



**ADDENDUM TO THE
2013-2014 GENERAL CATALOG**

DOCTORAL ACADEMIC INFORMATION

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ACADEMIC CALENDAR

Below is the academic calendar for Notre Dame de Namur University. The doctoral program orientation, teaching weekend and summer session dates are added in italics for your reference.

Fall Semester 2013

<i>Doctoral Program Orientation Weekend</i>	<i>August 23-25</i>
Registration Confirmation	August 26-27
CLASSES BEGIN: Traditional Undergraduate	August 28
Holiday - Labor Day	September 2
CLASSES BEGIN: Undergraduate Evening, Intensive Evening Term 1, Graduate	September 3
Last Day to Add Intensive Evening Term 1/ Graduate	September 10
Last Day to Drop Traditional Undergraduate/Intensive Evening Term 1/Graduate	September 24
<i>Doctoral Teaching Weekend #1</i>	<i>September 27-29</i>
Filing Deadline for May or August 2014 Graduation (at no charge)	October 1
Last Week of Classes Intensive Evening Term 1/Graduate	October 14 - 19
Midterms	October 14 - 19
Holiday – Midterm	October 18
CLASSES END: Intensive Evening Term 1	October 19
Term 1 Grades Due	October 25
<i>Doctoral Teaching Weekend #2</i>	<i>October 25-27</i>
CLASSES BEGIN: Intensive Evening Term 2	October 28
Undergraduate/Graduate Advance Registration for Spring 2014	October 28 - November 15
Last Day to Add Intensive Evening Term 2/Graduate	November 4
Last Day to Withdraw	November 6
Last Day to Drop Intensive Evening Term 2	November 19
<i>Doctoral Teaching Weekend #3</i>	<i>November 22-24</i>
Holiday – Thanksgiving	November 28 - 29
Finals: Undergraduate	December 9 - 14
<i>Doctoral Teaching Weekend #4</i>	<i>December 13-15</i>
CLASSES END: Undergraduate, Intensive Evening Term 2, Graduate	December 14
Final Grades Due - Fall Semester 2013	December 20

Spring Semester 2014

Registration Confirmation	January 7
CLASSES BEGIN: Traditional Undergraduate	January 8
CLASSES BEGIN: Undergraduate, Intensive Evening Term 1, Graduate	January 13
Last Day to Add Intensive Evening Term 1	January 17
<i>Doctoral Teaching Weekend #5</i>	<i>January 17-19</i>
Holiday - Martin Luther King Day	January 20
Last Day to Drop Traditional Undergraduate/Intensive Evening Term 1/Graduate	February 4
<i>Doctoral Teaching Weekend #6</i>	<i>February 7-9</i>
Holiday - President's Day	February 17
Last Week of Classes Intensive Evening Term 1/ Graduate	February 24 - March 1
Midterms	February 24 - March 1
CLASSES END: Intensive Evening Term 1	March 1
Holiday - Spring Break	March 3 - 7
Term 1 Grades Due	March 7
<i>Doctoral Teaching Weekend #7</i>	<i>March 7-9</i>
CLASSES BEGIN: Intensive Evening Term 2	March 10
Last Day to Add Intensive Evening Term 2	March 17
Undergraduate/Graduate Advance Registration Summer/Fall 2012	March 17 -April 4

Last Day to Withdraw	March 19
Call to Action Day	March 20
Last Day to Drop Intensive Evening Term 2	March 31
<i>Doctoral Teaching Weekend #8</i>	<i>April 4-6</i>
Holiday - Good Friday	April 18
<i>Doctoral Teaching Weekend #9</i>	<i>April 25-27</i>
CLASSES END: Intensive Evening Term 2, Graduate	April 26
Finals: Undergraduate	April 28 - May 2
CLASSES END: Undergraduate	May 2
Commencement	May 3
Final Grades Due - Spring Semester 2014	May 9

Summer Term 1 2014

CLASSES BEGIN	May 12
Last Day to Add	Before the third class
Holiday - Memorial Day	May 26
Last Day to Drop	June 3
<i>Doctoral Summer Session</i>	<i>June 9-20</i>
CLASSES END	June 28
Final Grades Due - Summer Term 1 2014	July 7

Summer Term 2 2014

CLASSES BEGIN	June 30
Holiday - Fourth of July	July 4
Last Day to Add	Before the third class
Last Day to Drop	July 22
CLASSES END	August 16
Final Grades Due - Summer Term 2 2014	August 22

INTRODUCTION TO NOTRE DAME DE NAMUR UNIVERSITY

President's Welcome

If there is one single word that describes Notre Dame de Namur, that word is *community*. Like other universities, we are a community of teachers, scholars, and learners committed to excellence and dedicated to the pursuit of truth in the Catholic intellectual tradition. At NDNU, we have a strong commitment to providing high-quality professional education that will equip our graduates to immediately take their place in society or prepare them for more advanced study. That education is built on a liberal arts foundation that helps broaden students' worldview and develop critical thinking skills.

But an equally strong commitment to the Catholic social justice tradition and the Hallmarks of the Sisters of Notre Dame de Namur means that we are acutely aware of the needs of the larger society that surrounds our campus. Hence, NDNU also seeks to develop in its students a deep commitment to becoming valued, contributing members of whatever community in which they find themselves as they go through life. And that commitment begins at our doorstep: the larger community that exists right outside the gates of the University, up and down the San Francisco Peninsula, and throughout the Bay Area. We take our responsibilities to that community seriously; so seriously, in fact, that undergraduate students, staff, and faculty routinely devote 100,000 hours or more a year to a variety of community service projects.

Our engagement with the community goes beyond only community service projects; NDNU has always been committed to giving our students the opportunity to learn from, and give back to, the community in which they live, by offering everything from community-based learning courses to service opportunities and internships with local businesses as well as community service and other nonprofit organizations. In 2007, we launched the Dorothy Stang Center for Social Justice and Community Engagement to be the focal point for the University's community engagement activities, including training of faculty and student leaders. Sr. Dorothy was a Sister of Notre Dame who was martyred in Brazil in February of 2005 for her work defending indigent farmers and the environment in the Amazon rain forest. She inspires us to continue the work of social justice. In recent years, we have labored hard to create an academic plan that embeds community engagement in the fabric of the academic environment through which our students pass. It is our goal to give every student—traditional day, undergraduate, evening intensive, and graduate—the opportunity to learn from and contribute in a meaningful way to the community.

The University, the fifth oldest in California, was founded in 1851 by the Sisters of Notre Dame, Catholic nuns from Namur, Belgium, who educated young women displaced by the French Revolution. Later, they established schools for women and children in Oregon and California at the outset of the California Gold Rush.

Today, NDNU is a fully accredited master's university with a student body of 2,000. The University is big enough to host three separate schools—the College of Arts and Sciences, the School of Business and Management, and the School of Education and Leadership—offering 25 liberal arts and career preparation undergraduate programs, 15 graduate degrees and four credentials, yet it is small enough to boast a 13-to-1 student-teacher ratio. Our size allows our students to form strong, personal bonds with fellow students and teachers. It is in those bonds that community begins.

Mission Statement

Founded upon the values of the Sisters of Notre Dame de Namur and rooted in the Catholic tradition, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are

integral to the learning experience. NDNU is a diverse and inclusive learning community that challenges each member to consciously apply values and ethics in his/her personal, professional, and public life.

Vision Statement

Notre Dame de Namur University will be recognized in the San Francisco Bay Area as a leader in integrating community engagement into high-quality academic programs. NDNU's programs will be widely known for their innovative synthesis of liberal arts learning, professionally-oriented learning, and core values.

History of Notre Dame de Namur University

Notre Dame de Namur University is the only four-year accredited university in San Mateo County. Founded by the Sisters of Notre Dame de Namur in 1851, NDNU is a private, independent, Catholic, co-educational institution. The 50-acre campus is located in the City of Belmont on the San Francisco Peninsula. The University combines a residential and commuter undergraduate program with evening programs for working adults at both undergraduate and graduate levels. NDNU currently enrolls approximately 2,000 students from 28 states and 23 foreign countries.

The Sisters of Notre Dame de Namur came to the San Francisco Bay Area from their mission schools in Oregon. While visiting the Bay Area, they established an institute of higher learning, College of Notre Dame, in the City of San Jose. Chartered in 1868, it was the first college in the State of California authorized to grant the baccalaureate degree to women.

The College soon outgrew its facility in the South Bay and moved to Belmont in 1923. The College purchased Ralston Hall, the country estate of William Chapman Ralston, San Francisco financier and founder of the Bank of California. The Hall became the center of the campus and in recent years has been designated as a California Historical Landmark.

The College became fully co-educational in 1969, started offering master's degrees in 1972, and began the evening degree completion program in 1988. In 2001, the College reorganized into schools and adopted the name "Notre Dame de Namur University" to better reflect its structure and the mix of undergraduate, graduate, liberal arts, and professional programs offered.

Notre Dame de Namur University is currently celebrating its 161st year of service to the community. From its Gold Rush beginnings, the University has grown into a fully accredited institution that offers a broad range of undergraduate degrees, fifth-year credential programs in education, master's degrees in business, education, psychology, English, and music, and a variety of related certificate programs.

Academic Freedom Statement

It is fundamental to the health of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the corporate person of the University and the persons of the faculty, staff, administration, and the student body bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect that foster an environment for the exercise of academic freedom.

Specific information regarding student academic freedoms, code of student conduct, student judicial system, policy on harassment and discrimination, and student grievance procedures is contained in the Student Handbook available from the Campus Life Division. See the section on Student Rights, Freedoms, and Responsibilities.

Statement of Nondiscrimination

Notre Dame de Namur University's educational services and employment opportunities are provided without regard to race, religion, color, national origin, age, sex, sexual orientation, physical or mental disability, marital status, and other criteria protected by law except where there is a bona fide occupational or religious qualification. Any otherwise qualified student or applicant with a disability may request reasonable accommodation regarding the application process and services as a prospective or enrolled student. Requests for accommodation of a disability or any complaints by students related to student educational services or their employment opportunities should be directed to the Associate Provost for Student Affairs, Notre Dame de Namur University, (650) 508-3511.

Accreditation

Notre Dame de Namur University is a fully accredited, independent Catholic, coeducational, master's, doctoral university offering undergraduate, graduate, liberal arts, and professional programs.

Institutional Accreditation

Notre Dame de Namur University is accredited by the:

Western Association of Schools and Colleges
Senior College Commission
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
(510) 748-9001

Accredited and Approved Programs at NDNU

Education credential programs are accredited by the California Commission on Teacher Credentialing.

Master's programs in the Art Therapy Psychology Department are approved by the American Art Therapy Association.

The Master of Arts in Marriage and Family Therapy meets established guidelines of the California Board of Behavioral Sciences.

The Master of Science in Clinical Psychology/MFT meets established guidelines of the California Board of Behavioral Sciences.

NDNU is authorized under Federal law to enroll nonimmigrant students.

Higher Education Act Disclosures

Information that the University is required to disclose under the Higher Education Act and its amendments is available on the NDNU website at http://ndnu.edu/aboutus/HEOA_disclosures.aspx.

Nature of Catalog

This Catalog is a complement to the Student Handbook and to information on the University website ("documents"). Together, these documents serve as a guide to many of the student programs, policies, procedures, requirements, and resources of the University. These documents do not form a contract with the student: tuition, student fees, course and course contents, curricular requirements, and other matters referenced or set forth in these documents or otherwise related to students are subject to change at the discretion of the University at any time, during or after registration or course enrollment, and with or without notice or written confirmation.

Please note that only the President of the University may provide authorized final interpretation of the contents of these documents and definite determination of their appropriate application to the particular circumstances of any individual matter.

Additionally, the University assumes no liability, and hereby expressly negates the same, for failure to provide or delay in providing educational or related services due to a cause(s) beyond the control of the University. These causes include, without limitation, financial issues, power failure, fire, strikes, damage by the elements, other acts of God, and acts of public authorities. While the University believes that the information contained in the Catalog and Handbook is accurate at the time of publication, the University does not guarantee absolute accuracy. Please direct questions to the appropriate administrator in case of doubt or confusion.

OFFICE OF THE PROVOST *(Please reference the Notre Dame de Namur 2013-2014 Catalog for additional catalog information.)*

Paul Ewald, Ph, Provost

The Office of the Provost comprises Academic Affairs and Student Affairs and through these two areas oversees a broad array of University services and programs that support students in their meeting their curricular and co-curricular goals.

Student Academic Rights and Responsibilities

Student Conduct

Notre Dame de Namur University expects high standards of honesty and integrity from all members of the community. The University has a duty to protect its educational purpose through the setting of standards of scholarship and conduct. To this end, each student is responsible for reading and complying with the "Student Conduct Code," which can be found in the Student Handbook.

Privacy Rights of Students

In accordance with the Family Educational Rights and Privacy Act (FERPA), the following information may be released without student consent:

- Student's name
- Address (campus, local, and/or permanent)
- Telephone numbers
- Date and place of birth
- Major field of study and classification
- Dates of attendance, degrees, and honors received
- Most recent previous educational institution attended
- Weight and height of members of intercollegiate athletic teams

No additional information may be released without written consent of the student. Third parties, including parents and legal guardians, do not have access to a student's transcripts, grades, class schedules, or other records without a Third Party Authorization consent from the student. A student may prohibit the release of all information by submitting a written request to the Registrar's Office. Exceptions to release of information without consent are the following:

- University officials who have a legitimate educational interest in a student's records
- Officials of other universities who have a legitimate educational interest in a student's records; Universities in which a student seeks to enroll
- Certain government officials acting in their legitimate functions
- Those persons and agencies seeking records in connection with a student's application for or receipt of financial aid
- Authorities acting in compliance with a judicial order or pursuant to any lawfully issued subpoena
- Accrediting agencies
- Certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs
- In an emergency, appropriate persons if knowledge of such information is necessary to protect the health or safety of the student or other persons (According to 34 C.F.R. 99.36, the wording of this section "shall be strictly construed.")

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records,

including your Social Security Number, grades, or other private information, may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education” such as early childhood education and job training as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research.

Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems. Under FERPA, students have the right to:

- Inspect and review information contained in their education records
- Challenge the contents of their education records
- Request a hearing if the outcome of the challenge is unsatisfactory
- Submit an explanatory statement for inclusion in the education record, if the outcome of the hearing is unsatisfactory
- Secure a copy of the institutional policy regarding privacy rights
- File complaints with the Department of Education concerning alleged failure to comply with FERPA

Students have the right to consent to the review of their accessible records by others. A **Third Party Authorization** request for such review must be submitted in writing with the written signature of the student to the Registrar’s Office.

It is the responsibility of each school official to understand their legal responsibilities under FERPA. The same principles of confidentiality that apply to paper records also apply to electronic data.

For further information, contact the Registrar's Office.

Student Academic Responsibilities

It is the responsibility of each student to:

- Know and comply with the policies and procedures, deadlines, and graduation requirements found within this Catalog and the General Catalog
- Monitor his/her own progress in individual courses and toward completion of the graduation requirements
- Obtain correct information regarding academic programs and requirements
- Know and comply with the policies and procedures that are found in the Student Handbook (<http://www.ndnu.edu/campus-life/student-handbook.aspx>), which is incorporated by reference into this Catalog

Plagiarism

Plagiarism is intellectual dishonesty and as such, a serious academic offense. For clarification and elaboration on this and other forms of academic misconduct, see the Student Conduct Code in the Student Handbook (<http://www.ndnu.edu/campus-life/studenthandbook.aspx>).

Student Grievances

Students seeking to redress an action by a member of the faculty, administration, or staff of the University should consult the Student Handbook (<http://www.ndnu.edu/campuslife/student-handbook.aspx>) for detailed policies and procedures.

Identification Cards

Notre Dame de Namur University I.D. cards are required of all students and are issued free of charge at the time of registration from the Public Safety Office at St. Mary's 111.

FINANCIAL INFORMATION

Tuition, Fees, Room, and Board

Rates effective 2013-14

Application Fees and Deposits

Application Fee - Graduate (nonrefundable)	\$60.00
Graduate Enrollment Deposit (nonrefundable)	\$100.00
International Deposit (refundable only if refused visa)	\$1,200.00

Tuition

Doctoral unit	Year 1 \$900.00
	Year 2 \$927.00
	Year 3 \$955.00

Faculty discount: Please consult the business department for more information

Senior Citizen (65+) Discount: 50%

Note: Discounts are only available for regularly scheduled courses and are not applicable to workshops, special events, etc

Student Fees

NA

Room and Board

Housing per semester (9 weekends Thursday at 6:00pm through Monday morning)	NA
Housing for two weeks in the summer session	TBD

Other Fees

Parking (per year – commuter students)	\$120.00
<i>Note: Alternatively, day visitor parking passes can also be purchased at on-campus kiosks.</i>	
International Fee – (Graduate - one time)	\$500.00
Re-activation Fee	\$25.00
Dissertation Reader Fee	TBD
Graduation Audit Fee prior to first deadline	None
Transcript Fee (first copy free)	\$10.00
Transcript Fee (24-hour service - one to three)	\$30.00
Lost Library Book/Other Equipment Fee (plus replacement cost)	\$20.00
Employer Deferral and Document Fee (per trimester)	\$100.00
Bad Check Charge	\$50.00
Learning Disability Testing Fee	\$1,500.00

Payments and Policies

Payments

Tuition and fees for the semester are payable at the time of registration unless other arrangements have been made with the Business Office. Payments can be made at the Business Office, online (Campus Portal), or by mail. The University accepts cash, checks, AMEX, VISA, MasterCard, and Discover/NOVUS.

The University also defers payment of a semester's tuition for students who qualify for their company's tuition reimbursement plan. In conjunction with a private vendor (Tuition Management Systems), the University has developed a monthly installment payment plan covering tuition, fees, housing, and meal plan charges.

International students are required to pay tuition and fees in full by the posted due date (or at the time of registration if after the posted due date) and are not eligible for installment payment plans.

Appointments are available to discuss payment options regarding financial status. Call (650) 508-3565 or e-mail business.office@ndnu.edu.

Policies

Policy Regarding Unpaid Bills

Transcripts and diplomas are issued only when all charges due Notre Dame de Namur University are paid in full. Unpaid tuition and fees will be subject to finance charges and legal and collection costs.

Policy on Timely Petitions

Any petition for an exception to a policy must be made within 30 calendar days after the end of the semester in which the event or action being petitioned took place.

Optional Health Insurance

Graduate students enrolled in 3 or more units are eligible to enroll in the NDNU International and Domestic Student Accident and Sickness Insurance Plan. To be insured, the student must submit a completed and signed enrollment form to Health and Wellness Services and have attended classes on campus for 45 days following the date of enrollment.

Refund Policies

Fee Refund Policy

Fees are nonrefundable, with the following exception. Those fees labeled as "Student Fees" are 100% refundable up to the beginning of the semester or term and non-refundable after the beginning of the semester or term.

Deposit Refund Policy

Deposits are nonrefundable, with the following exception: International Student Deposit: If the student is unable to obtain a visa, the deposit will be refunded upon return to the Office of Admissions of any outstanding I-20 issued to the student. Refunds will be processed within 30 days.

Tuition Refund Policy

Students initiate Drop/Add procedures in the Registrar's Office. Based on the date of receipt of written notification of a dropped course by the Registrar's Office, the difference in tuition charges will be refunded according to the schedules below.

Tuition Refund Schedule – Doctoral

Any refund due will be made within 30 days of the Registrar's receipt of written notice of the dropped courses.

Refunds for the doctoral program semester courses:

- 100% refund before the close of business on Friday of the first teaching weekend semester;
- No refund thereafter.

Refunds for the doctoral program summer term courses:

- 100% refund before the close of business on the Friday before the beginning of the two-week summer term;
- No refund thereafter.

ADMISSION AND FINANCIAL AID

Doctoral Admission

Admission Requirements for the Art Therapy Doctorate Program

NDNU has developed a rigorous academic program that requires graduates to have extensive research and clinical skills. Admission to the program will be on a competitive basis with the following as minimum requirements:

- Master's degree from an accredited university in one of the following fields:
 - Art
 - Art therapy
 - Creative art therapy
 - Psychology (or related field such as counseling or social work)
- Graduate-level courses with a grade of "B -" or better in the following subject areas:
 - Assessment
 - Counseling and psychological theories
 - Cultural and social diversity
 - Human growth and development
 - Psychopathology
 - Studio art (18 units either at the baccalaureate or master's level)
- Completion of academic work required for Registration as an Art Therapist, or partially completed, with full completion before end of the first year of doctoral work
- Minimum of two years clinical work in the field
- Portfolio of 10-12 images of art work in different mediums
- Autobiographical statement; 2-3 page double spaced, that includes experiences and personal background in the field of art therapy and outlines interest in the PhD Program
- Three letters of professional recommendation
- Submission of a published article/or submission of scholarly academic writing on an art therapy or psychology subject in a publication-acceptable form
- In-person interview with NDNU faculty

We are seeking students who are: professionals working in the field of art therapy, meet the admissions requirements, and have the capacity and interest to become leaders in areas of research and practice. The doctoral art therapy program faculty will strive to ensure a diverse student population. Students must be individuals who can work independently, can thrive as members of a learning community, and who display psychological mindedness and development of clinical skills. Interest and commitment to research and advanced writing skills is required also. The curriculum is designed such that all credits are taken through the NDNU campus.

International Students

International students whose first language is not English are required to submit proof of English language proficiency. For the Test of English as a Foreign Language (TOEFL) exam, the minimum requirement is a score of 550 (paper-based total), 213 (computer-based total), or 80 (internet-based total). For the International English Language Testing System (IELTS) exam, the minimum requirement is a score of 6 on the Academic Test. For the International Test of English Proficiency (iTEP) exam, the minimum requirement is a score of 4.5. For the Pearson Test of English (PTE), the minimum requirement is a score of 5.3.

International students attending an NDNU approved English as a Second Language School are eligible to opt out of the TOEFL requirement if he/she meets the minimum requirement of the TOEFL waiver agreement. Please consult with the Office of Admission for specific agreements with partner language schools. These international students must take NDNU's English as a Second Language (ESL) assessment exam prior to enrolling in classes to determine if NDNU's English for International Students (EIS) coursework is appropriate or required.

International university transcripts must be evaluated by a professional credential evaluation service. We require a course-by-course evaluation. We accept evaluations from members of NACES and recommend World Education Services, Inc. International students must also complete the International Student Financial Statement of Personal or Family Support as part of the application process. This form is available from the Admission office or it can be downloaded as a printable document in PDF format.

Application Procedures for Doctoral Program

Application and Fee

Online option:

Fill out the application for doctoral admission online, and then mail in supplementary forms, such as recommendations. The \$60 nonrefundable application fee is paid online.

Traditional method:

Fill out the application forms from Graduate Admissions or print the forms from the website and mail them or deliver them in person to the Graduate Admissions Office. Include the \$60 nonrefundable application fee with your application.

Transcripts

Have one official transcript sent to Graduate Admissions from each college or university attended. One transcript must show a bachelor's degree granted from a regionally accredited institution, and one transcript must show a master's degree granted from a regionally accredited institution.

Note: All official documents submitted for admission consideration become property of the institution and cannot be returned or copied for distribution.

Recommendations

Three recommendation letters of professional recommendation are required.

Admission Requirement Deadlines

Because the doctoral art therapy program is a cohort model with all students taking the same courses, students will be added in the fall only. To ensure admission, we urge you to complete your application and provide required documents well before August 1st.

Admission Status

Students may be admitted to the doctoral program with any of the following statuses:

Full Admission

Full admission may be offered to a student who has met all admission requirements.

Provisional Admission

Provisional admission may be offered to a student who meets all admission requirements except for a specific requirement such as an official transcript. An admission hold will be placed on a student's record if all

admission requirements are not received within six weeks of the first semester of enrollment. A student will not be allowed to register for the following semester unless all admission requirements are received.

International Conditional Admission

International applicants who have met the academic requirements for admission will be considered for international conditional admission. To be considered for international conditional admission, an applicant must submit evaluated transcripts and references. Full admission is granted once proof of English language proficiency is submitted and when all requirements are met. For international conditional admission, graduate admission committees will make a judgment on the applicant's potential for success in the doctoral program and for contributing to the mission of the program.

Terms of Admission

Admission is offered for a specific year and term. Admitted students may be eligible to defer their enrollment by contacting the Art Therapy Department. Admission file documents are retained for one year only.

Graduate Financial Aid

The mission of the Financial Aid Office is to work with graduate students to help make studying at NDNU affordable. The Financial Aid Office, located in St Mary's Hall, offers both financial assistance and referrals to other resources. Prospective graduate students are encouraged to seek specialized scholarships in their disciplines; many community, professional, and fraternal organizations also offer scholarships.

For financial aid purposes, students are considered to be full-time graduate students when enrolled in 9 units. Graduate students are eligible for loan programs when enrolled on at least a half-time, 3-unit basis. Graduate students with Unclassified Graduate status are not eligible for financial aid.

Students who plan to utilize federal, state, or NDNU financial aid in financing their graduate degree or credential must complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. Most graduate students are eligible for Direct loans and Grad PLUS loans.

For further information, contact the Financial Aid Office at (650) 508-3600 or e-mail fnaid@ndnu.edu.

DOCTORAL GENERAL REGULATIONS *(Please reference the Notre Dame de Namur 2013-2014 Catalog for additional catalog information.)*

In addition to the General Academic Policies and Procedures, the following policies apply to doctoral students in the Art Therapy Psychology doctoral program.

Registration

Information and instructions concerning registration are distributed by the Registrar's Office. Students must arrange for an advising appointment with their program advisor if required by the department. For continuing students, Advance Registration for courses takes place in the preceding semester. A student who advance registers must pay tuition or make payment arrangements with the Business Office by a specified date. If payment or arrangements are not made by the specified date, the Advance Registration is canceled, and the student must make arrangements for payment and re-register at Final Registration. Final Registration (for new students and continuing students who do not advance register) takes place immediately preceding the opening of classes each semester. Failure to comply with the procedures specified by the Registrar for registration, changes in course registrations (Drop/Add), or withdrawal from a course may result in denial of credit and a failing grade.

Dropping and Adding Courses

There is no drop/add option in the doctoral program. The student may withdraw from the doctoral program or under extreme extenuating circumstances may petition for a leave of absence.

Administrative Course Withdrawal

A student who is registered for a course and has attended at least one class meeting, but who does not attend the course for two consecutive weeks during which course meetings are scheduled, may be administratively withdrawn from the course. Administrative course withdrawals take place after the drop deadline and before the withdrawal deadline relevant to the course. A student who believes that an error has been made regarding an administrative course withdrawal should contact the instructor.

Withdrawal from the University

A student has "completely withdrawn from the university" when s/he attends for some portion of a semester and then drops or withdraws from all courses in that semester. Students who wish to withdraw from the University during a semester must complete a withdrawal form at the Registrar's Office. Following receipt of written notification of withdrawal, any refund due will be disbursed according to the applicable refund policy.

Leave of Absence

Students with a leave of absence who with return to the university will need to petition to enter a new academic calendar year with a new cohort of students.

Students who return to the university must reapply and be admitted under the current catalog by the Office of Enrollment. Any exception is at the discretion of the Advisor in consultation with the Dean.

Time Limits

All degree work must be completed within seven years from the beginning of the term of admission to the PhD program, unless state licensure requirements are more restrictive. For example, a student who began his/her degree work at the start of the Fall term in 2013 must complete all requirements by the end of the Summer term in 2020.

Transfer Credit

Transferring units into the doctoral program will not be allowed. All units must be taken in the doctoral program.

Independent Study

Independent Study (DAT 8999) will be permitted only in special circumstances as outlined in the Policy and Procedures for Independent Study summarized below.

Independent Study is individual study or research under the direction of an instructor. It is open only to matriculated students. The maximum number of units of Independent Study in a doctoral degree program is 6.

Final approval of Independent study credit rests with the Dean of the College of Arts and Sciences. The contract must be presented at the time of registration and must be completed by the Add deadline of the semester or term in which the Independent Study is to be undertaken.

Circumstances

Independent Study may be taken under required circumstances. Independent Study may not be used to repeat a course.

Required Circumstances

- Failure to earn a grade of “B” or higher in any course.
- Independent Study is required as part of a program.
- A required course is not offered again before the student would normally graduate.
- A program is discontinued, and the student still needs a required course.

Procedure

Two forms are required to register for DAT 8999 Independent Study:

1. A properly completed Registration Form
2. A separate Independent Study Contract with all required signatures, including the Dean of the College of Arts and Science. The contract must be completed by the Add deadline of the semester or term in which the Independent Study is to be undertaken.

It is the student's responsibility to have all sections of both forms completed before submitting them to the Registrar's Office. An independent study may not be used to repeat a failing grade.

Grading System

Notre Dame de Namur University determines the doctoral student's progress by assessing the academic and professional behavior of the student by means of letter grades. The grade point average is computed on a four-point system: A grade of “B” is required for each course in the doctoral program.

Grade Points Per Unit	A+ 4.0	B+ 3.3	C+ 2.3	F 0.0
	A 4.0	B 3.0	C 2.0	
	A- 3.7	B- 2.7*	C- 1.7	

Grades Not Used in Computing the Grade Point Average:

AU	Audit	NP	Not Pass
I	Incomplete	P	Pass (equivalent grade "B" or higher)
IP	In Progress	W	Withdrawal

All grades except Incomplete ("I") and In Progress ("IP") are considered final when assigned by an instructor at the end of a semester. An instructor may request a "change of grade" when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed as a result of re-evaluation of a student's work or submission of additional work. Grade changes for computational or procedural errors are accepted within the semester following the close of the semester for which the grade is to be changed.

Grades may be accessed online after they have been submitted by instructors.

In Progress Grade

An IP for "In Progress" grade is given if the dissertation is not complete at the end of the Year 3. Student will take Dissertation Extension Course (DAT 8590) for each subsequent semester until the dissertation is completed. When the dissertation is completed then the IP grade for Dissertation Completion will be converted into a letter grade.

An IP grade is given if the practicum is not complete at the end of Year 2 or Year 3. Student will take Practicum Extension Course (DAT 8490) for each subsequent semester until the practicum is completed. When the practicum is completed then the IP grade for Practicum Completion will be converted into a letter grade.

Incomplete Grade

An I or "Incomplete" may be given to a student who has maintained satisfactory attendance and work throughout most of a course, including Independent Study, but due to extraordinary circumstances is unable to complete the required work by the end of the semester/session in which the course was taken. The Incomplete grade is to be replaced by a final grade within a period not to exceed one calendar year from the date on which the Incomplete was assigned unless the instructor specifies a lesser time period. There will be no extension granted for clearing the Incomplete beyond this specified time period. Once the Incomplete has been changed to a terminal letter grade, no grade changes are accepted. Either the instructor or the student may initiate a grade of Incomplete. The "Request for an Incomplete Grade" form is available from the Registrar's Office. On this form, the instructor specifies the work to be completed, the deadline for completion, and the default grade.

An Incomplete grade will be recorded only if the form is completely filled out, signed by the student and the instructor, and submitted to the Registrar no later than the due date for instructors' regular grade sheets. It is the student's responsibility to verify with the instructor whether he/she will be available to complete the evaluation of the course within the specified time period, to maintain contact with the instructor, to complete the course work, and to verify that the instructor submitted a final grade to the Registrar's Office. If the course work specified on the Incomplete Grade form is not completed in accordance with the above policy, the grade will be converted to the default grade. Students will not be allowed to graduate with an "Incomplete" on the transcript.

Grade Changes

All grades except In Progress ("IP") are considered final when assigned by an instructor at the end of a semester. If a clerical error has been made that can be documented, an instructor may submit a petition for a grade change within one semester of the issuance of the grade to the Registrar's Office. Full supporting documentation must accompany the petition, including instructor signature.

Grade Appeal

Students may request a review and appeal of their grade to the instructor, including material marked by class assignments within ten (10) working days following posting of grades. Review is taken to include, but is not limited to, inspections of the final examination and any written materials that influence the grade. It should be

understood that a reviewed grade may be raised or lowered. The instructor shall ordinarily issue their decision regarding the student's grade within ten (10) working days of the start of the next semester. If the student believes that the results of the review are not satisfactory, s/he may appeal in writing to the Department Chair/Program Director within ten (10) working days of receipt of the review. The Department Chair/Program Director will review the case, including a written statement from the instructor within ten (10) working days of receipt of the student's appeal.

If the case is not resolved to the student's satisfaction at this point in the process, s/he may request that the Department Chair/Program Director refer the matter to the Dean for final resolution. For this matter to be considered the request must be received within ten (10) working days following the communication of findings by the Department Chair/Program Director to the student. The Dean may, in the case of doctoral students, choose to form a committee of disinterested members to consider these statements together with such papers and examinations contributing to the questioned grade and provide a recommendation to the instructor. The decision of the Dean shall ordinarily be issued with ten (10) working days and is final. This procedure does not apply when a grade is being appealed because of alleged Academic Misconduct.

Grade Reports

Students may access grades online after they are submitted by instructors. Grades are not released over the telephone because the caller cannot be properly identified as required by FERPA (Family Educational Rights and Privacy Act).

Repeat Policy

There is no repeat policy for the doctoral program. Student may re-apply to enter the subsequent cohort in the next academic year.

Graduate Teaching Assistantship

A teaching assistant is a student who has demonstrated scholarship, leadership, and competency within a graduate program and is selected to serve as an assistant to the instructor of a graduate course. The student must have a GPA of 3.8 in graduate study and be advanced to candidacy. A Teaching Assistantship is noted on the transcript except if it is part of the degree program as in the MA-English program.

Program Termination

When enrollment in a program becomes too low or the University decides to phase out a program, a student may be redirected to another program, be asked to complete courses as they are offered at NDNU, transfer in courses from another accredited institution, or finally, transfer to another accredited institution.

Catalog of Record

Students are bound by requirements in effect as of their term of admission. Students remaining in continuous registered attendance at NDNU may elect to meet graduation requirements in effect either at their term of admission or at the time of graduation. If the University determines that changes in requirements are essential for certification or competency in the academic or professional discipline, those changes in program requirements shall be mandatory for all students whose degrees have not yet been awarded.

Advancement to Candidacy

Advancement to candidacy is a traditional step in a PhD degree program designed to evaluate the student's progress and to determine the student's capability and suitability to complete the requirements for the degree.

Advancement to candidacy depends upon the student's attaining a minimum 3.0 GPA and completion of the first year of academic courses. Advancement to candidacy also requires successfully passing the Qualifying Examination. In addition, if not complete at the time of admission into the program, advancement of

candidacy also requires full completion of academic work required for registration as an Art Therapist. An exception may apply pending approval of the program chair and the dean.

Acceptance into a doctoral program does not automatically qualify a student for candidacy for the degree.

Completion of Requirements for the Doctoral Degree

The degree is awarded upon the satisfactory completion of all requirements for the program, including a cumulative GPA of 3.0 for all work done in the program.

It is the student's responsibility to file a Doctoral Degree Graduation Application (available from the Registrar's Office) no later than deadlines published in the Academic Calendar: May and August candidates should file by the previous October 1; and December candidates should file their application for graduation by the previous March 1.

Two copies of the dissertation document are required and are forwarded to the School Dean: one is catalogued in the NDNU Library and the other is distributed to the student's department. A reader fee must be paid to the Business Office at the time the dissertation is submitted. Transcripts and diplomas are not issued until all accounts and records are cleared to the satisfaction of the Business Office.

Participation in Graduation

Students who have finished all their degree requirements in the previous Summer session or Fall semester or are finishing in the current Spring semester may take part in graduation ceremonies.

Doctoral students who are nearly finished with their degree work may petition to participate in Commencement if they meet the following conditions:

- They have 3 or fewer units remaining to complete their program.
- These 3 units are not required Research units.
- The remaining units will be completed by the end of Fall session following commencement.

Graduate Commencement Speaker

A representative of each graduating class is selected to address the graduates at Commencement. Selection is made by a committee that comprises faculty, staff, and students. The criteria for eligibility are:

- A minimum GPA in all university work attempted (at Notre Dame de Namur University and other institutions) of 3.9
- Expected completion of all work before the graduation ceremonies
- Outstanding writing and speaking skills

Satisfactory Performance

Only those applicants who show promise of success and fitness will be admitted to a doctoral degree program. Once admitted, students whose performance in a doctoral degree curriculum is judged to be unsatisfactory may be required to complete a remedial course of action, engage in a forced Leave of Absence, or Withdraw at the sole discretion of the University.

Academic Probation

Any student accepted on academic probation who fails to make a cumulative GPA of 3.0 or better in the first 6 semester units must contact his/her advisor or program director regarding policies on clearing probation.

Any student who fails to achieve a cumulative GPA of 3.0 or better at the end of a semester will be placed on first-time academic probation. The student must meet with his/her advisor or program director to devise a plan to regain clear academic standing before the end of the subsequent semester.

Any student on academic probation who is unable to remediate the probation status by the end of the subsequent semester or subsequently, in any semester, fails to achieve a cumulative GPA of 3.0 or better in work taken for doctoral credit will be subject to disqualification.

No doctoral degree will be conferred upon a student whose cumulative GPA is below 3.0 in work taken for doctoral credit after completing the units required in the program. Failure to petition within 30 calendar days after grades are posted results in disqualification.

A student on probation may not transfer units to clear probation; clearance from probation must be achieved through course work done at Notre Dame de Namur University.

Disqualification

Any one of the following conditions justifies disqualification from the Notre Dame de Namur University doctoral programs:

1. Evidence of academic failure in any semester (see Evidence of Academic Failure on page 31);
2. Failure to regain clear standing after a period of academic probation. (See Academic Probation on page 27);
3. Failure to meet the standards set for candidacy (see Advancement to Candidacy on page 26);
4. Failure to complete a PhD degree program within seven years (including dissertation);
5. Failure to meet professional standards required by the specific degree, credential, or certificate program;
6. Violation of the written Code of Student Conduct found in the University's *Student Handbook*;
7. Failure to satisfy financial obligations to the University at the end of the semester.

The Deans, in consultation with appropriate University officials, may issue notices of disqualification to students for any of the reasons listed above. Students who have been disqualified may not enroll in doctoral courses at NDNU.

COLLEGE OF ARTS AND SCIENCE

PhD in Art Therapy Psychology

Dr. Richard Carolan
PhD Program Director
(650) 508-3783
rcarolan@ndnu.edu

The Art Therapy Psychology Department at Notre Dame de Namur University (NDNU) is the only one of its kind in Northern California. The Notre Dame de Namur University PhD in Art Therapy is a program with an emphasis on scholarly research as well as the development of clinical expertise. The NDNU curriculum is divided into four learning modules designed to educate the research/practitioner and the future stewards of the profession: 1) epistemology, 2) theory, 3) practicum, and 4) research. The four learning modules will be integrated throughout the course sequences with earlier emphasis on epistemology and theory and latter emphasis on practicum and research.

Learning Outcomes

Student Learning Outcomes include demonstration of advanced doctoral knowledge, understanding, and skills for

- a) theoretical and historical basis of the practice of art therapy;
- b) international and multicultural approaches to the theory and practice of art therapy;
- c) the use of art as a way of knowing oneself, others, and community;
- d) methods of inquiry and data analysis;
- e) professional writing practices;
- f) the use of art for therapeutic practices;
- g) teaching the theoretical basis and practice of art therapy.

Courses of Study

The doctoral art therapy program is designed as a three-year program with 52 required units. The cohort model will be used with students admitted in the fall semester only. The program curriculum is designed to meet PhD expectations with an emphasis on research integrated with practice. Students will be expected to attend and participate in all teaching weekends as well as the two-week summer intensive courses offered at the end of Years 1 and 2.

Programs of Study and Course Requirements

Learning Module: Epistemology (8200s), 8 units

- DAT 8210 Art as a Way of Knowing I, 2 units
- DAT 8220 Art as a Way of Knowing II, 2 units
- DAT 8230 Art as a Way of Knowing III, 2 units
- DAT 8240 Art as a Way of Knowing IV, 1 unit
- DAT 8250 Art as a Way of Knowing V, 1 unit

Learning Module: Theory (8300s), 15 units

- DAT 8310 Philosophical Foundations, 2 units
- DAT 8320 Theoretical Approaches, 2 units
- DAT 8330 Art Therapy Practices I, 2 units
- DAT 8340 Art Therapy Practices II, 3 units
- DAT 8350 Art Therapy Practices III, 3 units
- DAT 8360 Art Therapy Practices IV, 3 units

Learning Module: Practicum (8400s), 14 units

- DAT 8410 Practicum I Community Engagement: Design and Development, 2 units

DAT 8420 Practicum II Community Engagement Implementation, 2 units
DAT 8430 Practicum III Community Engagement Implementation and Evaluation, 2 units
DAT 8440 Practicum IV Individualized Practicum: Design and Development, 2 units
DAT 8450 Practicum V Individual Practicum Plan Implementation, 3 units
DAT 8460 Practicum VI Individualized Practicum Implementation and Evaluation, 3 units
DAT 8490 Practicum Extension, 1-3 units (if necessary)*

Learning Module: Research (8500s), 15 units

DAT 8510 Research I Methodological Approaches, 2 units
DAT 8520 Research II Quantitative Methodology and Analysis, 1.5 units
DAT 8530 Research III Qualitative Methodology and Analysis, 2 units
DAT 8540 Research IV, Dissertation Proposal Development, 3 units
DAT 8550 Research V Dissertation Proposal Defense, 1.5 units
DAT 8560 Research VI Dissertation Development, 2 units
DAT 8570 Research VII Dissertation Completion and Defense, 3 units
DAT 8590 Dissertation Extension, 1-3 units (if necessary)*

Other

DAT 8999 Independent Study, 1-3 units (if needed)*

* DAT 8490, DAT 8590 and DAT 8999 graded as Pass/Not Pass only, and units earned not count towards total unit requirement for degree.

Total Unit Requirement 52

Program-Specific Admission Requirements

Applications accepted on a rolling basis until each year's cohort group is confirmed.

Admission to the program will be on a competitive basis with the following as minimum requirements:

- Master's degree from an accredited university in one of the following fields: art, art therapy, creative art therapy, or psychology (or related field such as counseling or social work);
- Graduate-level courses with a grade of B- or better in the following subject areas: assessment, counseling and psychological theories, cultural and social diversity, human growth and development, and psychopathology;
- Studio art (18 units either at the baccalaureate or master's level);
- Completion of academic work required for Registration as an Art Therapist, or partially completed, with full completion before end of the first year of doctoral work;
- Minimum of two years clinical work in the field;
- Portfolio of 10-12 images of art work in different mediums;
- Autobiographical statement; 2-3 page double spaced, that includes experiences and personal background in the field of art therapy and outlines interest in the PhD Program;
- Three letters of professional recommendation;
- Submission of a published article/or submission of scholarly academic writing on an art therapy or psychology subject in a publication-acceptable form; and
- In-person interview with NDNU faculty.

Graduation Requirements

Graduation requirements include completion of all course work, advancement to candidacy, completion and defense of the practicum, completion of the qualifying examination prior to commencement of the dissertation, and completion and defense of the dissertation.

Evidence of Academic Failure

Among the possible reasons for disqualifications listed in the Doctoral General Regulations section is evidence of academic failure. Any one of the following qualify as evidence of academic failure in the Art Therapy PhD Program:

1. Earn two grades below “B” in any semester;
2. Earn three or more grades below “B” in the program; or
3. Do not satisfactorily complete within one semester an independent study extension course (DAT 8999) for any course in which they earned a grade below “B”.

For further information, contact:

Art Therapy Psychology Department at (650) 508-3556 or rcarolan@ndnu.edu or atdoc@ndnu.edu

Graduate Admissions at (800) 263-0545, (650) 508-3600 or grad.admit@ndnu.edu.

COURSE DESCRIPTIONS

PhD in Art Therapy Psychology

All course listings for the doctoral program in Art Therapy Psychology have the prefix code DAT.

I. Learning Module: Epistemology (8 units)

The Epistemology Art as a Way of Knowing module investigates the core premise of the field of art therapy – that art is a way of knowing and altering the experience of the individual artist, as well as those with whom the artist is in relationships. Through individual practice, reflection, collaborative practice, witnessing, and communication, this inquiry will facilitate knowing related to the foundation of the field of art therapy. This module will contribute to furthering the field of art therapy through the investigation and documentation of art as a way of knowing self, others, and community.

DAT 8210 Art as a Way of Knowing I 2 units

Overview of the concept and practice of art as a way of knowing: Theory and experiential approaches in using art as a way of knowing self and others; Art-based assessment procedures, pedagogical practices for reviewing literature and research, and engaging in experiential approaches to working with art as a means of understanding and communicating. (Spring, Year 1)

DAT 8220 Art as a Way of Knowing II 2 units

Theory and practice of art as a way of knowing self through art-based assessments: Create art as a way of knowing; attend to reflections on experiences in the creation of art and in the relationship with the completed art; Work in self-directed and faculty-directed approaches. (Fall, Year 2)

DAT 8230 Art as a Way of Knowing III 2 units

Developing and designing experiential approaches introduced in using art as a way of knowing others: Theory, practice, reflection, documentation, and focus on art-based assessments; Create art as a way of knowing; Attend to reflections on experiences in the creation of art, and in the relationship with the completed art; Work in self-directed and faculty-directed approaches. (Spring, Year 2)

DAT 8240 Art as a Way of Knowing IV 1 unit

Art as a way of knowing community and culture: Theory, practice, reflection, and documentation; Create art as a way of knowing; Attend to reflections on experiences in the creation of art, and in the relationship with the completed art; Work in self-directed and faculty-directed approaches. (Fall, Year 3)

DAT 8250 Art as a Way of Knowing V 1 unit

Development of a cumulative creative project which addresses art as a way of knowing self and others: Development of a digital documentation of the learning experience related to art as a way of knowing. (Spring, Year 3)

II. Learning Module: Theory (15 units)

Theoretical approaches and art therapy module helps establish the historical and anthropological foundation of art as a therapeutic practice. The emphasis in this module includes an in depth understanding of art therapy practices; part of that understanding is developed through understanding the integration of art therapy therapeutic practices with traditional therapeutic practices and with alternative creative art therapy practices. This learning module places additional focus on current practices in the field of art therapy and the development of innovative practices in art therapy.

DAT 8310 Philosophical Foundations 2 units

Exploration of historical and anthropological practices in the use of art as a therapeutic process: Includes the development of the professional field, current status, and strategic plan for future. (Fall, Year 1)

DAT 8320 Theoretical Approaches 2 units

Theoretical integration of art therapy practices with traditional therapeutic practices and integration of creative art therapy approaches: Compare and contrast theoretical approaches to the use of art in therapy; Research, reflection, and dialogue on the process/product balance of emphasis, the role of interpretation, and other-directed and client-directed approaches; Interface of art therapy and major verbal therapy approaches and creative art therapy approaches. (Fall, Year 1)

DAT 8330 Art Therapy Practices I 2 units

Theoretical exploration in with emphasis on practice implications: Overview of art therapy practices and emphasis on specific practices; On-line journal documenting and communicating art therapy best practices. (Fall, Year 1)

DAT 8340 Art Therapy Practices II 3 units

Theoretical integration of art therapy practices with traditional therapeutic practices: Art therapy practices with different populations and needs and future development in art therapy practices; Multi-cultural variables and practices. (Spring, Year 1)

DAT 8350 Art Therapy Practices III 3 units

Art Therapy practices with special populations, current trends in art therapy practices and development and innovation in art therapy practices: Experiencing, understanding, documenting, and communicating art therapy practices; Plans for development of a cohort edition of on-line journal including use of digital media. (Summer, Year1)

DAT 8360 Art Therapy Practices IV 3 units

Current trends in art therapy practices and the development and innovation in art therapy practices: Plans for development of a cohort edition of on-line journal including use of digital media will be outlined and a strategy implemented. (Summer, Year 2)

III. Learning Module: Practicum (14 units)

Practicum work begins in the end of the first year and will continue throughout the curriculum. One of the significant results of the Notre Dame de Namur University Strategic Plan was the development of the Dorothy Stang Center for Community Engagement and Service. Each cohort of doctoral students design, develop, and implement an art-based community engagement service project. This emphasis contributes to the mission of the University while also helping the doctoral students develop their understanding of the use of art as a means of building and sustaining community. This project will train skills in collaborative work with a multitude of populations as well as project design, implementation and completion. The final year of practicum work involves individualized program design and development by each student following one of four areas of emphasis: clinical skills, community service, international service, and teaching. Each emphasis area is supervised by a department faculty. The department faculty supervising each emphasis area approves and mentors all students individualized practicum plans.

DAT 8410 Practicum I 2 units

Developing and Designing Community Engagement Proposal: Research development and design of an art therapy community engagement proposal. The community engagement proposal will include identification of specific goals, implementation strategies and effectiveness measurements. Develop understanding and practice of establishing community with emphasis on the role of the arts in this process. Research conducted on potential community partners and a plan developed that is inclusive of community partner mission, NDNU mission and the goals and objectives of the proposed intervention. (Summer, Year 1)

DAT 8420 Practicum II 2 units

Defense of Community Engagement Proposal: Implementation of Community Engagement Proposal; Defending and implementing community engagement proposal. Proposed plan will include objectives as well as a plan for measuring effectiveness of the intervention and recommendations for future development. (Fall, Year 2)

DAT 8430 Practicum III 2 units

Implementation of Community Engagement Proposal: Completion of Community Engagement Project, the project evaluation, and development of the proposal report. (Spring, Year 2)

DAT 8440 Practicum IV 2 units

Development of individual Practicum Program: Each student develops emphasis for their practicum work. Students work with faculty advisors in developing practicum proposal, including individualized learning objectives and service objectives as well as plan for measuring effectiveness in the following areas: clinical skills, community service, international service, and teaching. (Summer, Year 2)

DAT 8450 Practicum V 3 units

Defense of Practicum Program: Implementation of Practicum Program. Each student defends, and upon successful completion, implements Practicum Program. (Fall, Year 3)

DAT 8460 Practicum VI 3 units

Implementation of Practicum Program: Students complete implementation of practicum program and defense of completed practicum. (Spring, Year 3)

DAT 8490 Practicum Extension, 1-3 units (if needed)

Students must be registered each semester for this class until they complete their practicum.

IV. Learning Module: Research (15 units)

Research module begins in the second semester of year one and continues through the completion of the dissertation. Students develop their knowledge base and skills in methodological approaches to research and work with a committee in developing, defending, and implementing their dissertation research. Faculty-led research protocols in areas include: outcome-based art therapy practices, art therapy and trauma, neurological basis of art therapy, and art therapy assessment practices will be options available for student collaboration in dissertation development. These are fundamental areas of need for doctoral level inquiry in the field of art therapy. Students will also have the option of proposing research protocols in additional areas of need in the field of art therapy.

DAT 8510 Research I 2 units

Methodological approaches meta-analysis of literature: Review of current research in the field of art therapy; Trends in research in the field and contrast/compare of research results; Focus on trends in methodological procedures used in art therapy studies, evaluating patterns in literature emphasis as well as areas that need additional research and theoretical study. (Spring, Year 1)

DAT 8520 Research II 1.5 units

Quantitative methodology and analysis: Quantitative methods of identifying organizing and communicating information in research in art therapy and related fields; Strengths and weaknesses of the use of quantifying strategies in understanding art therapy and its relationship to the human experience; Relationship between quantitative means of organizing and communicating information and qualitative means of gathering information. (Summer, Year 1)

DAT 8530 Research III 2 units

Qualitative methodology and analysis: Qualitative methods of identifying organizing and communicating information in research in art therapy and related fields; Course will address strengths and weaknesses of the use of quantifying strategies in understanding art therapy and its relationship to the human experience. (Fall, Year 2)

DAT 8540 Research IV 3 units

Dissertation Proposal Development: Writing the dissertation proposal; Design and development of the research question and claims and evidence that serve as the basis of the proposed methodology for inquiry. (Spring, Year 2)

DAT 8550 Research V 1.5 units

Dissertation Proposal Defense: Continuation of writing dissertation proposal, culminating in the defense of the dissertation proposal. (Summer, Year 2)

DAT 8560 Research VI 2 units

Dissertation Research Implementation: Conducting the dissertation research. (Fall, Year 3)

DAT 8570 Research VII 3 units

Dissertation Completion: Final completion and defense of the dissertation research. (Spring, Year 3)

DAT 8590 Dissertation Extension 1-3 units (if needed)

Students must be registered each semester for this class until they complete their dissertation.

V. Other

DAT 8999 Independent Study 1-3 units (if needed)

Students must be registered for this class if they receive a grade lower than “B” in a course the prior semester. Course content will be customized and will include additional assignments through which the student can demonstrate mastery of learning outcomes not achieved in the course the prior semester.

DIRECTORIES *(Please reference the Notre Dame de Namur 2013-2014 Catalog for additional catalog information.)*

PhD in Art Therapy Psychology

Core Doctoral Faculty Roster

Richard Carolan	RCarolan@NDNU.edu
Amy Backos	ABackos@NDNU.edu
Doris Arrington	DArrington@NDNU.edu
Arnell Etherington	AEtherington@NDNU.edu
Jo Wallace	JWallace@NDNU.edu

Doctoral Faculty Narratives

The primary core faculty members for the doctoral art therapy program are full-time in the Department of Art Therapy Psychology. Four full-time tenured and/or tenure-track faculty for the doctoral program, plus two professor emeriti, one of whom is the founder of the NDNU master's of art therapy program. Part-time faculty who are nationally recognized in the field of art therapy will also co-teach or teach sections of courses in which they have noted expertise. An additional faculty will be added in Year 3 when the program reaches projected enrollments and full capacity of units being taught to multiple cohorts. Additional faculty will be added as enrollments justify and will follow the university's regular processes for faculty position growth.

Dr. Richard Carolan, EdD, ATR-BC is a licensed psychologist, Board Certified Registered Art Therapist, Tenured Professor, and Chair of the Department of Art Therapy Psychology at Notre Dame de Namur University. Dr. Carolan has been on the faculty at Notre Dame de Namur University for 17 years, and previously served as faculty and dissertation research director at Meridian University (formerly the Institute of Imaginal Studies). Dr. Carolan served four years on the Art Therapy Credentials Board, the national board that establishes and maintains standards for the profession of art therapy. Dr. Carolan was President of the Art Therapy Credentials Board for the final three of the four years he was on the Board. Dr. Carolan also served as Associate Editor of *Art Therapy: Journal of the American Art Therapy Association*, the primary national journal in art therapy. He has given many presentations, locally, nationally as well as internationally: he presented as the keynote speaker at the annual conference for the Taiwan Art Therapy Association. Dr. Carolan's previous research work has included focus on the area of addiction and is currently researching "art as a way of knowing." He has a private practice in Sonoma County as well as in San Mateo, working with individuals and families. RCarolan@NDNU.edu

Amy Backos, PhD, ATR-BC, is full-time tenure track and has 15 years of clinical experience as a Registered and Board Certified Art Therapist. Dr. Backos' clinical and research interests include: Acceptance and Commitment Therapy, psychological assessment, trauma recovery, and art therapy to treat Post-Traumatic Stress Disorder (PTSD). Her work includes children, teens, and adults who experienced sexual assault and intimate partner violence, as well as substance abuse disorders. Additionally, she has six years experience with the Veteran's Affairs Hospital providing evidence-based treatments and art therapy for PTSD, as well as working as a research associate and conducting independent research on PTSD with Vietnam and Iraq veterans. Dr. Backos has presented at many local and national conferences, including the American Psychological Association and the Buckeye Art Therapy Association. She serves a guest lecturer in undergraduate and graduate psychology classes and has taught psychological assessment at the doctoral level. She is published in the area of PTSD research, theory, and art therapy. Abackos@NDNU.edu

Doris Arrington, EdD, ATR-BC, HLM, is a licensed psychologist, Professor Emerita, and an exhibiting artist. She served 28 years as founding Director and Professor of the Art Therapy Psychology Department at Notre Dame de Namur University. She was a Summer Scholar for 12 years in the Department of Art Therapy at Florida State University. Internationally recognized as a speaker and consultant on child and

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Dr. Arrington served two terms as president of the Northern California Art Therapy Association (NorCATA) and eight years on the National Board of the American Art Therapy Association (AATA). For many years she served on the editorial board of *Art Therapy: Journal of the American Art Therapy Association* and currently serves on the editorial board of *The Arts in Psychotherapy: An International Journal*. She has received the University of San Francisco's outstanding educator award, the Notre Dame de Namur University's, Sr. Catharine Julie Cunningham's research award, NorCATA's Honorary Life Member award, and AATA's highest honors: the Distinguished Service and Honorary Life Member awards.

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Jo Wallace, PhD, LMFT, ATR-BC, is a neuropsychology fellow, licensed Marriage and Family Therapist, as well as a Board Certified Registered Art Therapist. Dr. Wallace has been on the faculty at Notre Dame de Namur University in the Department of Art Therapy Psychology for 12 years. Dr. Wallace is an art therapist at Lucile Packard Children's Hospital at Stanford with the Pediatric Oncology, Hematology, and Neurology Departments. In addition, she provides therapy and neuropsychological assessments at a private practice in Palo Alto, CA. Dr. Wallace's expertise is working with children and families with chronic and life threatening medical illnesses. She has presented at many art therapy and medical national conferences and is a guest lecturer at Stanford Children's Hospital. Dr. Wallace has completed research and is published in the areas of school and pediatric medical based art therapy.

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