Emphasis on practical understanding and everyday communication in spoken and written contexts. Designed for international students whose native language is not English. **NOTE:** Student may receive a “K” grade (see “Grades” for more information).

NOTE: This is a three unit equivalent developmental course—units do not count for graduation or grade point average, but do count in establishing full-time status.

ENG 082 INTEGRATED SKILLS / ORAL COMMUNICATION FOR INTERNATIONAL STUDENTS

(IEP students only)

A basic course for non-native speakers focusing on oral communication. Emphasis is placed on formal presen-

tation and structured discourse. An integrated skills approach is used. This course is part of the Menlo College Intensive English program and designed for international students whose native language is not English.

NOTE: Student may receive a "K" grade (see "Grades" for more information). **NOTE:** This is a three unit equivalent developmental course—units do not count for graduation or grade point average, but do count in establishing full-time status.

ENG 085 BASIC READING & WRITING FOR INTERNATIONAL STUDENTS (IEP students only)

A basic English course for non-native speakers focusing on reading, emphasizing student use of prior knowledge and experience. Focus on overall meaning and holistic reading. Emphasis on practical understanding and everyday communication in spoken and written contexts. Designed for international students whose native language is not English. **NOTE:** Student may receive a "K" grade (see "Grades" for more information). **NOTE:** This is a three unit equivalent developmental course—units do not count for graduation or grade point average, but do count in establishing full-time status.

ENG 092 INTEGRATED SKILLS / WRITTEN COMMUNICATION FOR INTERNATIONAL STUDENTS

(IEP students only)

A basic course for non-native speakers focusing on the techniques of college writing and clear prose. Emphasis is placed on the production of short compositions containing well-developed paragraphs and a variety of English sentences. An integrated skills approach is used. This course is part of the Menlo College Intensive English Program and designed for international students whose native language is not English. **NOTE:** Student may receive a "K" grade (see "Grades" for more information). **NOTE:** This is a three unit equivalent developmental course—units do not count for graduation or grade point average, but do count in establishing full-time status.

ENG 099 INTRODUCTION TO COLLEGE ENGLISH COMPOSITION (Intensive English Program students only)

Student should earn at least "C-" to pass this class. An introductory course designed to develop proficiency in fundamentals of English (spelling, punctuation, grammar) and in expository writing. **NOTE:** Student may receive a "K" grade (see "Grades" for more information).

NOTE: This is a three unit equivalent developmental course—units do not count for graduation or grade point average, but do count in establishing full-time status.

ENG 100 INTRODUCTION TO COLLEGE ENGLISH COMPOSITION WITH LAB (4 UNITS)

Placement determined by ACCUPLACER exam administered by Academic Success Center or by receiving "K" in English 099. Student should earn at least "C-" to pass this class. An introductory course designed to develop proficiency in fundamentals of English (spelling, punctuation, grammar) and in expository writing. **NOTE:** Student may receive a "K" grade (see "Grades" for more information).

NOTE: This is a three unit equivalent developmental course—units do not count for graduation or grade point average, but do count in establishing full-time status.

ENG 101 ENGLISH COMPOSITION 1

Prerequisite: Placement exam or ENG 100 with a "C-" or better. **Requirement:** "C-" or better

Student should earn at least "C-" to pass this class. This course provides instruction in writing expository prose. Emphasis on organization and development of various forms of expository writing about subjects of general interest. Non-fiction and imaginative literature are read and discussed primarily as a basis for learning techniques of interpretation supported by specific evidence.

NOTE: Student may receive a "K" grade (see "Grades" for more information).

ENG 102 ENGLISH COMPOSITION 2

Prerequisites: Placement exam, ENG 101 with a "C-" or better, or an "A" in ENG 100 AND approval of ePortfolio submitted following the "ePortfolio Checklist for English 100 & 101 Appeals".

Requirement: "C-" or better

Student should earn at least "C-" to pass this class. This course continues instruction in writing expository prose. Emphasis is placed on the critical connection between thinking and writing. Students will learn to organize and develop the argumentative and persuasive essay. Non-fiction and imaginative literature are read and discussed primarily as a basis for learning the principles of critical thinking.

ENG 280 INTRODUCTION TO CREATIVE WRITING

Prerequisite: ENG 100 "C-" or better

This is a course in the basic practices, discipline, and vocabulary of creative writing, with an emphasis on short fiction and poetry. Students will generate, review, and polish stories and poems of their own, as well as critically analyze the work of their peers.

ENG 450 RESEARCH WRITING**(BS in Business Junior/Senior students only)****Prerequisite: ENG 102 “C-” or better**

This course prepares students for re-entry into the academic processes of critical reading of literature, expository writing, and critical thinking. The course is divided into three parts: (a) learning skills; (b) how to successfully write papers and other assignments; and (c) an introduction to various types of academic research skills. All students will complete a test of basic library research skills as part of the course.

ENG S SPECIAL TOPICS IN ENGLISH (1-3 UNITS)**Prerequisite: Varies by subject**

Special topic courses will be identified with “S” after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

ENG 498 ENGLISH (1-3 UNITS)

For the course description, see “Individual Directed Research” and course syllabus.

Entrepreneurship and Innovation (ENI)

ENI 301 PRINCIPLES OF ENTREPRENEURSHIP AND INNOVATION

Prerequisites: ENG 102 “C-” or better

Management planning and decision making can be seen quite clearly in the process that an individual initiates and sees through in undertaking a new business venture. This class will study the unique contribution of the entrepreneur in our economy and will focus on the remarkable act of determining market voids and responding to them in novel ways with new products or services. Business start-ups are occurring at record rates today, due not only to entrepreneurship’s traditional appeals of ownership and independence but also to the exodus of millions of men and women from the corporate world with the continued “downsizing” made necessary by heightened global competitive pressures. After a formal grounding in the subject area, the primary focus of the class will be the step-by-step creation of a business plan for an enterprise of the student’s choosing. The class will include visiting speakers from various elements of industry and will conclude with the oral presentation of finished plans to the class by students at semester’s end.

ENI 302 LAUNCHING A STARTUP**Prerequisites: ENI 301, MKT 417, and FIN 442**

Launching a startup introduces students to the fundamentals of launching a startup in the modern world. This course exposes students firsthand to the building blocks of developing a successful early-stage enterprise, how entrepreneurs make decisions and overcome challenges, and what venture capitalists look for when selecting companies for investment. Working in teams, students will devise a potential business solution to a relevant problem, develop a startup-style business plan, test their assumptions in the marketplace, and ultimately present their findings in an investor-style pitch. This course is intended for anyone considering becoming an entrepreneur, working for an innovative company, or looking to gain real-world perspective in an interdisciplinary business setting.

ENI 318 NEW AND SUSTAINABLE PRODUCT DEVELOPMENT

Prerequisite: MKT 216

Digital Entrepreneurship is drastically changing the product innovation landscape. Entrepreneurship is not limited to new startup companies but it is equally important for larger corporations (Intrapreneurship). The Product Marketing and Management function is more important than ever before. This course focuses on the marketing aspects of identifying, designing, developing and launching new products and services. This course provides an overview of the responsibilities of the Product Managers, their challenges, issues and quantitative techniques / tools they need to fulfill their responsibilities. The course covers all important aspects of new product development: opportunity identification, concept generation, product design and development, go-to-market strategy and seeking funding for the new product. This course is also suitable for entrepreneurship major and non-marketing major students who expect to interact with marketing functions in an organization.

ENI 365 SOCIAL ENTREPRENEURSHIP

Prerequisites: MKT 316, FIN 220

This course is designed to teach students that the concepts, tools, and practices of business can be used as a vehicle for social change, and that efforts to effect such change are not the sole responsibility of government and non-profit organizations. Students will learn essential steps for launching, building and driving a social enterprise. They will explore a range of management, marketing, financing and service process issues affecting the social enterprise sector.

ENI 403 DESIGN THINKING

Prerequisite: MGT 101

Innovation has become increasingly important for virtually every business. In an increasingly global market place, the ability to create new products, services, and experiences is crucial to business survival. Design thinking provides a powerful set of perspectives and tools for identifying, understanding, and responding to unmet needs. Entrepreneurial organizations have found these skill sets particularly valuable for identifying and exploiting emerging opportunities. A significant (and counter-intuitive) aspect of innovation is the role of constraints, such as lack of resources or physical limitations. This course explores several of the paths to innovation that focus on identifying opportunities that are driven by constraints. This class provides an opportunity to learn and practice design thinking tools. Working in teams,

students will identify and evaluate an exciting opportunity, evaluate user needs, and develop and test simple prototypes.

ENI SPECIAL TOPICS IN ENTREPRENEURSHIP AND INNOVATION (1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

Finance (FIN)

FIN 220 PRINCIPLES OF FINANCE

Prerequisites: ACC 201 "C-" or better, MTH 251 "C-" or better, ECO 200, MTH 110 "C-" or better

This course focuses on corporate financial management, with an emphasis on enhancing long-term shareholder value. Topics include statement analysis, financial markets, risk and rates of return, bond and stock valuation, sources of funding, the cost of capital, time value of money, discounted cash flow analysis, capital budgeting, the IPO process, asset acquisition and management. The course is designed for practical application. The goal of the course is to prepare students for business decision-making using financial information.

FIN 306 BEHAVIORAL FINANCE AND ECONOMICS

Prerequisites: ECO 201, MTH 251 "C-" or better, MTH 110 "C-" or better, FIN 220

Crosslisted with ECO 306

Classical financial theory is based on several assumptions, including rational behavior of market participants and market efficiency. In recent decades empirical studies and experiments accumulated a body of evidence that in reality people do not always behave rationally demonstrating so-called anomalies which lead to market inefficiency. Objectives of this course are to introduce students to alternative explanations of human behavior—neoclassical utility theory and behavioral prospect theory; to study in detail financial market anomalies and paradoxes, caused by irrational behavior; and to learn how managers and regulators can take irrational behavior into account in decision making process. **NOTE:** *This course is offered every Spring semester.*

FIN 321 ADVANCED CORPORATE FINANCE**Prerequisite:** FIN 220

This course is a continuation of quantitative and qualitative techniques applicable to financial management. The course is case based for practical application. It is taught in a lab environment using Excel, Power Point, and the Internet. Topics include: financial decision making for start-ups, due diligence, financial and operating leverage, optimum capital structure, risk analysis, forecasting, public versus private funding, regression analysis, dividend policy, currency fluctuation and hedging. Research sources include annual reports, 10Ks, 10Qs, proxies and prospectuses, Internet and subscription references. Emphasis is placed on current events. Case presentations and a research paper are required. The goal of the course is to prepare students for decision-making as business owners, managers, and as financial analysts.

FIN 330 INVESTMENTS**Prerequisite:** FIN 220

This course examines the development of individual financial planning tools for the orderly accumulation, conservation and use (and eventual transfer) of an estate. Analysis of the investment characteristics of securities; sources of investment information; New York Stock Exchange; changing economic conditions; and income.

FIN 335 FINANCIAL MODELING**Prerequisite:** FIN 220

Crosslisted with RLS 335

This course surveys Excel-based programs for obtaining and analyzing capital budgets, cash flow statements, and calculating the present values of financial securities. The course analyzes investment alternatives and presents formulas for determining rates of return and risks of portfolios. Stock market transaction systems are also described. **NOTE:** This course is offered every Fall semester.

FIN 336 MONEY & CAPITAL MARKETS**Prerequisite:** FIN 220

This course provides a detailed overview of the major types of U.S. financial markets. The goal is to enhance your understanding of the variety of ways by which instruments, markets and institutions interact with each other, both in the U.S. and in the global financial system. Recent innovations in the context of financial instruments and institutions are discussed, and their role in changing the financial landscape is examined.

In addition, this course will cover the financial institutions, markets and mechanisms needed to effectively

allocate capital to the best possible uses while accounting for the riskiness of the opportunities available. Finally we examine money, commercial banking and central banking with concentration on policy implementation by the Federal Reserve.

FIN 438 INTERNATIONAL FINANCE**Prerequisites:** FIN 220, INB 300

This course will enhance your understanding of the goals and concerns of a typical financial manager in a large corporation, either doing business overseas or having assets located in a foreign country. The scope of the course includes economic determinants of prices and policy issues that result for private enterprises and public policy makers in the realm of international financial transactions. **NOTE:** This course is offered every Fall semester.

FIN 431 INVESTMENT FUNDS MANAGEMENT**Prerequisites:** FIN 321, FIN 335, FIN 330

The primary objective of the class is to provide a select group of students the opportunity to gain valuable hands-on experience in security research and analysis, asset valuation, asset allocation, and portfolio management, as fiduciary fund managers of an actual investment portfolio. **NOTE:** This course is offered every Spring semester.

FIN 433 REAL ESTATE FINANCE**Prerequisite:** FIN 220

Crosslisted with RLS 433

This course studies financial decisions made in real estate: how to evaluate different properties, how to make investment decisions, and how to finance these investments. We will also talk about recent financial innovations in real estate, like mortgage-backed securities and markets for them. The course aims to provide students with concepts and techniques for analyzing financial decisions in real estate development and investment.

The course begins with an overview of the fundamentals of income, producing real estate and builds on these concepts studying real estate investment analysis, financial leverage, fixed rate mortgage loans and more flexible mortgage arrangements, mortgage payment issues, debt securitization, real options, and REITs.

NOTE: This course is offered every Spring semester.

FIN 442 ENTREPRENEURIAL FINANCE**Prerequisite:** FIN 220

This class examines the elements of entrepreneurial finance, focusing on start-up ventures, the early stages

of company development, and the IPO process. Topics include how much money to raise, when should money be raised, who should provide the financing, how to value a company, and how to structure funding. The perspectives of both the entrepreneur and the venture capitalist are considered.

FIN 465 FINANCIAL FUTURES, SWAPS, AND OPTIONS DECRYPTED

Prerequisite: FIN 220

This course explores advanced financial instruments such as futures, swaps and options. Students will learn to value them and how to use them for risk management purposes. A central theme in the discussions on valuation is that there should be no opportunities for riskless arbitrage in an efficient market. Students also will learn the mechanics of futures and option trading and implement trading strategies to mitigate various types of price exposures. We will also discuss specifics of trading cryptocurrency futures and other derivatives. **NOTE:** *This course is offered every Fall semester.*

FIN S SPECIAL TOPICS IN FINANCE (1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

FIN 432S Risk Management & Insurance

FIN 446S FinTech

FIN 447 Valuation and Financial Analysis

FIN 498 FINANCE (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

INT 499 INTERNSHIP IN MAJOR FIELD (6 UNITS)

Prerequisites: Prior approval from Internship Office

Internship provides an opportunity for hands-on experience in an area in the field of finance that the student may want to pursue. Also see "Internships" for general information and policies.

French (FRE)

FRE 101 INTRODUCTORY FRENCH 1

This course covers communicating in French: systematic acquisition of basic French grammar and vocabulary. Only French is used by both the instructor and students.

Multiple skills approach: listening comprehension, oral expression, original written composition, and introduction to reading.

FRE 102 INTRODUCTORY FRENCH 2 (3 UNITS)

Prerequisite: Placement exam or FRE 101 with a "C" or better

This course is a continuation of French 101: completion of basic French grammar. Expanding vocabulary, structure, and knowledge of French culture for conversational proficiency, writing, and reading.

FRE S SPECIAL TOPICS IN FRENCH (1-3 UNITS)

Prerequisite: Permission of the instructor

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

FRE 498 FRENCH (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Health (HLT)

HLT 101 GENERAL HEALTH AND HYGIENE (1 UNIT)

The course helps students determine personal needs and values in light of current thought on mental and emotional health, the potentials and limitations of drugs, the functioning of the human body, disease facts and theories, nutrition, ecology, and trends and techniques in modern-day medical practice.

History (HIS)

HIS 111 WORLD HISTORY I

Prerequisite: ENG 101 or concurrent enrollment with ENG 101

The course is a chronological survey of world civilization that commences with the 6th century (the beginning of the post-classical era) and concludes with the 18th century (the end of the early modern period). The course is designed to provide an understanding of major social, political, and economic developments in world history as well as a global perspective consistent with Menlo College's mission.

HIS 112 WORLD HISTORY II

Prerequisite: ENG 102 or concurrent enrollment with ENG 102

This course is a continuation of HIS 111, and is structured similarly. The course is a chronological survey of world civilization from the 19th century to the present. The course is designed to provide an understanding of major social, political, and economic developments in world history as well as a global perspective consistent with Menlo College's mission.

HIS 250 AMERICAN HISTORY TO THE CIVIL WAR

This course is a survey of United States history from colonization in the sixteenth century to the end of the Civil War. The course covers the development of artistic, cultural, economic, and social trends as well as the political.

HIS 251 AMERICAN HISTORY FROM THE CIVIL WAR

This course is a continuation of History 250 through the twentieth century.

HIS 301 AFRICAN-AMERICAN HISTORY

Prerequisite: ENG 102 "C-" or better

The course provides a survey and analysis of important constitutional, legal, political, economic, and cultural issues relating to the history of Black people in America from the eighteenth century to the present. Topics include slavery, emancipation, reconstruction, the Black urban migration, and African-American culture.

HIS 302 MODERN ASIAN HISTORY

Prerequisite: ENG 102 "C-" or better

This course is the study of Asia; particularly China, Japan, and India in the course of the last two centuries. The course will examine the impact of Western ideals and practices on traditional Asian civilization as well as the changing way of life in Asia. Political, social, and economic concepts are considered.

HIS S SPECIAL TOPICS IN HISTORY (1-3 UNITS)

Prerequisite: Permission of the instructor

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

HIS 200 S HISTORY OF AFRICAN AMERICANS THROUGH MUSIC**HIS 320S WOMEN IN U.S. HISTORY****HIS 498 HISTORY (1-3 UNITS)**

For the course description, see "Individual Directed Research" and course syllabus.

Human Resource Management (HRM)**HRM 300 PRINCIPLES OF HUMAN RESOURCE MANAGEMENT**

Prerequisites: MGT 101, ENG 102 "C-" or better, ECO 200

This course provides an overview of the practice of effective human resource management. Topics include the roles and functions of HRM, the legal environment, staffing (HR planning, job analysis, recruitment and selection), performance management (performance evaluation, compensation, motivation, training and development), and workplace safety and wellness. Experiential learning elements of this course include case analyses and research-related projects. **NOTE:** This course is offered every Fall semester.

HRM 315 EMPLOYMENT LAW

Prerequisite: HRM 300

This course examines U.S. labor law with a review of contemporary California employment law, including laws relating to discrimination, harassment, retaliation, accommodations, wage and hour requirements, worker classification, and leaves of absence. The course will focus on the practical application of these employment laws to the work of human resource professionals. Experiential learning elements of this course include case analyses and research-related projects. **NOTE:** This course is offered every Spring semester.

HRM 316 STRATEGIC HUMAN RESOURCE MANAGEMENT

Prerequisite: HRM 300

This course examines the topic of human resource strategy and its alignment with business-level strategy. Topics include business and human resource strategy, strategy alignment and the evaluation of human resource functions, such as workforce planning, staffing (job analysis, recruitment, selection), employee development (performance management, evaluation, and motivation),

benefits and compensation. Experiential learning elements of this course include case analyses and simulation-based training. **NOTE:** *This course is offered every Spring semester.*

HRM 317 TALENT AQUISITION & DEVELOPMENT

Prerequisite: HRM 300

This course examines the function of staffing, including job analysis, recruitment, selection, onboarding, and the use of human resources related testing within organizational settings. This course also includes the function of employee training and development. The focus is on learning how to hire the right people for the job and the organization, and understanding the training processes model. Experiential learning elements of this course include simulation-based training, training project design and delivery, case analyses.

HRM 318 TOTAL COMPENSATION AND REWARDS

Prerequisite: HRM 300

This course provides a combination of ethical philosophy and practical implementation related to compensation, benefits, and work/life integration programs, commonly referred to as Total Compensation (or Rewards). Topics include pay for performance, executive pay, minimum wage, health & wellness programs, health care reform implications and the role of compensation in various models of work as a primary source of organizational talent. The course covers the variety of rewards available to both employers and employees. Experiential learning elements of this course include case analyses and research-related projects. **NOTE:** *This course is offered every Spring semester.*

HRM SPECIAL TOPICS IN HUMAN RESOURCE MANAGEMENT (1-3 UNITS)

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

HRM S TEAMWORK IN THE WORKPLACE

Prerequisites: MGT 101, HRM 300

This course is a study of teamwork in the workplace. Teams and teamwork have never been more important than they are today. Human resource management and organizations seek to enhance the quality and performance of teams. In this course, you will focus on team tasks, team leadership and management skills, team structures, and the positive influence on the organization

and systems in which teams operate. You will acquire a set of teamwork principles and skills and apply these to improve the operations of your own team and teamwork. Classroom learning will take a hands-on approach and include real-life applications, cases, highly interactive activities, and feedback.

HRM 498 HUMAN RESOURCE MANAGEMENT

(1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Humanities (HUM)

HUM 150 INTRODUCTION TO THE HUMANITIES WRITING (STORYTELLING) AND THE ART OF URGENCY

This course introduces students to the Humanities as a field of study and as a way of looking at and understanding the human experience. The course is a thematic one, with the theme changing each time the course is taught. Students will examine the given theme in a variety of cultural contexts as it appears in art, music, literature, history, and philosophy.

HUM 282 MEMOIR WRITING

Prerequisite: ENG 100 "C-" or better

Crosslisted with LIT 282

This course helps students articulate their own story. By writing clearly about different aspects of their lives, students will have a stronger perspective on their past and on the larger world. Being able to express such a vision is key to writing a memoir, a poem, or a business plan. Student writing will be augmented with close analysis of master works in personal narrative.

HUM 307 DIVERSITY IN THE WORKPLACE

Prerequisite: ENG 102 "C-" or better

This is a discussion-based class designed to explore, identify and understand race, class and gender issues as they relate to the workplace. The historical and legal perspectives on such topics as national origin, sexual preference, disabilities, age and culture/ethnicity in the United States employment arena will be examined. There is some focus on personal experience with extensive student involvement and participation expected.

HUM 311 WOMEN AND CULTURE

Prerequisite: ENG 102 "C-" or better

This course explores women's cultural contributions to the human experience and the ways in which women express

themselves in art, literature, film, music, theater, and/or the mass media. The course will also utilize historical, mythological, psychological, feminist, political, economic, and aesthetic critiques to analyze the larger cultural framework in which women and women artists operate.

HUM 324 MONEY, BUSINESS & CULTURE

Prerequisite: ENG 102 "C-" or better

This course provides a study of literature, art, and film portraying money and business issues. The course will examine the influence of money and business concerns on individuals within a society as well as on the society as a whole. Such topics as the destructive effects of greed, the deprivations of poverty, the privileges of wealth, and the ethics of business will be considered in assigned works.

HUM 330 HUMAN RIGHTS IN A GLOBAL PERSPECTIVE

Prerequisites: ENG 102 "C-" or better, SSC 150 or HUM 307

Explores social movements by placing students in the center of contemporary global human rights issues. First, students will learn to locate human rights violations in relation to macro/systemic examples of social (in) justice. Next, students will pay close attention to the role of human rights education as a response to human rights violations on meso and micro levels. Finally, this course is dedicated to promoting the human rights principles set forth in the Universal Declaration of Human Rights. The aim is to facilitate the teaching of human rights in both formal and informal settings by modeling best practices vis-à-vis interactive curriculum and community activism.

HUM S SPECIAL TOPICS IN HUMANITIES (1-3 UNITS)

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

- HUM 200 S Survey of African Music & Societies
- HUM 301S Digital Humanities and Culture Analytics
- HUM 302S Introduction to Wine Appreciation (1 UNIT)
- HUM 305S Sex & Culture

HUM 498 HUMANITIES (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Individual Directed Research (IDR) (1-3 UNITS)

Individual Directed Research courses are designed for students who have a serious scholarly interest in a particular topic. An IDR gives students the opportunity to conduct closely supervised research on a chosen topic and to write a substantial paper or report based on semester long study and analysis of the research question. Research plans must be discussed with a faculty member who specializes in that particular subject area and a full proposal and plan for completing the research must be approved by the Academic Dean and Registrar prior to registration in the course. Units vary from one to three.

International Business (INB)

INB 300 PRINCIPLES OF INTERNATIONAL BUSINESS

Prerequisites: MGT 101, ENG 102 "C-" or better, ECO 200

An introductory course surveying the growth patterns and trends in international business; and the nature of the global economy and its effects on individuals, cultures, organizations, and national sovereignty. The course explores the institutional framework for managing commercial relationships between nations and the challenges of managing in the global marketplace. Specifically, the course examines theories of international trade and investment; the foreign exchange market and the international monetary system; cultural influences on management; political and economic considerations managing and organizing marketing, finances, and human resources; and manufacturing activities globally.

INB 302 INTERNATIONAL MARKETING MANAGEMENT

Prerequisites: ECO 200, MKT 216

Crosslisted with MKT 302

This course examines the distinctive issues and problems involved in the global marketing of goods and services, including economic, cultural, and political influences on customer needs and wants, competitive environments, and market segmentation and profitability. The student studies the alternative forms of participation, with special emphasis on export and import management, but also including licensing and contracting, and the use of marketing mix strategies to achieve a sustainable competitive advantage in each international market, as well as globally.

INB 304 SUSTAINABLE BUSINESS**Prerequisites:** ECO 200, INB 300*Crosslisted with RLS 304*

This course is designed to explore the issues, conditions, trends, and techniques for management in the twenty-first century. The ultimate challenge faced by professional management throughout the world today is how to develop sustainable business, economic, and social strategies and policies that will be compatible with the very real biological limits of our planetary system. The course critically assesses the conventional economic principles and theories that underlie the global business and economic system, and their impact on individuals, society, and the environment. **NOTE:** *This course is offered every Spring semester.*

INB 371 SOCIAL IMPACT IN A GLOBAL ECONOMY**Prerequisites:** INB 300, MGT 227

Social Impact in a Global Economy This course addresses managerial issues in the social, political and legal environments of business. Cases and readings emphasize strategies to improve the performance of companies in light of their multiple constituencies, in both US and international environments. Topics include emerging responsibilities in global supply chains, and global markets, business interaction with public policy in differing national contexts, constructive relationships with activists and the media, emerging shareholder expectations, as well as pressures from consumerism, and international trade policy.

INB 404 INTERNATIONAL LAW AND ORGANIZATIONS**Prerequisites:** MGT 206, INB 300

An introductory course designed to provide an understanding of the basic principles and functions of international law, and the roles and responsibilities of governmental, transnational inter-governmental, and non-governmental organizations. The course provides a historical overview of the development of international law and organizations, including human rights law, business law, intellectual property, labor and environmental law, international trade, international crimes and extradition, and the legal status of nation-states, inter-governmental and non-governmental organizations, including the law of treaties, adjudication, enforcement, and concepts of sovereign immunity.

INB 438 INTERNATIONAL FINANCE**Prerequisite:** FIN 320, INB 300

This course will enhance your understanding of the goals and concerns of a typical financial manager in a large corporation, either doing business overseas or having assets located in a foreign country. The scope of the course includes economic determinants of prices and policy issues that result for private enterprises and public policy makers in the realm of international financial transactions.

INB S SPECIAL TOPICS IN INTERNATIONAL BUSINESS

(1-3 UNITS)

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

INB 307S Business & Global Poverty Alleviation**INB 350S** Impact Investing: Transforming How We Make Money While Making a Difference**INB 498 INTERNATIONAL BUSINESS**

For the course description, see "Individual Directed Research" and course syllabus.

Internships

INT 399 CURRICULAR PRACTICAL TRAINING (CPT)**Prerequisites:** Sophomore, Junior, Senior standing.

The United States allows eligible international students the opportunity to gain on-the-job-learning through internships and fellowships that supplements knowledge gained in their academic studies. This course will provide structure and guidance for international students as they immerse themselves in a practical training experience that aligns with their major field of study. Students will be supervised by both a Menlo College faculty member and an on-site supervisor. While completing the practical training experience, students will participate in four class meetings and complete readings and assignments in which they will assess their career readiness, reflect on their career goals, and document how they are applying knowledge and skills learned in the classroom in a professional environment. Throughout the course, students will build a portfolio of work that demonstrates their progress and contributions. At the end of the course, students will integrate their practical training experience into their resume and other job search documents. Registration restricted.

■ Must be an international student.

- Must be a declared major.
- Must have completed two (2) consecutive semesters at Menlo College or other U.S.-based, SEVP certified institution.
- Must be in good academic standing (2.5 GPA or higher).
- Must have no recent or active conduct investigations (unless waived).
- The practical training experience must be approved by a Designated School Official (DSO) prior to enrollment; the DSO must issue the student a CPT I-20.

INT 499 INTERNSHIP IN MAJOR FIELD**INT 499(A) /ACC 499 INTERNSHIP IN ACCOUNTING
(6 UNITS)****Prerequisite: Prior approval from Internship Office**

Internships provide students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. In addition to the on-site experience students gain from their internships, they also participate in an in-person, interdisciplinary seminar course that meets regularly during their internships. All internships for credit are reviewed and approved in advance by OICS in order to ensure that they are high quality experiences that will result in professional growth. Students work with OICS staff to search for internship opportunities using a wide variety of resources including established relationships with internship sites, internship postings available only to Menlo College students and postings available to the general public, and existing and newly established connections in students' professional networks. To ensure a high level of support, internships will include oversight and mentoring by both a workplace supervisor and a faculty member through the internship seminar course. OICS guides students through a series of steps to ensure successful preparation for, securing of, formalizing of, and completion of their internships. A failure to complete any required steps by the stated deadlines can result in a potential delay in a student's graduation. OICS provides a high level of support to help students secure and complete internships, but it is the ultimate responsibility of the student to secure an internship. A minimum of 280 hours of work at the internship site is required for six (6) units of internship credit, in addition to participation in the seminar course. Internships are graded on a credit/no credit basis, with a minimum of a "C-" required for credit.

Internships may be completed in one of two ways:

- (1) The summer between the junior and senior year, or
- (2) The summer after the senior year, as the final degree requirement. All internships must be full-time and last ten weeks. Credit-bearing internships must also have

fixed start and end dates that align with both the timing and hour requirements.

For more information about the Internship Program and Program Learning Outcomes, visit: <https://www.menlo.edu/interns>.

Literature (LIT)

LIT 150 INTRODUCTION TO LITERATURE

This course introduces students to the serious study of literature. It includes sample works from the major genres that constitute literature: short story, poetry, drama, novel, and essay. As a survey course, it covers diverse cultures and historical periods. Reading imaginatively across boundaries of time, geography, history, culture and ideology, students learn what constitutes great literature as they gain insight into the human condition.

LIT 250/350 SHORT STORY IN MODERN LITERATURE

**Prerequisite: For LIT 250, ENG 101 "C-" or better;
LIT 350, ENG 102 "C-" or better**

We will look closely at powerful short stories from the past and at those being written today, always asking the question: How did this author accomplish so much in so few pages? Each student will choose three short stories to research thoroughly and discuss in essays and presentations. In addition, students will understand and write about the literary techniques used in the stories studied by the entire class. The semester will be divided into three class sections: 1. A Look at Young Authors of Today; 2. Techniques of Classical Short Stories; 3. The Immigrant Story.

LIT 282 MEMOIR WRITING

Prerequisite: ENG 100 "C-" or better

Crosslisted with HUM 282

This course helps students articulate their own story. By writing clearly about different aspects of their lives, students will have a stronger perspective on their past and on the larger world. Being able to express such a vision is key to writing a memoir, a poem, or a business plan. Student writing will be augmented with close analysis of master works in personal narrative.

LIT 301 MAJOR AMERICAN WRITERS

Prerequisite: ENG 102 "C-" or better

This course is a detailed analysis of major works of fiction, drama and poetry by significant American authors.

LIT 304 MODERN WORLD LITERATURE**Prerequisite:** ENG 102 "C-" or better

This course provides an overview of modern and contemporary works of fiction written in Africa, China, Eastern and Western Europe, India, Japan, North Africa, Russia, South America, and the United States. It focuses on specific contemporary problems and how different countries and cultures around the globe have confronted them.

LIT 305 LITERATURE OF MIGRATION**Prerequisite:** ENG 102 "C-" or better

This course will examine literary works portraying the immigrant experience in the United States as well as other parts of the world. Study will include analysis of texts depicting such issues as the obstacles and challenges of immigration, questions of identity, assimilation versus acculturation, and the significance of heritage.

LIT 306 LITERATURE OF HAWAII & PACIFIC ISLANDS**Prerequisite:** ENG 102 "C-" or better

This course explores the themes of the literature of Hawai'i and the Pacific of the 20th and 21st centuries. Focus is on works that give primacy to the peoples of "New Oceania" and their reclamation of their identities. The works of the genre often explore the canons of their colonizers and are reinventions of these texts to better reflect local realities. Students will engage in close readings of the writings of Hawai'i and the Pacific and will learn to more fully express their own critiques of the contexts in which these writings were produced and of the writings themselves.

LIT 307 ASIAN AMERICAN LITERATURE**Prerequisite:** ENG 102 "C-"

This class will introduce students to Asian American literature by considering two central questions: what is Asian America, and what makes Asian American literature? In asking these questions, the course approaches Asian American literature not as an unquestioned canon, but as a shifting site of study that emerges in and responds to specific historical conditions. Thus, while rooted in the literary, the course draws from historical, sociological, political, and legal texts in order to contextualize and analyze Asian American cultural production. Exploring both the formation of Asian American identities and the aesthetic forms authors use to represent those identities, this course invites students to examine how authors and scholars have expanded, contested, and reimagined the meaning of Asian American literature across the twentieth and into the twenty-first century.

LIT S SPECIAL TOPICS IN LITERATURE (1-3 UNITS)**Prerequisite:** Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

LIT 320S Graphic Novels & Manga**LIT 498 LITERATURE (1-3 UNITS)**

For the course description, see "Individual Directed Research" and course syllabus.

Management (MGT)**MGT 101 DISCOVERING BUSINESS**

An introductory class for all students tracing the foundations of management as a field of study. Included in this class is exposure to the major functional areas of business as well as a focus on the unique contributions of innovation and entrepreneurship as agents of renewal in response to the needs of society. This class employs various experiential learning aids that may include role play, case studies or other exercises as adjunct activities supporting class lectures and discussions.

MGT 206 BUSINESS LAW**Prerequisite:** MGT 101, ENG 101 "C-" or better

This foundational course provides an introductory understanding of U.S. legal concepts that are of particular importance to business enterprises. Course objectives include understanding the nature and sources of law, the U.S. court system and dispute resolution, the administrative/regulatory framework business operates under, the various methods of establishing a business entity; as well as essential business knowledge of torts, contracts, real and intellectual property, agency and employment law and bankruptcy. The course will not cover criminal law, international law, the UCC, banking law, securities law, mergers and acquisitions or civil or criminal procedure.

MGT 213 SUPPLY CHAIN OPERATIONS**Prerequisites:** MGT 101 and ECO 201

Operations and supply chain management is concerned with the design and operations of the production or service system for providing products or services to meet customers' demand. A thorough understanding of supply chain and operations is a must for managers in every functional area and should be an integral part of your education. This course presents managerial issues that

arise in the operations of manufacturing, service, and advanced technology industries. Students will examine a variety of areas in operations where managers must make decisions, such as production, forecasting, quality assurance, inventory management, facility location and layout, capacity planning, scheduling, and project management. Students will be introduced to the language, conceptual models, and qualitative and quantitative techniques that are broadly applicable towards confronting challenges that occur in these areas.

MGT 217 ORGANIZATIONAL BEHAVIOR

Prerequisites: ENG 102 “C-” or better, MGT 101

An introductory course providing basic knowledge of organizations and management. The course focuses on the behavioral dimensions of organizations by examining the manager’s concerns about individual, group, society, and environmental interactions and impacts.

MGT 227 BUSINESS ETHICS

Prerequisites: ENG 100/101 “C-” or better , MGT 101

This course will help students reflect on the moral challenges and social dilemmas that people encounter in their business and professional lives. Students will explore and analyze conflicts between their personal values, expected codes of behavior, and operating procedures and norms in the workplace. Attention will be directed toward the examination of some central approaches to ethics and how these philosophical theories can be applied to business cases and contemporary management issues.

MGT 303 TECHNOLOGY, HISTORY & SOCIETY

Innovation and technology are primary drivers of modern economies and are topics that all students should be familiar with. MGT 303 provides a framework for understanding processes that drive innovation and helps bridge gaps between theory and practice and gaps that occur between technology and the liberal arts. The course will help students gain an understanding of the history of major innovations and their impacts on society including business, the visual arts, music, communication and even political systems. Both intended and unintended consequences will be examined. Students will explore factors that led to major innovations and the lessons that can be drawn from these cases. Organizational structures that enhance and reward innovation will be reviewed, including the critical role that diversity plays in innovation and the importance of teams vs. the lone inventor myth.

Historical diversity models will be reviewed including the Islamic Golden Age, the Coffee-House, the Medici effect and Silicon Valley. Innovation processes will be studied including types of innovation, barriers to innovation and some methods to overcome barriers. The course will include lectures, video clips, class exercises, demos and some fun experiments. For example, students will build Edison-type light bulbs, play records without any electricity to help understand the differences between analog and digital technology, create “cold” on demand, send telegraph and radio code messages and others. There are no prerequisites for this course and a technology background is not necessary. The course is intended for any Menlo major.

MGT 305 CREATIVE COLLABORATION

Prerequisite: MGT 101

Careers in business and other professions increasingly require skills in creativity and collaboration. While our culture emphasizes the myth of the solo creative genius, much of our actual creativity occurs in the context of teams. This course provides opportunities to explore the mindsets, frameworks and tools for tapping into personal creativity, and for overcoming the barriers to using that creativity at work. The course provides opportunities to develop collective creativity in work groups, by focusing on creative problem solving techniques.

MGT 309 ROLE OF BLOCKCHAIN IN BUSINESS MODEL INNOVATION

Prerequisites: ENG 102 “C-” or better, MGT 101

This course provides an introductory survey of how block-chain solutions are being applied as a driver of business model innovation in wide-ranging industries. We will examine real-life blockchain use cases, and how it is transforming numerous business models in global commerce and finance. A basic introduction to how block-chain technology works will be covered. Regulatory and legal compliance frameworks that govern the emerging crypto industry will also be covered. This course is suitable for business students aspiring to careers in technology management, analytics, financial services, legal and risk compliance and digital asset investment industries. Students will be expected to complete an independent project as part of the course requirements. **NOTE:** This course is offered every Fall semester.

MGT 325 WOMEN IN BUSINESS**Prerequisites:** ENG 102 “C-” or better, MGT 101

The course addresses the important and provocative issues of sexual discrimination in salaries, placement and promotion; sexual harassment on the job; affirmative action; family problems that working women face and personal problems that women encounter in the work environment.

MGT 367 SALES STRATEGY AND OUTREACH**Prerequisites:** ENG 102 “C-” or better, MKT 216

This course is designed for students interested in personal sales. This course is interactive and experiential using role play and sales presentations, while developing your conceptual and creative personal sales abilities. Students will learn the importance of sales and the strategic role of personal sales. Students will learn the critical steps in personal sales in the digital era, as well as how to build long-term, mutually beneficial relationships and partnerships with prospects, customers, and various stakeholders.

MGT 368 DIGITAL SALES AND CRM**Prerequisites:** MKT 216, MGT 367, upper-division standing

This course is designed for students interested in learning how digital sales and new CRM technologies are integrated into today's sales strategies. This course is interactive and experiential and includes completion of courses from LinkedIn Learning and Salesforce Trailhead. Students will learn the importance of adopting the digital marketing era tools in business development. Students will learn how to employ digital sales tools to maximize customer relationship management (CRM) as an integral sales component. Students will earn certificates and trails as part of the curriculum for the course.

MGT 371 BUSINESS IN SOCIETY**Prerequisite:** MGT 101

This course addresses managerial issues in the social, political and legal environments of business. Cases and readings emphasize strategies to improve the performance of companies in light of their multiple constituencies, in both US and international environments. Topics include integrated strategy, activists and the media, legislation affecting business, business and politics, environmental policy, consumerism, and international trade policy. Most courses focus on firms' interactions with customers, suppliers, and alliance partners in the form of mutually beneficial exchange transacted in markets. In contrast, this course considers the strategic interactions of firms with their various constituents outside of markets.

MGT 400 STRATEGIC MANAGEMENT CAPSTONE**Prerequisites:** FIN 220, MGT 213, MKT 216, MGT 217 (senior students only)

This course, the culmination of a student's academic study in the Business Program, will integrate the diverse subject matter studied into a meaningful human and professional context with the objective of preparing the student for an enriched life and a fulfilling career. The course includes student teams participating in a business simulation over the Internet, and team case studies.

MGT 401 SENIOR CAPSTONE: LAUNCHING THE VENTURE**Prerequisites:** MKT 216, FIN 220, MGT 217, or concurrent enrollment with MGT 213 (senior students only)

Students may choose to take MGT 400 in lieu of MGT 401.

In this interdisciplinary course, guest lecturers from the world of venture capital and entrepreneurship come to share their knowledge and experiences on planning, investing and launching new business ventures. During the semester and working in teams of three, students identify a new business opportunity, research it in the actual marketplace, develop a business plan to fund it and then present those plans to a panel of VCs and entrepreneurs for review and critique. The course offers a “real world” experience and exposure to Silicon Valley investors. *Cannot be double counted as both an elective and as capstone to meet Business Core requirement.*

MGT S SPECIAL TOPICS IN MANAGEMENT

(1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with “S” after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

MGT 498 MANAGEMENT (1-3 UNITS)

For the course description, see “Individual Directed Research” and course syllabus.

Marketing (MKT)

MKT 216 PRINCIPLES OF MARKETING

Prerequisites: MGT 101, ENG 102 "C-" or better

This course will examine the development, nature and role of markets in the fulfillment of human needs and wants through the exchange of products and services. The course will survey all aspects of marketing as a vital function of management, including targeting and segmenting markets; positioning and communications; developing marketing plans and strategies; marketing intelligence and research methods and systems; managing product, price, promotion and distribution in designing differentiated and undifferentiated marketing mix programs; and legal and ethical considerations in marketing.

MKT 302 INTERNATIONAL MARKETING MANAGEMENT

Prerequisites: ECO 200, MKT 216

This course examines the distinctive issues and problems involved in the global marketing of goods and services, including economic, cultural, and political influences on customer needs and wants, competitive environments, and market segmentation and profitability. The student studies the alternative forms of participation, with special emphasis on export and import management, but also including licensing and contracting, and the use of marketing mix strategies to achieve a sustainable competitive advantage in each international market, as well as globally.

MKT 309 STRATEGIC MARKETING MANAGEMENT

Prerequisites: MKT 216

This case study class involves students in complex, market-based problems calling for creative solutions in firms ranging in size from major corporations to smaller companies in emerging growth industries. Students will present comprehensive reviews of assigned cases and will orchestrate class discussions of alternative courses of action during their presentations. In addition, presenters will offer detailed recommendations for implementation of favored strategies that they will defend in the face of class questions or objections. These actions by students are intended to develop judgment, confidence, and the ability to think "on their feet" in handling a variety of reactions to their proposed solutions.

MKT 318 NEW AND SUSTAINABLE PRODUCT DEVELOPMENT

Prerequisite: MKT 216

Digital Entrepreneurship is drastically changing the product innovation landscape. Entrepreneurship is not limited to new startup companies but it is equally important for larger corporations (Intrapreneurship). The Product Marketing and Management function is more important than ever before. This course focuses on the marketing aspects of identifying, designing, developing and launching new products and services. This course provides an overview of the responsibilities of the Product Managers, their challenges, issues and quantitative techniques / tools they need to fulfill their responsibilities. The course covers all important aspects of new product development: opportunity identification, concept generation, product design and development, go-to-market strategy and seeking funding for the new product. This course is also suitable for entrepreneurship major and non-marketing major students who expect to interact with marketing functions in an organization.

MKT 320 PUBLIC RELATIONS

Prerequisites: MKT 216, ENG 102 "C-" or better

This course provides the fundamental concepts and techniques of public relations. The students examine the role of public relations in business, entertainment, social service and government, as well as the difference between public relations and advertising. Students critique various campaigns; actively research strategies; plan events; and develop communication skills as well as public relations products. **NOTE:** *This course is being phased out and replaced by MKT 419.*

MKT 335 MARKETING RESEARCH

Prerequisites: MKT 216, MTH 251 "C-" or better

This course presents the issues in marketing research that begin with the firm's marketing questions. It will assume the consumer's perspective and will address steps of the research process that include problem definition, experimental design, data collection, analysis and interpretation. In addition, the course will examine the value of information compared to its cost.

MKT 336 CONSUMER BEHAVIOR

Prerequisites: MKT 216, ECO 201

Virtually all decisions involved in developing an effective marketing mix for a product or service rely on in-depth knowledge of the consumers who comprise the target market. This course examines the actions of consumers

and explores the reasons why consumers behave the way they do with regard to their buying decisions. Thus, the course is part marketing and part psychology, also requiring and understanding of important theoretical concepts borrowed from fields such as sociology, demography and economics. The course looks at how individuals perceive and store information, how they learn, and how their attitudes are formed and changed. It also explores decision-making processes at the individual, family, group, culture and subculture levels and the effects they have on consumer behavior and identity. A strategic orientation will permeate most facets of this course.

MKT 337 DIGITAL MARKETING

Prerequisite: **MKT 216**

This course will address digital marketing strategies in the context of conventional marketing principles. For example, are there distinctions between online and offline consumer behavior? How should companies integrate electronic interactivity to connect to stakeholders in their existing strategies? Can product strategies be “better” through e-business? What are new channel strategies and their implications for conflict with existing channels? Should prices be lower online? What are current and future opportunities of e-enabled communication strategies, specifically advertising, promotions, personal selling and public relations? Are there social implications and ethical issues to consider?

MKT 352 POLITICAL MARKETING

Prerequisites: **MKT 216, POL 150**

Political Marketing is an interdisciplinary course that introduces students to how candidates, parties, elected officials and governments utilize marketing concepts and tools to win elections and remain in office. Drawing on both traditional marketing research and political marketing research, this course will examine a wide range of political marketing topics including market research and segmentation, branding, marketing communication, and delivery management. Students will consider the application of marketing techniques not just by those seeking election, but also by elected officials and bureaucrats. The course also will consider the implications of political consumerism and political marketing and provide students with a modern, realistic understanding of how political marketing works in the 21st century. **NOTE:** *This course is offered every Spring semester.*

MKT 402 MARKETING AND ADVERTISING IN THE SPORTS INDUSTRY

Prerequisites: **MKT 216, SMG 250/300**

Crosslisted with SMG 402

The application of marketing and advertising science to all realms of the sports industry are examined in this course. This includes professional and semi-professional sports, intercollegiate, interscholastic and intramural sport; amateur sport; and commercial and public sport and recreational facilities, clubs, resorts, and service organizations and the special nature and needs of sports organizations. A view of the international sports business and ethical issues in sports marketing and advertising are also investigated. **NOTE:** *This course is offered every Spring semester.*

MKT 417 ENTREPRENEURIAL MARKETING

Prerequisite: **MKT 216**

The traditional marketing concept (as taught for example in MKT 316) was developed on the basis of and for large, established companies. However, this strategic, planned, and resource intensive approach has been found to be inadequate for small, young and resource-constrained companies. In particular the focus on planning is nowadays considered inadequate for startups that need to establish themselves and grow in fast-paced environments. This course introduces a marketing approach for new, entrepreneurial firms. This “bottom-up” approach starts with the identification of market opportunities and then tries to attract and later grow a customer base. Therefore it presents a contrast to the traditional, planning intensive “top-down” marketing concept which follows the sequence “market segmentation – target market selection – positioning”. This course introduces entrepreneurial marketing concepts in line with the customer development approach. Here, a key element is the Business Model Canvas, a new venture planning tool that is rapidly gaining popularity in the startup world. Students will work in teams on their own business ideas. The business model canvas will guide them through the creation of an entrepreneurial, bottom-up marketing campaign. Whereas the course is geared towards creating a marketing program for new firms, research and best practice examples show that the entrepreneurial marketing concept is increasingly adopted by large, established companies. Therefore this class is not only valuable to those who plan to work in a startup environment but for everyone with an interest in a career in marketing.

MKT 419 INTEGRATED MARKETING COMMUNICATIONS

Prerequisite: MKT 336

As one of the 4Ps, promotion is concerned with communicating the value of an organization's products/services. Integrated Marketing Communications (IMC) is the process of planning and designing marketing communications programs that provide a consistent message across all target audiences through coordination of the five major promotional mix categories—advertising, public relations, sales promotion, direct marketing and personal selling. The combination of these tools informs, persuades and reminds consumers about the value of a product's/service's benefits. This course familiarizes students with key concepts of IMC, preparing them to evaluate and develop effective and efficient communications strategies and marketing promotional programs. **NOTE:** *This course is offered every Fall semester.*

MKT 441 DESIGNING AND MANAGING THE CUSTOMER EXPERIENCE

Prerequisite: MKT 336

This course introduces the concept of mass customization and its impact on consumer satisfaction and loyalty, identifying and evaluating the consumer's perception of value of the co-design experience during the mass customization process. Mass customization has been described as an innovative way for organizations to "create customer-unique value" by segmenting and targeting each consumer into "Markets of One." The relevance of the concepts explored in the course demonstrates the role of digital innovation in creating the value of the consumer experience, both online and in real life. In addition, we explore advances in digital and technological delivery of individual, customized solutions to the consumer, such as 3D printing and others on the horizon. Students' examination of these concepts and their relationship to one another will be studied in a variety of business sectors and applied to actual companies' offerings with specific emphasis on students experiencing those offerings as consumers. Subsequently, students will analyze, evaluate and craft recommendations about the consumer's perception of the experiential value of service providers' mass customization processes, resulting products and services, and the impact of this value on the consumer's satisfaction and loyalty toward selected providers. Students will gain insight into innovation, management, and marketing issues of value creation and delivery. As a result, the course will demonstrate how mass customization's focus on consumer experience can increase customer life, sustain competitive advantage,

create and capture long-term value for firms, their stakeholders, and, most importantly, for consumers.

MKT 442 PRICE MANAGEMENT

Prerequisites: ACC 201 "C-" or better, MKT 336, MTH 251 "C-" or better

Determining the price of a product or service is one of the most important marketing decisions. It is also one of the most complex and least understood aspects of marketing. However, price is a unique category of the marketing mix as it is the only component that represents revenue for the firm. The remaining P's (product, place, and promotion) are costly activities undertaken to create value for the consumer. Price, in its ideal form, recaptures this value. This course will introduce the student to frameworks relevant for making pricing decisions. While pricing strategies are taught under the rubric of many diverse disciplines, we will take an integrative approach, combining strategic, economic, marketing, and psychological considerations. The objective of this course is to prepare students for addressing strategic and tactical pricing issues and identifying profit-boosting changes in pricing practices across a range of professional contexts. **NOTE:** *This course is offered every Spring semester.*

MKT S SPECIAL TOPICS IN MARKETING

(1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

MKT 498 MARKETING (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

INT 499 INTERNSHIP IN MAJOR FIELD (6 UNITS)

Prerequisite: Prior approval from Internship Office

Internships provide an opportunity for hands-on experience in an area in the field of marketing that the student may want to pursue. Also see "Internships" for general information and policies.

Mass Communication (MCM)

MCM 151 MEDIA AND SOCIETY

This course focuses on social issues pertaining to mass media. The influence of television, radio, film, print media, music reporting, and Internet communication is analyzed in a sociological context. Ethical, legal, technological, economic, and cultural perspectives are discussed. Basic models of communication as well as a wide range of mass communication theories, research, and regulations are also examined. Contemporary issues are discussed by students participating in debates in which opposing sides of relevant media topics are presented.

MCM 233 BUSINESS COMMUNICATION

Prerequisites: MGT 101, ENG 101 "C-" or better

This course will introduce students to the competencies and tools they need to be successful professionals in a dynamic 21st century workplace. Students will use critical thinking to research and assess how their skills, interests, and goals match various majors and career opportunities. Once students have a clearer understanding of themselves, the course will prepare them for internships and jobs by engaging them in developing critical professional written and oral communication skills. Specific learning activities include: creating compelling resumes, LinkedIn profiles, and cover letters; and developing strong networking and interviewing skills. Students will effectively craft written communication for different organizational scenarios, considering the audience, goal, and most appropriate medium.

MCM 257 PUBLIC SPEAKING AND ORAL PRESENTATION

This is an introductory course surveying the essential theory and skills related to public speaking and presentation. You will have the opportunity to gain proficiency in both speaking and critical analysis of the spoken word, and will develop skills in the research, preparation, presentation, and critical evaluation of public addresses.

MCM 308 CULTURAL EXPRESSION IN THE MEDIA

Prerequisite: ENG 101 "C-" or better

This course focuses on how the media represents different cultures, and how different cultures represent themselves through the media. Topics may include: African-American Studies, Asian-American Studies, Gay & Lesbian Studies, Latino Studies, Cross-Cultural Film Studies, and Cultural Studies. Aside from exploring theories associated with cultural studies, this course will look at the history, litera-

ture, electronic expression, and current representation in the news media of the diverse cultures.

MCM 321 GRAPHIC DESIGN FOR PRINT AND WEB

This course covers the design and production of professional documents and publications. Three major areas are emphasized: basic design skills as they relate to typography, graphics and page composition; technical mastery of the computer and software; skills of editing and critiquing publications.

MCM 335 PERSUASION AND NEGOTIATION

Prerequisite: ENG 102 (C- or better)

This course prepares the students to effectively negotiate to persuade others in professional, interpersonal, local and international settings. It covers the fundamentals of negotiation and teaches skillful negotiation approaches that work in real life such as listening and asking questions in negotiating, finding shared interests, brainstorming options, using objective criteria, and developing walkaways. The course helps students to develop skills in the research, preparation, conducting, and reflection of interactions with others to be able to negotiate successfully personally and career-wise locally and in a global context.

MCM S SPECIAL TOPICS IN MEDIA (1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

MCM 301S Digital News Production

MCM 343S Leadership Communication

MCM 498 MASS COMMUNICATION AND MEDIA

(1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Mathematics (MTH)

MTH 100 INTERMEDIATE ALGEBRA accelerated with lab (4 UNITS)

Prerequisite: Math placement recommendations are given by the Menlo Math Placement Form.

Requirement: “C-” or better. Continuing Menlo students who received a C - through B- in MTH 100 are required to concurrently enroll in MTH 101 with MTH 110.

This course covers the following topics: A review of fractions and signed numbers; solving linear equations with applications; the four arithmetic operations with polynomials; factoring including trinomials, sums and difference of cubes; solving quadratic equations by factoring and by quadratic formula; complex numbers; laws of exponents; logarithms; applications of exponents and logarithms; arithmetic of rational expressions; solving equations involving rational expressions, including applications; roots and radicals. Other likely topics include solving two equations in two unknowns and some graphing.

MTH 101 ALGEBRA SUPPORT FOR FINITE MATH

(1 UNIT)

MTH 101 is a co-requisite lab course to be taken concurrently with MTH 110 for mathematically underprepared students, as determined by a student’s academic advisor or by relevant mathematics faculty. This support course reviews relevant background material prior to the corresponding content for MTH 110. Continuing Menlo students who received a C- through B- in MTH 100 are required to take this course.

MTH 110 FINITE MATHEMATICS

Prerequisite: MTH 100 with grade “C-” or better. If prerequisite course has not been taken, math placement recommendations are given by the Menlo Math Placement Form.

This course provides topics such as linear equations and applications, systems of linear equations, matrix algebra and applications, linear programming, mathematics of finance, sets, and counting, probability, and applications.

MTH 251 STATISTICS

Prerequisite: MTH 110 with grade of “C-” or better. If prerequisite course has not been taken, math placement recommendations are given by the Menlo Math Placement Form.

This course includes the following topics: descriptive statistics, including the standard deviation and the normal

curve; the design of surveys and experiments; introduction to probability; probability distributions, and sampling distributions; confidence intervals; hypothesis testing; simple linear regression and correlation; applications to business, politics, and health; and the misuse of statistics.

MTH 260 BUSINESS CALCULUS I

Prerequisite: MTH 110 with grade of “C-” or better. If prerequisite course has not been taken math placement recommendations are given by the Menlo Math Placement Form

This course includes the following topics: limits; the derivative as a limit; the product rule; the quotient rule; the chain rule; rates of change; marginal economics from a calculus perspective; percentage rate of change; relative extreme; applications of maximizing or minimizing; calculus as an aid in graphing; derivatives of exponential and logarithmic functions; applications of exponential growth; exponential decay, and logarithmic growth; indefinite and definite integrals; integration by substitution; area and other applications of integration.

MTH S SPECIAL TOPICS IN MATHEMATICS

(1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with “S” after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

MTH 498 MATHEMATICS (1-3 UNITS)

For the course description, see “Individual Directed Research” and course syllabus.

Philosophy (PHI)

PHI 160 LOGIC AND CRITICAL THINKING

Prerequisite: ENG 102 “C-” or better

This course is an introduction to the skill of rational argument, including analysis of grammatical structure as related to forms of argument; testing for argument validity; and identification of fallacies. Students will apply the principles to everyday life and philosophical thought, and will study both deductive and inductive argument forms.

**PHI 255 INTRODUCTION TO PHILOSOPHY:
THE MEANING OF LIFE****Prerequisite:** ENG 101 "C-" or better

An introduction to major topics in philosophy, such as God, knowledge and belief, mind and body, freedom and determinism, right and wrong, and justice and equality, with readings drawn from classical, modern and contemporary sources.

PHI 303 ETHICS AND VALUES**Prerequisites:** ENG 102 "C-" or better, PHI 255

This course is an analysis of various theories of obligation, standards of right and wrong, and theories of value; evaluation of these theories according to philosophic clarity and standards for scientific theories. Readings from the works of major moral philosophers such as Aristotle, Hobbes, Mill and Kant.

PHI S SPECIAL TOPICS IN PHILOSOPHY (1-3 UNITS)**Prerequisite:** Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

PHI 498 PHILOSOPHY (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Physical Education (PED)

NOTE: Only 2 units of Physical Education can be taken for a letter grade and count toward graduation and grade point average (GPA). Additional physical education classes are graded on a "credit/no credit" basis.

PED 099-196 GENERAL PHYSICAL EDUCATION**ACTIVITIES (1 UNIT EACH)**

These courses allow students to select activity, level, and time of preference. A wide variety of activities, such as the following, are offered: See schedule for current offerings.

- PED 099 – Intramural Activity
- PED 101 – Tennis
- PED 103 – Individual Activity
- PED 104 – Aerobic Activity
- PED 105 – Yoga
- PED 106 – Pilates
- PED 107 – Dance Aerobics
- PED 108 – Body Conditioning
- PED 109 – Weight Training
- PED 110 – Self Defense

- PED 111 – Cross Training
- PED 112 – Kick Boxing
- PED 113 – Recreational Conditioning
- PED 115 – Performance Dance
- PED 116 – Indoor Soccer
- PED 117 – Advanced Body Conditioning
- PED 118 – Advanced Weight Training
- PED 119 – Volleyball
- PED 120 – Basketball
- PED 121 – Walking
- PED 122 – Performance Flexibility
- PED 123 – Softball
- PED 170 – Advanced Baseball
- PED 171 – Advanced Men's Golf
- PED 173 – Advanced Volleyball
- PED 174 – Advanced Men's Basketball
- PED 176 – Advanced Women's Basketball
- PED 177 – Body Conditioning
- PED 178 – Advanced Women's Soccer
- PED 179 – Advanced Softball
- PED 181 – Advanced Women's Cross Country
- PED 182 – Advanced Women's Wrestling
- PED 183 – Special Topic: Hawaiian Dance
- PED 188 – Advanced Women's Track and Field
- PED 189 – Advanced Women's Golf
- PED 190 – Advanced Men's Soccer
- PED 191 – Advanced Men's Cross Country
- PED 192 – Advanced Men's Wrestling
- PED 193 – Advanced Dance
- PED 194 – Advanced Cheer
- PED 195 – Advanced Sports Performance
- PED 196 – Advanced Men's Track and Field

For Varsity courses, see Varsity Sports.

Physical Science (PSC)

PSC 160 INTRODUCTORY PHYSICAL SCIENCE WITH LAB (4 UNITS)

A General Education physical science course comprising the principles of astronomy, geology, physics and related sciences. Thought provoking contemporary topics from the Big Bang to the evolution of the solar system and the earth will be studied.

PSC 161 INTRODUCTORY PHYSICAL SCIENCE LAB (0 UNITS)

Laboratory exercises to accompany Introductory Physical Science. Concurrent enrollment with PSC 160.

PSC 350 THE TECHNOLOGY OF SILICON VALLEY

Prerequisite: A biological or physical science course with a lab

This course investigates the scientific basis for the technological advances originating in Northern California. Discussions will include a variety of topics including the origins of the personal computer, the structure and elucidation of the human genome and innovations in telecommunications.

Political Science (POL)

POL 150 INTRODUCTION TO U.S. POLITICS

This course studies American political institutions as they operate in practice and theory. The Constitution of the United States, the three branches of government, political parties, and the background of American democracy are investigated.

POL 305 CIVIL LIBERTIES

Prerequisite: POL 150

This course introduces the institutional, political and legal bases that determine how the U.S. political system and in particular the U.S. Supreme Court resolve civil liberties issues. We will explore first amendment issues of free speech and press, as well as freedom of religion. We will also examine the constitutional framework of the criminal justice, including the fourth, fifth, sixth and eighth amendments. We will also discuss the evolving concept of substantive due process as it is applied to decisional privacy, including abortion, human euthanasia, and sexual autonomy.

POL 350 CAMPAIGNS AND ELECTIONS

Prerequisite: POL 150

What campaign strategies work best and why? To what extent is the media's campaign coverage helpful or harmful to voters? What does the nature of contemporary campaigns say about the health of American democracy and society at large? This class will examine academic

academic and popular literature, as well as documentary films, on these and other topics while simultaneously following the ongoing events of the current campaign season.

POL 351 LATINX POLITICS

Prerequisites: ENG 102 "C-" or better, POL 150

This class examines contemporary Latinx politics. We begin with a broad introduction to the subject of Latinx Politics, including a review of Latinx subgroup histories and panethnic identity. We then move on to a focus on politics, including the development of political identities and partisanship, public opinion, and electoral and non-electoral participation. We conclude with a focus on the issue of immigration politics.

POL 352 POLITICAL MARKETING

Prerequisites: MKT 216, POL 150

Political Marketing is an interdisciplinary course that introduces students to how candidates, parties, elected officials and governments utilize marketing concepts and tools to win elections and remain in office. Drawing on both traditional marketing research and political marketing research, this course will examine a wide range of political marketing topics including market research and segmentation, branding, marketing communication, and delivery management. Students will consider the application of marketing techniques not just by those seeking election, but also by elected officials and bureaucrats. The course also will consider the implications of political consumerism and political marketing and provide students with a modern, realistic understanding of how political marketing works in the 21st century. **NOTE:** *This course is offered every Spring semester.*

POL 353 RACE AND RACISM

Prerequisite: ENG 102 "C-" or better (for 300 level)

Crosslisted with SSC 353, POL 253/SSC 253

Race and Racism is a multidisciplinary team-taught course on race and racism in the United States. Modules within the course will explore the history of race and racism in U.S. politics; intersections between race, gender, and sexuality; race and cultural production; and race and the law. Particular attention will be paid to the recent #BlackLivesMatter and #SayHerName movements, the issue of police violence, and the history of U.S. protests and social movements. Each module will be taught by appropriate subject-matter experts. Students can choose to take the course as a 200 level or 300 level; readings and assignments will vary as noted in syllabus. You cannot change levels after week one.

POL 360 CALIFORNIA POLITICS**Prerequisite:** POL 150

This class will examine the politics of California, including its political culture, electoral systems, and public policy making. Considerable attention will be given to the power of the people, including initiatives and recall. Ongoing challenges to the state, including budget shortfalls and water politics, will also be discussed.

POL 370 CONSTITUTIONAL LAW

This seminar addresses U.S. constitutional history and controversies surrounding constitutional interpretation from the 18th century to the present day. In addition to tracing the developmental trajectory of legal questions with respect to due process and equal protection, this course also examines the dynamics of decision-making authority among as well as across federal and state level institutions. We will also examine more contemporary legal issues concerning race, gender, civil rights, abortion, and sexual orientation.

POL S SPECIAL TOPICS IN POLITICAL SCIENCE

(1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

POL 498 POLITICAL SCIENCE (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Psychology (PSY)

PSY 101 INTRODUCTION TO PSYCHOLOGY

This course is an introductory survey of the subject matter, fields, and methods of psychology. This course will address theoretical perspectives as well as findings from experimental research. The basic topics for inquiry include consciousness, perception, learning, cognition, motivation, emotion, development, personality, and social psychology. Applications to industry, organizations, and management of human resource will also be considered.

PSY 300 PSYCHOLOGY APPLIED DAILY LIFE—LIFE BEYOND MY ATHLETIC IDENTITY**Prerequisite:** PSY 101

This course entails a recitation/activity format designed to integrate the components necessary to understand transitions and the identity change from athlete to non-athlete. Transition Creatively will help athletes, or non-athletes, develop a plan for future transitions.

PSY 303 PSYCHOLOGY OF LEARNING AND COGNITION**Prerequisites:** PSY 101, ENG 102 "C-" or better

This course will cover the scientific research relating to the acquisition and maintenance of behavior and the cognitive processes related to memory. Topics will include classical conditioning, concept formation, and memory organization. Students will examine these topics from an experimental perspective with application to areas such as behavior modification and information processing.

PSY 304 PSYCHOLOGY OF HUMAN MOTIVATION AND EMOTION**Prerequisites:** PSY 101, ENG 102 "C-" or better

This course will address the physiological, cognitive, and social psychological theories of motivation and emotion. Theoretical perspectives as well as empirical findings will be examined in order to contrast need-drive themes with incentive theories. Topics include the study of motivation for competence, achievement, and affiliation. The relationship between motivation and cognitive-affective processes will also be considered.

PSY 305 PSYCHOLOGY OF HUMAN DEVELOPMENT ACROSS THE LIFESPAN**Prerequisites:** PSY 101, ENG 102 "C-" or better

This course will study physical, cognitive, emotional, social, moral, and personality characteristics of the various stages of human development. Additionally, the developmental issues that are relevant to each phase of the life span (infancy, childhood, adolescence; early, middle, and late adulthood) will be addressed. The course will include a survey of major developmental theories and an investigation of the assumptions common to all of them.

PSY 306 PSYCHOLOGY OF HUMAN SEXUALITY**Prerequisites:** PSY 101, ENG 102 "C-" or better

This course will offer a study of psychological aspects of human sexuality and their influence on gender identity and sexual behavior at various stages of development. Selected topics include: research on sexuality; gender roles; sexual dysfunction and therapeutic interventions; sexual harassment; intimacy and communication skills; and, the varieties of sexual behavior.

PSY 309 SOCIAL PSYCHOLOGY**Prerequisites:** PSY 101, ENG 102 "C-" or better

This course studies the intersection of psychology and sociology, and addresses the extent to which individual behavior is formed and controlled by social groups.

The influence of individual behavior on the nature of groups will also be considered. Students will examine principles of crowd behavior, prejudice, public opinion, aggression, obedience, cooperation, and leadership. Applications to business, the legal system, and healthcare will be addressed.

PSY 310 CLOSE RELATIONSHIPS

Prerequisite: PSY 101, ENG 102 “C-” or better

Close relationships are central to our lives: friends, parents, siblings, romantic partners, acquaintances, and coworkers have an enormous influence on one’s thoughts, feelings and behavior. The purpose of this course is to understand the processes that regulate human relationships. It will include an overview of social psychology theories of relationships research and an exploration of the current literature. Topics include attraction, intimacy, attachment, friendship, interdependence, communication, dissolution, loss, love, and maintaining relationships.

PSY 311 PERSONALITY THEORY

Prerequisites: PSY 101, ENG 102 “C-” or better

This course surveys both classic and current theories of personality. A variety of perspectives will be examined including psychodynamic, humanistic, behavioral, and cognitive approaches. The study of individual theories will further consider the implication of ideas for therapy, diagnostic tools, and the use of theory to guide current research.

PSY 312/SMG 312 SPORTS PSYCHOLOGY

Prerequisites: PSY 101, ENG 102 “C-” or better

This course surveys current issues and research in sports psychology recognizing that sport is a microcosm of society and is influenced by cultural traditions, social values and psychosocial experiences. Topical areas to be included are as follows: sport aggression, violence and deviant behavior in sport, extrinsic and intrinsic motivation, personality and interpersonal relationships in sport, competitiveness, goal setting and peak performance, substance abuse, burnout and psychosocial rehabilitation. This course emphasizes the understanding and application of theoretical paradigms and concepts to sports events and pragmatic vocational settings.

PSY 313 INTRODUCTION TO DISABILITY STUDIES

Prerequisite: ENG 102 “C-” or better

Crosslisted with SSC 313

Individuals with some level of disability comprise 20% of the American population. That is 60 million and rising.

These individuals’ experiences within society are seldom recognized or understood, instead ignored or misunderstood. Interactions with individuals with disabilities are often avoided, awkward, and/or uncomfortable. Our reactions to and beliefs about disabilities influence our progress toward an equitable and inclusive society. A historical context of disability in the United States, terminology used for defining and explaining disability, disability’s impact throughout life, popular culture’s role in distorting ideas about disability, and emerging ethical issues are explored.

An innovative approach to viewing difference is provided which assists in increasing awareness and understanding of disabilities, and enriches interactions with individuals who have disability differences. Awareness and observation activities are utilized for personal reflection and experience with concepts and strategies for more effective interactions.

Opportunities to learn about community support resources and priority issues for the disability community; and to interact with individuals with disabilities and participate in disability related events are also to be provided.

PSY 314 PSYCHOLOGY OF WOMEN IN ORGANIZATION

Prerequisites: PSY 101, ENG 102 “C-” or better

This course will examine women’s changing roles in contemporary organizations. It will present historical and demographic data about these changes and discuss the challenges professional women still encounter. The course content will draw upon scholarship from Social and Clinical Psychology and be supplemented by readings from the business press. Topics will include gender stereotypes, communication styles, sexual harassment, leadership, and life/work balance. Specific challenges facing women of color, women entrepreneurs, and Silicon Valley women will also be addressed. Readings will include first-person accounts of proven strategies for success, and guest speakers will describe how they learned to achieve and excel.

PSY 315 PSYCHOLOGY APPLIED TO DAILY LIFE: CONSUMER PSYCHOLOGY—CUSTOMER/AUDIENCE ENGAGEMENT (1 UNIT)

Living in our increasingly connected world, we are constantly bombarded with messages attempting to convince us to desire, purchase, or remain loyal to various brands and products. The goal of this course is to provide an introduction to consumer behavior in everyday life through a social psychological perspective. This 7-week course will explore psychological theories of persuasion,

social norms, and brand loyalty that motivate consumer behavior. The goal of this course is to introduce theories and research of consumer behavior that are relevant in daily life.

PSY 316 ORGANIZATIONAL PSYCHOLOGY

Prerequisites: PSY 101

This course will utilize lecture, class discussion, and individual student and/or group presentations to provide an introductory survey of organizational psychology. Basic topics of inquiry will include classical, neoclassical, humanistic, and modern structural organizational theory. Within the humanistic school of organizational theory, organizational behavior will be examined, including the following topics: leadership, motivation, groups and teams, communication, organizational culture, organization change, and work environment. Theory and application will be explored and discussed as it applies to organizations.

PSY 383 CULTURAL ISSUES IN PSYCHOLOGY

Prerequisite: PSY 101

This course will include: participation and discussion—in class and online—and lecture. This course will examine how culture and psychology intersect across a variety of different sociocultural areas.

PSY 400 EMPIRICAL RESEARCH METHODS AND EVALUATION

Prerequisites: ENG 102 “C-” or better, MTH 110 “C-” or better, PHI 160, PSY 305, PSY 411; and two additional upper division psychology courses. Recommended courses include PSY311, PSY304 and PSY482x.

This course introduces students to empirical methodologies and evaluation techniques used in the social sciences. This will involve both qualitative and quantitative methods, with a particular emphasis on the use, evaluation and presentation of data. The broad themes of the course will be set by the faculty, with students selecting a theme to research from within the faculty-selected theme. The theme will carry over into PSY 401. **NOTE:** *This course is offered during the fall semester only. Enrollment is limited to psychology majors and is to be taken during the fall semester of their senior year. The course is to be taken sequentially with PSY 401.*

PSY 401 SENIOR THESIS

Prerequisites: Senior standing, PSY 400

This course is a thematic one, with the year’s theme determined by the faculty. It is a seminar whose primary focus is to discuss contemporary global issues in an interdisciplinary context. Each student will write a major research paper and participate in a formal presentation to the college community of the fruits of their research. **NOTE:** *This course is offered during the spring semester only. Enrollment is limited to psychology majors, and is to be taken during the spring semester of their senior year.*

PSY 411 BIOPSYCHOLOGY

Prerequisites: PSY 101, BIO 101

This course introduces students to human physiology and the human perceptual system. The relationship between physiology, genetic determinants, and environmental conditions will be explored. The significance of each of these factors for influencing human behavior will be emphasized. Theoretical knowledge of these factors will be applied to the understanding of psychological and neuropsychological impairments.

PSY 412 PSYCHOLOGICAL DISORDERS

Prerequisites: PSY 101, ENG 102 “C-” or better. Students are encouraged (but not required) to complete PSY 411 prior to enrolling in PSY 412.

This course introduces the study of psychopathology and considers both historical and cross-cultural perspectives on mental illness. The survey begins with the traditional classifications of neuroses and psychoses, and focuses on contemporary classifications of psychological disorders. The manifestations of mental illness as well as etiological considerations will be emphasized. Diagnostic tools and therapeutic interventions will also be addressed.

PSY 415 COMMUNICATION AND COUNSELING SKILLS

Prerequisites: PSY 101, ENG 102 “C-” or better. Students are encouraged (but not required) to complete PSY 412 prior to enrolling in PSY 415.

This course will involve a systematic study of the communication skills that are required for conducting interviews and counseling. The ethical issues associated with psychotherapy, as well as cultural differences in styles of communication will also be addressed. Additional topics that will be surveyed include: major theoretical approaches to psychotherapy; and, approaches to working with children and families. As the focus of the course will be on the development and application of specific competencies,

this course is strongly encouraged for those students who intend to pursue internship opportunities.

PSY S SPECIAL TOPICS IN PSYCHOLOGY (1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

PSY 498 PSYCHOLOGY (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

PSY 499 Internship in Major Field (6 UNITS)

Prerequisite: Prior approval from Internship Office

Internships provide an opportunity for hands-on experience in an area in the field of psychology that the student may want to pursue. Also see "Internships" for general information and policies.

Real Estate (RSL)

RLS 233 PRINCIPLES OF REAL ESTATE

Prerequisites: MGT 101

This course is an investigation of various real property institutions and transactions. Topics include the evaluation, acquisition, and sale of real estate, as well as financing techniques and development guidelines.

RLS 304 SUSTAINABLE BUSINESS

Prerequisites: ECO 200, INB 300.

Crosslisted with INB 304

This course is designed to explore the issues, conditions, trends, and techniques for management in the twenty-first century. The ultimate challenge faced by professional management throughout the world today is how to develop sustainable business, economic, and social strategies and policies which will be compatible with the very real biological limits of our planetary system. The course critically assesses the conventional economic principles and theories that underlie the global business and economic system, and their impact on individuals, society, and the environment. The course also makes use of economic strategy simulation systems analysis to understand the forces and interrelationships of economic, demographic, and technological growth. **NOTE:** This course is offered every Spring semester.

RLS 315 REAL ESTATE LAW

Prerequisites: MGT 206, RLS 233

This course serves as an introduction to the legal issues surrounding real estate transactions. The principal objective of the course is to familiarize students with the legal concepts that have evolved with the dynamic growth in real estate, and their implications for the real estate industry.

RLS 317 COMMERCIAL PROPERTY MANAGEMENT

Prerequisites: MGT 101, RLS 233

The course covers the principles and practice of commercial property management and how property and asset management impacts business and the economy. The course will cover building operations, construction with emphasis on tenant build-out, lease provisions, leasing and re-leasing procedures, real property insurance, property taxes, tenant relations and marketing, ethics, sustainability, and the application of the Americans with Disabilities Act and other anti-discrimination requirements.

RLS 335 FINANCIAL MODELING

Prerequisite: FIN 220

Crosslisted with FIN 335

This course surveys Excel based programs for obtaining and analyzing capital budgets, cash flow statements, and calculating the present values of financial securities. The course analyzes investment alternatives and presents formulas for determining rates of return and risks of portfolios. Stock market transaction systems are also described

NOTE: This course is offered every Fall semester.

RLS 410 REAL ESTATE LITERATURE: READ, WRITE AND DISCUSS CLASSICS

Prerequisites: ENG 102 "C-" or better

This course is designed to give students from any discipline or major deeper insight into the broader issues real estate engages in the context of society at large. The course will expose students to key ideas and writers who have addressed issues of cities, suburbs, infrastructure, community development and involvement, from all aspects of real estate, including public policy, design, construction, finance sales and marketing and operations. Students will read, review and present their critical analysis of three books addressing these topics.

RLS 433 REAL ESTATE FINANCE

Prerequisite: FIN 220

Crosslisted with FIN 433

This course studies financial decisions made in real estate: how to evaluate different properties, how to make invest-

ment decisions, and how to finance these investments. We will also talk about recent financial innovations in real estate, like mortgage-backed securities and markets for them. The course aims to provide students with concepts and techniques for analyzing financial decisions in real estate development and investment. The course begins with an overview of the fundamentals of income, producing real estate and builds on these concepts studying real estate investment analysis, financial leverage, fixed rate mortgage loans and more flexible mortgage arrangements, mortgage payment issues, debt securitization, real options, and REITs. **NOTE:** This course is offered every Spring semester.

RLS 440 PLANNING POLICY, PROCESS & POLITICS OF DEVELOPMENT

Prerequisite: ENG 102 "C-" or better

This course is an elective seminar introducing students to planning and zoning and the associated processes and requirements that impact the real property development entitlement process, while making clear that "entitlements" are not what real estate developers have but what they seek through a complex process of reviews and approvals before proceeding with a project. Specialty topics such as historic preservation, affordable housing, public finance, growth management and environmental planning are covered. Also covered are the roles the community, public officials and local politics play in shaping the built environment and the development process.

RLS 445 REAL ESTATE ECONOMICS AND MARKET ANALYSIS

Prerequisite: FIN 220

Crosslisted with ECO 445

This course applies economic concepts to issues of the urban environment. Special attention is given to the relevance of those urban issues for the real estate industry. The course examines the economic forces propelling the development of cities and economic issues of land scarcity and housing within cities. Additionally, the course examines related economic issues of urban transportation, crime, local government, and public policy responses to urban issues. **NOTE:** This course is offered every Fall semester.

RLS S SPECIAL TOPICS IN REAL ESTATE (1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

Social Science (SSC)

SSC 150 INTRODUCTION TO SOCIAL SCIENCE

This introductory course identifies the similarities and differences between the disciplines within the social sciences. The course will address major topics that are common to these disciplines such as: the concept of self; socialization; group processes; culture; and, diversity. Applications to employment in fields such as government, business, and non-profit organizations will also be surveyed.

SSC 313 INTRODUCTION TO DISABILITY STUDIES

Prerequisite: ENG 102 "C-" or better

Crosslisted with PSY 313

Individuals with some level of disability comprise 20% of the American population. That is 60 million and rising. These individuals' experiences within society are seldom recognized or understood, instead ignored or misunderstood. Interactions with individuals with disabilities are often avoided, awkward, and/or uncomfortable. Our reactions to and beliefs about disabilities influence our progress toward an equitable and inclusive society. A historical context of disability in the United States, terminology used for defining and explaining disability, disability's impact throughout life, popular culture's role in distorting ideas about disability, and emerging ethical issues are explored.

An innovative approach to viewing difference is provided, which assists in increasing awareness and understanding of disabilities, and enriches interactions with individuals who have disability differences. Awareness and observation activities are utilized for personal reflection and experience with concepts and strategies for more effective interactions.

Opportunities to learn about community support resources and priority issues for the disability community; and to interact with individuals with disabilities and participate in disability-related events are also to be provided.

SSC 350 GLOBAL STUDIES

Prerequisites: ENG 102 "C-" or better, SSC 150

Understanding and promoting the role of human rights through an interdisciplinary education of contemporary issues in an increasingly globalized world. This course seeks to journey through a theoretical as well as applied understanding of both the positive and negative implications of globalization. We will study current issues of the gendered, racialized, and economically stratified effects of globalization, and political as well as grassroots responses. The course will seek to understand struggles and revolu-

tions in the new global order vis-à-vis a critical exploration of human rights and hegemony. Finally, this course will consider various strategies for social transformation and forms of resistance.

SSC S SPECIAL TOPICS IN SOCIAL SCIENCE

(1-3 UNITS)

Prerequisite: Varies by Subject.

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

SSC 498 SOCIAL SCIENCE (1-3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Spanish (SPA)

SPA 101 INTRODUCTORY SPANISH 1

This course covers pronunciation and grammar through oral and written drills. Spanish verbs, regular and irregular, will be studied in the present tense of the indicative mood. Emphasis will be on the building of vocabulary. Key features of various Spanish-speaking countries will be discussed. A placement exam will be given to students who have previously studied Spanish.

SPA 102 INTRODUCTORY SPANISH 2

Prerequisite: Placement exam or SPA 101 with a "C-" or better

This course is the continuation of Spanish 101. Focus will be given to the use of all regular verbs in the preterit (past) tense of the indicative mood including stem-changing verbs. Assigned compositions will reinforce grammar structures learned in class. We will continue the study of various Spanish-speaking countries.

SPA S SPECIAL TOPICS IN SPANISH (1- 3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

SPA 498 SPANISH (1- 3 UNITS)

For the course description, see "Individual Directed Research" and course syllabus.

Sports Management (SMG)

SMG 250 INTRODUCTION TO SPORTS MANAGEMENT

Prerequisites: MGT 101, ENG 101 "C-" or better or concurrent enrollment with ENG 101

This introductory course is designed to familiarize students with various principles and management of sport at a variety of levels (e.g., youth, high school, intercollegiate, and professional). This course will survey a wide spectrum of topics in sports management including but not limited to: sport marketing, sport sponsorship, sport broadcasting, sport finance, sport economics, sport analytics, facility and event management, legal and ethical principles, among others. Students will also learn about various professional organizations, career paths, and other educational programs in the field.

SMG 307 RESEARCH METHODS IN SPORTS MANAGEMENT

Prerequisites: ENG 102 "C-" or better, MTH 110 "C-" or better, SMG 250/300

This course will introduce students to key research skills utilized in the sport industry. Students will learn how to critically evaluate and perform effective research using basic social science methodological approaches. This course will also expose students to the process of a literature review, questionnaire/scale development, data management and interpretation, as well as basic analytical strategies. As a culmination of this course, students will be required to design, carry out, analyze, and present their own research project in sports management. **NOTE:** *This course is offered every Spring semester.*

SMG 308 SPORTS ANALYTICS

Prerequisites: SMG 250/300, MTH 251 "C-" or better

This course will center upon exploring, identifying, and solving practical problems in sport using data and relevant analysis. Students will be introduced to various tools in sport analytics, such as player evaluation, key performance indicators (KPI), balanced scorecard, and other techniques. The course will examine the application of sports analytics in a series of functional areas within the sport industry, such as talent and human resources, information technology, marketing, ticket sales, finance, legal, manufacturing, facility management, event management, along with fantasy sports. **NOTE:** *This course is offered every Spring semester.*

SMG 312 SPORTS PSYCHOLOGY

Prerequisites: PSY 101, ENG 102 “C-” or better

Crosslisted with PSY 312

This course surveys current issues and research in sports psychology recognizing that sport is a microcosm of society and is influenced by cultural traditions, social values and psychosocial experiences. Topical areas to be included are as follows: sport aggression, violence and deviant behavior in sport, extrinsic and intrinsic motivation, personality and interpersonal relationships in sport, competitiveness, goal setting and peak performance, substance abuse, burnout and psychosocial rehabilitation. This course emphasizes the understanding and application of theoretical paradigms and concepts to sports events and pragmatic vocational settings.

SMG 399 PROFESSIONAL SKILLS AND CAREER PATHS IN SPORT MANAGEMENT (1 UNIT)

Prerequisites: SMG 250/300, SMG 307, or Junior/Senior Standing

This seminar will identify and explore various career paths for prospective sports management graduates at Menlo College. During this course, students will pinpoint their specific interests, skills, and goals related to a career in sports management. Students will also be exposed to various facets of the job preparation and assessment process. Students will also be provided several resources to aid in their search for a position after graduation.

The course grade will be determined based upon the completion of a series of assignments and research projects directly related to the student's desired career path.

SMG 401 LEGAL AND SOCIAL ISSUES IN SPORTS MANAGEMENT

Prerequisites: MGT 206, SMG 250/300

This course offers an overview of legal and social issues in the sports industry. We refer to both the heart of sport and the cultural context of sport as we consider legal issues a professional of college sports enterprise encounters today, plus those that loom on the horizon. Those issues include matters of contract, employment, labor, agency, tort, tax, antitrust, corporate, criminal, and constitutional law. We also address selected issues related to player contracts, injury liability, broadsiding agreements, endorsement contacts, stadium finances, club valuation, college player compensation, Title IX, drug testing, and gambling.

NOTE: *This course is offered every Fall semester.*

SMG 402 MARKETING AND ADVERTISING IN THE SPORTS INDUSTRY

Prerequisites: MKT 216, SMG 250/300

Crosslisted with MKT 402

The application of marketing and advertising science to all realms of the sports industry are examined in this course. This includes professional and semi-professional sports, intercollegiate, interscholastic and intramural sport; amateur sport; and commercial and public sport and recreational facilities, clubs, resorts, and service organizations and the special nature and needs of sports organizations. A view of the international sports business and ethical issues in sports marketing and advertising are also investigated. **NOTE:** *This course is offered every Spring semester.*

SMG 403 SPORTS SPONSORSHIP AND SALES MANAGEMENT

Prerequisites: SMG 250, MKT 216

This course examines the intersection of sponsorship and sales management in the sports industry. Students will be exposed to how sports sponsorships are planned, developed, executed, activated, and ultimately, evaluated. The course will also provide students with various managerial practices associated with sales in the sport industry. This course culminates in a final sales pitch in which students will provide a proposal of a potential sponsorship for a selected sports organization. **NOTE:** *This course is offered every Spring semester.*

SMG 404 ETHICS IN SPORTS MANAGEMENT

Prerequisite: SMG 250/300

This course focuses on ethical considerations in the management of the sports industry. Topics covered include theories of personal and professional ethics, social and cultural issues, and models of management. Modern issues concerning violence, gambling, athletic endorsements and equity in sport are also discussed. Case studies are presented and students debate in class contemporary ethical issues in sports management. **NOTE:** *This course is offered every Spring semester.*

SMG 405 HISTORY OF SPORTS

Prerequisite: MGT 101

This course focuses on the historical development of sport. Areas of interest include the examination of the major pre-historical and historical epochs with an emphasis on management issues. Philosophical and theoretical perspectives, social and cultural issues, and evolving models of sports management are analyzed. Modern issues including the development of sports broadcasting, the Educa-

tional Amendments Act of 1972 (Title IX), and formation of professional teams and leagues are also investigated. The evolution and categorization of sportive contests provide additional areas of study. **NOTE:** *This course is offered every Fall semester.*

SMG 410 SPORTS FINANCE

Under development

NOTE: *This course is offered every Spring semester.*

SMG 412 ECONOMICS OF SPORTS

Prerequisites: ECO 201, SMG 250/300

This applied economics course explores various aspects of the economics of sports and sports leagues, with a major focus on empirical analysis. We will consider a number of topics, including: the business and economics of professional team sports and sports broadcasting, analysis of leagues' competitive balance policies, player relations issues including analysis of the drivers of players' salaries, the public finance aspects of professional sports teams and stadium financing, and relevant issues in collegiate sports.

NOTE: *This course is offered every Fall semester.*

SMG S SPECIAL TOPICS IN SPORTS MANAGEMENT

(1-3 UNITS)

Prerequisite: Varies by subject

Special topic courses will be identified with "S" after course code. These courses vary from semester to semester. Content varies depending on the interest of both the professor and the students, and emphasizes specific areas of special interest.

Study Skills (STS) / Menlo Branded Courses (MLO)

STS 090 MENLO SUCCESS (1 UNIT)

The purpose of this course is to help students improve their skills in test-taking, note-taking, time and stress management. It also serves as a forum for discussion about social coping skills and connecting to the Menlo community. **NOTE:** *This is a 1-unit developmental course –unit does not count for graduation or grade point average, but does count in establishing full-time status.*

MLO 100 RISING SCHOLARS (2 UNITS)

Rising Scholars is a two-unit course for incoming students held the ten days before fall orientation, designed to allow students to refresh quantitative reasoning, reading, and writing and oral communication skills so that when the semester starts they are prepared for college- level learning,

have acclimated to the Menlo College environment, and have already cultivated a network of peers. The program incorporates both classroom sessions and off-campus activities, including invited speakers, day and evening trips, networking events, and more. Participants produce creative, self-designed research projects that allow students to learn while exploring topics that they find relevant and meaningful. **Credit/No Credit course. Registration restricted.**

MLO 101 TRANSITION TO COLLEGE (2 UNITS)

The purpose of this course is to help new students make a successful transition to Menlo College, both academically and personally. This course aims to promote engagement in the curricular and co-curricular life of the college, foster community engagement with a service project, articulate to students the expectations of the college and its faculty, help students develop and apply appropriate academic strategies to their coursework, and assist students as they continue to clarify their purpose, meaning, and direction.

STS 101 MICROCOMPUTER SOFTWARE LITERACY (1 UNIT)

A tutorial-based course to develop basic user literacy in word processing, spreadsheet, database and presentation graphics software. Students will learn the basic features of Word, Excel, and PowerPoint by completing lab-based tutorials in each of the four software packages. Class sessions will introduce basic concepts and special features of the software appropriate to the Menlo College curriculum. Students must complete this course by the end of their second semester.

Varsity Sports (VAR)

VAR 203 - 293 VARSITY SPORTS (0 UNITS EACH)

VAR 203 - Men's Tennis Competition

VAR 204 - Women's Tennis Competition

VAR 205 - Men's Track & Field Competition/Conditioning

VAR 206 - Women's Track & Field Competition/Conditioning

VAR 227 - Advanced Weightlifting Competition/Conditioning

VAR 270 - Baseball Competition/Conditioning

VAR 270 J – Baseball Competition/Cond (developmental)

VAR 271 – Men's Basketball Competition/Conditioning

VAR 272 – Women's Basketball Competition/Conditioning

VAR 273 – Men's Cross Country Competition/Conditioning

VAR 274 – Women's Cross Country Competition/Conditioning

VAR 278 – Men's Soccer Competition/Conditioning

VAR 279 – Women's Soccer Competition/Conditioning

VAR 280 – Softball Competition/Conditioning

VAR 284 - Men's Volleyball Competition/Conditioning

VAR 285 – Women's Volleyball Competition/Conditioning

VAR 286 – Men's Wrestling Competition/Conditioning

VAR 286 J - Men's Wrestling Comp/Cond (developmental)

VAR 287 – Women's Wrestling Competition/Conditioning

VAR 291 – Men's Golf Competition/Conditioning

VAR 292 – Women's Golf Competition/Conditioning

VAR 293 - Cheer and Dance Competition/Conditioning

MANAGEMENT TEAM

The following is a list of the Management Team. The dates refer to the year in which each joined Menlo College.

Steven Weiner: President (2013).
B.S., Northeastern University;
M.B.A., University of Chicago.

Angela Schmiede: Vice President for Student Success and Strategic Planning (2013).
B.S., M.Ed., Vanderbilt University;
M.A., Ph.D., Stanford University.

Mouwafac Sidaoui: Vice President for Academic Affairs and Chief Academic Officer, Dean School of Business (2020).
B.S., Wentworth Institute of Technology; M.B.A., Boston University;
Ed.D., University of San Francisco;
PostDoc., University of Florida,
Gainesville.

Keith Spataro: Vice President for Enrollment and Athletics (2001).
B.A., San Francisco State University;
M.A., St. Mary's College.

Ahmed Abou-Ismail: Chief Financial Officer (2022).
B.S., University of Cairo

Roxane Marenberg: Chief Human Resources and Culture Officer (2022).
B.S., American University; College of Public Affairs
J.D., University of Baltimore School of Law
L.L.M., American University,
Washington College of Law

Priscila Casanova de Souza: Dean of Enrollment Management (2015).
B.A., Menlo College;
M.B.A., Golden Gate University.

Devin Carr: Dean of Student Affairs (2022).
B.S., M.Ed., University of West Georgia;
M.S., University of Cincinnati.

Melissa Michelson: Dean of Arts & Sciences (2010).
B.A., Columbia University;
M.A., M.Phil., Ph.D., Yale University.

Emily Stambauugh: Dean of Library Services (2022).
B.A., University of California, Berkeley;
M.L.S., University of North Carolina

Laura Koo: Chief Advancement Officer (2018).
B.A., Rollins College;
Ph.D., University of California,
San Francisco.

FACULTY

The following is a list of faculty.
The dates refer to the year in which each joined Menlo College.

Sergey Anokhin: Associate Professor of International Business and Entrepreneurship & Innovation (2021).
B.S., M.S., Voronezh State University;
Ph.D., Case Western Reserve University.

Jodie Austin: Associate Professor, English (2015).
B.A., University of California,
Santa Barbara;
M.A., Ph.D., Brandeis University.

Mark Bichsel: Lecturer, Accounting (2017). B.A., Gonzaga University;
M.P.A., M.B.A., California State University, East Bay.

Faten Ben Bouheni: Lecturer, Finance (2021).
B.A., High Institute for Accountancy & Management, Tunisia;
M.S., University of Cergy Pontoise,
France;
M.S., Carthage High Commercial Studies Institute, Tunisia;
Ph.D., Telecom Ecole De Management,
France.

Benny Boveda: Lecturer, Marketing (2015).
B.S., M.B.A., University of Phoenix.

Ruixue Du: Associate Professor, Accounting (2020).
B.S., Nankai University;
M.S., Ph.D., Virginia Tech.

Fabian Eggers: Associate Professor, Marketing (2010) and Entrepreneurship & Innovation.
M.B.A., University of Hamburg;
Ph.D., Leuphana University of Luneburg.

Nora Eltahawy: Visiting Assistant Professor, English (2021).
B.A., American University in Cairo;
M.A., University of Texas at Austin;
Ph.D., Northwestern University.

Jesus Garcia: Lecturer, Biology

(2022).
B.S., California State University Stanislaus;
M.A., Point Loma Nazarene University.

Mark J. Hager: Professor, Psychology (1993).
B.A., Golden Gate University;
Ed.M., Harvard University;
Ph.D., University of Michigan.

Lan Jiang: Associate Professor, Marketing (2019).
B.A., Beijing University;
M.A., Simon Fraser University;
Ph.D., University of British Columbia.

Jakob Kotas: Assistant Professor of Mathematics (2021)
B.A., Cornell; M.Eng., Cornell;
M.S., University of Washington;
Ph.D., University of Washington.

Dima Leshchinskii: Professor, Finance (2010).
B.S., Tomsk State University;
M.B.A., University of Utah;
Ph.D., INSEAD.

Jessica Mean: Lecturer, Mathematics (2019).
B.S., California State University, Monterey Bay;
M.A., San Jose State University.

Lisa Mendelman: Associate Professor, English (2016).
B.A., M.A., Stanford University;
Ph.D., University of California, Los Angeles.

Melissa Michelson: Professor, Political Science (2010).
B.A., Columbia University;
M.A., M.Phil., Ph.D., Yale University.

Travis Miller: Assistant Professor, Psychology (2022).
B.A., M.A., California State University, Northridge;
Ph.D., University of California, Riverside.

Robert Mulvey: Distinguished Practitioner in Residence, Management (2018).
B.A., Franklin & Marshall College;
M.B.A., New York University.

Lakiba Pittman: Lecturer, Humanities (2012).

B.A., San Jose State University;
M.A., University of San Francisco.

Bruce Paton: Professor Emeritus, Management (2016).
B.A., Wesleyan University;
M.B.A., Stanford University;
Ph.D., University of California, Santa Cruz.

Melissa Poulsen: Assistant Professor, English (2015).
B.A., University of San Francisco;
M.A., University of California, Santa Cruz;
Ph.D., University of California, Santa Cruz.

Sean Pradhan: Associate Professor, Management (2018).
B.A., San Francisco State University;
M.A., San Jose State University;
Ph.D., University of Michigan.

Sarahann Shapiro: Professor-in-Residence, Law (2018).
B.A., University of California, Riverside;
J.D., Santa Clara University School of Law.

Mouwafac Sidaoui: Professor of Business Analytics and Data Science (2020).
B.S., Wentworth Institute of Technology;
M.B.A., Boston University;
Ed.D., University of San Francisco;
PostDoc., University of Florida, Gainesville.

Manish Tewari: Associate Professor, Finance (2015).
B.Tech., Indian Institute of Technology;
M.B.A., University of Arkansas;
Ph.D., University of Central Florida.

Marianne Marar Yacobian: Professor, Social Science (2007).
B.A., University of California, Davis;
M.A., Ed.D., University of San Francisco.

Janis Zaima: Professor, Accounting & Finance (2013).
B.A., M.B.A., Ph.D., University of Washington.

FACULTY EMERITI

Donald J. Albers	1968-1994
Eugene Bales	1962-2000
Alfred L. Brokes	1976-1994
Carolle J. Carter	1976-1994
James P. Conlan	1971-1994
Donald Drury	1972-1995
Jan T. Dykstra	1963-1994
Howard East	1965-1995
James Good	1976-1986
Diane Harvey	1979-2002
Claudie Hester	1970-2001
Philip Hutcheon	1975-1990
Kathryn Lanson	1989-1994
Donna Little	1986-2018
Kathi Lovelace	2011-2021
Robert Malm	1961-1990
Lowell Pratt	1980-2020
Arthur Richards	1985-2007
William Rolloson	1969-1990
Leslie Sekerka	2007-2021
Raymond L. Solari	1972-1995
Jack Thomas	1976-1988
Marilyn Thomas	1986-2014
Charles Vanderlip	1963-1991
Ling-Erl Eileen T. Wu	1982-1994

ADJUNCT FACULTY

The following adjunct faculty members have taught at Menlo College for one or more years. The dates refer to the year in which each faculty member began teaching at Menlo College. A listing of teaching assignments by semester may be obtained through the Office of Academic Affairs.

Joseph Adams: Adjunct Professor, Humanities (2023).
B.A., M.A., San Francisco State University.

Charles Adelberg: Adjunct Professor, Economics (2016).
B.A., Cornell University;
M.S., Ph.D. University of Minnesota.

Mona Ahmadi: Adjunct Professor, Finance (2021).
M.B.A., University of San Francisco.

Dylan ArceJaeger: Adjunct Professor, Mathematics (2021).
B.A., M.A., San Jose State University.

Erik Bakke: Senior Adjunct Professor, English (2011).

B.A., University of California, Berkeley;
M.A., New York University.

Linda Bakke: Adjunct Professor, English (2019).
B.A., M.F.A., San Francisco State University.

Emily Beitiks: Adjunct Professor, Psychology (2020).
B.A., University of California, Davis;
Ph.D., University of Minnesota.

Jesse Bingham: Senior Adjunct Professor, Psychology (2009).
B.S., Brigham Young University;
M.S., Purdue University.

Donald Campodonico: Adjunct Professor, Management (2017).
B.S., M.B.A., San Francisco State University;
D.B.A., Golden Gate University.

Caroline Casper: Senior Adjunct Professor, English (2017).
B.A. and B.S., Miami University;
M.A., Columbia College Chicago;
M.F.A., University of San Francisco.

Gary Castro: Senior Adjunct Professor, Marketing (2017).
B.S., San Jose State University;
M.A., Gonzaga University.

Mark Cazem: Senior Adjunct Professor, International Business and Business Law (2017).
B.A., San Francisco State University;
J.D., University of California, Hastings College of the Law;
M.B.A., San Francisco State University.

Arthur Chait: Adjunct Professor, Management (2017).
B.S., Rutgers University;
M.B.A., University of Pittsburgh.

Cathy Chang: Adjunct Professor, Mathematic (2020).
B.S., University of Hawaii;
M.S., Northwestern University.

Mitchell Chavarria: Adjunct Professor, Mathematic (2022).
B.S., M.S., San Jose State University;

Marie Chelberg: Adjunct Professor, Psychology (2019).
B.A., B.S., Ohio University, Athens;
M.A., Ph.D., Stony Brook University, New York.

James Christen: Adjunct Professor, Management (2021).
B.S., Menlo College

Ruth Conza-Roman: Senior Adjunct Professor, Spanish (2013).
B.A., Catholic University, Santa Maria;
M.A., San Francisco State University.

Kiara Corrigan: Adjunct Professor, Economics (2019).
B.A., The American University;
M.S., Ph.D., University of California, Davis.

Linda Covello: Adjunct Professor, Art (2019).
B.A., University of California, Santa Cruz;
M.F.A., Parsons School of Design, New York.

Donna Crane: Adjunct Professor, Political Science (2022)
B.A., San Jose State University;
M.A., George Washington University.

Scott Daugherty: Adjunct Professor, Real Estate (2022).
B.A., San Jose State University;
M.B.A., Kellogg, Northwestern University.

Nicholas DeJosia: Senior Adjunct Professor, Mass Communications (2014).
B.A., Dowling College;
M.A., C.U.N.Y. Lehman College;
Ed.D., The University of New English.

Honey Dhupar: Adjunct Professor, Mathematics (2019).
B.S., Delhi University, India;
M.S., California State University, East Bay.

Robert Di Matteo: Adjunct Professor, Art (2019).
B.F.A., Pratt Institute, New York;
M.F.A., Yale University School of Art, Connecticut.

Michael Durrigan: Senior Adjunct Professor, Mathematics (2014).
B.S., M.S., San Diego State University.

Brennen Facchini: Adjunct Professor, Psychology (2015).
B.A., Menlo College;
M.A., Saint Mary's College.

Brian Favat: Adjunct Professor, Sports Management (2022).
B.S., Boston College;
M.B.A., Kellogg School of Management.

Michael Fitzpatrick: Adjunct Professor, Philosophy (2021).
B.A., M.A., California State University, Chico;
M.S., Ph.D., Stanford University.

Ken Fowler: Adjunct Professor, Accounting (2014).
B.S., Mankato State University;
M.B.T., University of Minnesota;
Ph.D., University of Mississippi.

David Galaskvily: Adjunct Professor, ESL (2022).
B.A., University of California, Berkeley;
M.S., San Francisco State University.

Mohammad (Jay) Ghorbani: Adjunct Professor, Analytics (2021).
B.S., Shahed University;
M.S., Sharif University of Technology;
Ph.D., West Virginia University.

Swapan Ghosh: Adjunct Professor, Marketing (2018).
B.T., M.T., Indian Institute of Technology;
M.B.A., Santa Clara University;
Ph.D., Loughborough University.

Emma Gordon: Senior Adjunct Professor, Human Resources (2011).
B.S., University of California, Berkeley;
M.B.A., John F. Kennedy University;
Ph.D. Alliant International University.

Pamela Gullard: Senior Adjunct Professor, English (2008).
B.A., Stanford University;
M.A., Notre Dame de Namur University.

Miyatta Gusau: Adjunct Professor, English (2022).
B.S., Rowan University;
M.S.Ed., University of Southern Maine

Michael Habeeb: Adjunct Professor, Mass Communications (2020).
B.A., San Francisco State University;
J.D., San Francisco Law School.

Loubna Hafiani-Hafid: Senior Adjunct Professor, French (2006).
B.A., Université des Lettres of Meknès;
D.E.A., Université des Lettres of Rabat;
M.A., San Jose State University.

Fehmi Hamdan: Adjunct Professor, Management (2021).
B.S., Lebanese American University;
M.B.A., University of San Francisco.

John Harding: Senior Adjunct Professor, Management (2013).
B.A., University of California, Santa Cruz;
M.A., J.D., University of California, Berkeley.

Zaki Hasan: Senior Adjunct Professor, Mass Communications (2009).
B.A., Columbia College, Chicago;
M.A., San Jose State University.

Barbara Hecker: Adjunct Professor, Management Information Systems (2006).
B.S., San Jose State University;
M.S., Golden Gate University;
M.S., University of Maryland;
Ph.D., Nova Southeastern University.

Timothy Hess: Adjunct Professor, Management (2021).
B.S., M.S., California State University, Hayward.

Kristy Holland: Adjunct Professor, History (2017).
B.A., University of the Pacific;
M.A., San Francisco State University.

Michael Huff: Adjunct Professor, Humanities (2021).
B.A., University of California, Berkeley;
M.A., Ph.D., Northwestern University.
M.A., California State University, Hayward.

Harsh Jadhav: Adjunct Professor, Accounting (2021).
B.S., San Diego State University;
M.B., California State University, Hayward.

Caitlin Jeffrey: Senior Adjunct Professor, History (2012).
B.A., University of San Francisco;
M.A., University of Notre Dame;
Ph.D., University of California, Irvine.

Lauren John: Adjunct Professor, English (2017).
B.A., Binghamton University;
M.L.S., St. John's University;
M.A., Boston University.

Julie Juergens: Adjunct Professor, Management (2015).
B.A., University of California, Davis;
A.M., Stanford University.

Ali Kashefian Naieni: Adjunct Professor, Artificial Intelligence (2022).
B.Sc., Shiraz University;
M.Sc., Shiraz University of Technology;
Ph.D., M.S.S., University of British Columbia.

Kiran Khatri: Adjunct Professor, Economics (2018).
B.A., University of Delhi;
M.A., Rabindra Bharati University;
M.B.A., Kathmandu University;
M.S., University of Delaware.

Helene Kim: Adjunct Professor, Management (2018).
A.B., J.D., Harvard University.

Stephanie King: Adjunct Professor, English (2019).
B.A., M.A., Notre Dame de Namur University.

Hooman Koliji: Adjunct Professor, Real Estate (2022).
B.Arch. M.Arch, Shahid Beheshti University, Iran;
M.L.A., Ph.D., Virginia Tech

Edward Kreutzer: Adjunct Professor, Business Analytics (2022).
B.A., University of Colorado;
MBA, University of San Francisco.

Christopher Lim: Adjunct Professor, Management (2021).
M.S., University of Strathclyde, Scotland,
Ph.D., Walden University.

Casey Leppanen: Adjunct Professor, Sports Management (2019).
B.S., University of Redlands;
M.A., University of San Francisco.

Anne Linvill: Adjunct Professor and Information Literacy Librarian (2007).
B.A., Stanford University;
M.A., University of Washington;
M.L.I.S., San Jose State University.

Eric Malis: Adjunct Professor, Management (2020).
B.A., The Pennsylvania State University;
J.D., The George Washington University Law School.

Arman Medina: Senior Adjunct Professor, Sports Management (2017).
B.S., M.A., University of San Francisco.

Donald Mendoza: Adjunct Professor, Mathematics (2014).
B.S., California State Polytechnic University, San Luis Obispo;
M.S., Ph.D., University of California, Berkeley.

Hongyan Meng: Adjunct Professor, Mathematics (2019)
B.S., Jilin University, P.R. China
M.S., Jilin University, P.R., China
Ph.D., State University of New York at Buffalo

Thomas Meredith: Adjunct Professor, Political Science (2022).
B.A., Indiana University-Purdue University;
M.A., Indiana University;
Ph.D., University of Toronto, Canada

Kristina Mitchell: Adjunct Professor, Political Science (2020).
B.A., University of North Texas;
M.A., Ph.D., University of Texas at Dallas.

Sharyn Moore: Senior Adjunct Professor, Psychology (1999).
B.A., Menlo College;
M.A., Notre Dame de Namur University;
M.S., Pacific Graduate School of Psychology.

Richard Morse: Adjunct Professor, Mass Communications (2022).
B.A., Middlebury College;
M.Ed., Boston University School of Education.

Sean Negus: Adjunct Professor, English (2019).
B.A., University of Missouri-Kansas City;
M.F.A., M.A., San Francisco State University.

Edmund Neo: Adjunct Professor, Finance (2022).
MBA., Nyenrode Business University;
M.Sc., Ph.D., Delft University of Technology.

Joseph O'Connell: Senior Adjunct Professor, History (2014).
B.A., University of California, Irvine;
M.A., Ph.D., University of California, Santa Cruz.

Mary Orr: Adjunct Professor, Management Information Systems (2017).
B.A., San Jose State University.

Karen Peña: Adjunct Professor, English (2020).
B.A., M.A., San Francisco State University

Manisha Perera: Adjunct Professor, Economic (2019).
B.S., M.S., Ph.D., Auburn University.

Benjamin Perez: Adjunct Professor, English (2022).
B.A., University of California, Berkeley;
M.A., University of California, Los Angeles and University of California, Davis;
M.F.A., Mills College.

Jessica Perla-Collibee: Senior Adjunct Professor, Spanish (2006).
B.A., University of California, Santa Barbara;
M.A., Tufts University.

Hashim Pipkin: Adjunct Professor, English (2021).
B.A., Georgetown University;
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B.A., Yale University;
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B.A., University of California, Berkeley;
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B.A., A.L.M., Harvard University.

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B.S., Menlo College

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B.A., Menlo College.

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B.S., M.A., California State University, East Bay.

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CHANGES TO THIS CATALOG AND STUDENT RESPONSIBILITY

Menlo College reserves the right to modify, delete, or supplement the terms, provisions, and policies set forth or referred to in this Catalog. Such rights shall include, but not be limited to: modifications, additions and deletions regarding admissions procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies, and general rules and regulations.

Menlo College has established certain academic requirements that must be met before a degree is granted. This catalog summarizes the total requirements that a student must presently meet before academically qualifying for a degree from Menlo College. Advisors, program directors/coordinators, and deans are available to help the student understand and arrange to meet these requirements, *but the student is ultimately responsible to ensure that all academic requirements are fulfilled.*

Registration as a student at the College acknowledges notice and acceptance of the College's reservation of rights set forth above.

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