



UNION

INSTITUTE & UNIVERSITY

University Catalog

2nd ADDENDUM TO THE 2019-2020 UNIVERSITY CATALOG

Program and policy revisions to the 2019-2020 University Catalog.

Effective January 1, 2020 – June 30, 2020

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This university catalog provides basic information for students enrolling in Union Institute & University's academic programs. Read it carefully to become familiar with its content, and discuss any questions with a faculty advisor, program director, program advisor, program chair, or regional dean. Consult the university catalog and each program's student handbook (where applicable) regularly, particularly for policy and procedural matters and/or program requirements. The UI&U University Catalog is updated annually. A mid-year addendum with updates is also prepared.

Union Institute & University (UI&U) reserves the right to change, when warranted, any of the provisions, policies, procedures, programs, fees, or other information contained in this catalog, as required, and without prior notice. Students are encouraged to check the UI&U website regularly for program addenda and change notices.

Union Institute & University is accredited by The Higher Learning Commission. Union Institute & University is authorized as a degree-granting institution by the Ohio Department of Higher Education (formerly known as the Ohio Board of Regents), and the Florida Commission for Independent Education.

UI&U is a private institution approved to operate by the California Bureau of Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

UI&U is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA)—as such, the university may enroll residents of other NC-SARA member states as fully-online students without specific state authorization. See catalog section "Institutional Accreditation, Authorizations, and Memberships" or visit <https://myunion.edu/about-union/accreditation/> for information about the meaning of accreditation as well as contact information for the various agencies that authorize UI&U.

Union Institute & University does not discriminate in admission, employment, or policy on the basis of age, race, color, sex, sexual orientation, gender identity or expression, pregnancy, marital status, covered veteran's status, religion, national origin, physical impairment or any other basis as prohibited by law. Union Institute & University policies and practices conform with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975. Union Institute & University conforms to the provisions of student rights under the Family Educational Rights and Privacy Act of 1974 as amended. Files are maintained and released under the provisions of the act.

Union Institute & University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))

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ADMISSION

Degree Programs

Master of Business Administration (MBA)

Planned Start Date: 3/2/2020 – Spring Session II

Admission Criteria, Requirements, and Procedures

Program Candidate Profile

MBA program candidates are emerging professionals or current leaders at all levels of management in the for-profit, nonprofit, and public sectors. Individuals who seek the MBA will develop advanced and flexible management skills, improve leadership, gather and interpret reports based on industry data, making tough calls. Students interested in the MBA will focus to come out of their comfort zone and study the latest trends. Internationally, to learn new business trends. A candidate for the MBA wants to be prepared for the ever-changing business environment, they will learn tools that will help them adapt to the changing climate of business.

Admission Requirements

Have successfully completed a bachelor's degree from a regionally accredited college or university with a cumulative grade point average (GPA) of at least 3.0. (preferred in business).

- Have three to five years of work experience with an interest in expanding their leadership abilities and skill set with the possibility of taking on greater management responsibilities.
- Can work at a graduate level and are willing to stretch beyond their current abilities and enhance their critical thinking, in order to devise their own perspectives and applications so innovative solutions to complex organizational and social issues can be envisioned, developed and implemented.
- Willing to network with others to reach their academic and professional goals.
- Are committed to their academic studies and dedicated to their professional development, including taking ownership of their learning process, being proactive in managing their educational, work, and personal responsibilities, and developing the needed support network to complete their graduate programs.
- Are open to intercultural, alternative, and challenging perspectives, including critically examining their own viewpoints and practices in dialogue with individuals possessing diverse professional backgrounds.

Foundation Courses Required

Students enrolled in the MBA degree program are required to have two foundation courses at the undergraduate level: 1. General Business; and 2. Accounting or Finance. These courses must have been passed with a grade of “B” or above. These courses must be taken prior to beginning MBA graduate courses.

Admission Process

- There is no application fee.
- Students are not required to take the Graduate Record Exam (GRE) or Graduate Management Admissions Test (GMAT).
- Those seeking admittance to the MBA program are to submit a UI&U application form accompanied by:
 - Official transcripts from all previous schools attended with evidence of an earned Bachelor’s degree with a minimum GPA of 3.0.
 - CV/Resume.
 - Personal statement detailing personal and professional goals.
 - Three professional references.
- Students with international transcripts are responsible for obtaining an evaluation of their transcripts through an international evaluation service.
- English proficiency is required of all applicants whose first language is not English. Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL). At both the graduate and undergraduate levels, our TOEFL requirement is 79 on the Internet-based test. See <http://www.ets.org/toefl> and <https://www.myunion.edu/academics/academic-services/international-student-services/english-proficiency-requirement/>. Students may also demonstrate English proficiency by successfully completing a valid undergraduate or master’s level degree for which the language of instruction was English.
- If a previous cumulative GPA was below a 2.70, an admission interview is required by the Program Director.

Application Deadline

The application deadline is typically, two weeks (on a Friday) prior to the start of a new term. In the MBA, this deadline is flexible if deemed necessary. Incomplete applications for the upcoming term will not be accepted after the deadline and will be reviewed, once complete, in the next admission cycle.

Provisional Admission

Admission decisions are made on an individual basis. Before admission is granted, each application is reviewed by the Admissions Committee to determine if the applicant’s academic history and preparation is satisfactory. Students may be admitted into full or provisional status. When a student is granted provisional admission, they will take six (6) credits of graduate coursework (MBA 505 and MBA 506) in their first enrolled session. The following will apply:

- The first session coursework will be listed in writing on the official acceptance letter from the program. The acceptance letter will also state when the program requires the completion of the specified coursework.

- The student must achieve a B or better grade in all enrolled courses in order to be granted full matriculation status in the program. If a student does not successfully achieve a grade of B or better in any course taken, the student will not be permitted to continue in the program.
- Financial aid is only available for the first session of provisional admission.
- Following successful completion of first session coursework, the student will be granted full matriculated status and allowed to continue enrollment for courses beginning in the next scheduled session of that term.

Students may be denied full admission based on poor academic performance in any aspect of their first session's coursework, including interpersonal/professional behavior. The program or university may recommend completion of additional undergraduate or graduate coursework at an accredited institution to improve the student's GPA standing and conceptual foundation and provide evidence of the student's ability to do well in graduate school. Undergraduate credits earned may not be applied toward master's matriculation and progression. At such time, the student may formally re-apply for admission to the program.

Reinstatement / Readmission

Students who have left the program in good standing and meet all criteria of the SAP policy are eligible for consideration of reinstatement/readmission. Students who were asked to withdraw or who left the program no longer in good standing are not eligible for reinstatement/readmission.

Students who have been withdrawn for 12 months or less may apply for reinstatement by letter to the program chair. The letter should be submitted at least 45 days before the beginning of the session in which reinstatement is being requested and must include the following:

- An explanation for the request for readmission.
- A narrative that details the student's professional accomplishments while withdrawn from the program.
- A description of any remediation steps that were taken, if relevant.
- An explanation of how circumstances differ now from those that existed at the time of withdrawal.

Upon receipt of the above documentation, the MBA Program Director will consider reinstatement. Reinstatement is not automatic and the decision of the program director is final. Upon recommendation for readmission, a reinstatement/readmission clearance form will be sent by the MBA Director to Financial Aid and the Business Office. Both offices must indicate clearance before reinstatement/readmission can be processed for approval. A final approval letter from the program director will be sent to the student indicating the date and session of reinstatement/readmission. A copy will be forwarded to the faculty advisor and to the Registrar's Office. The Registrar's Office will post the date of re-entry. The date of re-entry is most commonly the first day of the new registration period. A reinstated/readmitted student will be assigned to the appropriate year/term registration group based on the re-entry date.

A student who has been withdrawn from the MBA program at Union Institute & University for a period greater than 12 months is only readmitted by formal consideration and action of the MBA Program Director and the Associate Vice President for Academic Affairs. A student must contact the office of admissions to begin the re-admittance process. The re-admittance process includes:

- A new application form (No admission fee will be charged).
- A letter including the following:
 - An explanation for the request for readmission.
 - A narrative that details the student's professional and educational accomplishments while withdrawn from the program.
 - A description of any remediation steps that were taken, if relevant.
 - An explanation of how circumstances differ now from those that existed at the time of withdrawal.
 - Transcripts originally submitted for admission, as well as official transcripts for any academic work completed since withdrawal. (Original transcripts should be on file in the Registrar's Office if the date of withdrawal was less than five years prior.)

Military Service Members

Reinstatement/readmission exceptions exist for military service members whose service related commitments prevent being actively registered. In such circumstances, the military service member may be reinstated if absent from enrollment for greater than 12 months. Military service members re-enrolling at UI&U will maintain their class standing/hours earned when last attending.

Note the following:

- Students are responsible for learning about and adhering to all current policies and requirements, including those published on the university website, faculty or course published requirements, and/or those contained in this catalog or revised documents.
- All readmitted students will enter under the current academic and administrative policies at the time of readmission (see current registration and tuition policies). Students must follow the reinstatement procedures after withdrawal.
- Students may not receive any academic credit or university services during periods of withdrawal.
- Periods of withdrawal do not count toward minimum time-in-program.

Withdrawn students are reported to the National Student Clearinghouse as not registered. This notification may impact loan deferrals.

Certificate Programs
Admission Criteria, Requirements, and Procedures

California Teacher Permit Certificate

(As a Stand-alone Certificate)

(Planned Start date: January 2020)

Admission/Application

Admission occurs on a rolling basis. In order to be considered for admission, the applicant must demonstrate:

- High school diploma, GED, completion of an approved home-school program, credit from regionally accredited undergraduate college or university, or a California High School Proficiency Examination (CHSPE). College credit alone without evidence of high school completion is adequate for admissions, but may not meet financial aid requirements.
- Ability to do college-level work as demonstrated by prior transcribed course work at a minimum 2.0 cumulative GPA from previously attended colleges or universities, or related experience.
- Ability to become a self-directed student.
- Computer capabilities and skills to access the required electronic communications services on a regular basis.
- English Proficiency: Union Institute & University students are most successful when they have a strong command of the English language to succeed in discussion-based and reading-intensive classes. For this reason, English proficiency is required of all applicants who identified that English is not their first language. Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL). At both the graduate and undergraduate levels, our TOEFL requirement is 79 on the Internet-based test. See <http://www.ets.org/toefl> and <https://www.myunion.edu/academics/academic-services/international-student-services/english-proficiency-requirement/>. Students may also demonstrate English proficiency by successfully completing a minimum of 15 transcribed academic credits or 15 certified learning credits for which the language of instruction was English.

To apply, the applicant must submit:

- An Application for Admission (online at www.myunion.edu).
- Official transcripts from all previously attended colleges and/or universities (if applicable)
OR
- Unofficial transcripts from all previously attended colleges and/or universities for which there is no official transcript (if applicable). Official transcripts from all previously attended colleges and/or universities must be received by the university no later than the end of the first 16-week term of enrollment. If a student is admitted in the second 8-

week session of a term, the student will have until the end of the first 8-week session of the next term.

- A Memorandum of Understanding regarding unofficial transcripts.
- Students who are unable to provide an unofficial college/university transcript must provide an official high school transcript, with a minimum cumulative 2.0 GPA.
- Other supporting documents: for example official CLEP score report.

Early Childhood Studies Special Education Certificate

(As a Stand-alone Certificate)

(Planned Start date: Summer 2020)

Admission/Application

Admission occurs on a rolling basis. In order to be considered for admission, the applicant must demonstrate:

- High school diploma, GED, completion of an approved home-school program, credit from regionally accredited undergraduate college or university, or a California High School Proficiency Examination (CHSPE). College credit alone without evidence of high school completion is adequate for admissions, but may not meet financial aid requirements.
- Ability to do college-level work as demonstrated by prior transcribed course work at a minimum 2.0 cumulative GPA from previously attended colleges or universities, or related experience.
- Ability to become a self-directed student.
- Computer capabilities and skills to access the required electronic communications services on a regular basis.
- English Proficiency: Union Institute & University students are most successful when they have a strong command of the English language to succeed in discussion-based and reading-intensive classes. For this reason, English proficiency is required of all applicants who identified that English is not their first language. Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL). At both the graduate and undergraduate levels, our TOEFL requirement is 79 on the Internet-based test.
See <http://www.ets.org/toefl> and <https://www.myunion.edu/academics/academic-services/international-student-services/english-proficiency-requirement/>. Students may also demonstrate English proficiency by successfully completing a minimum of 15 transcribed academic credits or 15 certified learning credits for which the language of instruction was English.

To apply, the applicant must submit:

- An Application for Admission (online at www.myunion.edu).
- Official transcripts from all previously attended colleges and/or universities (if applicable)
OR
- Unofficial transcripts from all previously attended colleges and/or universities for which there is no official transcript (if applicable). Official transcripts from all previously attend

colleges and/or universities must be received by the university no later than the end of the first 16-week term of enrollment. If a student is admitted in the second 8-week session of a term, the student will have until the end of the first 8-week session of the next term.

- A Memorandum of Understanding regarding unofficial transcripts.
- Students who are unable to provide an unofficial college/university transcript must provide an official high school transcript, with a minimum cumulative 2.0 GPA.
- Other supporting documents: for example official CLEP score report.

Graduate Level Cannabis Studies Certificate

Pending Approval from External Agencies)

(As a Stand-alone Certificate)

Planned Start Date: Summer 2020)

Admissions/Application

Admission occurs on a rolling basis. In order to be considered for admission, the applicant must demonstrate:

- Completion of a regionally accredited baccalaureate degree.
- A GPA of 3.0 in the most recent completed degree.
- Readiness to participate in online instruction
- Competence in written communication skills
- English proficiency is required of all applicants whose first language is not English. Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL). At both the graduate and undergraduate levels, our TOEFL requirement is 79 on the Internet-based test. See <http://www.ets.org/toefl> and <https://www.myunion.edu/academics/academic-services/international-student-services/english-proficiency-requirement/>. Students may also demonstrate English proficiency by successfully completing a valid undergraduate or master's level degree for which the language of instruction was English.

To apply, the applicant must submit:

- An Application for Admission (online at www.myunion.edu).
- A personal essay explaining why the applicant seeks this certificate and what they hope to study.
- Official transcripts with the Baccalaureate Degree completion noted.

CENTER FOR TEACHING & LEARNING

Beginning with the January 2020 Term, the University moved to a new learning management system (LMS), Brightspace by Desire2Learn (D2L). Brightspace was selected as the system that best meets the requirements of our academic mission and the preferences of our students. Here is a short list of some of the enhancements the platform provides:

- A sophisticated interface design within an intuitive navigational framework;

- A mobile-friendly system designed for usability and accessibility;
- An analytical framework that provides new conditional release options and sophisticated tools for monitoring student progress;
- Automated notifications to students for new course content and an enhanced communication workflow for collaborating with colleagues, students and program advisors;
- Messaging and feedback tools that feature a rich palette of text annotation and audio and video response options;
- Fully-featured virtual student group work areas within the course shell.

ACADEMIC TRANSCRIPTS

Effective January 1, 2020 as Revised

Transcript Ordering Update

Except for residents in the State of California, all financial obligations to Union Institute & University must be paid in full before a transcript can be released, regardless of how the request is submitted to the Registrar's Office.

Residents in the State of California will have transcript requests processed even if there is an outstanding debt owed to the university. This change is in compliance with October 2019 California Educational Debt Collection Practices Act.

Transcript ordering can be found at <https://myunion.edu/current-students/request-transcript/>

REGISTRATION STATUS CODES

All students carry a registration status codes to describe their current relationship with the university:

DH = Diploma Hold has been added as a registration status code.

COMMENCEMENT

UI&U will hold its National Commencement Ceremony beginning in 2020 in the month of July. Please refer to UI&U commencement information at <https://myunion.edu/current-students/commencement-information/> on the UI&U website, or email eventcoordinator@myunion.edu with commencement questions.

UI&U ACADEMIC CALENDARS

The year/term naming of UI&U's Winter Term/Sessions has been changed to be called Spring Term/Sessions

DEGREE PROGRAMS

Effective January 1, 2020, for undergraduate and master's programs that offer stand-alone certificate programs: non-degree certificate students that internally transfer undergraduate or graduate certificate credit into a master's degree program will **no longer have to pay a tuition differential**.

UNDERGRADUATE DEGREE PROGRAMS

Accelerated Bridge Opportunities

- For each of the accelerated bridge options available in the BA and BS programs, **excluding** the BA/Psychology major Bridge to the MA with a major in Clinical Health and Counseling:
 - Only the Program Advisor's approval is required for an undergraduate student.
 - Except for the BA/Psychology major Bridge into the MA with a major in Clinical Mental Health Counseling, written recommendations are no longer required in the other Bridge Opportunities.
 - There is not a separate Bridge Application for undergraduate students.
 - The Program Advisor will advise the student to ensure that the bridge courses fit correctly in their curriculum degree plan.
 - Upon registration in the Bridge Term, the Program Advisor notifies the Admission Counselor to begin the process of the student's application into the Master's program.
- Accelerated Bridge from the BA/Psychology to the MA with a major in Clinical Mental Health Counseling requires that the student alerts their undergraduate Program Advisor of interest in bridging into the MA-CMHC.
 - The student and Program Advisor review how the 6-9 MA-CMHC credits may fit in the degree completion plan.
 - If the Program Advisor approves, the student, in Admission, must complete the MA- Clinical Mental Health Counseling application along with corresponding documents (transcripts, 3 letters of recommendation, cv, letter of intent) in order to be able to participate in the BA/Psychology to MA-CMHC bridge program.
 - One of the letters of recommendation must be written by a faculty member.
 - The student will interview with the MA-CMHC Program Chair to be granted admission to the Bridge program and provisional admittance into the MA-CMHC program. This is a requirement to ensure appropriate preparedness for counseling related work with the program being a licensure track program.
 - The MA-CMHC Director will confirm to the Program Advisor if the student is approved for both the Bridge program and provisionally accepted to the MA-CMHC.

Academic Agreements or Partnerships

Deletion of the Franklin County (OH) Headstart Program

Bachelor of Arts Major in Psychology

New Courses

- PSY 357 Military Psychology (3 credits) – will count in the general program “GP” electives
This course provides an introduction to psychological needs of military personnel and their families. Specific topics addressed include military training, acculturation to a military infrastructure, the impact of combat and deployment, separation from families, veteran reintegration to civilian life, and common medical and psychological issues for returning veterans. Students will be introduced to the U.S. military healthcare system and a variety of empirically validated treatment strategies that address common psychological needs of this population.
- PSY 358 Drug and Alcohol Counseling II (3 credits) – will count in the general program electives, in the Forensic Psychology concentration, and in the Addictions Studies concentration
This course continues Drug and Alcohol Counseling I’s introduction to the field of substance abuse counseling. It focuses on theories of addiction, assessment and treatment planning, counseling procedures, and the legal and ethical issues relevant to substance use disorders. The course will give students an overview of the practice of individual and group counseling, but will focus especially on the group context. It will include the clinical and cultural competencies needed to serve as an effective member of a clinical team within a treatment program offering groups.
- **Add:** FOR 310 Forensic Science Management (3 +1 credits) to count in the general program electives, and the Forensic Psychology concentration
- **Remove:** FOR 315 Forensic Science & Criminology and FOR 320 Emerging Trends in Forensic Science from the available options in the general program electives and the Forensic Psychology electives.

Bachelor of Science Major in Business Management

Addition to major electives in generalized Bus Mgt program:

- LDR 345 Leadership: An Arts and Humanities Perspective (3+1 credits)
- LDR 410 Negotiation and Conflict Resolution (3+1 credits)

Bachelor of Science Major in Child and Adolescent Development (NEW) California Teacher Permit Certificate

SOC code: 25-2010 Preschool and K. Teacher

(Planned Start Date: January 2020)

The California Teacher Permit Certificate consists of 28 credit hours and acts as a stand-alone certificate. Upon completion of this certificate, students holding an Associate Teacher Permit may qualify to obtain a Teacher Permit on the California Teacher Permit Matrix.

The certificate is based upon an established need for early childhood educators within the State of California to advance from the Associate Educator Permit to the Teacher Permit. California associate teachers must advance to teacher permit status within ten years of employment in order to retain their employment. Based on the California Teacher Credential (CTC) / Department of Education permit matrix, teachers need to complete sixteen hours of specified general education courses and twelve additional child development/ early childhood hours.

The certificate program comprises a series of courses integrated within the Bachelor of Science Child & Adolescent Development major curriculum that covers 28 credit hours of education/training in specific content areas. Non-degree certificate applicants may enroll in courses individually, or in pursuit of the certificate. The required courses for the certificate are offered in alternating semesters thus enabling an individual to complete the courses ranging from one year up to two years.

- Minimum time-frame for completion to qualify for financial aid is two semesters (32 Weeks).
- Minimum/maximum number of credit hours: 12.
- Maximum time to earn the certificate: two years.
- Full-time status: 12 credit hours; half-time status: 6 credit hours.
- Total number of credits/hours required for Early Childhood Special Education Certificate completion: 24 credit hours earned through matriculation at UIU or through a combination of UIU coursework combined with a maximum of 12 credits allowed in transfer.

The program is financial aid eligible.

This certificate can be completed in two to three semesters. Up to half of the certificate can be transferred in through prior transcribed coursework or CLEP.

Students accepted into this program will receive a \$195 per credit hour scholarship, resulting in a discounted tuition of \$350 per credit hour.

28 Credit Hours Required

Courses identified for this certificate include the following:

- CHD 305 The Integration of Developmental Domains, Theory, & Practice (3+1 cr.)
- CHD 405 The Art & Science of Assessing Children and Families (3+1 cr.)

CHD 406	Professional Practices (3+1 cr.)
GART 115	A Visual Adventure (3 cr.)
GBIO 225	From Healthy to Ill and Vaccines to Epidemics (3 cr.)
GLIT 230	Latino American Literature (3 cr.)
GPSY 120	Essential Topics of Psychology (3 cr.)
GWRI 101	The Writer Within (3+1 cr.)

Academic Satisfactory Progress Review

Academic Program Chairs and program advisors review the academic progress of enrolled students at the end of each term. Students who do not meet satisfactory academic progress by maintaining at least a cumulative grade point average of 2.0 will be put on academic probation. For a full description of Academic SAP please refer to the University Catalog pg. 196.

Student Financial Aid Satisfactory Progress Policy

Financial aid recipients must make satisfactory academic progress toward a certificate in order to receive institutional, federal, and/or state aid. Student financial aid satisfactory academic progress will be reviewed at the end of each term for which a student is enrolled. The CTP certificate uses the standard Financial Aid SAP policy as the default academic SAP policy. The undergraduate SAP requirements of a 2.0 GPA and 67% percent successful passing rate of all attempted credit hours apply to this certificate program. Please review the Student Financial Aid Satisfactory Academic Progress (SAP) Policy in the Financial Aid Resources and Services section of the university catalog. If you have any questions regarding this policy, please do not hesitate to contact Financial Aid. (University Catalog pp. 67-71.)

Undergraduate California Teacher Permit Certificate Program Costs Spring and Summer Terms 2020

Program: California Teacher Permit Certificate		
Total Credit Hours: 28 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2019 – June 30, 2020		
Start Date: January 2020		
Approximate No. of Weeks in Academic Program: 30 Weeks		
CIP Code: 19.0709		
Tuition (Per Credit): \$350/Credit Hour Credits for Degree: 28 minimum credits	Tuition Cost: 9,800.00	Prorated upon cancellation or withdraw. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term enrollment	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$600 per 16 week term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u>	= 11,864.00	

(28 Credits x \$350) + (\$264 Tech Fee + \$1,800 Est. Book)*		*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS
ESTIMATED* CHARGES FOR CURRENT PERIOD: (6 Credits x \$350) + (\$88 + \$600)*	= 2788	
+ Non-refundable STRF charges - {\$0.00 per \$1000.00)		
Residency Requirement: None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: 2788 = YOU ARE RESPONSIBLE FOR PAYING THIS AMOUNT LESS ANY REDUCTIONS DUE TO SCHOLARSHIP, OR GRANTS. IF YOU RECEIVE A PRIVATE, FEDERAL AND/OR STATE STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. Additional Fees, as applicable: Transcript Fee: \$11 via Transcript Plus/\$12 via Registrar's Office, Return Check Fee: \$25

Bachelor of Science Major in Criminal Justice Management

Deletion: The Forensic Science Management Concentration

Deletion from CJM Major Electives:

- FOR 315 Forensic Science and Criminology
- FOR 320 Emerging Trends in Criminology

Bachelor of Science Major in Early Childhood Studies

New Course

- ECS 417 Sensory Development: Classroom Strategies (1 cr.)
This course covers the sensory development of typically and atypically developing children. The focus is on identifying sensory patterns and behaviors that influence children's educational, social/emotional, physical, and language development. Strategies to meet the child's needs in the classroom setting will be explored.
- This new ECS course is part of the new Early Childhood Education Special Education Certificate program, and is being added to the list of ECS major electives.

(NEW) Early Childhood Special Education Certificate

(Pending Approval from External Agencies)

SOC code: 25-2010 Preschool and K. Teacher

(Planned Start Date: Summer 2020)

The Early Childhood Special Education Certificate is offered to assist professionals acquire specialized knowledge and skills in working with children with special challenges within the

classroom setting. The certificate is built upon an established need for early childhood educators to enhance their skills in preparing for today's classrooms where a variety of children with varying needs will be schooled.

The ECSE certificate is a stand-alone certificate for professionals interested in pursuing an undergraduate-level set of courses that may potentially meet some states' education requirements towards a teaching endorsement. Potential eligibility to apply for credentialing as a pre-school special education teacher or teacher assistant may be possible.

The non-degree undergraduate certificate allows individuals to earn required education hours without having to enroll in an undergraduate degree program. Degree seeking students may pursue this type of certificate concurrently while progressing through their program in Early Childhood Studies. Students who earn certificate credits or complete the non-degree certificate and are later admitted to the UI&U's Bachelor of Science with a major in Early Childhood Studies will be allowed to transfer the course credits earned in the certificate program toward the BS/ECS degree program.

The certificate program comprises a series of courses integrated within the Bachelor of Science Early Childhood Studies major curriculum that covers 24 credit hours of education/training in specific content areas. Non-degree certificate applicants may enroll in courses individually, or in pursuit of the certificate. The required courses for the certificate are offered in alternating semesters thus enabling an individual to complete the courses ranging from one year a one-year up to two years.

The certificate consists of twenty-four (24) credits and provides candidates with a spectrum of coursework that can be used to enhance an existing teaching (dependent upon individual state guidelines and criteria). The certificate will allow an individual to transfer in up to 12 credits or 50% of the total credits needed towards completion of the certificate.

These credits potentially will assist a pre-service teacher to advance in their current employment as well as providing for advancement within the profession. Once approved by external agencies, **the program is financial aid eligible.**

The choice of courses designed to be included in this certificate were intentionally selected to assist local educators work with children within their community and within regular school environments.

- 24 Credit Hours Required: earned through matriculation at UIU or through a combination of UIU coursework combined with a maximum of 12 credits allowed in transfer.
- Minimum time frame for completion to qualify for financial aid is two semesters (32 weeks).
- Minimum/maximum number of credit hours: 12.
- Maximum time to earn the certificate: two years.
- Full-time status: 12 credit hours; half-time status: 6 credit hours.

Courses identified for this certificate include the following:

- ECS 320 Exceptional Child (3 +1 cr.)
- ECS 326 Early Language & Emergent Literacy in Early Childhood (3 +1 cr.)
- ECS 417 Sensory Development: Classroom Strategies (1 cr.)
- ECSE 325 Working Collaboratively with Children and Families Special Needs (3 cr.)
- ECSE 335 Educational Management Strategies for Children with Special Needs (3 cr.)
- ECSE 420 Prescriptive Assessment and Evaluation Strategies for Young Children with Exceptionalities (3 cr.)
- ECSE 425 Interdisciplinary Team Dynamics in Early Childhood Special Education (3 cr.)
- ECSE 435 The Inclusive Classroom in Early Childhood Special Education Setting (3 cr.)

Academic Satisfactory Progress Review

Academic Program Chairs and program advisors review the academic progress of enrolled students at the end of each term. Students who do not meet satisfactory academic progress by maintaining at least a cumulative grade point average of 2.0 will be put on academic probation. For a full description of Academic SAP please refer to the University Catalog pg. 196.

Student Financial Aid Satisfactory Progress Policy

Financial aid recipients must make satisfactory academic progress toward a certificate in order to receive institutional, federal, and/or state aid. Student financial aid satisfactory academic progress will be reviewed at the end of each term for which a student is enrolled. The ECSE certificate uses the standard Financial Aid SAP policy as the default academic SAP policy. The undergraduate SAP requirements of a 2.0 GPA and 67% percent successful passing rate of all attempted credit hours apply to this certificate program. Please review the Student Financial Aid Satisfactory Academic Progress (SAP) Policy in the Financial Aid Resources and Services section of the university catalog. If you have any questions regarding this policy, please do not hesitate to contact Financial Aid. University Catalog pp. 67-71.

Undergraduate Early Childhood Studies Special Education Certificate Program

Costs Spring and Summer Terms 2020

Program: Certificate in Early Childhood Studies/ Special Education		
Total Credit Hours: 24 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2019 – June 30, 2020		
Start Date: Summer 2020		
Approximate No. of Weeks in Academic Program: 25 Weeks		
CIP Code: 19.0709		
Tuition (Per Credit): \$460/Credit Hour	Tuition Cost: 11,040.00	Prorated upon cancellation or withdraw. Refer to refund policy within this agreement.
Credits for Degree: 24 minimum credits		
Technology Fee (Per Term): \$88 / Term enrollment	+ \$264 for 3 terms	

Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$600 per 16 week term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (24 Credits x \$460) + (\$264 Tech Fee + \$1,800 Est. Book)*	= 13,104.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$460) + (\$88 + \$600)*	= 3448	
+ Non-refundable STRF charges - {\$0.00 per \$1000.00}		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: 3448 = YOU ARE RESPONSIBLE FOR PAYING THIS AMOUNT LESS ANY REDUCTIONS DUE TO SCHOLARSHIP, OR GRANTS. IF YOU RECEIVE A PRIVATE, FEDERAL AND/OR STATE STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. **Additional Fees, as applicable:** Transcript Fee: \$11 via Transcript Plus/\$12 via Registrar's Office, Return Check Fee: \$25

Bachelor of Science Major in Social Work

Revised Course Descriptions:

SOW	323	Generalist Practice I: Social Work Practice with Individuals	4 credit hours
This foundational course examines the process for understanding the roles and theories of social work practice. Students will evaluate the values, and ethics, and skills for generalist social work practice and the skills needed to assess and plan interventions to empower individuals. Special emphasis is given to an empowerment and strength-based model to facilitate coping techniques with the individual, the family, the group, and the larger environment. The process of the therapeutic relationship is taught developmentally from engagement to termination. (Prerequisite: GPSY 120)			
SOW	329	Multicultural Issues in Social Work	4 credit hours
This course provides a theoretical framework to explore diversity as it relates to ethnocultural, socioeconomic, social structures, differences in power relations among multicultural groups. Emphasis is given to mechanisms of oppression that may marginalize, stigmatize, alienate, or mediate access to privilege and power. We will examine macro-level change in promoting social and economic justice, human and civil rights, and empowerment concepts for eliminating poverty and discriminatory practices due to age, class, color, culture, disability, ethnicity, gender, immigration status, political ideology, race, religion, and sexual orientation.			
SOW	370	Research Methods in Social Work I	4 credit hours
This course, the first of a two-course sequence, introduces the student to the basic terms, concepts, research designs, and applications of social work research methods. Emphasis is placed on critical thinking, identification of scientific inquiry, evidenced-based practice, research terminology, and social work research and practice effectiveness. (Prerequisite: GSTA 221)			
SOW	450	Social Welfare Policy Analysis	4 credit hours

The course introduces the theoretical framework and models for social welfare policy analysis. Students will analyze contemporary policy structures, economic concepts, federal and state initiatives that impact individuals, families, and communities (at-risk, oppressed, and disadvantaged); Students will identify the leadership, collaborative, and advocacy roles engaged by social workers at the macro level, and policy practice for advancing human rights, civil rights, social and economic justice.

MASTER OF ARTS DEGREE PROGRAMS

- Master of Arts
- Master of Business Administration

MASTER OF ARTS

Associate Vice President for Academic Affairs: Arlene Sacks, Ed.D.

Program Director: Elden Golden, Ph.D., J.D.

Assistant Director: Sarah Bergh, Ph.D.

Program Overview

Credits to Degree: 36 semester hours (academic year: 48 weeks; program length: 64 weeks); maximum 60 semester hours

Transfer Credits: Up to six credits of external transfer. Up to 6, 12, or 18 credits of internal transfer depending on the source.

Calendar: August-December (Fall), January-April (Spring), and May-August (Summer). All terms and courses are sixteen weeks in length.

Enrollment Dates: Fall, Spring, and Summer terms

Minimum Time to Degree: 16 months (for students with no transfer credits) 8 months (for students with maximum internal transfer credits)

Full-time Status: Nine semester credits per term

Part-time Status: Six semester credits per term

This program is available in a fully online format to residents in California and all NC-SARA approved states, [see the online listing of NC-SARA states](#). Please check with an enrollment counselor to determine whether your state's regulations will allow you to enroll in this program.

Academic Program Location

Master of Arts Office

Union Institute & University

440 E. McMillan Street

Cincinnati, Ohio 45206

Toll-free: 800.861.6400 ext. 1252

Email: MAProgram@myunion.edu

<http://www.myunion.edu/academics/masters>

New Majors

- **Education (Pending Approval from External Agencies)**
Planned Start Date: Summer 2020
- **Human Lactation Studies (Pending Approval from External Agencies)**
Planned Start Date: Summer 2020

All M.A. program policies and procedures that exist in the 1920-2020 University Catalog apply to the two new M.A. majors.

New Certificate

- **Cannabis Studies (Pending Approval from External Agencies)**
Planned Start Date: Summer 2020

The Tuition and Fee Schedule is available on the website at <https://myunion.edu/future-students/funding-your-future/>

Program Structure

Program Length

The Master of Arts is a minimum 36-semester hour program. Students who complete 36 credits of MA coursework take a minimum of 16 months, or four terms, to complete the degree. Students who transfer in 12 credits from the Health Education Certificate, the Certificate in Leadership in Public Service, the Cannabis Studies Certificate, or from a combination of internal and external transfer credits, can complete the MA degree in 12 months or three terms. Students who transfer in 18 credits from one of the Graduate Certificates can complete the MA degree in 8 months, or two terms. The Master of Arts program allows students to exceed 36 credits with program approval in order to complete their program of study. The degree plan can be extended in increments of three credits to a maximum of 60 credits as approved by the program if determined to be academically appropriate by the student, his/her advisor, and the program director.

New M.A. Major Descriptions

(Pending Approval from External Agencies)

- **Education (EDUC) – Planned Start Date: Summer 2020**

SOC Codes: 25-1081 Education Teachers, Postsecondary; 25-2000 Preschool, Elementary, Middle, Secondary, and Special Education Teachers; 25-3000 Other teachers and Instructors; 25-9020 Farm and Home Management Educators; 25-9030 Instructional Coordinators; 25-9040 Teaching Assistants.

The non-licensure MA with a major in education studies provides students with the opportunity to gain graduate-level skills and credentials in education and to further focus their studies in education. The MA-EDUC major provides a strong theoretical foundation in theory and research methods allowing the student to fully engage with the academic community of educators.

- **Human Lactation Studies (LACT) – Planned Start Date: Summer 2020**

SOC Code: 29-9099 Healthcare Practitioners and Technical Workers, All Other
All healthcare practitioners and technical workers not listed separately

Breastfeeding has positive global health and economic implications, which cannot be duplicated in any other form and as such, it has been studied for decades. The Human Lactation Studies major offers students the ability to learn from previous research while building the skills and strategies necessary in breastfeeding management as they prepare to become International Board Certified Lactation Consultants (IBCLC) and/or aid in their professional development as a seasoned (IBCLC). The MA-LACT major provides a strong foundation in research methods, healthcare ethics, evidence-based practice, and experiential learning.

Update for M.A. with a major in Health and Wellness: This M.A. major will no longer focus on Human Lactation Studies.

IBLCE Pathway 2

Union Institute & University's M.A. major in Human Lactation Studies has received its initial accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP) through January 31, 2023 and offers the didactic lactation-specific education and clinical practice experience required for the International Board of Lactation Consultant Examiners (IBLCE) Pathway 2 accredited Academic Program. Since not all Pathway 2 students will have completed the IBCLE-required fourteen prerequisite health science courses prior to entering UI&U's M.A. major in Human Lactation Studies, students may take more than 36 credits in order to complete all the prerequisite health science courses. Only those students who also complete a 300-hour internship and show successful completion of all lactation-specific competencies will qualify for the IBCLE exam.

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19, Suite 158
Clearwater, FL 33763
727.210.2350
www.caahep.org

Eligibility to Enter Human Lactation Studies Internship

To enter into an Internship, students must submit an Internship Application & Articulation Agreement at least two months prior to beginning the Internship.

Students must also meet the following criteria:

- Meet criteria for satisfactory academic progress (SAP) by the end of the term preceding enrollment in the Internship.
- Successfully complete all pre-requisite courses.
- Submit a signed Articulation Agreement for the internship location
- Maintain a grade point average of 3.00.
- Submit vaccine records.
- Submit criminal identification and investigations record checks.
- Submit proof of professional liability insurance coverage.
- Adhere to the Union Institute & University Policies Governing Student Conduct.
- Students are responsible for planning, securing, and completing the two 150-hour internship terms (300 hours total) in their own community

Internship Fee

Students taking the Pathway 2 track and entering the internships will be assessed a non-refundable internship fee of \$125 when enrolled in LACT 528.

There are additional requirements for the IBLCE exam which are not part of the degree. For exam requirements, see <http://www.iblce.org/>. It is the student's responsibility to be sure that all exam qualification and application requirements are met. Note that IBLCE updates these requirements periodically.

Transfer Credit

External Transfer Credit

Students who wish to transfer credits from another institution of higher learning are governed by the following transfer credit policies:

- The program will determine the acceptance of transfer credit.
- Up to six graduate-level transfer credits may be accepted.
- To qualify for acceptance, the credits must:
 - Be listed on an official transcript from a regionally accredited college, university or foreign equivalent, sent directly from the sending institution to the admission office.
 - Be granted by a regionally accredited institution of higher learning or equivalent.
 - Be clearly identified on the transcript as graduate-level.
 - Be closely related to the course of study as judged by the program.
 - Be of a grade B (or equivalent) or better.
 - Be listed in whole semester hour credits or, if listed in quarter credits, then they will be converted into semester hour credits.
 - Not have been applied to any other earned degree.

Internal Transfer Credit

Students who have earned graduate-level credits in another program of Union Institute & University may apply those credits to their program of study, subject to the following limitations:

- The program will determine the acceptance of internal transfer credit.
- To qualify for acceptance, such credits must:
 - Be graduate-level credits.
 - Be closely related to the course of study as judged by the program.
 - Be of a grade of B (or equivalent) or better.
 - Not have been applied to any other earned degree.
- Number of internal transfer credits:
 - No more than 18 credits may be transferred from a M.A. Graduate Certificate to the MA Program and no more than 18 credits may be transferred from a combination of internal credits from a Graduate Certificate and external transfer credits.
 - No more than 12 credits may be transferred from the Health Education Certificate to the MA Program and no more than 12 credits may be transferred from a combination of internal credits from the Health Education Certificate and external credits.
 - No more than 12 credits may be transferred from the Leadership in Public Service Certificate to the MA Program.

- No more than 12 credits may be transferred from the Cannabis Studies Certificate to the MA Program and no more than 12 credits may be transferred from a combination of internal credits from the Cannabis Studies Certificate and external credits.
- In all other cases, no more than 6 credits may be transferred from an internal UI&U program to the MA Program and no more than 12 internal credits and external transfer credits combined will be accepted.

In no case will enrollment in the program be less than 8 months. Exceptions to this policy may be made at the discretion of the director and the associate vice president for academic affairs.

Credits Applied to a Previously-Earned Degree

If credits applied to a previously-earned degree are closely related to one or more of the core courses, the student may petition the M.A. Director to replace up to six credits of the core courses with additional M.A. application course credits.

Course of Study for all MA Degree Students except Pathway 2 LACT Human Lactation Studies

Students who choose to take 9 credits per term , normally take the following courses over four terms:	Students who choose to take 6 credits per term , normally take the following courses over six terms:
First Term Elements of Scholarship MAP 508 (3 cr.) Disciplinary Foundations I 512 (3 cr.) Disciplinary Foundations II 513 (3 cr.)	First Term Elements of Scholarship MAP 508 (3 cr.) Research Methods MAP 509 (3 cr.)
Second Term Research Methods MAP 509 (3 cr.) Field of Study I 521 (3 cr.) Field of Study II 522 (3 cr.)	Second Term Disciplinary Foundations I 512 (3 cr.) Disciplinary Foundations II 513 (3 cr.)
Third Term Advanced Research Methods 620 (3 cr.) Applications I 525 (3 cr.) Applications II 526 (3 cr.)	Third Term Field of Study I 521 (3 cr.) Field of Study II 522 (3 cr.)

Fourth Term Thesis I 628 (3 cr.) Thesis II 629 (6 cr.)	Fourth Term Advanced Research Methods 620 (3 cr.) Applications I 525 (3 cr.)
	Fifth Term Thesis I 628 (3 cr.) Applications II 526 (3 cr.)
	Sixth Term Thesis II 629 (6 cr.)

Course of Study for Pathway 2 LACT Human Lactation Studies

Students who choose to take 9 credits per term when they begin the program , normally take the following courses over five terms:	Students who choose to take 6 credits per term , normally take the following courses over six terms:
First Term Elements of Scholarship MAP 508 (3 cr.) Disciplinary Foundations I HWEL 512 (3 cr.) Disciplinary Foundations II LACT 514 (3 cr.)	First Term Elements of Scholarship MAP 508 (3 cr.) Research Methods MAP 509 (3 cr.)
Second Term Research Methods MAP 509 (3 cr.) Field of Study LACT 520 (6 cr.)	Second Term Disciplinary Foundations I HWEL 512 (3 cr.) Disciplinary Foundations II LACT 514 (3 cr.)
Third Term Advanced Research Methods LACT 620 (3 cr.) Applications I LACT 528 (3 cr.)	Third Term Field of Study LACT 520 (6 cr.)
Fourth Term Thesis I LACT 628 (3 cr.) Applications II LACT 529 (3 cr.)	Fourth Term Advanced Research Methods LACT 620 (3 cr.) Applications I LACT 528 (3 cr.)
Fifth Term Thesis II LACT 629 (6 cr.)	Fifth Term Thesis I LACT 628 (3 cr.) Applications II LACT 529 (3 cr.)

	Sixth Term Thesis II LACT 629 (6 cr.)
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It is possible to register for a different number of credits in successive terms as determined in consultation with the student’s advisor and the program office.

Satisfactory Academic Progress Review Policy (SAP)

(New components of the SAP policy are bolded below)

Satisfactory Academic Progress (SAP) requirements are reviewed each term by the program office for students matriculated in the program. The Master of Arts uses a plus/minus (+/-) letter grade system. A student is making satisfactory academic progress when a grade of B or better is received and recorded on the student’s official university transcript with the applicable earned credit hours **(1-6)**. If the work for a course is unsatisfactory, a rating of Unsatisfactory (U) and no credit hours will be awarded.

- A student who receives a U rating, or multiple U ratings in the same term, is not making satisfactory academic progress and will be placed on academic probation.
- A student who receives additional U ratings in a subsequent term will be administratively withdrawn from the program. The program director will notify Financial Aid and the Registrar’s Office of any student who is administratively withdrawn for academic reasons.
- **A student dismissed from the degree program may not enroll in any program courses for a period of one year. Students who want to return to the university must re-apply and be re-accepted in the usual manner.**

Academic Probation

Faculty advisors, in consultation with the director, review the academic progress of enrolled students at the end of each term. Students who do not meet satisfactory academic progress as defined above will be notified in writing of their change in status and placed on academic probation for one 16-week term.

During the probationary period, the student is required to meet with their academic advisor to develop a plan for returning to good academic standing. The student is also referred to the Office of Student Success to take advantage of services that may assist with a return to good academic standing. Should the student’s progress continue to be below standards at the end of the monitoring period, they will be administratively withdrawn from the program. Under special circumstances, and only upon review and approval from the director, students may be granted an additional term in the program, should there be evidence of academic improvement. Such an extension must be initiated by the student, with the support of the student’s faculty advisor, in a formal written request sent to the director.

Students that faculty and/or preceptors identify as having minimal chances of successfully completing the program will be advised to seek counsel with the Office of Student Success’ Career Services.

New M.A. Courses to Support New Majors

EDUC 512 Disciplinary Foundations I

3 credits

This course provides an introductory exploration of the breadth of the academic study of education with attention paid to current theories and debates, principle sources, individual scholars, schools of thought, and recent developments.

EDUC 513 Disciplinary Foundations II

3 credits

This course is a continuation of EDUC 512 and examines advanced concepts, ethics, and social justice in the field of education. It also provides the foundation for students to begin their individualized work in subsequent courses. By the end of this course, students will, in collaboration with a faculty mentor, prepare an individualized plan of study for the remainder of their MA work.

LACT 514: Disciplinary Foundations II: Functioning as a Lactation Consultant 3 credits

This course provides 30 hours of human lactation instruction and is the first in a series of four lactation-specific courses designed to prepare students for the International Board of Lactation Consultant Examiners (IBLCE) certification examination.

Preliminary Program of Study Agreement

By the end of Disciplinary Foundations II each M.A. student is required to complete a Preliminary Program of Study in collaboration with his/her faculty advisor and the program office. This is an opportunity for students to make sure they understand the M.A. structure, program and university policies, and begin planning for subsequent courses. The student and advisor will both sign the Preliminary Program of Study form, and it will be filed with the program office. Any changes must be approved by the student’s advisor and the program office.

Advanced Courses

LACT 520: Field of Study: The Art and Science of Lactation

6 credits

This course is a continuation of LACT 514 and provides 60 hours of lactation instruction designed to prepare students for the International Board of Lactation Consultant Examiners (IBLCE) certification examination.

Prerequisites: HWEL 512 and LACT 514.

LACT 528 Applications I: IBLCE Pathway 2 Internship

3 credits

Prerequisite: LACT 520

LACT 529 Applications II: IBLCE Pathway 2 Internship

3 credits

Prerequisites: LACT 528 LACT 528 and 529 provide the opportunity to plan and execute the internship required of students seeking IBLCE Pathway 2 certification.

M.A. with a Major in Education Program Costs Spring and Summer Terms 2020

Program: Master of Arts with a Major in Education		
Total Credit Hours: 36 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2019 – June 30, 2020		
Start Date: Summer 2020		
Approximate No. of Weeks in Academic Program: 64 Weeks		
CIP Code: 13.0101		
Tuition (Per Credit): \$748 / Credit Hour	Tuition Cost:	

Credits for Degree: 36 minimum credits	\$26,928.00	Prorated upon cancellation or withdraw. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time enrollment	+ \$352 for 4 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$2,400 for 4 terms, \$600 per 6 month term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (36 Credits x \$748)+(\$352 Tech Fee + \$2,400 Est Book)*	= \$29,680.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (9 Credits x \$748) + (\$88 Tech Fee + \$600 Est Book)**	= \$7,420.00	
+ Non-refundable STRF charges - {\$0.00 per \$1000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,420.00 = YOU ARE RESPONSIBLE FOR PAYING THIS AMOUNT LESS ANY REDUCTIONS DUE TO SCHOLARSHIP, OR GRANTS. IF YOU RECEIVE A PRIVATE, FEDERAL AND/OR STATE STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. Additional Fees, as applicable: Transcript Fee: \$11 via Transcript Plus/\$12 via Registrar's Office, Return Check Fee: \$25

M.A. with a Major in Human Lactation Studies Program Costs Spring and Summer

Terms 2020

Program: Master of Arts with a Major in Human Lactation Studies		
Total Credit Hours: 36 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2019 – June 30, 2020		
Start Date: Summer 2020		
Approximate No. of Weeks in Academic Program: 64 Weeks		
CIP Code: 13.0101		
Tuition (Per Credit): \$748 / Credit Hour Credits for Degree: 36 minimum credits	Tuition Cost: \$26,928.00	Prorated upon cancellation or withdraw. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time enrollment	+ \$352 for 4 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$2,400 for 4 terms, \$600 per 6 month term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u>	= \$29,680.00	

(36 Credits x \$748)+(\$352 Tech Fee + \$2,400 Est Book)*		*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS
ESTIMATED* CHARGES FOR CURRENT PERIOD: (9 Credits x \$748) + (\$88 Tech Fee + \$600 Est Book)**	= \$7,420.00	
+ Non-refundable STRF charges - {\$0.00 per \$1000.00)		
Residency Requirement: None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,420.00 = YOU ARE RESPONSIBLE FOR PAYING THIS AMOUNT LESS ANY REDUCTIONS DUE TO SCHOLARSHIP, OR GRANTS. IF YOU RECEIVE A PRIVATE, FEDERAL AND/OR STATE STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. Additional Fees, as applicable: Transcript Fee: \$11 via Transcript Plus/\$12 via Registrar's Office, Return Check Fee: \$25

New Certificate Program Administered by the MA Program

All relevant MA Program policies, as contained in the University Catalog apply to the certificates administered by the MA Program. This includes, but is not limited to the policies regarding registration, add/drop, course and program withdrawals, grading, incompletes, student financial aid satisfactory progress and satisfactory academic progress review.

Certificate in Cannabis Studies

(Pending Approval from External Agencies)

SOC Codes: 11-1021 General and Operations Managers; 11-3031 Financial Managers; 13-1021 Buyers and Purchasing Agents, Farm Products; 19-4061 Social Science Research Assistants; 21-1091 Health Educators; 45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse

(Planned Start Date: Summer 2020)

A majority of American states have now legalized the use of cannabis for at least some purposes and the expectation is that the trend will continue with broader legalization in the future. This rapidly changing landscape represents a major shift in American life and has significant implications for issues as diverse as public policy, law and criminal justice, business and finance, agricultural practices and methods, the scientific study of cannabis, and its medical uses. Numerous small businesses are being formed to take advantage of these new products and new markets. This twelve-credit certificate provides a graduate-level overview of the current state of cannabis knowledge in the United States with attention paid to both the practical everyday issues as well as engagement with the relevant scholarly literature. After completing the certificate, students may continue their study by transferring all twelve credits to the MA Program for further independent research in any of the MA Program majors except Human Lactation Studies.

Curriculum and Delivery: The curriculum consists of four 3-credit courses (12 semester credit hours) offered entirely online in eight-week sessions. The four required courses can be taken in any order, one at a time, and can be completed in two terms, or eight months. Terms begin in January, May, and September with each sixteen-week term having two eight-week sessions.

Minimum/Maximum Program Length

The maximum amount of time allotted for a student to earn a Cannabis Studies Certificate is sixteen (16) months. Students who do not complete the certificate requirements within the sixteen-month time frame will not be eligible to be granted the certificate. Maximum time allotted for completion does not include terms when the student is not registered or withdrawn from the program.

Transfer Credit Policy for Cannabis Studies Certificate

No more than 12 credits may be transferred from the Cannabis Studies Certificate to the MA Program and no more than 12 credits may be transferred from a combination of internal credits from the Cannabis Studies Certificate and external credits.

Credits may not be transferred into the Cannabis Studies Certificate internally from other UI&U courses or from external programs.

Cannabis Studies Course Descriptions

CANS 501 Cannabis Law and Policy

3 credits

This course examines the history and current state of law and public policy regarding cultivation, sale, possession, and use of cannabis, in all of its forms, under federal law and state law as well as the questions that arise from the conflict between various bodies of law and the ways in which the states have or might structure a framework for regulation and taxation of cannabis. A variety of legal and public policy issues will be considered such as whether past marijuana convictions should be expunged, the continued effect of black-market marijuana, and the public safety implications of legalization.

CANS 502 Cannabis Science and Medicine

3 credits

This course examines the current state of scientific and medical research into cannabis and its therapeutic uses, the sources and funding of research, legal impediments to research, and the ways in which research results are being implemented. Also addressed will be ways in which research might be expanded, and the areas of research that are particularly promising or that are currently being overlooked.

CANS 503 Cannabis Agriculture

3 credits

With the legalization of cannabis for medicinal or recreational use, large-scale growing operations are being licensed and built. Industrial hemp received federal crop status in the 2018 Farm Bill and states are moving toward full commercialization of hemp as an agricultural product. Farmers are faced with the issue of whether or to what extent cannabis or industrial hemp are viable replacements for traditional crops, the need for a fully developed agricultural infrastructure, and development of industry standards and appropriate methods.

CANS 504 Cannabis Business and Finance

3 credits

The rapid growth of the cannabis industry has significant implications for business and finance including the question of how a US-based cannabis business might access, or work around, the

federally-insured banking system so long as cannabis remains listed as a Schedule I narcotic under federal law. Other issues addressed include the source and availability of investors, the effect of the presence of large corporations in the field, potential consolidation of existing companies, interstate commerce, and marketing.

Graduate Certificate in Cannabis Studies Program Costs Spring and Summer Terms

2020

Program: Graduate Certificate in Cannabis Studies		
Total Credit Hours: 12 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2019 – June 30, 2020		
Start Date: Summer 2020		
Approximate No. of Weeks in Academic Program: 24 Weeks		
CIP Code: 01.0103		
Tuition (Per Credit): \$460/Credit Hour Credits for Degree: 12 minimum credits	Tuition Cost: 5,520.00	Prorated upon cancellation or withdraw. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term enrollment	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$600 per 16 week term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (12 Credits x \$460) + (\$264 Tech Fee + \$1,200 Est. Book)*	= 6,984.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$460) + (\$88 + \$600)*	= 3448	
+ Non-refundable STRF charges - {\$0.00 per \$1000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: 3448 = YOU ARE RESPONSIBLE FOR PAYING THIS AMOUNT LESS ANY REDUCTIONS DUE TO SCHOLARSHIP, OR GRANTS. IF YOU RECEIVE A PRIVATE, FEDERAL AND/OR STATE STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. **Additional Fees, as applicable:** Transcript Fee: \$11 via Transcript Plus/\$12 via Registrar's Office, Return Check Fee: \$25

MASTER OF BUSINESS ADMINISTRATION WITH A MAJOR IN BUSINESS MANAGEMENT AND A CONCENTRATION IN CYBERSECURITY (MBA)

Associate Vice President for Academic Affairs: Arlene Sacks, Ed.D.

Program Director: Nadine C. Wheat, Ph.D., M.B.A.

(Planned Start Date: 3/2/2020 – Spring Session II)

This program is permitted to be offered in a hybrid format to residents in Florida and California, and available in a fully-online format to residents in California and all NC-SARA approved states; [see the online listing of NC-SARA states](#). Please check with an admission counselor to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 11-0000 Management Occupations; 11-1000 Top Executives; 11-1010 Chief Executives; 11-1020 General and Operations Managers; 11-2020 Marketing and Sales Managers; 11-3120 Human Resources Managers; 13-1111 Management Analysts; 25-1010 Business Teachers, Postsecondary; 11-9111 Medical and Health Services Managers; 11-2021 Advertising, Marketing, Promotions PR, and Sales Managers; 11-9000 Other Management Occupations; 11-9151 Social and Community Service Managers; 11-9190 Miscellaneous Managers

Program Overview

Credits to Degree: 36 semester hours (academic year = 32 weeks, program length = 48 weeks)

Calendar: The academic year is defined as two 16-week terms.

Courses: 12 courses, each being three credits.

Transfer Credits: Maximum transfer credit accepted is six credits.

Formats: Distance learning (online) or Hybrid (online and face-to-face) delivery (in certain states).

Terms: August-December (Fall), January-April (Spring), and May-August (Summer). Each 16-week term is split into two 8-week sessions. Students take two courses every eight weeks, if enrolled full-time.

Enrollment Dates: Fall, Spring, and Summer terms – rolling enrollment

Minimum/Maximum Time to Degree: 12 months minimum/ 48 months maximum

Student Status: Full-time/12 semester credits per term; Part-time/six semester credits

Major for the Program: Business Management

The annual program calendar and Registration/Tuition Fee Schedule are available on the website at <https://myunion.edu/future-students/funding-your-future/>

Foundation Courses Required:

Students enrolled in the MBA degree program are required to have two foundation courses at the undergraduate level: 1. General Business; and 2. Accounting or Finance. These courses must have been passed with a grade of "B" or above. These courses must be taken prior to beginning MBA graduate courses.

Program Mission and Vision

- Couple business entrepreneurship with social innovation.
- Develop action-oriented managers and leaders who can lead themselves and others to effective business solutions.
- Facilitate a transformative learning environment where professionals collaboratively envision, build, and implement interdisciplinary solutions to global business and social challenges.
- Provide individualized student attention and advising.

Program Description

The Master of Business Administration (MBA) degree program with a major in Business Management and a concentration in Cybersecurity (total of 36 semester hours) is designed to develop action-oriented managers and leaders who can lead themselves and others to effective business solutions. The program is intended to build upon the talents of students from diverse academic and professional backgrounds. Students have opportunities to acquire professional competencies in Business Management. The curriculum is comprehensive offering students the opportunity to explore business discipline areas, such as accounting and finance, human resources, leadership, management, marketing, and the global dimensions of business. This application-oriented program is designed to help students develop competencies through critical thinking, persuasive communication, use of current technologies, knowledge of best practices, and demonstration of interpersonal effectiveness.

The Masters of Business Administration seeks to give students an understanding of the functional areas in business so that they may have a comprehensive view of the systems operating within an organization. In addition, the program seeks to prepare students to manage and lead within those systems in an ethical and effective way that allows the people and the organization to reach their highest potential.

A unique feature of the UI&U MBA program is that it will allow students to earn 18 credit hours in Business Management and 18 credits in a concentration area. In addition to completing the core course requirements, students have the opportunity to enroll in a concentration. The first concentration offered in the MBA program is in Cybersecurity.

The MBA degree program culminates in an applied Capstone Course that requires students to integrate and demonstrate proficiency in core business competencies.

Cybersecurity Concentration

The MBA offers a nine credit hours concentration in Cybersecurity. The nine credits in this concentration are embedded within the total 36 hours required for the MBA degree.

The Internet has opened-up a world of information that lies at the fingertips of everyone with a computer, smartphone or any device that as access. With this new pathway to information in business, the access and understanding of data coupled with the ability to manage and secure it has opened-up the exciting field of Cybersecurity. The function of cybersecurity is to protect the integrity of data, networks and programs from unauthorized access damage and theft. Cyberattacks have grown in frequency, and analysts will be needed to come up with innovative solutions to prevent hackers from stealing critical information or creating problems for computer networks. This field is an ever-growing field of study.

Program Learning Outcomes

The MBA program enables students to:

- Integrate theory and practice tailored to diverse situations.
 - Operationalized through various academic readings and practical applications in assignments.
- Analyze organizational situations with critical assessment of their systemic contexts and opportunities.
 - Operationalized particularly strategic management/organizational changes, management/leadership, organizational behavior, and a capstone.
- Predict and manage organizational conflicts.
 - Operationalized particularly in courses on management/leadership, ethics, and organizational behavior.
- Lead ethical decision-making processes that address situational complexity and multiple perspectives.
 - Operationalized particularly in the ethics course.
- Communicate ethically, effectively, and strategically.
 - Operationalized through written assignments and presentations, as well as in the business communication course.
- Continuously improve the organization's process efficiency and social effectiveness through critical reflective practices that strengthen profitability and personal development.
 - Process efficiency and profitability operationalized throughout a variety of courses and assignments. Social effectiveness and personal development operationalized particularly in management/leadership, ethics, cross-cultural business communication, and global business management courses.

Program Delivery Model

- Online, or hybrid in certain states, with completion possible in 12 to 48 months (if taken part-time).
- Students take two courses per each 8-week session, completing the 36 credit hours in 12 months.
- Students have an option to complete the program full-time within a 12-month period or complete it part-time within the four years maximum allowed (48 months). For specifics on part-time enrollment, see Non-Registration / Part-time Status Policy below.

Instructional Delivery Models

The MBA course-based instruction is delivered through either fully online courses, a blended/hybrid model (in certain states), or completely on ground (with a minimum of six students). Class size, regardless of delivery option, is kept small to ensure significant contact and interaction with faculty and classmates.

Learning at a distance is integral to the university's history and development and is closely aligned to its institutional mission and values. Union's educational model has made it possible for Union Institute & University to support adult students whose needs, schedules, and/or locations might otherwise make higher education inaccessible. The MBA program utilizes a

distributed learning model. A distributed learning model focuses on pedagogy and encourages a collaborative and interactive model of learning, using various modalities, including face-to-face classroom-based learning, online courses and a blend of the two (blended or hybrid courses). This model is designed to support community building, flexibility, collaboration, increased communication, as well as to facilitate ongoing evaluation of students throughout the term. All of this is accomplished within a framework of structured courses with syllabi that require the attainment of minimum levels of achievement in specified competencies of the program's objectives.

Transfer Credit Policy

The Program Director will evaluate possible transfer credit on a case by case basis. There is a maximum of six transfer credits allowable.

Registration

Union Institute & University operates its MBA program on a three-term, 12-month academic year calendar. The academic terms are identified as Fall, Spring, and Summer. MBA students register three times a year before the beginning of each term.

Upon entry to the program, each student is assigned a program advisor who has an ongoing relationship with the student throughout their program. It is understood that additional informal advising also occurs throughout the program within the context of academic courses and ongoing interactions with faculty.

The program advisor also serves as the student's administrative link between the program and the university and is responsible for providing signed authorization on all student approvals/petitions and registration forms. The advisor also conducts any reviews with their advisee. Please note that while a student can always consult with their advisor, all academic issues related to specific courses should first be brought to the attention of the individual instructor. If they are not resolved at this level, they should be brought to the attention of the advisor.

Registration is completed online on CampusWeb in Web course registration and submitted to the advisor for approval. Web registration instructions are emailed to MBA students prior to each new term.

Registration is initiated by the student and must be approved by the program advisor. When Web registration closes, any registration changes need to be approved by the advisor, and submitted to the Registrar's Office.

- A student's registration through Web registration must be approved by the program advisor before financial aid will be disbursed.
- **Students are to clear all financial obligations with the University prior to each new term.**

Approval of the Registration Agreement (which includes the Financial Responsibility Agreement) constitutes acceptance of academic policies and financial responsibility for tuition obligations as outlined in the university catalog. The student must click "I agree" to the Registration Agreement at the time of Web registration or approve by signature on a registration form.

Direct registration questions to the MBA program advisor or program director.

Drop/Add and Program Withdrawal

Drop/Add of Courses

Deadlines for academic course adds, drops, and withdrawals are as follows. Refer to the Schedule of Adjustments below for the financial effect of drops and withdrawals.

- **The Drop/Add deadline:** Students may add courses during the first seven days of an 8-week session. Courses may be dropped during the first 15 days of an 8-week session. Courses dropped after 15 days will receive a grade of “W” on the academic record. The effective date of the Drop/Add is the postmark date of a written request, an email request or phone call received by the program advisor or the Registrar’s office.
- **Academic withdrawal policy:** Students may withdraw through the last day of each session by notifying the program advisor in writing prior to the last day of the session.

Drop/Adds can impact continuing financial aid eligibility. Financial aid adjustments are based on federal guidelines. Students should contact the Financial Aid Office (800.861.6400 x 2005 or finaid@myunion.edu) immediately if they plan to drop any courses. All Drop/Add requests must be approved by the program advisor.

Adding or dropping courses by the published deadline may alter the student’s tuition charges for the semester in the following manner:

- If the number of credit hours added equals the number dropped, there will be no adjustment of tuition.
- If the number of credit hours added is greater than the number dropped, tuition will be charged for the difference at the applicable tuition rate for the full session/session.
- If the number of credit hours dropped is greater than the number added, tuition will be adjusted for the difference per Schedule of Adjustments.

There is no adjustment of tuition for a course(s) dropped after the third week of an 8 week session.

The following table shows the percentage of tuition to be adjusted for dropped courses:

Schedule of Adjustments*	
	Session
Week One	100%
Week Two	50%
Week Three	25%
Week Four and thereafter	0%

**Regardless of the date of registration, dropped courses will be processed using the first day of the session for the adjustment of tuition unless otherwise stipulated by the dates of on-ground courses (hybrid option).*

WITHDRAWAL POLICY AND RELATED REFUND OF CREDIT BALANCE

- A program withdrawal is considered to be a **complete** withdrawal from the university. The date of withdrawal is the earlier of: The date the student notifies the university; or
- The ending date of the previous session if the student fails to register for a new session; or

- The date the student specifies as the date of withdrawal if this date is after the date of notification.
- The date the student notifies the university; or
- The ending date of the previous session if the student fails to register for a new session; or
- The date the student specifies as the date of withdrawal if this date is after the date of notification.
- The withdrawal should be submitted, by the student, using the official **UI&U Withdraw Form**, located on CampusWeb and after consultation with his or her designated campus official. The designated campus official is the student's assigned Program Director.
- The designated campus official may also email the student a direct link to the official UI&U Withdraw Form upon request. **The effective date of withdrawal is noted on the UI&U Withdraw Form, which is the date the student notifies their designated campus official.** Verbal withdraw requests are only accepted from a student to their designated campus official. Once the official UI&U Withdraw Form is submitted, the student's intent to withdraw will be communicated directly to the appropriate university departments for processing. When a student withdraws from the university prior to the end of a term/session, all incomplete courses for which the student is currently registered at the time of withdrawal will be recorded as W (withdrawn) on the student's transcript. If the withdrawal is effective at the end of the term/session, the grade as supplied by the evaluating faculty for each course will be posted to the student's transcript.
- **A student who fails to notify Union Institute & University of withdrawal from the program is financially responsible for all tuition and fees charged for the complete term/session.** Tuition is not prorated for coursework with earned academic credit.

MBA TUITION RATE

Tuition and fees remain the same for MBA students who matriculate during an academic year (e.g., Fall, Spring, Summer) providing continuous enrollment until degree completion. Tuition rates change for a student who stops out for a session or withdraws then requests reinstatement or readmission in a subsequent academic year.

ADJUSTMENTS OF TUITION AND FEE CHARGES FOR PROGRAM WITHDRAWALS

Student's Right to Cancel

Students have the right to cancel an enrollment agreement and receive refund of charges if notice of cancellation is made within fourteen (14) calendar days of the term or by the seventh (7th) calendar day of the student's 8-week session start date if applicable.

Refunds of Credit Balances due to:

- **Adjustments of tuition and fee charges for dropped courses**

Adjustments of tuition and fee charges for dropped courses are processed daily (Monday-Friday). The amount of adjustment for a dropped course or courses is based on the effective date. See schedule below. Credit balances resulting from dropped courses are refunded upon request by contacting the Business Office at 800.864.6400 ext. 1095 or may be held by the University and maintained on a student's account (through December 31) at the student's request. For accuracy of annual 1098-T amounts, all credit balances at the end of each year will be refunded during the University's last check run of the year.

- **Adjustments of tuition and fee charges for program withdrawals**

Adjustments of tuition and fee charges for program withdrawals from the University are processed as reported to the Business Office from the Registrar's Office. The amount of refundable tuition and fee charges to the student is based on the percentage (%) of completion of the program:

- If a student withdraws **before completing 60%** of the current period of enrollment, the amount of tuition refunded to the student is calculated as follows:

$$\% \text{ refunded} = \frac{\# \text{ of days in session or term minus } \# \text{ of days completed}}{\# \text{ of days in session or term}}$$

For example, if a student withdraws on day #11 in a 56 day session, the % refunded is 80%. Day #11 is 20% into the session (11/56), so 80% (100% minus 20%) is considered unearned by the University and therefore refunded to the student

- If a student withdraws **after completing 60%** of the current period of enrollment, tuition is considered earned and the student will receive no refund.

Credit balances resulting from withdrawals are refunded either upon request by contacting the Business Office at 800.861.6400 ext. 1095 or within 30 days of the withdrawal date - whichever is sooner. Credit balances resulting from withdrawals are not held by the University.

A student who fails to notify Union Institute & University of withdrawal from the program is financially responsible for all tuition and fees charged for the complete term or session.

Part-Time Status / Non-Registration Policy

Students in the MBA are expected to take 12 credits (two courses per session; four courses per semester/term) as full-time students. It is understood that some students, for personal and other reasons, may need to take a reduced load. In order to accommodate these students, the following **part-time** criteria have been established:

- Students who wish to take less than the 12 full-time credit hours per semester/term must submit a written request outlining the reason(s) for the request prior to registration. Upon approval, the student and program advisor develop a written plan of completion outlining how the student will complete the program term-by-term. The student is considered part-time and must conform to the criteria specified in the plan of completion.
 - Students will be encouraged to take 9 credit hours per semester during the program.

- Students who take a session off from the program must complete all previous course requirements, with grades assigned by faculty, prior to returning to the program and must meet SAP.
- Students who need to take more than a semester/term off from the program should apply for a leave of absence (see <https://www.myunion.edu/about/policies/student-leave-of-absence/>).
- Students who do not register for a semester/term without an approved plan will be considered to have withdrawn from the program and will need to conform to the university Reinstatement / Readmission Policy. Students will be assigned to a new per-credit-hour tuition rate if any of the following criteria are met:
 - does not register for a course in a 16-week term,
 - withdraws from the program and requests to be reinstated or readmitted, or
 - fails to register for one academic term and requests to be reinstated or readmitted.

Administrative Withdrawal

An administrative withdrawal is based on academic dismissal, disciplinary actions, or financial policies. Students dismissed under university policies will be treated the same as withdrawals for purposes of tuition refunds.

Satisfactory Academic Progress Review Policy (SAP)

Union Institute & University (UI&U) governs that all UI&U students maintain satisfactory academic progress (SAP) toward achieving their certificate or degree. SAP standards apply to all terms of attendance. Satisfactory academic progress requirements for receipt of financial aid are separate and distinct from the university's academic progress requirements for academic continuance.

Satisfactory academic progress requirements are reviewed at the end of each 16-week term by the MBA program.

Annual Review

At the end of each 16-week term, academic advisors review their advisees' overall programs. The purposes of the review are as follows:

- Identify areas of strength and weakness and assist students in resolving potential problems in academic performance and interpersonal, professional, and/or ethical behavior.
- Provide feedback to the student regarding progress toward the MBA degree.

A special review may be called by a student, director, or the advisor to address any issues that are noted in the context of the review, including: academic performance or ability; professional or interpersonal behavior or relationships; issues related to codes of conduct and/or ethical improprieties; or unusual circumstances, such as an illness, personal loss, or accident.

SAP Qualitative Component

Students enrolled in the MBA program are required to maintain a minimum 3.0 cumulative grade point average (GPA) in order to meet the qualitative component of the MBA SAP policy.

A grade in the range of A or B indicates graduate-level work.

Course grades of B- or below are a sign that the student is struggling and not meeting required graduate-level standards. A student is allowed to receive one C course grade while in the program. When such a grade is received, a special review is called and a remediation plan is developed.

A second course grade of C may cause the student to be dismissed from the program.

Special Review

A special review may be initiated at any time by any faculty member or the student through a written request to the program director. There are a number of reasons for initiating a special review: perceived or experienced deficits, including substandard performance; concern about a student's academic, professional, or personal/interpersonal functioning; and/or an alleged ethical violation. Continuation in the MBA program is contingent not only upon successful completion of academic course work but also on the student's personal/emotional stability and interpersonal skills. A special review may be called to address any of these issues and develop a remediation plan or to recommend or require dismissal from the program. A special review is automatically called when a student experiences any one of the following:

- Single grade below a B.
- Incomplete grades in two courses in a term or in consecutive terms.
- Placement on academic probation.
- Violation of program and/or institutional policies, such as breach of the Academic Integrity Policy, Student Code of Conduct, etc.

Dismissal/Administrative Withdrawal

Grounds for dismissal/administrative withdrawal may include, but are not limited to, the following:

- Discovery of false application information subsequent to admission. Administrative withdrawal will result in forfeiture of all charges paid and academic credits earned.
- Recommendation of the special review committee.
- A single grade of U in a course.
- Two grades of C or below earned in any courses during the program.
- Failure to meet the terms of probation and/or a remediation plan.
- Failure to complete program requirements within the established time limits.
- Failure to comply with any of UI&U's stated policies, including the Student Code of Conduct.
- Confirmed and/or repeated violation of program and/or institutional policies.

Dismissal or administrative withdrawal requires the review of the vice president for academic affairs.

Student Financial Aid Satisfactory Progress Policy

Financial aid recipients must make satisfactory academic progress toward a degree in order to receive institutional, federal, and/or state aid. Student financial aid satisfactory academic progress will be reviewed at the end of each term for which a student is enrolled.

Please review the Student Financial Aid Satisfactory Academic Progress Policy in the university catalog for more details. If you have any questions regarding this policy, please do not hesitate to contact Financial Aid.

Minimum/Maximum Time Frame

The MBA program is a minimum of 12 full-time academic months of graduate study at Union Institute & University. The MBA program is a 36-semester credit hour degree program. The maximum timeframe for completion of the degree program is four years. Students are not permitted to petition for extensions beyond the four-year limit.

Minimum Credit Hour Completion Requirements

Students enrolled in the MBA program must successfully complete or earn 67 percent of all credit hours attempted in order to meet the quantitative component of the MBA SAP policy.

Incomplete grades

Credit hours for incomplete courses are counted in attempted credit hours.

Dropped Courses

Credit hours for withdrawn courses are counted in attempted credit hours.

Grading Policy

Evaluation of academic functioning is central to the MBA program model of ongoing evaluation of progress and development. For each course taken, the student will be evaluated and graded on the basis of criteria specified in the course syllabus. See section below for information about grading.

Evaluation of academic functioning may include examination scores as well as class participation, oral presentations, scholarly papers, presentations, and/or demonstrations of competency skills. If course requirements are unclear, discuss them with the professor and/or academic advisor.

The MBA program uses a four-point grading scale (A, B, C, and U), including plus and minus grades, with no A+ or C-. A grade of A, B, or C will result in award of credit for the course. A grade of U will result in no credit. Each grade will be documented with a narrative evaluation by the course instructor using the Student Grade Form.

Criteria for Plus and Minus Grades

Plus (+) and minus (-) grades indicate that the criteria for A, B, and C grades are somewhat more fully met (+) or not quite fully met (-), respectively. Please note that there are no A+ or C- grades.

While the A, B, C, U grades are used to document the overall completion of learning activities each term, several other grading codes are used to indicate the specific status of each learning activity at any time. All learning activities registered will receive one of the following grade codes at the conclusion of each term. The following grade summary provides definitions for each grade that may be found in a student's registration record.

NOTICE: Grades of U, C, and I may adversely affect a student's satisfactory academic progress.

Grade	Criteria
A	<p>The student's work demonstrates outstanding understanding of the course material and exceeds the level of competence of most students at this stage of development. The student's performance is considered superior or outstanding. Student will receive credit for the course.</p> <p>Academic work reflects thorough an accurate knowledge of assigned material, including the complexities and nuances of major and minor theories, concepts, and intellectual frameworks; exceptional evidence of capability to compare, assess, and synthesize material; especially strong capability to logically critique extant theories and claims, develop persuasive arguments based on original thinking, and develop and present own ideas, conclusions, and judgments.</p> <p>4.0 Quality Points</p>
A-	<p>Criteria for A work not fully met.</p> <p>3.70 Quality Points</p>
B+	<p>Criteria for B work is more fully met.</p> <p>3.30 Quality Points</p>
B	<p>The student's work demonstrates clear understanding of the course material and meets all of the course expectancies in a satisfactory manner. The student's work is considered good and graduate level.</p> <p>Academic work reflects accurate grasp of major concepts, theories, and prevailing knowledge; evidence of capability to offer informed analysis of extant knowledge and ideas; capability to synthesize and apply key information from prevailing knowledge; appropriate critiques of extant theories and knowledge; capability to develop and logically present own ideas, conclusions and judgments.</p> <p>3.0 Quality Points</p>
B-	<p>Criteria for B work not fully met.</p> <p>2.70 Quality Points</p>
C+	<p>Criteria for C work is more fully met.</p> <p>2.30 Quality Points</p>
C	<p>The student's work is satisfactory, but there are concerns because it is lacking precision or understanding of some of the material. The student will receive credit for the course. This grade will be awarded when any one or more of the following apply:</p> <ul style="list-style-type: none"> • Student has missed up to 15 percent of classes (equivalent to two online webinars) and/or online postings. • Student does not consistently complete course assignments or struggles to complete work. • Student is inconsistent in producing written material of professional quality. • Student is erratic in making deadlines. • Student's work is considered marginal by professional standards. <p>Academic work reflects adequate familiarity with key ideas and knowledge, although interpretations of key theories and concepts are occasionally flawed; written and verbal accounts of information, theories, and concepts remain primarily at the level of description; critiques are present but not well developed with occasional interpretive errors.</p> <p>2.0 Quality Points</p>

U	<p>The student's work is unsatisfactory. No credit is given and the course must be repeated. This grade will be given when any one or more of the following apply:</p> <ul style="list-style-type: none"> • Student has missed more than 50 percent of the course teleconferences and/or 25 percent of the online dialogue forums. • Student is rarely or never in contact with the faculty member. • Student habitually does not follow through on recommendations by faculty members. • Student does not produce written or oral material of professional and/or academic quality. • Student has not met minimum evaluation standards of the course. • Student does not meet deadlines and target dates. • Student does not complete 60 percent of the academic work. • Student is chronically ineffective in managing either their time or other resources for completing course work. <p>2.00 Quality Points</p>
I	<p>A temporary mark of Incomplete (I) will be awarded when all course requirements have not been submitted by the student due to an emergency or serious unexpected life or work issue. Incompletes are awarded when illness, accident, or other grave extenuating circumstances make it impossible for a student to complete required course work during a session.</p> <p>A mark of Incomplete should not be used to grant an extension in the absence of extraordinary circumstances. A grade of I must be requested in writing with supporting rationale by the student and is granted at the discretion of the instructor. The extension is for eight weeks which begins at the end of the session. If granted, a course completion process and timeline is developed which includes the learning activities to be followed and assignments to be completed.</p> <p>When an Incomplete is recorded, the student must satisfactorily finish all course requirements outlined in the course completion process within eight weeks, or the mark will automatically be changed to a U and a special review will be called. No credit is earned for the Incomplete (I) mark until it is converted to the final grade. An I mark is worth 0.0 points and does not calculate into the GPA.</p> <p>Incomplete</p>
W	<p>Academic work reflects the student has withdrawn from a course and has not submitted a petition for an Incomplete Grade Form. The W code is also posted to indicate term registration that is dropped. A Withdrawal is worth 0.0 points and does not calculate into the GPA.</p> <p>Withdrawal</p>

The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of quality points. The MBA program requires a minimum cumulative GPA of 3.00.

Note: Refer to the UI&U Attendance and Engagement Policy in this catalog.

NE	<p>Never Engaged: An NE attendance indicator will be assigned during the first 21 days of each term for a student who neither attends nor engages in a registered class.</p>
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V	Vanished: A V attendance indicator will be assigned six weeks after the beginning of a term by the dean's office or during end-of-term grading by a faculty member for a student who attends/engages in a registered class but subsequently ceases to attend/engage in the class and does not officially withdraw from the class.
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Incomplete Policy

If an MBA program student is registered for a course and, due to an unexpected life or work issue, cannot complete the course during the session, the student can request and may be granted an Incomplete (I) grade. The student will then have eight weeks following the session to complete the course work.

Incompletes (I) are awarded when illness, accident, or other serious extenuating life or work circumstances make it impossible for students to complete required course work during the session in which they are enrolled. The granting of an Incomplete is at the discretion of the course instructor.

It is the student's responsibility to initiate with the course instructor a request for an Incomplete (I) grade.

- The student must discuss their need for an Incomplete (I) grade with the course instructor prior to filing the Incomplete Petition, obtained from the program office.
- A grade of Incomplete (I) must be requested by the student at least by the deadline for faculty to submit grades.
- Incompletes are normally granted only when students have completed at least 67 percent of the course with a passing grade. (When less than 50 percent of a course has been completed, students will usually have to repeat the course, at the discretion of the instructor.)
- The student initiates the petition by completing, signing, and dating the petition. The student must submit the form together with supporting rationale for the request to the course instructor. In rare cases when the student is unable to submit the petition form, the course instructor, after consulting with the student, may initiate the petition on behalf of the student.
- The petition for an Incomplete (I) grade is then considered and either approved or denied in writing by the instructor.
- If granted, a course completion process and timeline is developed which includes the learning activities to be followed and assignments to be completed. Students must complete the Incomplete prior to the end of the next eight-week session.

Graduation Requirements

Students enrolled in the MBA program with the Cybersecurity concentration (36 credit hours total) are eligible for graduation when the following requirements are met:

- Satisfactory completion of foundation courses, if necessary.
- Satisfactory completion of all requirements in the program of study (36 semester credit hours).
- A minimum cumulative grade point average of at least 3.0 (on a 4.0 scale), and a grade of B- or better in all courses.

Upon successful completion of all academic MBA program requirements, the student becomes eligible for graduation. The program director will review the academic record, notifying the student of any deficiencies that must be satisfied. When all records are reconciled, the program director will submit the graduation documents to the registrar with the recommendation to award the degree. The academic requirements are reviewed by the Registrar's Office. The Business Office audits the student's financial records (student account). Graduation is approved and the degree awarded when all academic requirements and financial obligations to the university have been met. The degree conferral date is the last day of the month of the student's final term of enrollment. The graduation transcripts with a degree earned noted and diploma will be mailed to the graduate when all academic and financial clearances have been completed.

Commencement

MBA graduates are invited to participate in their regional commencement ceremony (Florida or California, or the National Commencement Ceremony held in Cincinnati, Ohio. MBA students who are enrolled in their final term of required courses may be invited to participate in a commencement if the following criteria are met:

- Must be officially registered in their final term of enrollment required for the degree;
- Must not have any outstanding Incomplete (I) grades from previous or current terms of enrollment;
- Must have a cumulative grade point average of 3.00.

Candidates eligible to participate in a commencement ceremony will be mailed a Petition to Participate from the MBA program office. This form must be returned to the program office no later than the designated date on the petition in order for the student to participate in the commencement ceremony.

MBA Course Descriptions

Course Descriptions

MBA 505 Strategic Management and Organizational Changes

3 Credits

This course allows students to apply the concepts of strategic planning and implementation to create sustainable, competitive advantage for an organization. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation and evaluation, global strategic planning, and risk management.

MBA 506 Financial and Accounting Management

3 Credits

This course explores contemporary frameworks for applying accounting information for analysis and support of making financial decisions to align operations and business strategy. The student learns how corporate financial policy is enacted in various operating and business strategy decisions, including managing working capital and cash flow, capital budgeting and investment decisions, and maintaining long-term capital structure. Students will examine several quantitative techniques applying time value of money concepts, in addition to, including discounted cash flow, cost of capital, return on investment, cash flow modeling, and managing risk in investment decisions. The course also explores important economic concepts of marginal cost/benefit, opportunity cost and Economic Value Added. Learners will engage readings, discussion questions, application examples, course project and papers to integrate theory and practice.

MBA 507 Ethics in Context**3 Credits**

This course enables students to identify the multiple ethical interests at stake in a real-world situation or practice. The student will learn how to articulate what makes a particular course of action ethically defensible; assess one's own ethical values and the social context of problems, and identify ethical concerns in research and intellectual contexts, including academic integrity. In addition, students will learn how to use and cite sources, present data, and work with human subjects. Finally, they will integrate, synthesize, and apply knowledge of ethical dilemmas and resolutions in business settings.

MBA 508 Management and Leadership**3 Credits**

This course provides theoretical and practical foundations to illustrate the interdependence and its implications for students' learning and professional goals. Thus, the course introduces management theory and managerial roles to plan, organize, implement, monitor, and evaluate. Yet, real world conditions mean that organizations need from managers more capacities than only those. The course thus introduces leadership theory and some best practices of change leadership such as to scan, focus, align, mobilize, and inspire. The course emphasizes three areas: (1) why managers need to lead staff through periods of change and help transform organizational culture, (2) why formal and informal leaderful behaviors are needed at many levels of the organization, and (3) why multiple intelligences are needed not only to manage and lead change, but also to predict and address resistance, anxiety, and the forces of inertia that can sabotage even small change efforts.

MBA 509 Strategic Marketing Management in a Digital Age**3 Credits**

This course explores the principal concepts and tools of contemporary strategic marketing management, from market segmentation and product positioning to the design of distribution channels and communications strategy. As you examine marketing from a value creation perspective, you will learn to evaluate the competitive advantage and marketplace potential of the unique goods and services your organization offers. Additional emphasis will be placed on a situational analysis and team lead engagement of digital marketing strategies.

MBA 510 Organizational Behavior**3 Credits**

This is a survey course of the overarching field of Organizational Behavior that seeks to provide an understanding of the theoretical tenets of organizational behavior, the structural models and dynamics embedded in the field of organizational behavior, an understanding of organizational behavior as a cultural system with unique roles, status symbols and critical connections of organizational culture. Students will examine the Autocratic Model, Custodial Model, Supportive Model, Collegial Model and Systems Model with specific attention to their use in an Organizational Frame. Attention shall also focus on the critical importance of Communication with attention to the fundamentals, downward, upward, and lateral communication and its importance in a cultural frame. Learners shall also understand the essential Motivation and Reward Systems – examining Human Needs, Behavior Modification and the underlying principles of Expectancy and Equity Models that can either enhance or derail the organizational behavior of an organization and its members.

MBA 511 Cross-Cultural Business Communications**3 Credits**

This course will enhance the communication of the individual within social and cultural environments. Learning to effectively communicate in spoken format (face-to-face, virtual, one on one and in-group settings), in a written format (emails, memos, notes, reports). In line with the universities Social and Global Perspective learning outcome, we will exam social and cultural communication differences.

MBA 512 Global Business Management**3 Credits**

This is a survey course in Global Business Management. The central focus is on the issues of Management in the international arena and the exploration of the challenges in management experienced. As such, this is a not a course to address financial management, inventory or specific operational management, or product development as these issues are covered in your other courses. This course focuses on what issues and challenges *contextually* occur for managers and leaders in engaging the global arena. The overarching outcome is to assure that you craft your own understanding of *what* is important in the management of global business, how one frames and engages the work of global business, *when* challenges within the global arena shift because of cultural, political or religious matters, *where* you identify resources and factors that assist you effectively in managing the needs and resources of people and cultural systems, and *who* becomes a collaborative engager of the work you must accomplish. The course will consistently engage international management and culture, exploring multiple challenges one would experience in galvanizing the world of people, work, and culture.

MBA 520 Capstone**3 Credits**

This course is the Capstone for the curriculum requirements for the Master of Business Development program. The course is meant to provide students an opportunity to integrate business concepts learned in the core courses. Students are expected to use financial analysis, managerial decision-making, marketing, strategic analysis, forecasting, and leadership to create a business planning. Students will have an opportunity to evaluate a business from a senior executive's perspective. This perspective will involve identifying internal and external strengths and weaknesses, an opportunity assessment, and making strategic choices to allocate scarce resources in creating a business plan.

CYS 501 Introduction to Enterprise Information Security**3 Credits**

This course will introduce the ideas of holistic information security theory. Through the use of discussion, theoretical exercise and presentation, students will learn about Basic Information Security Risk Theory, Information Systems Security Planning, and Government and Enterprise Level Information Risk Management Fundamentals.

CYS 502 Governance and Compliance**3 Credits**

This course identifies and dives into security and privacy-oriented compliance frameworks, and how to use them to the organizational advantage as well as how to avoid compliance-driven security blindness.

CYS 503 Information Security Program Management**3 Credits**

A holistically managed enterprise information security program is a core defense for all major organizations' IT systems. Beyond that, the program touches every aspect of the operation, from HR to Logistics. In this course, students will learn about managing an enterprise grade information security program to include organizational structures, identifying risk in information systems, and identifying and addressing information security needs.

Master of Business Administration Program Costs 2019-2020

Program: Master of Business Administration
Total Credit Hours: 36 minimum credits

Enrollment Agreement Period: Academic Year July 1, 2019 – June 30, 2020		
Start Date: 3/2/2020 Spring Session II		
Approximate No. of Weeks in Academic Program: 64 Weeks		
CIP Code: 52.0201		
Tuition (Per Credit): \$600 / Credit Hour Credits for Degree: 36 minimum credits	Tuition Cost: \$21,600.00	Prorated upon cancellation or withdraw. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time enrollment	+ \$352 for 4 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$2,400 for 4 terms, \$600 per 6 month term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (36 Credits x \$600)+(\$264 Tech Fee + \$1,800 Est Book)*	= \$23,664.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$600) + (\$88 Tech Fee + \$600 Est Book)**	= \$7,888.00	
+ Non-refundable STRF charges - {\$0.00 per \$1000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,888.00 = YOU ARE RESPONSIBLE FOR PAYING THIS AMOUNT LESS ANY REDUCTIONS DUE TO SCHOLARSHIP, OR GRANTS. IF YOU RECEIVE A PRIVATE, FEDERAL AND/OR STATE STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. Additional Fees, as applicable: Transcript Fee: \$11 via Transcript Plus/\$12 via Registrar's Office, Return Check Fee: \$25

UNION INSTITUTE & UNIVERSITY ADMINISTRATION 2019-2020

Effective January 1, 2020

To comply with Florida Commission for Independent Education standards, those administrators whose offices are located at the Florida center have been identified with an asterisk (). Note that the majority of these administrators serve students across the U.S. At the same time, administrators (and their staff) not located at the Florida center also serve students who are Florida residents.*

Alidou, Hassana, Ph.D, Scholar in Residence, Institute for Social Justice

Al-Serhan, Serhan, M.Ed., Director, Institutional Research

Brinkley-Kennedy, Rhonda, Psy.D., Executive Director, Los Angeles Center and Special Assistant to the President for Community Engagement

Brown Beatty, Rosalyn, Ph.D., Director, M.A. in Clinical Mental Health Counseling Program and Alcohol and Drug Abuse Counseling Certificate Program

Burke, Patricia, J.D., SPHR, SHRM-SCP, Vice President, Human Resources
Kim Byas, Ph.D., MPH, FACHE, Special Assistant to the Provost/VPAA and Program Director,
Master of Science in Health Care Management
Byles, Angela, M.A., Associate Executive Director, Florida Center*
Caccavari, Peter, Ph.D., Associate Vice President for Institutional Effectiveness & Title IX
Coordinator
Caronis, Christie V., B.S., Senior Brand & Marketing Director
Carroll, Kenneth W., B.B.A, CPA, Vice President, Finance & CFO
Cotter, Robert, M.Ed., Director, Center for Teaching and Learning
Crandall, Julie, M.A., Executive Director, Sacramento Center and Director, Regional
Recruitment
Fultz, Sonya, M.A., Director, Academic Partnerships and Lead Faculty
Golden, Elden, Ph.D., Director, M.A. Program and M.A. Certificate Programs
Gore, Shanda L., Ed.D., Vice President, Institutional Innovation and Economic Development
Jones, Karen, B.B.A., Controller
Keehn, Jay, Ph.D., Executive Director, Florida Center, System Director for Student Success,
and ADA Compliance Officer*
Kendall, Anthony, IT Administrator
Krause, Carolyn, M.A., Vice President, Advancement for Donor Relations & Alumni Services
Lamb, Ken, Director, Building Management
Marks, Nikki, M.A., Director, Student Services
Miller, Mollie, M.B.A., Coordinator, Institutional Review Board
Moore, Lew Rita, M.A., Registrar
Oliver, Rand, Ed.D., Director, Alumni Services & Faculty
Pappathan, Matthew, M.L.S., Director, Library Services
Pohlman, Jean, Director, Financial Aid
Raymond, Jennifer, Ph.D., Interim Dean, Ph.D. Program
Rossiter, Geraldine, M.A., Director, Assessment
Sacks, Arlene, Ed.D., Associate Vice President for Academic Affairs*
Soldano, Toni, M.S., Director of Enrollment, Florida Center*
Soto, Nelson, Ph.D., Provost & Vice President for Academic Affairs
Waldon, Rea, Ph.D., Executive Director, Cincinnati Center and Special Assistant to the
President for Community Engagement
Wallis, Sarah, M.A., Special Assistant to the Provost
Webb, Karen Schuster, Ph.D., President
Wheat, Nadine C., Ph.D., M.B.A., Director, Master of Science in Organizational Leadership
Program, Master of Business Administration Program, Undergraduate Business Programs
Yang, Kongpheng, M.A.F.M., Director of Enrollment and Student Services, Sacramento Center

UNION INSTITUTE & UNIVERSITY FACULTY

2019–2020 as of September 30, 2019

UI&U faculty rosters may change throughout the year as new instructors are engaged to meet students' specific academic needs. This roster consists of individuals who regularly provide instruction at UI&U, including UI&U staff members who provide instruction outside their job description and faculty who may not provide instruction every term but are held in active status. Faculty who teach general education courses for the undergraduate programs are shown as such, rather than with a designated program. Note that this roster does not include emeritus faculty who may teach occasionally, deans or associate deans who hold faculty status but do not typically provide instruction, or undergraduate site coordinators.

Note: To comply with Florida Commission for Independent Education standards, faculty assigned to the Florida Academic Center are marked with an asterisk(*). Many of these faculty also teach online courses to students living in other states, and many Florida students enroll in courses taught by faculty living in other states.

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Abad-Jorge, Ana	Ed.D., Education, Walden University	AFF	MA
Abbott, Gayle	M.Ed., Middle Grades Education (Math, Science), Georgia State University	AFF	GENED
Ahlo, Joseph	Ph.D., Ethical & Creative Leadership, Union Institute & University	AFF	MS-HCL
Akers, Lisa	Ph.D., Strategic Leadership; M.S., Health Sciences, James Madison University	FT	BS
Alhoch, Tayeba	M.A., Psychology, Union Institute & University	AFF	BA
Alvarez, Estela	M.A., Organizational Leadership, Woodbury University, Burbank, CA; M.B.A., Criminal Justice, Northcentral University	AFF	BS
Amos, Mary	M.Ed., Union Institute & University	AFF	BS
Babcock, James	M.P.A., Executive Public Administration, Golden Gate University	FT	BS
Babzien, Cynthia*	Ph.D., concentration in Educational Leadership, Union Institute & University	AFF	BS
Baker, Jason*	M.S., Secondary English Education, Herbert Lehman College	AFF	GENED
Barrett Sargent, Carol	Ph.D., Interdisciplinary Studies: Creative Writing, Union Institute & University; Ph.D., Clinical Psychology, University of Southern California, Los Angeles	PT	MA, PhD
Bayne, Stephen	Ed.D., Organizational Leadership, University of La Verne	AFF	MSOL,BS
Bell, Bruce	M.S., Sport Fitness & Management, Troy University	AFF	BS
Bergh, Sarah	Ph.D., Anthropology, University of Georgia	FT	GENED, MA
Beutel, Constance	Ed.D., Multicultural Education, University of San Francisco	AFF	PhD
Bishop, Michael	M.B.A., Business Administration, University of Phoenix	AFF	MSOL

¹ Faculty status codes: ADM=Administrators with faculty status actively engaged as instructors; AFF=Affiliated faculty, engaged to provide specific instructional services within a given term (including staff who may be providing instruction outside their normal assigned responsibilities; FT=Full-time faculty; PT=Part-time faculty whose services to the university continue from term to term.

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Blocksom, Cynthia	M.Ed., Health Education, M.Ed., Food & Nutrition, University of Cincinnati	AFF	HEALTH ED CERTIFICATE
Blunt-Williams, Keshia	Ph.D., Social Work, The Ohio State University	FT	BS
Bolton, Brooke	M.A., Psychology, Union Institute & University	AFF	BA
Borg, Andrew	D.B.A., Business Administration, Walden University	AFF	MSOL
Boxill, Nancy	Ph.D., concentration in Child Psychology, Union Institute & University	PT	PhD
Boyd, Covia	Ph.D., Counselor Education, Ohio University	FT	MA-CMHC
Boyd, Tangela L.	M.A., Health & Wellness, Union Institute & University	AFF	BS
Bradley, Gerald	M.S., Administration, Central Michigan University	AFF	GENED
Brimdyr, Kajsa	Ph.D., concentration in People, Computers & Work, Union Institute & University	AFF	GENED
Brown Beatty, Rosalyn	Ph.D., Counselor Education and Supervision, Ohio University	FT	MA-CMHC
Brugman, Paul*	M.S., Conflict Analysis and Resolution, Nova Southeastern University	PT	BS
Bugg, Kimarie	D.N.P., Nursing, Troy University	AFF	MA
Burns, Stewart	Ph.D., History of Consciousness, University of California, Santa Cruz	FT	PhD
Byas, Kim	Ph.D., Ethical & Creative Leadership/Public Policy & Social Issues, Union Institute & University	FT	MS-HCL
Byles, L. Angela Bolt*	M.A., Concentration in Human Resource Management, Union Institute & University	AFF	BS
Cadieux, Kathryn*	Ed.S., Educational Leadership, Nova Southeastern University	AFF	BS
Carlos, Yolanda	M.Ed., Ed Behavioral Management, Cambridge College	AFF	BS
Carter, Frances	M.S.W., Social Work, University of Hawaii; M.F.A., Writing, Goddard College	AFF	BS, GENED
Carter-Remy, Beverly*	Ed.D., Educational Leadership, Nova Southeastern University	AFF	BS
Cave, Ron*	M.S., Criminal Justice, The University of West Florida; M.P.S, American Politics and Public Policy, Florida State University	AFF	BS
Chaffee, Frederick* (Rick)	Ph.D., concentration in Applied Social Sciences, Union Institute & University	PT	BS
Chauvin, Maite Andrea	Ph.D., Food Science, Washington State University	AFF	MA
Clark, Rocie*	Ed.D., Education with concentration in Organizational Leadership, Nova Southeastern University	AFF	MSOL
Clark, Theron*	Ed.D., Organizational Leadership, Nova Southeastern University	AFF	MSOL
Coconis, Michel	Ph.D., Social Work, The Ohio State University; M.S.W., Social Work, The Ohio State University	AFF	BS
Collins, Shawn*	M.S., Administration, specialization in Organizational Leadership, The University of South Dakota	AFF	BS
Conner, Natashaia	M.S., Health Education, University of Cincinnati	AFF	BS
Connolly, Deborah	M.A., Educational Psychology, California State University, Northridge	AFF	BS
Corbitt, Aubria	J.D., University of Virginia	AFF	MSOL
Cornwell Tatum, Cheryl V.	D.B.A., Business Administration, Argosy University	AFF	BS

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Cricchio, Axil	Ph.D., Transformative Studies, California Institute of Integral Studies	AFF	PhD
Cruz, Edgar*	M.P.A., Public Administration, Barry University	AFF	BS
Daigle, Rachel	Ph.D., Human Development, North Dakota State University	FT	MA-CMHC
Davis, Kirk	Ed.D., Educational Administration, University of the Pacific	AFF	MSOL, MS-HCL
DiGaetano, Anthony	M.A. in Organizational Management, University of Phoenix	AFF	BS
Dodson, Michael*	M.A., Criminal Justice, American Public University	AFF	BS
Dragoo, Brian	M.A., Organizational Leadership, Woodbury University	FT	BS
Dunbar, Andrew*	M.P.S., Professional Studies, Saint Thomas University	AFF	BS
Eastern, Debra	Ed.D., Organizational Leadership, Argosy University	AFF	MSOL, BS
Esckridge, Jonathan	Ph.D., Humanities & Society, Union Institute & University; M.Div., Missiology, Gardner-Webb University	AFF	GENED
Fairfield, Robin	Ed.D., Education, Walden University	AFF	BS
Fichtelman, Linda	M.S., Family Relations & Human Development, The Ohio State University	AFF	BS
Flickinger, Deborah	Ph.D., Transformative Studies, California Institute of Integral Studies	AFF	PhD
Foster, Jennifer	M.A., Health & Wellness, Union Institute & University	AFF	BS
Francois, April*	Ed.S., Curriculum and Instruction, University of Florida; M.S., Urban Education, Florida International University	AFF	BS
Frederick, Thomas*	Ed.D., Education Administration & Supervision, Florida Atlantic University	FT	GENED
Freeman, Patricia	M.Ed., Instructional Technology, American InterContinental University	AFF	BS
Gamez, Ana	Ph.D., Psychology with a concentration in Clinical Psychology, Loma Linda University; M.A., Forensic Psychology, California State University, Los Angeles	AFF	BA
Garcia-Jara, Gladys	M.S., Administration, California State University, Bakersfield	AFF	BS
Gates-Crandall, Trevor	Ph.D., Social Work, The University of Illinois at Chicago	AFF	BS
Gilmore, Damon	M.P.A., Public Administration, California State University, Fresno	AFF	BS
Gloeckner, Janet	Ph.D., Human Resources & Family Studies, University of Illinois at Urbana – Champaign	AFF	MA
Golden, Elden	Ph.D., J.D., Humanities, University of Louisville	FT	MA, PhD
Gooden, Dale L.	D.H.S., Health Sciences in Education, A.T. Still University,	AFF	MSHCL
Gordillo, Laura	M.S., Counseling Psychology, California Baptist University	AFF	GENED
Grant, April*	Ph.D., Exceptional Student Education, Union Institute & University	AFF	BS
Grisby, Michael	M.S., Mathematics, California State Polytechnic University	AFF	GENED
Hall, Ebony	Ph.D., Social Work, The University of Texas at Arlington	AFF	BS
Hall, James P.	M.A., English, California State University, Los Angeles	AFF	GENED
Hansen, Lawrence	M.P.A., Public Administration, California State University, Stanislaus	AFF	BS
Harris, Ann	M.S., Geosciences, Eastern Kentucky University	AFF	GENED
Harsh, Andrew M.	M.B.A., Business Administration, National University	AFF	BS

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Harvey, Andrew	Ed.D., Organizational Leadership, Pepperdine University	FT	BS
Hazelbaker, Alison K.	Ph.D., concentration in Psychology, Union Institute & University	AFF	MA
Hedrick, Diana*	J.D., Nova Southeastern University	AFF	BS
Helgren, Heidi	J.D., Wayne State University	AFF	BS
Henson, Debra*	Ed.D., Organizational Leadership, Argosy University	AFF	MSOL
Hernandez, Alexander*	M.S., Educational Leadership, Nova Southeastern University	AFF	BS
Hernandez, Nicole	M.S., Child Development, San Diego State University	AFF	BS
Hibbert, Lawrence*	M.S., Dispute Resolution, Nova Southeastern University	FT	BS
Higgins, Eric	M.S., Criminal Justice, University of Cincinnati	AFF	BS
Holsey-Hyman, Monique	Ed.D., Education, Walden University	AFF	BS
Hudick, Harry	M.B.A., Business Administration, University of Texas at Austin	AFF	BS
Hughes, David	M.S., Emergency Services Administration, California State University, Long Beach	AFF	BS
Ingram, Sheila	M.S, Administration of Justice and Security, University of Phoenix	AFF	BS
Jacobs, Mignon	Ph.D., Religion, Claremont Graduate University	AFF	PhD
Johnson, Calvin*	M.P.A., Public Administration, University of South Florida	AFF	BS
Jones, Samuel*	D.B.A., Business Administration, Argosy University	AFF	MSOL
Jurado, Johnny	M.P.A., Public Administration, California State University, Long Beach	AFF	BS
Kadrie, Mountasser	Ph.D., Human Services, Capella University	AFF	MSHCL
Kefford, Michelle*	M.S., Science Education, Florida International University; M.Ed., Educational Leadership, Florida Atlantic University	AFF	GENED
Kirkland, Robert	Ph.D., History, University of Pittsburgh; CAGS, Latin American Studies; M.A., History, University of Pittsburgh	AFF	BS
Kostohryz, Katie	Ph.D., Counselor Education, Ohio University	AFF	MA-CMHC
Knight, Robert*	M.S., Management, St. Thomas University	AFF	BS
Kraus, Bari	M.S.W., Social Work, University of Cincinnati	AFF	BS

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Kraut, Mary	M.P.A., Public Administration, Florida Atlantic University	AFF	BS
Leduc, Erie	M.A., English, University of California, Riverside	AFF	GENED
Lee, Annie C.	M.A., Sociology, University of California, Los Angeles	AFF	GENED
Leggett, Allison	Ed.D., Educational Leadership, University of Phoenix	PT	MA
Liss, Samuel	Ph.G., Columbia University, College of Pharmaceutical Sciences	AFF	MA-CMHC
Love, Jaime	M.Ed., Health Education, University of Cincinnati	AFF	HEALTH ED CERTIFICATE
Lundy, Kim	M.A., Forensic Psychology, Argosy University	AFF	BS
Maloney, Thomas	M.A., Leadership, Saint Mary's College of California	AFF	BS
Marrie, Stella	Psy.D., Clinical Psychology, Illinois School of Professional Clinical Psychology	FT	BA
Marshall-Jones, Nathalie	Ph.D., Human Services, Capella University	AFF	BS
McClain, Edward*	M.S., Exceptional Student Education, Florida Memorial University	AFF	BS
McClain-Richardson, Janelle	Ph.D., Health Services, Walden University	AFF	BS
McCleod, Jeanine*	Ph.D., Education, Nova Southeastern University; M.S., Kinesiology, University of Illinois at Chicago	AFF	BS
McDonnell, David	D.M.A., Music Composition, University of Cincinnati	AFF	GENED
McGlory, Elliott	D.B.A., M.B.A., Business Administration, Argosy University, Atlanta	AFF	BS
Meeks, Charles	M.S., Organizational Leadership, Argosy University	AFF	BS
Mendoza, Terri	M.S., Behavioral Sciences, Harvard School of Public Health	AFF	BS
Miltich, Loree	Ph.D., concentration in U.S. History, Union Institute & University	FT	MA, PhD
Mitra, Anuradha	Ph.D., English, University of Rochester	FT	PhD
Moffett, Ian*	M.S., Criminal Justice, University of Cincinnati	AFF	BS

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Monks, Birgit	Ed.D., Educational Leadership & Change, Fielding Graduate University	PT	BS
Moraitis, Edelmira*	M.S., Public Administration, Nova Southeastern University	AFF	BS
Morrell, Melissa D.	M.S.M., Management, Colorado Technical University	AFF	BS
Morrissey, Rebecca	M.A., Mental Health and Substance Abuse Counseling, Johnson State College	AFF	BA
Morton, Bonique P.	M.D., Avalon University School of Medicine; M.P.H., Maternal Child Health, Tulane University;	AFF	MA
Murillo, Shirley	M.A. in Human Development, Pacific Oaks College	AFF	BS
Murphy, John	M.S., Computer Science, Rensselaer Polytechnic Institute; M.S., Management, Rensselaer Polytechnic Institute	AFF	BS
Naslund, Melissa	Ph.D., Human Development, North Dakota State University	FT	MA-CMHC
Neher, Tracy	Ph.D., Biochemistry, Michigan Technological University	AFF	GENED
Obszarski, Amy	M.A., American History, University of Cincinnati	AFF	GENED
Ogbaharya, Daniel	Ph.D., Political Science, Northern Arizona University	FT	PhD
O'Grady-Ragsdale, Shannon	M.Ed., Early Childhood Education, Grand Canyon University	AFF	BS
Ohannessian, Sarkis	M.P.A., Public Administration, National University	AFF	BS
Oliver, Rand	Ed.D., Organizational Management, Oakland City University	PT	MSOL
Ossege, Jennifer	Psy.D., Clinical Psychology, Xavier University	PT	MS-HCL, GENED
Overton-Adkins, Betty	Ph.D., Higher Education Leadership, Vanderbilt University	PT	PhD
Pandolfi Jr., Roland*	Ph.D., Applied Management & Decision Sciences, Walden University	PT	BS, MSOL
Parker, Elizabeth A.	Ph.D., Human Nutrition, Foods and Exercise, Virginia Tech	AFF	MA
Parmar, Arti	M.S.O.L., Organizational Leadership, Union Institute & University	AFF	BS

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Pashi, Marie	Ed.D., Educational Leadership, Union Institute & University; M.A., Romance Languages, University of Cincinnati	AFF	BS
Peebles, Jodie	M.A., Leadership and Organizational Studies, Azusa Pacific University	AFF	BS
Penman, Janine	M.Ed., Educational Psychology, Temple University	AFF	MA
Peterson, Leland	M.A., Art Therapy, School of the Art Institute of Chicago	AFF	BA
Piep, Karsten	Ph.D., English, Miami University	FT	PhD
Prather, JoNataye	Ph.D., Social Work, The Ohio State University; M.S.W., Social Work, The Ohio State University	AFF	BS
Price, Todd A.	Ph.D., Management, Walden University	AFF	MSHCL
Raffanti, Michael	Ed.D., Educational Leadership & Change, Fielding Graduate University; J.D., Boston College Law School	AFF	PhD
Ramos, Um*	M.C.J., Criminal Justice, Florida International University; M.P.A., Public Administration, Florida International University	AFF	BS
Raymond, Jennifer	Ph.D., Public Policy, University of Massachusetts at Boston	FT	PhD
Redding, Norris*	M.S., Criminal Justice, Grambling State University	AFF	BS
Rice, Scott	Ph.D., Counseling Psychology, University of Massachusetts at Amherst	PT	MA-CMHC
Richard-Allerdyce, Diane*	Ph.D., English, University of Florida	FT	PhD
Roberts, Melanie	M.S., Child Development, San Diego State University	AFF	BS
Robinson, Carleen*	Ph.D., Social Work, Barry University; M.S.W, Social Work, Barry University	PT	BS
Rodriguez, Lisette	Ph.D., Public Health, Walden University	AFF	MA
Rose, Jeff	M.S.Ed., Workforce Education and Development, Southern Illinois University at Carbondale	AFF	BS
Ross, Jon	Ph.D., Public Policy & Social Change, Union Institute & University	AFF	MS-HCL
Rosselli, Joyce*	M.S., Art Education, Central State University	AFF	GENED

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Rumney, Linwood D.	Ph.D., Philosophy, University of Cincinnati	FT	BS
Sanchez, Jenny*	M.Ed., Education with specialization in Organizational Leadership, Nova Southeastern University; M.S., Pre-K to Primary Education, Barry University	AFF	BS
Sanchez, Lupe	M.A., Education with a concentration in Early Childhood Education, California State University, Bakersfield	AFF	BS
Santo, Ronald	M.A., Organizational Leadership, Woodbury University	AFF	BS
Sapci, Hasan A.	M.D., University of Ankara, Republic of Turkey	AFF	MSHCL
Scala, Frank*	Certificate of Advanced Graduate Studies, Educational Leadership, Plymouth State College; M.Ed., Administration and Supervision, University of Massachusetts at Lowell	PT	BS
Seigel, Susan	Ed.D., Education, University of Massachusetts at Amherst	AFF	PhD
Sherzer, Michael	M.P.A., Public Administration, Western Michigan University	AFF	BS
Simanga, Michael	Ph.D., concentration in Philosophy, Union Institute & University	PT	PhD
Simpkins, Steven	M.A., Administrative Leadership, University of Oklahoma	AFF	BS
Simpson, Alicia	M.S., Health Science, Georgia State University	PT	BS
Smith, Corina	M.P.A., Public Administration, California State University, Northridge	FT	BS
Smith, Linda	M.P.H., Public Health, Wright State University	AFF	BS
Smith, Marlon	Ph.D., Humanities & Culture, Union Institute & University	AFF	PhD
Smyser, William	M.A., Management, University of Redlands	AFF	BS
Spector, Lee*	Ed.D., Education, Northeastern University	AFF	BS
Spero, Susan*	Ed.D., Curriculum & Instruction, University of Southern Mississippi; M.A., Curriculum & Instruction, University of Southern Mississippi	AFF	BS
Stenger-Sullivan, Amy	M.A., Clinical Mental Health Counseling, Union Institute & University	AFF	BS

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Stevenson, Joseph M.	Ph.D., ED Policy & Management, University of Oregon	AFF	PhD
Tate, Tonya*	Ph.D., Human Development, Fielding Graduate University	AFF	BS
Taylor, Richard*	M.P.A., Public Administration/Justice Administration, Troy University	AFF	BS
Teachout, Woden	Ph.D., History of American Civilization, Harvard University	PT	MA
Thompson, Duanne*	Ph.D., Specialization in Criminal Justice, Capella University	AFF	BS
Thornton, Charlotte*	M.A., Middle School Science, Furman University	AFF	BS
Tiller, Tracey	M.S.O.L., Organizational Leadership, Union Institute & University	AFF	BS
Torres, Marco	M.P.H., Public Health/Community Health Sciences, University of California, Los Angeles	AFF	BS
Vengrove, Andrew	Ed.D., Educational Psychology, American International College	AFF	MA-CMHC
Verdonck, David	Ph.D., Geosciences, The Pennsylvania State University	AFF	GENED
Voparil, Christopher*	Ph.D., Political Theory, New School for Social Research	FT	PhD
Walker, Myshamil	Ed.D., Educational Leadership & Management, Capella University	AFF	GENED
Warren, Tyler	M.S.N., Nursing, Vanderbilt University	AFF	BS
Wasserman, Leslie	Ph.D., Education, Walden University	AFF	BS
Watnick, Beryl*	Ph.D., Specialization in Early Childhood Special Education, Union Institute & University	FT	PhD
Wheat, Nadine C.	Ph.D., Industrial/Organizational Psychology, Capella University; M.B.A., Public Accounting, St. John's University	FT	MSOL, BS
White, Nadine	M.S.N., Nursing, University of Florida	AFF	BS
Wilder, Lerone*	M.Div., Theology/Ethics, Interdenominational Theological Center	AFF	BS

Name	Highest Degree(s) Earned	Status ¹	Program(s)
Williams, Lloyd	Ph.D., Clinical Psychology, Pacifica Graduate Institute; Ph.D., Organizational Psychology, Union Institute & University	AFF	MSOL