



CERTIFICATE OF ADVANCED ACCOUNTING PROFICIENCY SILICON VALLEY EXECUTIVE CENTER

LEAVEY SCHOOL OF BUSINESS



STUDENT HANDBOOK

Student Policies and Procedures

Certificate of

Advanced Accounting Proficiency

**This handbook is subject to periodic update.
The version posted on the CAAP web site represents the most
current CAAP Program policies and procedures.**

General information:

Email: CAAP@scu.edu
Phone: 408-554-4521
www.scu.edu/caap

Contents

Statement of Purpose	4
Certificate Program.....	4
About the Handbook	4
CAAP Curriculum	5
Summer Program	5
Weekend Program.....	5
Preprogram Requirements	5
Course Descriptions	6
General Academic Information.....	7
Registration	7
Dropping and Program Withdrawal.....	7
Attendance	8
Academic Standing	8
Academic Probation and Dismissal	8
Petitions.....	8
Expulsion	8
Grading	9
Incomplete Grades	9
NS (No Show) Grades	9
Withdrawn (W) Grades.....	9
Change of Grade	10
Career Resources	10
Career Resources, Services and Programming	10
Connect with Us.....	10
Gainful Employment Disclosure.....	10
Financial Responsibility.....	10
Tuition and Fees.....	10
Student Accounts and Billing	11
Payment Methods.....	11
Billing Dates and Deadlines.....	11
Summer Program	11
Weekend Program.....	11
Delinquent Payments	11
Tuition Refund Policy.....	12
Refunds	12

Fall, Winter, and Spring Quarters	12
Summer Quarter.....	12
Financial Aid.....	12
Federal Loans.....	12
Summer Students	12
Weekend Students.....	12
Private Loans	13
Veterans and Veterans' Dependents Assistance	13
Financial Aid Cancellation and Fund Return.....	13
Student Verification of Information.....	13
Student Records	14
University Academic Regulations	15
Student Responsibility	15
Academic Integrity.....	15

Certificate of Advanced Accounting Proficiency (CAAP)

Statement of Purpose

The Certificate of Advanced Accounting Proficiency (CAAP) is an intensive accelerated accounting program conducted in a partnership between the Santa Clara University Silicon Valley Executive Center (SVEC) and the SCU Accounting Department. CAAP is designed for individuals with college degrees in subjects other than accounting who are interested in launching a new career, enhancing current skills, or exploring opportunities for advancement.

Santa Clara's CAAP program adheres to the same standards and rigor as the courses in the undergraduate accounting program. Admission to the Certificate of Advanced Accounting Proficiency program does not constitute admission to a degree-granting program of Santa Clara University.

Certificate Program

ACTG 180-187: 45 Unit Certificate

ACTG 181-187: 40 Unit Certificate (ACTG 181-187 are required to receive the certificate and only certificate candidates can participate in CAAP recruiting events).

About the Handbook

The Student Handbook is a valuable resource for students in the CAAP program. The Handbook includes information regarding the program and addresses academic and professional expectations as well as other policies. Students are encouraged to familiarize themselves with the contents of the Handbook, as it outlines the policies and preludes of the CAAP program as well as provides important information that answers frequent concerns. The CAAP program is designed to meet all of the requirements for accounting units necessary to sit for the CPA exam. There are additional business unit requirements that must be met in order to sit for the CPA Exam that are not addressed by the CAAP program. The CA Board of Accountancy (<http://www.dca.ca.gov/cba>) provides more information about the requirements in the Uniform CPA Licensing Applicant Handbook found at: <http://www.dca.ca.gov/cba/applicants/applbook.pdf>.

The Board of Accountancy also has a self-assessment worksheet designed to assist you in evaluating your past education and any future planned education <http://www.dca.ca.gov/cba/applicants/self-assess-wrksheet.pdf>.

Additional resources listed below address frequently asked questions and concerns that arise from students as they progress through the CAAP program:

The CA Board of Accountancy

<http://www.dca.ca.gov/cba>

CA Uniform CPA Licensing Applicant Handbook
<http://www.dca.ca.gov/cba/applicants/applbook.pdf>

The Board of Accountancy Self-Assessment Worksheet
<http://www.dca.ca.gov/cba/applicants/self-assess-wrksheet.pdf>

American Institute of CPAs
<http://www.aicpa.org>

CAAP Curriculum

Students are able to obtain the basic knowledge and all the accounting units needed to sit for the CPA examination in either a fourteen-week summer program or a nine-month weekend program. ACTG 180 is not needed for the certificate, however most students do elect to take the course. To be eligible to waive ACTG 180, students must have completed with a grade of B or better an equivalent course at an accredited institution within two years of their application. Limited exceptions may be made for students who can document a working knowledge of introductory accounting. The program courses ACTG 181 through ACTG 187, a total of forty quarter units, are required for the Certificate of Advanced Accounting Proficiency.

Summer Program

Students in the **summer program** complete the courses between June and September. Students meet in class each weekday for four hours from 9am-1pm. Each course lasts eight or nine consecutive days for four hours each day. After one course ends, the next course begins. Students are expected to study every day to keep up with the coursework. The benefit of this program is that you can **complete the accounting units to sit for the CPA exam within one summer**. Due to the rigorous workload and compressed schedule, we do not recommend the summer program for students who are working full or part time.

Weekend Program

Students in the **weekend program** take the courses for approximately nine months (from September through June). Students meet in class for eight hours on the specified day: from 9am-6pm with a one-hour break. Each course lasts approximately five weeks. ACTG 180 (the optional intro course) is offered in September. After one course ends, the next course begins. The benefit of this program is that you can **complete the accounting units to sit for the CPA exam in less than a year** while working on weekdays.

Preprogram Requirements

Students must have a bachelor's degree from a regionally accredited U.S. college or university or a foreign equivalent. No exceptions.

Course Descriptions

Courses required for the Certificate of Advanced Accounting Proficiency are listed below. There are no elective or optional courses for the Certificate designation (ACTG 181-187). ACTG 180 may be waived with approval from the CAAP Faculty Director.

ACTG 180 (5 units) Introduction to Financial Accounting

Introduces concepts and principles underlying external financial statements and provides a comprehensive overview of financial accounting practices, including transaction analysis and accounting for revenues, receivables, inventory, tangible and intangible assets, contingent liabilities, installment loans and bonds, time value of money issues, equity transactions, and cash flows.

Prerequisite: None.

To be eligible to waive ACTG 180 students must have completed an equivalent course and received a grade of B or better at an AACSB-accredited institution within 2 years of acceptance to the CAAP Program. Limited exceptions may be made for students who can demonstrate a working knowledge of introductory accounting.

ACTG 181 (6 units) Intermediate Financial Accounting I

In-depth study of the concepts underlying external financial reporting along with expanded coverage of the basic financial statements. Detailed analysis of the measurement and reporting of current assets, operational assets, and investments, including the treatment of related revenues and expenses.

Prerequisite: C or better in ACTG 180

ACTG 182 (6 units) Intermediate Financial Accounting II

Intensive analysis of generally accepted accounting principles as applied to accounting for liabilities, stockholders' equity, and the statement of cash flows. Covers accounting for income taxes, pensions, leases, and the calculation of earnings per share.

Prerequisite: C- or better in ACTG 181

ACTG 183 (5 units) Auditing

Basic assurance concepts such as risk, control, and evidence and important relationships among these concepts. Provides an understanding of the conceptual assurance framework underlying financial statement audits.

Prerequisite: C- or better in ACTG 182 and 187

ACTG 184 (6 units) Advanced Accounting

Partnership accounting from organization to liquidation. Accounting for business combinations under the acquisition method. Consolidation of financial statements of a parent company and its subsidiaries. Coverage also includes a spectrum of financial

reporting issues concerning intercompany equity investments and transactions between the parent and its subsidiaries.

Prerequisite: C- or better in ACTG 182

ACTG 185 (6 units) Cost Management and Strategy

Analysis of cost accounting with a strategic emphasis. Selected topics include process costing, activity-based costing, variance analysis, joint cost allocations, and the Theory of Constraints.

Prerequisite: C- or better in ACTG 181

ACTG 186 (6 units) Tax Aspects of Business Decisions

Analysis of various tax policies and procedures and their effect on business and personal tax planning. Includes an introduction to various taxes (income, payroll, state and local, international) that have decision-making implications. Addresses issues of importance for successful tax planning and tax minimization for individuals and businesses.

Prerequisite: C- or better in ACTG 181

ACTG 187 (5 units) Accounting Information Systems

Understand and document accounting information systems and related internal control procedures. Identify and Link internal control procedures to the accounting control objectives of completeness, validity, timeliness, valuation, and classification for sales/receivable, purchases/payables, payroll, production, the general ledger. Understand and apply segregation of duties, independent checks, physical safeguards, adequate documentation and proper authorization to various accounting/business cycles.

Prerequisite: C- or better in ACTG 185

General Academic Information

Registration

Once an applicant has been accepted into the CAAP Program, the Silicon Valley Executive Center will enroll students each quarter according to their acceptance letter. Should a student wish to change any part of their enrollment preference, it is the responsibility of the student to contact the Silicon Valley Executive Center at caap@scu.edu. Verbal requests will not be accommodated.

Dropping and Program Withdrawal

To withdraw from the CAAP Program, a written request must be submitted to the Silicon Valley Executive Center. Course drop requests must be sent to caap@scu.edu and the instructor before the final exam. Program drop requests should be sent to caap@scu.edu. Once the request has been processed, an email will be sent to the student. If the student does not receive confirmation within 24 hours of the drop request, it is the responsibility of

the student to confirm the drop request has been received and processed. Failure to do so could result in charges for courses.

It is the responsibility of the student to clear obligations with the Bursar's Office. Students on deferments or federal loans also must clear their financial obligations with the Bursar's Office. Refund checks for approved CAAP course withdrawals are issued by the Bursar's Office. It is the student's responsibility to contact that office and request disbursement.

Attendance

Students are expected to attend class sessions at the time and date of the course in which they are officially enrolled. Certain special circumstances may be accommodated with the prior approval of the instructor. Specific attendance requirements are set by the faculty in the syllabi of individual courses and are binding. **Students are not automatically dropped from a class if they do not attend.** Students must follow the drop procedure.

Academic Standing

To qualify for the Certificate of Advanced Accounting Proficiency, a student must maintain an overall grade point average (GPA) of at least 2.0 in all work. To receive a certificate, you must take all required classes (ACTG 181-187).

Academic Probation and Dismissal

After receiving a grade below 'C-', a student will be placed on academic probation and must petition (see below) the Faculty Director within two days of the grades being made available to the student to continue the program.

Students may be dismissed from the program for poor academic performance. If a student receives two course grades below 'C-' or one grade of 'F' during ACTG 180-187, the student will be dropped from the program. If the student would like to return, he or she must file a petition with the Faculty Director. The decision of the Faculty Director is final.

Petitions

If students are considering petitioning to continue or return, they should outline why they were unsuccessful in the course or program, any special circumstances that may have contributed to poor performance, and the specific steps they have taken or will take to increase the probability of success in the future.

Re-admission for students wishing to return to the program is not guaranteed and will be on a space available basis after new applicants have been admitted. Petitions to the Faculty Director will be considered on a case-by-case basis. The decision of the Faculty Director is final.

Expulsion

Cheating and plagiarism will result in a grade of F and expulsion from the program. Expelled students are not eligible for re-admittance. No refunds will be awarded for expulsion.

Grading

Grades are assigned by the instructor to reflect the quality of a student's work. The CAAP program uses the following grades:

The grades A, B, C, and D may be modified by (+) or (–) suffixes, except that the grade of A may not be modified by a (+) suffix. Grade point values per unit are assigned as follows:

A = 4.0	C = 2.0
A– = 3.7	C– = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B– = 2.7	D– = 0.7
C+ = 2.3	F = 0

The CAAP program also uses the following designators for which no unit credit or grade point value is granted:

I: Incomplete

N: Continuing work

NS: No Show

W: Withdrawn

Incomplete Grades

An “I” (incomplete) grade may be assigned by the instructor when a student does not complete some essential portion of the assigned work in a class because of extraordinary circumstances beyond the student’s control. The unfinished work must be completed and given to the instructor. An incomplete that has not been completed within the specified deadline will be converted to a grade of “F.”

NS (No Show) Grades

The NS (No Show) grade is assigned when a student fails to attend and does not drop a course for which he/she has registered. The NS grade does not impact the student’s GPA but cannot be changed or removed from the transcript. No adjustment in tuition will result from the awarding of a mark of “NS” in a class.

Withdrawn (W) Grades

A “W” (Withdrawal) is assigned by the Office of the Registrar when a student completes the formal requirements for dropping a class or withdrawing from the University after the quarter’s add/drop period. A mark of “W” cannot be changed to any other grade. A “W” is included in the student’s academic record and appears on the student’s transcript but has no effect on the student’s GPA.

Change of Grade

Only the faculty member responsible for a course may assign grades. All grades become final when they have been assigned and reported to the Office of the Registrar. A faculty member may report a correction of a final grade to the Office of the Registrar only if a clerical or procedural error was made in assigning, transmitting, or recording the original grade. A grade may not be changed as a result of re-evaluation, re-examination, or the submission of additional work after the term ends. No grade may be changed after one year.

Career Resources

Career Resources, Services, and Programming

The following career assistance activities may be provided throughout the program. Note that recruiting events are only available to certificate candidates.

- Meet the Firms Night (recruiting event sponsored by the SCU Accounting Association)
- CAAP Summer Career Fair (recruiting event sponsored by the CAAP program)
- Resume workshop and review
- Networking workshop
- Interviewing workshop
- Accounting careers workshops
- LinkedIn groups
- CPA exam information workshops

Connect with Us

- Become a fan on Facebook: <http://www.facebook.com/scucaap>
- Follow our Instagram (<https://www.instagram.com/scucaap/>) and Twitter (<https://twitter.com/scucaap>) accounts.
- Connect on LinkedIn with classmates and professors
- Upon successful completion of the CAAP program you are eligible to join these LinkedIn Groups:
 - *SCU CAAP Alumni*
 - *SCU School of Business*

Gainful Employment Disclosure

More information about the CAAP Program can be found by clicking the “Gainful Employment Disclosure” on the CAAP website at <https://www.scu.edu/business/caap/>.

Financial Responsibility

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

Tuition and Fees

CAAP Tuition per quarter unit	\$330
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Other Fees

Non-Refundable Application Fee	\$75
Non-Refundable Enrollment Deposit	\$200

Student Accounts and Billing

Students will have the ability to download a hardcopy of their statement or forward it electronically to any third party of choice for remittance. All charges to the student's account (tuition & fees, campus housing, Access charges, etc.) will be billed and available to view online. Statements will be processed the first business day of each month and due on the 21st of every month. Bills will be stored and available to be viewed by students and their authorized users.

Payment Methods

Santa Clara University offers the following payment methods to students to assist with their financial obligations:

- Electronic Check
- Mail
- Payment in Person
- Payment by Wire Transfer
- Payment Plan: This option is not a deferral for students with financial aid. All aid will be applied to the student's account and any remaining balance can be placed on a payment plan. Please contact the Bursar's Office at 408-551-4424 or visit their website www.scu.edu/bursar for more information.

Billing Dates and Deadlines

Summer Program

Summer Quarter	Billing available May 1	Payment due May 21
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Weekend Program

Fall Quarter	Billing available August 1	Payment due August 21
Winter Quarter	Billing available December 1	Payment due December 21
Spring Quarter	Billing available March 1	Payment due March 21

Delinquent Payments

A late payment fee will be assessed to any delinquent student account and a hold will be placed on the student's account. A hold on a student's account prevents enrollment, the release of diplomas, and access to any registration services, and may limit access to other University services.

Students with delinquent accounts may be required to pre-pay for all courses once their delinquent account is brought current.

Tuition Refund Policy

The CAAP Program commits faculty and University resources, and students are therefore urged to understand the payment, refund, and cancellation policy before committing to the program. Tuition will be assessed on a quarterly basis.

Refunds

Payment received by personal check will have a 21-day hold before a refund can be issued; a 5-day hold for electronic check payments.

Fall, Winter, and Spring Quarters

If you withdraw prior to the first day of your first course of the quarter, you will receive a 100% refund of tuition (less the \$200 non-refundable deposit). If you withdraw after the first day of your first course of the quarter, you will receive a 100% tuition refund for any course that has not yet begun. No refunds will be given for any course that has already begun.

Summer Quarter

If you withdraw prior to the first day of your first course, you will receive a 100% tuition refund (less the \$200 non-refundable deposit). If you withdraw after the beginning of your first course, you will receive a 100% refund for courses not yet begun. No refunds will be given for any course that has already begun.

Financial Aid

Federal Loans

Summer Students

A maximum of \$2,500 (for dependent students, per the FAFSA) or \$4,166 (for independent students, per the FAFSA) is available in Ford Federal Direct Subsidized and/or Unsubsidized Loans for students who choose to complete the FAFSA application at www.fafsa.ed.gov. Any remaining funds needed to cover the cost of the program would come from a Private Alternative Loan (see below).

Weekend Students

An annual maximum of \$7,500 (for dependent students, per the FAFSA) or \$12,500 (for independent students, per the FAFSA) is available in Ford Federal Direct Subsidized and/or Unsubsidized Loans for students who choose to complete the FAFSA application at www.fafsa.ed.gov. Any remaining funds needed to cover the cost of the program would need to come from a Private Alternative Loan (see below).

When completing the FAFSA, **it is critical that you choose "5th year undergrad" as your grade level on the application.**

Private Loans

For **Private Alternative Loans**, please visit the Financial Aid Office's web site at <https://www.scu.edu/financialaid/types-of-aid/private-loans/> to obtain information on how to choose a lender and apply online for this loan. When completing the online application for a Private Alternative Loan using your lender's website, please specify your grade level as "5th year undergraduate" or "undergraduate". **The lenders will ask for your grade level on the loan application and it is critical that they understand you are not in a graduate program.**

Veterans and Veterans' Dependents Assistance

Individuals interested in attending under any of the veterans' assistance programs should contact the Veterans Administration and the VA Coordinator at the University Office of the Registrar.

Financial Aid Cancellation and Fund Return

Students who withdraw from the CAAP program and who have received federal financial aid are subject to the federal regulations applicable to the return of Title IV funds. These regulations assume that a student "earns" his or her financial aid based on the period of time he or she remains enrolled during a term. A student is obligated to return all unearned federal financial aid funds governed under Title IV other than those earned under the college work-study program.

Unearned financial aid is the amount of disbursed Title IV funds that exceeds the amount of Title IV aid earned in accordance with the federal guidelines. During the first 60 percent of the term, a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. That is, the percentage of time during the term that the student remains enrolled is the percentage of disbursable aid for that period that the student has earned. A student who withdraws after the 60 percent point of the enrollment term earns all Title IV aid disbursed for the period. The amount of tuition and other charges owed by the student plays no role in determining the amount of Title IV funds to which a withdrawn student is entitled.

Student Verification of Information

The United States Department of Education requires all institutions disbursing federal financial aid funds to verify the accuracy of the information students submit as a basis for aid awards. Santa Clara University complies with this requirement by participating in the Federal Quality Assurance Program. Each year, a percentage of students receiving federal financial aid funds are randomly selected for verification of the information on which awards were based. Students selected for verification may be required to submit additional documents and verify information, such as household size and number of family members enrolled in college. The University reserves the right to request similar information for verification purposes for any student awarded aid. Information collected may result in changes to a financial aid award and, in some cases, the repayment of funds already received. Failure to comply with the request for this information will result in the cancellation of financial aid funds.

For additional information or for assistance with the financial aid process, students should contact the Enrollment Services Center at onestop@scu.edu or (408) 551-1000.

Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the confidentiality of the University records of Santa Clara University students. The University is authorized under provisions of the Act to release directory information to any person on request, unless a student explicitly requests in writing that the University not do so and keep directory information confidential.

“Directory Information” includes the following items:

- Name
- Address (campus, local and/or permanent; e-mail)
- Telephone number
- Date and place of birth
- Photographic image
- Major field of study, classification, dates of attendance, expected graduation date, degrees, and honors received
- Most recent previous educational institution attended
- Participation in officially recognized activities, including intercollegiate athletics
- Height and weight of participants on intercollegiate athletic teams

No other information may be released concerning a student without the written authorization of that student. If a student prefers not to have any information about herself/himself released to anyone, that student must fill out a non-disclosure form and submit it to the Office of the Registrar. Requests for non-disclosure may be filed with the Office of the Registrar during the registration period and throughout the academic year. Once filed, the request remains in effect until the fall term begins for the following academic year—regardless of when the request was filed—unless a written request to remove it is received. Requests for non-disclosure by students in their last term of enrollment remain in effect until cancelled by the student. Requests from former students are honored at the University’s discretion.

Certain records are excluded by law from inspection, specifically those created or maintained by a physician, psychiatrist, or psychologist in connection with the treatment or counseling of a student. Parents’ financial information, including statements submitted with scholarship applications, also is excluded by law from inspection. Third parties may not have access to educational records or other information pertaining to students without the written consent of the particular student.

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

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

- The Office of the Registrar maintains official academic records, including application forms, admission transcripts, letters of acceptance, and a student's permanent academic record.
- The Deans, in their respective offices, maintain working academic files.
- The Office of Student Life maintains records relating to a student's nonacademic activities.
- Records relating to a student's financial status with the University are maintained in the various student financial services offices.

Students have the right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of a student's privacy or other rights. Students may direct complaints regarding academic records to the dean of the college or school in which they are enrolled or to the University registrar.

In addition, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Santa Clara University to comply with the requirements of FERPA. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-5920. Detailed information can be found on the Family Compliance Office website: www.ed.gov/policy/gen/guid/fpcos/index.html.

Copies of Santa Clara University's student records policy are available from the Office of the Registrar.

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

University Academic Regulations

Student Responsibility

The student is personally responsible for knowing all of the academic regulations in the CAAP Program, the SCU Student Bulletin, and Santa Clara University. Failure to understand these regulations and requirements does not relieve the student of responsibility. The student is responsible for resolving any holds placed on their record. The most recent CAAP Student handbook may be found at www.scu.edu/caap.

All official communication from the University is sent to the student's Santa Clara University email address.

Academic Integrity

The University is committed to academic excellence and integrity. It is the student's responsibility to do his/her own work and to cite sources of information, whether paraphrased or quoted. For assistance in identifying when something should be cited, see, for example, <http://www.plagiarism.org>. In addition, course syllabi commonly elaborate on the specifics of academic integrity appropriate for the individual class.

Final responsibility for assigning grades remains with the instructor of the course. If the student wants to withdraw from the course but the instructor's signature is required, the instructor is within his/her rights to sign or decline to sign an approval of the withdrawal.

A student who is guilty of a dishonest act in an examination, paper, or other work required for a course, or who assists others in such an act, will be subject to sanctions, up to and including dismissal from the University, as a result of the judicial process. A student who violates copyright laws, including those covering the copying of software programs, or who knowingly alters official academic records from this or any other institution, will be subject to similar disciplinary action.

Some specific academic regulations are included below:

Academic Integrity

The Academic Integrity pledge is an expression of the University's commitment to fostering an understanding of -- and commitment to -- a culture of integrity at Santa Clara University. The Academic Integrity pledge, which applies to all students, states:

I am committed to being a person of integrity. I pledge, as a member of the Santa Clara University community, to abide by and uphold the standards of academic integrity contained in the Student Conduct Code.

Students are expected to uphold the principles of this pledge for all work in this class. For more information about Santa Clara University's academic integrity pledge and resources about ensuring academic integrity in your work, see www.scu.edu/academic-integrity.

Disabilities Resources

If you have a documented disability for which accommodations may be required in this class, please contact Disabilities Resources, Benson 216, <http://www.scu.edu/disabilities> as soon as possible to discuss your needs and register for accommodations with the University. If you have already arranged accommodations through Disabilities Resources, please discuss them with the course instructor at the beginning of the class.

While instructors are happy to assist you, they are unable to provide accommodations until they have received verification from Disabilities Resources. The Disabilities Resources office will work with students and faculty to arrange proctored exams for students whose accommodations include double time for exams and/or assisted technology. Disabilities Resources must be contacted in advance to schedule proctored examinations or to arrange other accommodations. The Disabilities Resources office would be grateful for advance notice of at least two weeks. For more information you may contact Disabilities Resources at 408-554-4109.

Accommodations for Pregnant and Parenting Students

In alignment with Title IX of the Education Amendments of 1972, and with the California Education Code, Section 66281.7, Santa Clara University provides reasonable accommodations to students who are pregnant, have recently experienced childbirth, and/or have medical needs related to childbirth. Pregnant and parenting students can often arrange accommodations by working directly with their instructors, supervisors, or departments. Alternatively, a pregnant or parenting student experiencing related medical conditions may request accommodations through Disability Resources.

Discrimination and Sexual Misconduct (Title IX)

Santa Clara University upholds a zero-tolerance policy for discrimination, harassment and sexual misconduct. If you (or someone you know) have experienced discrimination or harassment, including sexual assault, domestic/dating violence, or stalking, you are encouraged to tell someone promptly. For more information, please consult the University's Gender-Based Discrimination and Sexual Misconduct Policy at <http://bit.ly/2ce1hBb> or contact the University's EEO and Title IX Coordinator, Belinda Guthrie, at <408-554-3043>, bguthrie@scu.edu. Reports may be submitted online through the Office of Student Life <https://www.scu.edu/osl/report/> or anonymously through EthicsPoint <https://www.scu.edu/hr/quick-links/ethicspoint/>

In-Class Recordings

The [Student Conduct Code](#) (p. 13) prohibits students from “(m)aking a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings, inclusive of the classroom setting, without the knowledge and consent of all recorded parties,” except in cases of approved disability accommodations. The Student Conduct Code also prohibits the “falsification or misuse, including non-authentic, altered, or fraudulent misuse, of University records, permits, documents, communication equipment, or identification cards and government-issued documents.” Dissemination or sharing of any classroom recording without the permission of the instructor would be considered “misuse” and, therefore, prohibited. Violations of these policies may result in disciplinary action by the University. At the instructor’s discretion, violations may also have an adverse effect on the student’s grade.

For more information please see www.scu.edu/caap.