



UNION

INSTITUTE & UNIVERSITY

University Catalog

National Headquarters
440 East McMillan Street
Cincinnati, OH 45206-1925
Phone: 800.861.6400
513.861.6400
www.myunion.edu

This catalog is effective July 1, 2020 – June 30, 2021.

UNION INSTITUTE & UNIVERSITY MISSION AND VALUES

Mission

Union Institute & University educates highly motivated adults who seek academic programs to engage, enlighten, and empower them to pursue professional goals and a lifetime of learning, service, and social responsibility.

Approved by the Board of Trustees
June 2015

Values

Academic Excellence: Union Institute & University is committed to academic excellence and ensures institutional quality through continuous assessment and review of programs, processes, policies, and outcomes.

Creative and Critical Thinking: Union Institute & University supports different modes of disciplinary and interdisciplinary inquiry that examine underlying assumptions, explore issues from multiple perspectives, and develop new ways of thinking.

Theory and Practice: Union Institute & University provides an educational experience whereby scholarship and theory are connected and applied to real-world action and practice.

Social Justice: Union Institute & University recognizes that with knowledge comes the responsibility to serve in advancing a culturally pluralistic, equitable, and interdependent world.

Diversity: Union Institute & University is committed to promoting diversity among its academic community and in the world at large.

Integrity: Union Institute & University is committed to the highest ethical and professional standards of performance and conducts its affairs with transparency, integrity, and respect.

Developed by Faculty Council and Approved by the Board of Trustees
October 2015

UNION INSTITUTE & UNIVERSITY – ACADEMIC CENTERS

Cincinnati Academic Center

Phone: 800.861.6400

Local: 513.861.6400

513.487.1167

Fax: 513.861.9026

Address: 440 E. McMillan Street

Cincinnati, OH 45206-1925

Florida Academic Center

Phone: 800.486.7141

Local: 305.653.7141

Fax: 305.653.2109

Address: 4601 Sheridan Street, Suite 400

Hollywood, FL 33021

Los Angeles Academic Center

Phone: 800.486.8328

Local: 310.417.3500

Fax: 310.417.3555

Address: 6701 Center Dr. West, #1200

Los Angeles, CA 90045

Sacramento Academic Center

Phone: 800.486.7049

Local: 916.564.3100

Fax: 916.564.3131

Address: 160 Promenade Circle, Suite 115

Sacramento, CA 95834

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, student success coach, program chair, or regional director. 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))

Table of Contents

UNION INSTITUTE & UNIVERSITY MISSION AND VALUES	III
MISSION	III
VALUES	III
UNION INSTITUTE & UNIVERSITY – ACADEMIC CENTERS	IV
A MESSAGE FROM THE PRESIDENT	14
ABOUT UNION INSTITUTE & UNIVERSITY	15
ACADEMIC PROGRAMS AT UI&U	17
<i>Bachelor of Arts with a Major in.....</i>	<i>17</i>
<i>Bachelor of Science with Majors in.....</i>	<i>17</i>
<i>Master of Arts with a Major in Clinical Mental Health Counseling</i>	<i>18</i>
<i>Master of Arts with Majors in</i>	<i>18</i>
<i>Master of Business Administration.....</i>	<i>18</i>
<i>Master of Science in Health Care Leadership.....</i>	<i>19</i>
<i>Master of Science in Organizational Leadership.....</i>	<i>19</i>
<i>Doctor of Philosophy in Interdisciplinary Studies with Concentrations in.....</i>	<i>19</i>
<i>Graduate Certificate Programs.....</i>	<i>19</i>
<i>Education Transformation and Strategic Alliances.....</i>	<i>20</i>
INSTITUTIONAL ACCREDITATIONS, AUTHORIZATIONS,	21
DESIGNATIONS, AND MEMBERSHIPS.....	21
SPECIALIZED ACCREDITATION.....	21
STATE AUTHORIZATIONS.....	22
DESIGNATIONS	23
MEMBERSHIPS.....	23
MEANING OF ACCREDITATION, STATE LICENSING, INSTITUTIONAL MEMBERSHIPS, AND AFFILIATIONS.....	25
UNIVERSITY LEARNING OUTCOMES AND DEGREE-LEVEL COMPETENCIES.....	26
THE UI&U CULTURE OF ASSESSMENT.....	28
ADMISSION.....	29
UNDERGRADUATE DEGREE PROGRAMS	29
<i>Bachelor of Arts and Bachelor of Science (B.A./B.S.).....</i>	<i>29</i>
<i>Admission Criteria, Requirements, and Procedures.....</i>	<i>29</i>
<i>Bachelor of Science Certificate Programs.....</i>	<i>32</i>
<i>Admission Criteria, Requirements, and Procedures.....</i>	<i>32</i>
MASTER OF ARTS (M.A. FULLY ONLINE)	35
<i>Admission Criteria, Requirements, and Procedures.....</i>	<i>35</i>
MASTER OF ARTS – CLINICAL MENTAL HEALTH COUNSELING (MA-CMHC).....	38
<i>Admission Criteria, Requirements, and Procedures.....</i>	<i>38</i>
MASTER OF BUSINESS ADMINISTRATION (MBA).....	40
<i>Admission Criteria, Requirements, and Procedures.....</i>	<i>40</i>
MASTER OF SCIENCE IN HEALTH CARE LEADERSHIP (MS-HCL)	44
<i>Admission Criteria, Requirements and Procedures.....</i>	<i>44</i>
MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (MSOL).....	48
<i>Admission Criteria, Requirements, and Procedures.....</i>	<i>48</i>
DOCTORAL DEGREE PROGRAM	52
<i>Doctor of Philosophy in Interdisciplinary Studies (Ph.D.).....</i>	<i>52</i>

<i>Admission Criteria, Requirements, and Procedures</i>	52
GRADUATE CERTIFICATE PROGRAMS	55
<i>Admission Criteria, Requirements, and Procedures</i>	55
<i>Alcohol and Drug Abuse Counseling Certificate</i>	55
<i>Certificate in Cannabis Studies</i>	55
<i>Health Education Certificate</i>	56
<i>Leadership in Public Service Certificate</i>	56
<i>Graduate Certificate in Creativity Studies</i>	57
<i>Graduate Certificate in Health & Wellness</i>	57
<i>Graduate Certificate in History & Culture</i>	57
<i>Graduate Certificate in Social Justice</i>	57
<i>Graduate Certificate in Literature & Writing</i>	57
TRANSFER CREDIT POLICIES	58
TRANSIENT (VISITING) STUDENTS	58
INTERNATIONAL STUDENTS	58
<i>Foreign Transcript / Credentials Evaluation</i>	59
VETERANS EDUCATION & MILITARY EDUCATION	60
<i>Veterans and Military Personnel</i>	60
<i>GI Bill®</i>	60
<i>Yellow Ribbon Program</i>	61
<i>Veterans in Union</i>	61
<i>Union Institute & University Military Scholarships</i>	62
OFFICE OF STUDENT SUPPORT SERVICES	63
ACADEMIC SERVICES.....	63
<i>Writing & Academic Tutoring Center</i>	63
CAREER SERVICES	64
CENTRAL SERVICES FOR OUR VETERANS AND MILITARY SERVICE STUDENTS	65
DISABILITY SERVICES	65
<i>Americans with Disabilities Act (ADA) Policy</i>	65
<i>ADA Complaint & Grievance Procedure for Students</i>	66
<i>Frequently Asked Questions</i>	69
FINANCIAL AID RESOURCES AND SERVICES	70
ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID	71
TYPES OF FEDERAL STUDENT AID PROGRAMS	72
INDIVIDUAL STATE FINANCIAL ASSISTANCE PROGRAMS.....	73
UNION INSTITUTE & UNIVERSITY PROVIDED SCHOLARSHIPS AND FELLOWSHIPS	75
FINANCIAL AID SCHOLARSHIP LIMIT	75
STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY.....	75
CALIFORNIA STUDENT TUITION RECOVERY FUND	79
THE BUSINESS OFFICE	81
SERVICES PROVIDED.....	81
PAYMENT OF TUITION AND FEES.....	81
REFUND POLICY	82
REGISTRATION INFORMATION	89
UI&U ACADEMIC CALENDARS	89
UI&U HOLIDAY CALENDAR	90
COURSE CREDIT HOURS	90
COURSE NUMBERING SYSTEM.....	90

STUDENT REGISTRATION AGREEMENT	91
REGISTRATION	92
OFFICE OF ACADEMIC SUPPORT SERVICES	94
THE ALUMNI ASSOCIATION.....	94
INFORMATION TECHNOLOGY.....	96
POLICY ON ACCEPTABLE USE OF TECHNOLOGY RESOURCES.....	96
<i>Electronic Communications</i>	96
<i>Using UI&U's Network, Internet, and Email Systems</i>	97
DEPARTMENT OF INFORMATION TECHNOLOGY	102
<i>Technical Support</i>	102
<i>UI&U Network Accounts</i>	102
<i>Employee Email Accounts</i>	102
<i>The Jenzabar EX Enterprise System</i>	102
<i>SharePoint</i>	102
CENTER FOR TEACHING & LEARNING	103
THE UI&U ACADEMIC ECOSYSTEM.....	103
UI&U LIBRARY	104
<i>Collections</i>	104
<i>Services</i>	104
<i>Online Resources</i>	104
INSTITUTIONAL AND ACADEMIC POLICIES.....	105
POLICIES GOVERNING STUDENT CONDUCT	105
ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM.....	109
POLICY ON STUDENT USE OF ALCOHOL AND CONTROLLED SUBSTANCES	109
USE OF GENDER NEUTRAL LANGUAGE	111
ACADEMIC INTEGRITY POLICY.....	111
STUDENT COMPLAINTS AND APPEALS	117
INTELLECTUAL PROPERTY POLICY FOR STUDENTS	122
TAMPERING WITH EDUCATIONAL RECORDS	125
STUDENT IMMUNIZATION / VACCINATION POLICY	125
NAME CHANGE POLICY.....	127
SEXUAL MISCONDUCT POLICY	128
USE OF UNIVERSITY FACILITIES: POLICIES AND PROCEDURES.....	142
EMERGENCY RESPONSE PLAN	145
UNIVERSITY PERMANENT CLOSING POLICY	150
STUDENT LEAVE OF ABSENCE POLICY.....	150
WITHDRAWAL POLICY.....	152
ATTENDANCE AND ENGAGEMENT POLICY	154
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	154
RESEARCH WITH HUMAN SUBJECTS: INSTITUTIONAL REVIEW BOARD (IRB)	156
GRADE POLICY.....	157
STUDENT RECORDS	157
ACADEMIC PROBATION AND DISMISSAL	157
ACADEMIC TRANSCRIPTS.....	157
DIPLOMAS & CERTIFICATES	158
GRADUATION	159
COMMENCEMENT.....	159
DEGREE PROGRAMS.....	160
<i>B.S. and B.A. Programs Conceptual Framework</i>	160

UNDERGRADUATE PROGRAM MISSION AND VALUES.....	161
PROGRAM OVERVIEW	161
<i>Instructional Delivery Options.....</i>	<i>162</i>
<i>Academic Calendar.....</i>	<i>162</i>
<i>Credit Hour Requirements / Program Length.....</i>	<i>162</i>
<i>Grade Level.....</i>	<i>163</i>
<i>Undergraduate Credit Hour Load.....</i>	<i>163</i>
<i>UI&U Undergraduate Enrollment Status.....</i>	<i>163</i>
<i>Academic Advising.....</i>	<i>163</i>
<i>Meeting Degree Requirements.....</i>	<i>163</i>
<i>Academic Agreements or Partnerships.....</i>	<i>164</i>
<i>Methods of Fulfilling Degree Requirements.....</i>	<i>166</i>
<i>Transfer Credit / Advanced Standing Policies.....</i>	<i>167</i>
<i>Transfer of Credit or Credentials from UI&U to Other Institutions.....</i>	<i>170</i>
<i>UI&U Continuing Education Transfer to Undergraduate Degree Policy Statement.....</i>	<i>170</i>
<i>General Education Requirements at Union Institute & University.....</i>	<i>170</i>
<i>Undergraduate (B.A. & B.S.) General Education Requirements.....</i>	<i>171</i>
<i>General Education Courses in the Undergraduate Degree Programs.....</i>	<i>173</i>
<i>Requirements in the Major.....</i>	<i>175</i>
<i>Undergraduate 3+1 Credit Hour Courses.....</i>	<i>175</i>
<i>Degree / Credit Hour Requirement Summary.....</i>	<i>176</i>
REGISTRATION POLICIES AND PROCEDURES	177
<i>Course Add / Drop and Withdrawal Policy.....</i>	<i>178</i>
ATTENDANCE AND ENGAGEMENT POLICY	180
B.A. / B.S. GRADING POLICY.....	181
ACADEMIC SATISFACTORY PROGRESS REVIEW.....	183
STUDENT FINANCIAL AID SATISFACTORY PROGRESS POLICY	183
INCOMPLETE GRADE POLICY	183
CHANGE OF GRADE POLICY.....	184
PROBATION POLICY FOR B.A. / B.S. STUDENTS	184
UNDERGRADUATE ACADEMIC FRESH START POLICY	186
DOUBLE MAJOR / DOUBLE DEGREE	187
GRADUATION POLICY	188
B.A. ACCELERATED BRIDGE/DUAL ENROLLMENT OPPORTUNITIES	189
BACHELOR OF ARTS MAJOR DESCRIPTION.....	191
BACHELOR OF ARTS MAJOR IN PSYCHOLOGY.....	191
<i>Program Costs for 2020-2021.....</i>	<i>195</i>
B.S. ACCELERATED BRIDGE/DUAL ENROLLMENT OPPORTUNITIES	196
BACHELOR OF SCIENCE MAJOR DESCRIPTIONS	198
BACHELOR OF SCIENCE MAJOR IN BUSINESS MANAGEMENT.....	198
<i>Program Costs for 2020-2021.....</i>	<i>205</i>
BACHELOR OF SCIENCE MAJOR IN CHILD AND ADOLESCENT DEVELOPMENT.....	206
WITH OPTIONAL STAND-ALONE CERTIFICATES IN THE CALIFORNIA TEACHER PERMIT AND EARLY CHILDHOOD STUDIES SPECIAL EDUCATION.....	206
<i>Program Costs for 2020-2021.....</i>	<i>210</i>
BACHELOR OF SCIENCE MAJOR IN CRIMINAL JUSTICE MANAGEMENT.....	216
<i>Program Costs for 2020-2021.....</i>	<i>219</i>
BACHELOR OF SCIENCE MAJOR IN EARLY CHILDHOOD STUDIES	219
<i>Program Costs for 2020-2021.....</i>	<i>224</i>
BACHELOR OF SCIENCE MAJOR IN ELEMENTARY EDUCATION.....	225
<i>Program Costs for 2020-2021.....</i>	<i>228</i>
BACHELOR OF SCIENCE MAJOR IN EMERGENCY SERVICES MANAGEMENT.....	228
<i>Program Costs for 2020-2021.....</i>	<i>232</i>
BACHELOR OF SCIENCE MAJOR IN EXCEPTIONAL STUDENT EDUCATION	233
<i>Program Costs for 2020-2021.....</i>	<i>235</i>

BACHELOR OF SCIENCE MAJOR IN MATERNAL CHILD HEALTH: HUMAN LACTATION	236
<i>Program Costs for 2020-2021</i>	242
BACHELOR OF SCIENCE MAJOR IN ORGANIZATIONAL LEADERSHIP	242
<i>Program Costs for 2020-2021</i>	245
BACHELOR OF SCIENCE MAJOR IN SECONDARY EDUCATION	246
<i>Program Costs for 2020-2021</i>	251
BACHELOR OF SCIENCE MAJOR IN SOCIAL WORK	252
<i>Program Costs for 2020-2021</i>	255
UNDERGRADUATE COURSE DESCRIPTIONS	257
MASTER OF ARTS DEGREE PROGRAMS	298
MASTER OF ARTS WITH A MAJOR IN CLINICAL MENTAL HEALTH COUNSELING (MA-CMHC) ..	298
PROGRAM OVERVIEW	298
PROGRAM MISSION STATEMENT	299
PROGRAM PHILOSOPHY	299
PROGRAM DESCRIPTION	299
LEARNING OUTCOMES AND COMPETENCIES	300
PROGRAM ACCREDITATION AND PROFESSIONAL CERTIFICATION/LICENSURE	304
TRANSFER CREDIT POLICY	305
CERTIFICATE IN ALCOHOL AND DRUG ABUSE COUNSELING	306
REGISTRATION AND TUITION POLICIES	307
<i>Drop/Add and Program Withdrawal</i>	309
SATISFACTORY ACADEMIC PROGRESS REVIEW	313
STUDENT FINANCIAL AID SATISFACTORY PROGRESS POLICY	317
GRADING POLICY	317
INCOMPLETE GRADE POLICY	319
PROGRAM FEATURES	320
<i>Academic Calendar</i>	320
<i>Minimum/Maximum Program Length</i>	320
<i>Delivery Model</i>	321
<i>Communication</i>	321
<i>Residency Requirements</i>	321
<i>Curriculum</i>	322
<i>Graduation</i>	326
<i>Commencement</i>	327
COURSE DESCRIPTIONS	328
<i>Program Costs for 2020-2021</i>	333
MASTER OF ARTS	335
PROGRAM OVERVIEW	335
M.A. DEGREE PROGRAM MISSION STATEMENT	336
PHILOSOPHY	336
M.A. MAJOR DESCRIPTIONS	336
LEARNING OUTCOMES AND COMPETENCIES	339
TRANSFER CREDIT	340
PROGRAM ACCREDITATION AND PROFESSIONAL CERTIFICATION/LICENSURE	341
REGISTRATION	344
<i>Drop/Add and Withdrawal Policy</i>	345
SATISFACTORY ACADEMIC PROGRESS REVIEW POLICY (SAP)	347
STUDENT FINANCIAL AID SATISFACTORY PROGRESS POLICY	348
GRADING POLICY	348
INCOMPLETE GRADE POLICY	350
PROGRAM STRUCTURE	350
COURSE OF STUDY FOR ALL M.A. DEGREE STUDENTS EXCEPT APPLIED NUTRITION AND DIETETICS (DIET) & PATHWAY 2 HUMAN LACTATION STUDIES (LACT)	351

COURSE OF STUDY FOR APPLIED NUTRITION AND DIETETICS.....	352
<i>Course of Study for Pathway 2 LACT Human Lactation Studies</i>	353
<i>Courses</i>	354
<i>Culminating Courses</i>	360
<i>Thesis</i>	360
<i>Commencement and Graduation</i>	360
<i>Program Costs for 2020-2021</i>	364
CERTIFICATES ADMINISTERED BY THE M.A. PROGRAM.....	365
<i>Drop/Add and Withdrawal Policy for M.A. Certificates</i>	365
CERTIFICATE IN CANNABIS STUDIES.....	367
<i>Program Costs for 2020-2021</i>	369
CERTIFICATE IN HEALTH EDUCATION.....	369
<i>Program Costs for 2020-2021</i>	372
LEADERSHIP IN PUBLIC SERVICE CERTIFICATE.....	373
<i>Program Costs for 2020-2021</i>	375
THE FIVE M.A. GRADUATE CERTIFICATES.....	375
THE GRADUATE CERTIFICATE IN CREATIVITY STUDIES.....	376
THE GRADUATE CERTIFICATE IN HEALTH & WELLNESS.....	376
THE GRADUATE CERTIFICATE IN HISTORY & CULTURE.....	376
THE GRADUATE CERTIFICATE IN SOCIAL JUSTICE.....	376
THE GRADUATE CERTIFICATE IN LITERATURE & WRITING.....	376
<i>Creativity Studies Certificate Program Costs for 2020-2021</i>	378
<i>Health & Wellness Certificate Program Costs for 2020-2021</i>	379
<i>History & Culture Certificate Program Costs for 2020-2021</i>	379
<i>Social Justice Certificate Program Costs for 2020-2021</i>	380
<i>Literature and Writing Certificate Program Costs for 2020-2021</i>	381
MASTER OF BUSINESS ADMINISTRATION WITH A MAJOR IN BUSINESS MANAGEMENT AND A CONCENTRATION IN CYBERSECURITY.....	382
MBA PROGRAM OVERVIEW.....	382
PROGRAM MISSION AND VISION.....	382
PROGRAM DESCRIPTION.....	383
PROGRAM LEARNING OUTCOMES.....	384
PROGRAM DELIVERY MODEL.....	384
TRANSFER CREDIT POLICY.....	385
MBA CURRICULUM.....	385
REGISTRATION.....	385
<i>Drop/Add and Program Withdrawal</i>	386
SATISFACTORY ACADEMIC PROGRESS REVIEW POLICY (SAP).....	389
STUDENT FINANCIAL AID SATISFACTORY PROGRESS POLICY.....	391
GRADING POLICY.....	391
INCOMPLETE POLICY.....	394
GRADUATION REQUIREMENTS.....	395
COMMENCEMENT.....	395
MBA COURSE DESCRIPTIONS.....	396
<i>Program Costs for 2020-2021</i>	398
MASTER OF SCIENCE IN HEALTH CARE LEADERSHIP (MS-HCL).....	399
PROGRAM OVERVIEW.....	399
PROGRAM MISSION AND VISION.....	400
PROGRAM LEARNING OUTCOMES.....	400
PHILOSOPHY FOR THE MASTER OF SCIENCE WITH A MAJOR.....	400
IN HEALTH CARE LEADERSHIP.....	400
PROGRAM DESCRIPTION.....	401
PROGRAM DELIVERY MODEL/MINIMUM-MAXIMUM TIME FRAME.....	401
NEW STUDENT ORIENTATION.....	401

REGISTRATION	402
<i>Drop/Add and Program Withdrawal</i>	403
DEGREE REQUIREMENTS.....	406
<i>Online Learning Environment/Courses</i>	406
MS-HCL PROGRAM MODULES WITH COURSE DESCRIPTIONS	408
<i>Mentorship Requirement/E-Portfolio</i>	411
<i>Capstone Project</i>	413
<i>Institutional Review Board</i>	413
<i>Student Evaluation of Faculty</i>	413
SATISFACTORY ACADEMIC PROGRESS STANDARDS	414
STUDENT FINANCIAL AID SATISFACTORY PROGRESS POLICY	415
GRADING POLICY.....	416
INCOMPLETE GRADE POLICY	418
GRADUATION REQUIREMENTS / COMMENCEMENT	419
<i>Program Costs for 2020-2021</i>	420
MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (MSOL).....	421
PROGRAM OVERVIEW.....	421
PROGRAM MISSION AND VISION	421
PROGRAM LEARNING OUTCOMES	422
PROGRAM DESCRIPTION	422
PROGRAM DELIVERY MODEL.....	423
REGISTRATION	424
SATISFACTORY ACADEMIC PROGRESS REVIEW POLICY (SAP)	428
STUDENT FINANCIAL AID SATISFACTORY PROGRESS POLICY	430
GRADING POLICY.....	430
INCOMPLETE POLICY	433
GRADUATION	434
COMMENCEMENT.....	434
PROGRAM FORMAT	435
MSOL PROGRAM MODULES WITH COURSE DESCRIPTIONS	436
<i>Program Costs for 2020-2021</i>	438
DOCTORAL DEGREE PROGRAMS	440
DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES	440
PROGRAM OVERVIEW.....	440
PH.D. PROGRAM HISTORY AND MISSION.....	441
TRANSFER CREDIT POLICY.....	441
REGISTRATION	442
<i>Drop/Add and Program Withdrawal</i>	443
SATISFACTORY ACADEMIC PROGRESS REVIEW.....	445
STUDENT FINANCIAL AID SATISFACTORY PROGRESS POLICY	447
GRADING POLICY.....	447
<i>Incomplete Grade Policy</i>	449
<i>Grade Appeal Process</i>	450
PROGRAM DEGREE REQUIREMENTS.....	451
<i>Concentration Areas</i>	451
<i>Designated Emphases</i>	453
<i>Area of Specialization</i>	456
<i>Ph.D. / Certificate Options</i>	456
<i>Program Delivery Model, Cohort-Based, Low-Residency Model</i>	462
<i>Academic Year and Term</i>	462
<i>Minimum / Maximum Program Length</i>	463
<i>Academic Residency</i>	463
<i>Academic Residency Attendance Policy</i>	464

STUDENT CONFERENCE TRAVEL FUND.....	464
CONTINGENCY FUND	464
FACULTY ADVISING	465
PROFICIENCY REVIEWS	465
DISSERTATION.....	466
GRADUATION POLICY AND COMMENCEMENT	467
CURRICULUM / COURSE OF STUDY	468
COURSE DESCRIPTIONS	471
EDUCATION TRANSFORMATION AND STRATEGIC ALLIANCES.....	488
THE CENTER FOR WORKPLACE ADVANCEMENT.....	488
SPONSOR DESIGNED LEARNING	488
CONTINUING EDUCATION	489
TUITION AND FEE SCHEDULES FOR UI&U PROGRAMS	489
INSTITUTIONAL ADMINISTRATIVE OFFICES.....	492
UI&U ACADEMIC CENTERS/BRANCHES.....	493
FACILITIES EDUCATIONAL ACCOMMODATIONS.....	493
UNION INSTITUTE & UNIVERSITY BOARD OF TRUSTEES	494
UNION INSTITUTE & UNIVERSITY ADMINISTRATION.....	495
UNION INSTITUTE & UNIVERSITY FACULTY	497

WELCOME TO UNION INSTITUTE & UNIVERSITY

A MESSAGE FROM THE PRESIDENT

Union Institute & University educates highly motivated adults who seek academic programs to engage, enlighten, and empower them to pursue professional goals and a lifetime of learning, service, and social responsibility.

Welcome to Union Institute & University, where lives are transformed daily through our signature learning experiences, reflecting our commitment to foundational values of academic excellence, social justice, creative and critical thinking, diversity, integrity, and theory and practice. Accredited by the Higher Learning Commission, Union's innovative programs are accessible and affordable, with many offerings delivered through low residency, online, and hybrid formats. Our multiple pathways to success have been designed to Engage, Enlighten, and Empower you to achieve your goals!

Union Institute & University is a system of university academic centers with more than 20,000 alumni. With locations in Los Angeles and Sacramento, California; Hollywood, Florida; and Cincinnati, Ohio, the university also serves learners throughout the world online. Since 1964, Union has been a student-centered university empowering our learner community to demonstrate the leadership competencies that are needed for success. Our goal is to be the destination for those who seek exceptional experiential career mastery for today and for the future. In this catalog, you will find programs to enhance your skill sets, change careers, or encourage you as a lifelong learner.

Union Institute & University has your program! Choose from bachelor's, master's, and doctoral degree programs, professional development credentials, or continuing education certificate programs offered by our outstanding scholar-practitioner faculty. I invite you to join our inclusive teaching and learning community. It will be one of the best life decisions that you will make.

At Union Institute & University you will discover success, become transformed, and make a difference in the world!

WELCOME!

Karen Schuster Webb, Ph.D.
President, Union Institute & University

ABOUT UNION INSTITUTE & UNIVERSITY

Union Institute & University is a private, not-for-profit university, governed by a board of trustees, incorporated in the state of Ohio. The university serves adult students across the United States and around the world who seek to advance or complete their education. The university operates academic centers in Ohio, California, and Florida.

The Original University for Adults

Union Institute & University was formed in 1964 as a consortium (The Union for Research and Experimentation in Higher Education) that included 10 liberal arts colleges, including Hofstra University, Bard College, Antioch College, and Sarah Lawrence College. In 1969, the consortium incorporated in the state of Ohio under the name of The Union for Experimenting Colleges and Universities (UECU). Over the 18 years that the consortium remained active, members worked collaboratively to identify ways to broaden and expand American higher education, and, guided by a commitment to student-centered education, also designed and implemented innovative, alternative educational programs, primarily focused on models that met the educational needs of working adults. While the programs developed by the UECU consortium were often described as “non-traditional,” they were actually adapted from tutorial-based models of British and German research universities.

The History of Union Institute & University

As the UECU consortium turned to designing and implementing educational programs, it was granted authorization as a degree-granting institution in 1971 by the Ohio Board of Regents, and was granted candidate for accreditation status by the Commission on Institutions of Higher Education of the North Central Association (NCA) in 1972. By 1976, this unique educational institution had developed beyond an experiment in American higher education. In 1982, the consortium dissolved, with UECU remaining as a freestanding, not-for-profit institution of higher education.

The 1980s saw a remarkable period of stabilization, growth, and maturation for the university. The North Central Association, one of six regional accrediting agencies across the country, accredited the university in 1985. In 1989, a new name, The Union Institute, was adopted. Over the next decade, the university continued to develop innovative ways of delivering educational opportunities to working adults, focusing on two programs: an individualized Ph.D. program and an undergraduate program that offered classroom, on-site, and distance educational models. Undergraduate centers were established in Florida and California in the early 1980s.

In 2001, the university expanded its academic program offerings through the purchase of Vermont College, adding masters programs to its offerings. The acquisition also resulted in a physical presence for the university in New England. Shortly thereafter, the university changed its name to Union Institute & University to better reflect the depth of degree program offerings. In 2008, UI&U sold the Montpelier, Vermont campus and the Master of Fine Arts programs. In 2013, New England operations were consolidated at a single academic center in Brattleboro,

Vermont. The New England center was closed in 2018, but students from across New England, as well as throughout the world, enrolled through online programs.

Currently, UI&U offers the B.S. degree in a variety of majors both online and from the academic centers in Cincinnati, Ohio; Hollywood, Florida; and Los Angeles and Sacramento, California. The B.S. program also offers on-site course delivery in certain majors. A Bachelor of Arts with a major in Psychology is also offered as a fully-online model available to students across the country. Master's degree offerings include four fully-online programs: the Master of Arts, the Master of Science in Healthcare Leadership, the Master of Business Administration with a concentration in Cybersecurity, and the Master of Science in Organizational Leadership, as well as a low-residency Master of Arts with a major in Clinical Mental Health Counseling (with brief residencies held at the Cincinnati center). Union's Ph.D. in Interdisciplinary Studies offers majors in Educational Studies, Ethical & Creative Leadership, Public Policy & Social Change, and Humanities & Culture (with brief residencies in Cincinnati). A specialization in Martin Luther King, Jr. Studies is also available for Ph.D. students. There are numerous certificates available in the master's and Ph.D. programs.

Working as an educational innovator in higher education since 1964, Union Institute & University is among a small group of private, not-for-profit colleges and universities that carry on the tradition of the original UECU consortium – serving adult students in non-traditional ways. Union Institute & University's academic programs and services are the result of more than five decades of identifying and refining ways to structure and deliver education for adults. Guided by the university's purpose, six core values form the foundations for learning: academic excellence; theory and practice; creative and critical thinking; social justice; diversity; and integrity. The university celebrated its 50th anniversary in 2014, renewing its commitment to its mission to educate highly motivated adults who seek academic programs that engage, enlighten, and empower them to pursue professional goals and a lifetime of learning, service, and social responsibility.

ACADEMIC PROGRAMS AT UI&U

Union Institute & University's fully-online programs are available to students in all states. Hybrid classes are currently offered only for some programs.

Students who are residents of Union Institute & University's "home" states of Ohio, California, and Florida have access to nearly all university programs, with the following exceptions:

- The B.S. major in Child and Adolescent Development is available fully-online to students in all NC-SARA approved states, and as both fully-online or hybrid delivery only to residents in California.
- The B.S. teacher education majors (Elementary, Exceptional Student Education and Secondary Education) are available to all enrolled students; the program is designed around the Florida professional standards. It should be noted that the education majors do not directly lead to certification or licensure. Students residing outside of Florida should check with their home state Department of Education prior to enrolling.
- Elementary Education is available to Florida residents and students from other states with the education program chair's permission.
- Some state laws place limitations on clinicals, practica and internships. Students who choose programs that have a clinical practicum and/or internship requirement or option, should check with the admissions office to determine if they will be permitted to meet these requirements in their state. Programs that have internship requirements are: B.S. with a major in Maternal Child Health: Human Lactation; B.S. with a major in Social Work; M.A. with a major in Clinical Mental Health Counseling; M.A. with a major in Human Lactation Studies-Pathway 2 students; and the M.A. with a major in Applied Nutrition and Dietetics. The M.A. Health and Wellness major has an internship option, as does the Ph.D. program.

Bachelor of Arts with a Major in

- Psychology with optional concentrations in Addictions Studies, Holistic Psychology, or Forensic Psychology.

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Bachelor of Science with Majors in

These programs are permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

- Business Management (with optional concentrations in Applied Technology & Business Leadership, Health Care Administration, Human Resource Management, or Organizational Leadership).
- Child and Adolescent Development (with stand-alone certificates available in California Teacher Permit or Early Childhood Studies Special Education).

- Criminal Justice Management (with an optional concentration in Homeland Security).
- Early Childhood Studies (with optional concentrations in Early Childhood Special Education, Early Childhood Administrator or Teacher as Practitioner) – new enrollments suspended beginning Fall 2020.
- Elementary Education – new enrollments suspended beginning Fall 2020. (Education Undergraduate Program is available to Florida residents and students from other states with the program chair’s permission.)
- Emergency Services Management (with optional concentrations in Criminal Justice Management or Organizational Leadership or Homeland Security).
- Exceptional Student Education (K-12) - new enrollments suspended beginning Fall 2020.
- Maternal Child Health: Human Lactation (with optional concentrations in Pathway 2 or Health Disparities and Childbearing).
- Organizational Leadership – new enrollments suspended beginning Fall 2020.
- Secondary Education (required concentration in English, Sciences, Mathematics, or Social Science) – new enrollments suspended beginning Fall 2020.
- Social Work.

Master of Arts with a Major in Clinical Mental Health Counseling

- Clinical Mental Health Counseling.

This program is permitted to be offered in a hybrid format with travel residency requirements to Cincinnati, Ohio. Please check with a student success coach to determine whether your state’s regulations will allow you to enroll in this program.

Master of Arts with Majors in

- Applied Nutrition and Dietetics.
- Creativity Studies – new enrollments suspended beginning Fall 2020.
- Education.
- Health and Wellness.
- History and Culture – new enrollments suspended beginning Fall 2020.
- Human Lactation Studies.
- Leadership, Public Policy, and Social Issues – new enrollments suspended beginning Fall 2020.
- Literature and Writing – new enrollments suspended beginning Fall 2020.

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 a student success coach to determine whether your state’s regulations will allow you to enroll in this program.

Master of Business Administration

- Business Administration with a concentration in Cybersecurity.

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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Master of Science in Health Care Leadership

- Health Care Leadership

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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Master of Science in Organizational Leadership

- Organizational Leadership

The program is permitted to be offered in a hybrid format to residents in Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Doctor of Philosophy in Interdisciplinary Studies with Concentrations in

- Educational Studies
- Ethical and Creative Leadership
- Humanities and Culture
- Public Policy and Social Change

This program is permitted to be offered in a hybrid format with travel residency requirements to Cincinnati, Ohio. Please check with a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Graduate Certificate Programs

These certificate programs are 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

- Alcohol and Drug Abuse Counseling (offered through the M.A. with a major in Clinical Mental Health Counseling program and as a stand-alone certificate).
- Cannabis Studies (offered through the fully-online M.A. program as a stand-alone certificate).
- Creative Writing (offered through the Ph.D. program).
- Design Thinking (offered through the Ph.D. program).
- Educational Leadership (offered through the Ph.D. program).
- Ethics and Philosophy (offered through the Ph.D. program).

- Executive Leadership (offered through the Ph.D. program).

The following five graduate certificates are offered through the M.A. fully-online program as stand-alone certificates.

- Graduate Certificate in Creativity Studies.
- Graduate Certificate in Health & Wellness.
- Graduate Certificate in History & Culture.
- Graduate Certificate in Social Justice.
- Graduate Certificate in Literature & Writing.
- Health Education Certificate (offered through the M.A fully-online program and as a stand-alone certificate).
- Leadership in Public Service Certificate (offered through the M.A. fully-online program as a stand-alone certificate).
- Museum Studies (offered through the Ph.D. program).
- Women's and Gender Studies (offered through the Ph.D. program).

Education Transformation and Strategic Alliances

- Center for Workplace Advancement.
- Sponsor Designed Learning: Services for Professional Development Organizations (location-specific to the sponsoring organizations).
- Enneagram Program Completion Certificates.
- PSCE Storefront Workshops.

INSTITUTIONAL ACCREDITATIONS, AUTHORIZATIONS, DESIGNATIONS, AND MEMBERSHIPS

Accreditation

Union Institute & University (UI&U) is accredited by the Higher Learning Commission which is recognized by the United States Department of Education.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Phone: 800.621.7440
<http://www.ncahlc.org/>

Most recent institutional reauthorization: May 1, 2017.

SPECIALIZED ACCREDITATION

Council on Social Work Education (CSWE) Accreditation

The Bachelor of Science major in Social Work is accredited by the Council on Social Work Education (CSWE) as a fully-online accredited program. CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation and ensuring that social work programs meet these standards. In June 2020, CSWE's Commission on Accreditation (COA) reviewed the UI&U Social Work Program and reaffirmed eight years of accreditation.

The Bachelor of Science with a major in Social Work is accredited by the Council on Social Work Education (CSWE). Therefore, the program's approved, updated, or revised CSWE accreditation policies, standards, and regulations supersede what may be printed in the university catalog or catalog addendum. Council on Social Work Education, 1701 Duke Street, Suite 200, Alexandria, VA 22314, (703) 683-8080, cswe.org.

Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accreditation

CACREP accredits master's and doctoral degree programs in counseling and its specialties that are offered by colleges and universities in the United States and throughout the world. At its January 2018 meeting, the CACREP Board of Directors made the decision to award accreditation through March 31, 2022, to the UI&U Master of Arts with a Major in Clinical Mental Health Counseling Program. Students in a program seeking accreditation shall be considered graduates of a CACREP program if they receive their degree within eighteen (18) months prior to when accreditation is conferred and thereafter while accreditation is active. For students who graduated within the 18 months prior to accreditation, the program must verify that the student completed the CACREP program requirements. Council for Accreditation of Counseling and Related Educational Programs, 500 Montgomery Street, Suite 350, Alexandria, VA 22314, (703) 535-5990, cacrep.org.

Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation

CAAHEP accredits educational programs that prepare health professionals in a variety of disciplinary areas. Accreditation is one step in a process that is meant to protect the public and ensure a supply of qualified health care professionals. Programs are accredited when it is determined that they meet the educational Standards and Guidelines established by the profession. The Master of Arts degree with a major in Human Lactation Studies for Pathway 2 students is accredited by CAAHEP upon the recommendation of the Lactation Education Accreditation and Approval Review Committee (LEAARC) through January 31, 2023. The Bachelor of Science degree with a major in Maternal Child Health: Human Lactation for Pathway 2 is accredited by CAAHEP upon the recommendation of LEAARC through March 31, 2023. Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

Accreditation Council on the Education of Nutrition and Dietetics (ACEND)

Beginning in 2024, a master's degree will be required in order to gain candidacy to sit for the Registered Dietitian Nutritionist (RND) Examination. The Master of Arts with a major in Applied Nutrition and Dietetics program is an accredited graduate demonstration program under the Future Education Graduate Model Accreditation Standards. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) released the *Future Education Model Accreditation Standards* for programs in nutrition and dietetics (www.eatrightpro.org/FutureModel).

These accreditation standards integrate didactic coursework with supervised experiential learning in competency-based curriculum designed to prepare nutrition and dietetics practitioners for future practice. Program graduates will be eligible to take the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist (RDN). For further information on ACEND accreditation, contact: Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995/Phone (800) 877-1600 ext. 5400/E-mail: acend@eatright.org. www.eatright.org/ACEND.

STATE AUTHORIZATIONS

Union Institute & University is currently authorized by the following state education agencies to offer degree programs to state residents.

States Where UI&U is Authorized to Operate Physical Locations

- Three states have authorized UI&U to operate as a degree-granting institution with programs delivered through physical locations. These include the university's main location and headquarters in Cincinnati, Ohio, plus academic centers in Hollywood, Florida; and Los Angeles and Sacramento, California. The university may also offer courses at off-campus locations in these states.
- *Ohio Department of Higher Education.* UI&U is authorized in its home state by the Ohio Department of Higher Education. Authorization extends through December 31, 2027. Additional information about UI&U can be obtained by contacting the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215. Phone: (614) 466-6000. <https://www.ohiohighered.org/>
- *Florida Commission for Independent Education.* UI&U is licensed in Florida by the Commission for Independent Education through an annual review process. Additional information may be obtained by contacting the Commission at 325 W.

Gaines Street, Suite 1514, Tallahassee, FL 32399. Toll free phone number (888) 224-6684. <http://www.fldoe.org/cie/>

- *California Bureau for Private Postsecondary Education.* UI&U is a private institution approved to operate by the California Bureau for 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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, (888) 370-7589 or by fax (916) 263-1897.

Please see <https://myunion.edu/about-union/accreditation/> for more information.

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

National Council for State Authorization Reciprocity Agreements (NC-SARA)

Union Institute & University is a member of the National Council for State Authorization Reciprocity Agreements, known also as NC-SARA. As a NC-SARA member state, UI&U is not restricted from offering its online programs to residents of other NC-SARA member states; students may also carry out internships in NC-SARA states. For information about NC-SARA, and its member states, go to <http://nc-sara.org/>.

DESIGNATIONS

Hispanic-Serving Institution

The U.S. Department of Education has designated Union Institute & University as a Hispanic-Serving Institution (HSI). A Hispanic-Serving Institution (HSI) is **defined as** an institution of higher education that—

- is an eligible institution; and
- has an enrollment of undergraduate full-time equivalent students that is at least 25% Hispanic students at the end of the award year immediately preceding the date of application.

To review more information about HSI-eligible institutions and grant opportunities please follow this [link](#) or to view the [FY2016 Eligible Hispanic-Serving Institutions](#).

MEMBERSHIPS

Institutional Memberships

Union Institute & University holds institutional membership in a number of higher education consortia and professional associations. Consortium and association memberships are not

intended to be guarantors of institutional quality. Instead, these organizations provide member institutions with a variety of services and resources.

Consortia

- Association of Independent Colleges and Universities of Ohio ([AICUO](#))
- Consortium of Southern California Colleges and Universities ([CSCCU](#))
- Greater Cincinnati Collegiate Connection ([GC3](#))
- Higher Education Partnership of Southeast Florida ([HEPSEF](#))
- Southwestern Ohio Council for Higher Education ([SOCHE](#))

Professional Associations

Union Institute & University maintains institutional or individual memberships with the following educational and professional associations:

- American Association of Collegiate Registrars and Admissions Officers
- American Council on Education
- American Library Association
- Association for Governing Boards
- Association of Independent Colleges and Universities of Ohio
- Coalition of Higher Education Assistance Organizations
- College and University Professional Association for Human Resources
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Council for Adult and Experiential Learning (founding member)
- Council for Higher Education Accreditation
- Council on Social Work Education
- Florida Police Chiefs Association
- Higher Learning Commission
- International Leadership Association
- LYRASIS
- Midwest Association of Student Financial Aid Administrators
- National Association for Child Development Associates
- National Association of Independent Colleges and Universities
- Ohio Association of Collegiate Registrars and Admissions Officers
- Ohio Bursar's Association
- Regional Association for Adult Higher Education
- Society for Human Resource Management
- Southwest Ohio and Neighboring Libraries
- Southwestern Ohio Council for Higher Education
- West Chester Liberty Chamber Alliance
- WICHE/NC-SARA

Chambers of Commerce

UI&U is a member of the following Chambers of Commerce: Cincinnati Regional; Northern Kentucky; Sacramento, California; Broward County, Greater Hollywood, and Miami, Florida.

MEANING OF ACCREDITATION, STATE LICENSING, INSTITUTIONAL MEMBERSHIPS, AND AFFILIATIONS

The following description of the meaning of accreditation to institutions of higher education is adapted from a 2010 Higher Learning Commission's publication, "Institutional Accreditation: An Overview." In the United States, schools and colleges voluntarily seek accreditation from non-governmental bodies. There are two types of educational accreditation: institutional and specialized.

Institutional Accreditation: Regional and National

Institutional accreditation is provided by six regional associations and a number of national associations. Institutional accrediting agencies evaluate an entire educational organization in terms of its mission and the agency's standards or criteria. Accredited status indicates that the entire institution meets those standards. Institutional accreditation is not specific to programs, i.e., the programs themselves are not accredited. Union Institute & University is regionally accredited as an institution.

The six regional accrediting associations in the U.S. were originally named after the regions in which they operate: Middle States, New England, Southern, North Central (now known as The Higher Learning Commission), Northwest, and Western. UI&U is accredited by the Higher Learning Commission. The regional associations operate independently of one another but acknowledge each other's accreditation. Schools such as UI&U that operate in more than one region are accredited by the association in their home region; schools do not affiliate with more than one regional association, regardless of how many areas of the country in which they operate.

The national associations focus on particular kinds of institutions (schools offering online programs, trade and technical colleges, religious colleges, etc.). Although a school could have both regional and national accreditation, such situations are rare.

Specialized Accreditation

Specialized accrediting bodies evaluate particular units, schools, or programs within an educational organization. Specialized accreditation is also called *program accreditation*. Specialized accrediting bodies are frequently affiliated with national professional associations (e.g., the American Bar Association) or with specific disciplines such as teacher training, psychology, and social work. Many regionally accredited institutions seek both specialized program accreditation and institutional accreditation. Some professional licensing boards will not consider graduates of non-accredited programs for licensure, even when the individual has graduated from a regionally or nationally accredited institution. Graduation from a program with specialized accreditation does not guarantee licensure, but it may expedite the process. Conversely, achieving licensure after graduating from a program that does not have specialized accreditation may be possible; this possibility varies by profession and by state.

Value of Accreditation: What It Is and What It Isn't

Accreditation provides public certification of acceptable institutional quality. It is not a guarantee that credits or a degree will be accepted at another institution or by a future employer. Acceptance of degrees and credits is at the discretion of each school and organization.

Accreditation and Transfer of Credits/Recognition of Degrees

Accreditation does not guarantee acceptance/recognition of a degree or acceptance of credits in transfer. Each college or university determines which degrees and credits it will accept. Transferability depends on the institution at which the credits or degree were earned and how well they mesh with the curriculum/program at the school where an individual seeks admittance (and how well the student did in their courses). Many organizations choose to consider the accredited status as one factor; some schools have collaborative agreements or consortia arrangements that guarantee transferability of credit among participating institutions.

Institutional/Program Authorizations

Schools can operate without accreditation, since accreditation is voluntary, but a school cannot legally operate without necessary approvals of the state(s) in which it is located. In fact, accreditors will not consider a school or program unless it has been authorized by the applicable state agency, typically a branch or commission of a state's department of education. Criteria for state approvals are established by state law, and each state has a different set of criteria. State approvals are sometimes specific to certain activities or programs. (See above for information about NC-SARA, the National Council for State Authorization Reciprocity Agreements.)

State Approvals

Just as there are two types of accreditation, there are often two levels of state approvals: institutional and program specific. (States may use different terminology for these categories of authorization. Some states "authorize or approve," some "license," and some "accredit.") In addition to their institutional authorization processes, most states have specialized (program-specific) processes that result in certification that a specific program meets that state's standards for professional licensure. States may certify educational programs that focus on professional preparation, such as teaching, social work, etc., where a state-issued license is required for an individual to practice. Graduation from a state-certified program does not always guarantee that an individual will be licensed, but it may expedite the process. At the same time, graduation from a program that is not state certified does not necessarily mean that an individual cannot be licensed in that state, but it may be more difficult to obtain the license.

The U.S. Department of Education

The U.S. Department of Education recognizes numerous institutional and specialized accrediting associations. The department does not accredit institutions of higher education nor does it authorize them to operate as degree-granting institutions. Eligibility for federal financial aid is determined by an institution's accreditation and state authorizations, by detailed written agreements between the school and the department, and by the school's compliance with applicable federal regulations.

UNIVERSITY LEARNING OUTCOMES AND DEGREE-LEVEL COMPETENCIES

1. Communication: *Express and interpret ideas clearly, using a variety of written, oral, and/or visual forms.*

Undergraduate Competencies (B.A. and B.S.)

- Construct coherent, organized expression appropriate to a variety of disciplines and audiences.
- Apply the basic mechanics of language (syntax, grammar, punctuation, and spelling) effectively.

Master's Competencies (M.A., M.B.A. and M.S.)

- Construct coherent and organized written documentation using standard English.
- Analyze, critique, and synthesize scholarly literature in the field.

- Reflect critically on experience related to acquired knowledge.
- Document sources consistently using appropriate academic citation style.

Doctoral Competencies (Ph.D.)

- Display clarity, precision, and sophistication in written and oral presentations characterized by logical coherence and consistency, by the proper use of evidence and citations.
- Exercise rigor in the scholarly research.
- Persuade others of the credibility and viability of innovative results of the doctoral dissertation.

2. Critical and Creative Thinking: *Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.*

Undergraduate Competencies (B.A. and B.S.)

- Assess ideas, research, and/or theories presented by others.
- Synthesize multiple perspectives into a coherent understanding of a problem, issue, or question.
- Generate alternative questions, interpretations, or approaches within an established discipline or field of inquiry.

Master's Competencies (M.A., M.B.A. and M.S.)

- Analyze a variety of scholarly perspectives, ideas, and/or theories.
- Connect an understanding of theory with practice.
- Initiate new practice or draw new conclusions based in a field-related theoretical understanding.

Doctoral Competencies (Ph.D.)

- Assess established interpretations.
- Explore implications of theories, ideas, conditions, and/or practice.
- Formulate relevant questions.
- Construct alternative interpretations, applications, and/or theoretical frameworks.

3. Ethical and Social Responsibility: *Express ethical and social implications in one's social, professional, artistic, and/or scholarly practice.*

Undergraduate Competencies (B.A. and B.S.)

- Articulate one's own values and situate them with respect to the larger society.
- Identify the ethical and social implications of one's own values.
- Exhibit ethical scholarly practice.

Master's Competencies (M.A., M.B.A. and M.S.)

- Examine the ethical values and social and cultural practices related to the student's focus of study.
- Relate ethical or social and cultural implications to a broader context.
- Act on or envision a plan for acting on a theoretical understanding of ethics in the field of interest and recognize one's own social responsibility to individuals, groups, and communities.

Doctoral Competencies (Ph.D.)

- Analyze ethical theories in the context of professional and/or scholarly practice and one's own ethical/moral code.
- Critique the social implications of theory and/or practice within the context of the field and one's own ethical/moral point of view.
- Express a sense of responsibility to act on behalf of individuals, groups, and communities.

4. Social and Global Perspectives: *Articulate a perspective on power in the world and one's own place in the global community.*

Undergraduate Competencies (B.A. and B.S.)

- Compare and contrast the perspectives of diverse peoples.
- Analyze systems of power among individuals, communities, and/or institutions in different cultures.

Master's Competencies (M.A., M.B.A and M.S.)

- Demonstrate knowledge about the ways oppression, power and privilege can be presented at individual, cultural, and societal levels.
- Exhibit critical reflection on attitudes, beliefs, and values regarding oppression, power, and privilege.
- Maintain ongoing awareness of how one's own position may unintentionally repeat experiences of oppression, power, and privilege in interacting with others.

Doctoral Competencies (Ph.D.)

- Examine competing theories of power and their implications on individual, cultural, and/or societal levels.
- Weigh the benefits and shortcomings of practical and/or theoretical approaches to engaging difference.
- Assess one's own position in existing hierarchies of local and global power relations and the implications of their scholarly and/or professional practice.

5. Major/Area of Concentration: *Explain and apply major terms, methods, concepts, and/or theories relevant to the major and/or area of concentration.*

Undergraduate Competencies (B.A. and B.S.)

- Defined by majors.

Master's Competencies (M.A., M.B.A. and M.S.)

- Defined by majors and specialization.

Doctoral Competencies (Ph.D.)

- Defined by majors and specialization.

The UI&U Culture of Assessment

Union Institute & University values academic excellence, as stated in its mission and values.

UI&U is committed to academic excellence and ensures institutional quality through continuous assessment and review of programs, processes, policies, and outcomes.

To ensure the highest level of academic excellence, faculty and administrators work together at all levels to promote a culture of assessment that identifies learning outcomes and assesses student success in achieving those outcomes. An important part of the culture of assessment is the collective review of student artifacts. A random sample of students' work is made available to faculty who use faculty-developed rubrics to ensure curriculum improvement. All student work remains anonymous and has no impact whatsoever on students' evaluation, grade, GPA, or transcript. Under no circumstance is the student work used for any other purpose nor is it made available in any form to anyone other than faculty assessors.

ADMISSION

Each academic program has specified its own admission criteria. Refer to the admission criteria and reinstatement/readmission requirements for each degree program listed below.

ALL DEGREE PROGRAMS AND CERTIFICATE PROGRAMS

All newly admitted students in all degree or certificate programs must sign an enrollment agreement and university performance fact sheet before being able to register.

Prospective students or any interested person can access the Union Institute and University Catalog on the website at <https://myunion.edu/academics/catalog/>. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet that must be provided to you prior to signing an enrollment agreement.

DEGREE PROGRAMS

Undergraduate Degree Programs

Bachelor of Arts and Bachelor of Science (B.A./B.S.)

Admission Criteria, Requirements, and Procedures

The university seeks qualified applicants to the Bachelor of Science and Bachelor of Arts programs. Pre-admission counseling is available for all prospective students. Prospective students are connected with student success coaches who can discuss goals, evaluate past academic backgrounds and future needs, and help an applicant determine which Union Institute & University program provides the best approach for the applicant's needs. The pre-admission counseling process also helps the student success coach determine whether the applicant has the appropriate skills, motivation, and interest to successfully complete the program. Undergraduate students enroll through the centralized enrollment process with the support of site coordinators, regional recruiters, and the centralized admission team. Inquiries about admission should be directed to the inquiry form online or by reaching out to a center location.

Primary criteria for admission to the B.S. and B.A. programs include evidence of:

- 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), or A.A./A.S. degree completion. 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 coursework as demonstrated by prior transcribed coursework 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.

- Motivation to work toward the baccalaureate degree.
- 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.

A complete application for admission includes:

- Application for Admission.
- Application essay is only required for students with less than a 2.0 cumulative GPA calculated for all transcripts.
- Official transcripts from all previously attended colleges and 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, as indicated on a student's admission application, 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: basic POST certificate and training profile, FDLE certificates, etc. for CJM majors; CLEP, ACE, DSST, etc. results for all majors.

Admission Status

An undergraduate student may be officially accepted to the university when all the admission criteria are met. A student who has been admitted based on official transcripts from all previously attended colleges and/or universities will have transfer credits from a regionally accredited college and/or university officially evaluated and applied to the academic record in the Office of Academic Support Services, and a degree audit will be prepared for advising in the Registrar's Office.

An applicant who provides unofficial transcripts rather than official transcripts from previously attended colleges and/or universities also will be eligible for admission. However, such an admitted student only receives unofficial assessment of possible placement of transfer credit in a major program, and an official degree audit is not produced. A student who is admitted based in part on unofficial transcripts and is eligible for financial aid will be awarded financial aid based only on the official transcripts provided, not any unofficial transcripts. A student admitted based in part on unofficial transcripts is expected to have all official transcripts from previously attended colleges and/or universities, as indicated on their admission application, sent to the UI&U Admission Office from the former post-secondary institutions by the end of the first 16-

week term of enrollment (or if admitted in the second 8-week session of a term, by the end of the next term's first 8-week session). If any remaining official transcripts are not received by UI&U within two 8-week sessions, **the student will no longer be eligible to transfer in credits based on those transcripts.**

Students accept all responsibility for any duplication of credit that may occur because official transcripts were not provided at the time of admission.

Courses taken at other institutions after admission to UI&U are eligible for consideration for transfer to UI&U beyond the 16 weeks described above.

Application Procedures

When to Apply: Individuals are encouraged to submit the online application at least one term prior to the desired start date; however, the institution is on a rolling application cycle.

How to Apply: Contact the admission department or consult the admission webpage at <http://www.myunion.edu/admissions/> for specific information on majors that meet your academic and career interests. Student success coaches are available to answer questions regarding the admission process.

- Complete all items on the UI&U Application for Admission.
- Send written requests to obtain official, sealed transcripts from the registrar's office of each college or university previously attended and listed on the Application for Admission Form. (Because many schools charge a small fee to process a transcript request, it is recommended, in order to avoid processing delays, that applicants contact the school to determine the fee schedule before requesting the transcripts.) Prior to admission, the applicant should attempt to have sent to the university all official, sealed transcripts from each post-secondary institution listed on the application. If the applicant does not submit all official transcripts, unofficial transcripts may be used for admission; however, the Memorandum of Understanding regarding unofficial transcripts, which all applicants must sign to be eligible for admission, will indicate the implications of admission without all official transcripts. In addition, any official score reports of standardized college testing, such as CLEP or DSST, must be submitted if not listed on an official transcript.

OR

- High school diploma with a minimum 2.00 GPA or GED for evidence of high school completion, as indicated on the student's admissions application, 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.

Exceptions may exist for a student providing a college/university/high school transcript with a borderline cumulative GPA below a 2.0 and is subject to review by the program chair to determine admittance.

Application essay for applicants with a GPA below a 2.0: Each application must include a two-to-three-page, 500-800 word essay that includes:

- Brief personal history.
- Examples that show evidence of self-direction.

- Description of college readiness.
- Explanation of preparedness for college coursework since last attendance at an institution.

Applications may be submitted online (preferred option), delivered in person, or sent by mail, email, or fax. A student success coach will review application materials and make an admission decision. Applicants will receive a letter advising them of the admission decision.

Bachelor of Science Certificate Programs

Admission Criteria, Requirements, and Procedures

California Teacher Permit Certificate

(As a Stand-Alone Certificate)

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 coursework 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

(Pending Approval from External Agencies)

(As a Stand-Alone Certificate)

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 coursework 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.

Once admitted, a student will be required to complete a Student Enrollment Agreement and review the School Performance Fact Sheet.

Reinstatement / Readmission

Effective July 1, 2014, as Revised

Previously enrolled students may be required to seek reinstatement or readmission before they are permitted to register. Students returning from an approved leave of absence (LOA) are not required to seek reinstatement, provided they return on or before the last day of their approved leave.

Students who are reinstated or readmitted are governed by the catalog and/or handbook in effect at the time of their re-entry including tuition and fees; program curricula, policies, and procedures; and institutional policies and procedures. The returning student is responsible for getting the information for and adhering to all applicable policies.

Reinstatement

Reinstatement applies to students seeking to register who:

- Have not been registered for 12 months or less;
- Were not on an approved leave of absence during the inactive period; and
- Were not dismissed for academic or disciplinary reasons.

Readmission

Students must seek readmission if they have not registered for more than 12 months, unless the student was on an approved leave of absence for the entire period of non-registration.

Military Service Members

Reinstatement/readmission exceptions exist for military service members whose service related commitments prevent being actively registered. Under 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.

Reinstatement Procedure

Individuals who have not been actively registered for less than 12 months may apply for reinstatement by submitting a letter of request to their program chair (undergraduate level) or program dean or director (graduate level). Reinstatement will be approved under two conditions: (1) the applicant was not dismissed for academic or ethical reasons (i.e., was in good academic

standing as of the last term enrolled); and (2) the applicant has no outstanding financial obligations to the university. Individuals seeking reinstatement must first resolve all outstanding financial obligations; individuals who were dismissed must apply for readmission.

The applicant will be notified in writing regarding the reinstatement decision. If the request for reinstatement is approved, the notification letter will provide the date and term of reinstatement, which will usually be at the start of the next term. If the request for reinstatement is not approved, the letter will indicate the reasons for that decision. Reinstatement decisions may not be appealed, but individuals who are denied reinstatement may submit a new request if they have resolved the reasons given for the initial denial.

Readmission Procedure

The readmission process applies to the following:

- Individuals who have not been actively engaged for more than 12 months prior to the request and were not on an approved LOA.
- Students who were dismissed for academic and/or disciplinary reasons.

The applicant should notify the Admission Office of the intent to apply for readmission. The applicant will be notified of any outstanding financial and/or administrative obligations, all of which must be met before the application may be submitted. The procedure for readmission varies by program, as described in individual program student handbooks.

Master of Arts (M.A. Fully Online)

Admission Criteria, Requirements, and Procedures

Admission Requirements

Admission to the Master of Arts program is open to applicants who hold a baccalaureate degree from a regionally accredited institution or a recognized international institution of higher education. 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 are satisfactory. Students may be admitted into the M.A. program on a full or provisional status.

To apply for admission to the M.A. program, applicants should submit a UI&U application accompanied by:

- Official transcripts detailing an earned bachelor's degree with a GPA of 3.0 or greater; if conferred GPA is less than 3.0, transcripts from all universities and/or colleges attended must be provided.
- A grade point average of 3.0 or better (on a 4.0 scale) in the major field of study and in all subsequent graduate work. An official transcript with the baccalaureate degree noted from the school(s) attended must be sent directly from the undergraduate school to the admission office. Candidates who do not have a 3.0 GPA may be considered for admittance to the program. Such exceptions are considered on a case-by-case basis and may require additional coursework.
- Students with international transcripts are responsible for obtaining an evaluation of their transcripts through an international evaluation service.

- A statement of purpose that describes the applicant's reasons for applying and the type of research she/he would like to do in the M.A. The statement of purpose should also demonstrate graduate-level writing skills and command of the English language.
- Three letters of recommendation from people who know the applicant academically or professionally and who can speak to his/her potential to succeed in graduate study.
- An updated resume.
- English proficiency is required of all applicants whose native 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/>.
- Applicants for Applied Nutrition and Dietetics only must have completed a basic nutrition course and a basic chemistry course before admission; before enrollment in first-term courses, students must have a signed Experiential Learning Application and Affiliation Agreement with at least one experiential learning site.

Admission Procedures

Once all application documents have been received and the application file is complete, the documents are reviewed by a faculty admissions committee. A representative of the committee will conduct a phone interview with the applicant to discuss the application and provide an opportunity for the applicant to ask questions about the M.A. program. The committee may accept or reject the applicant or request further information about the applicant's preparation for graduate study.

Provisional admission may be granted when the committee determines the student has not met the requirements for full admission, as evidenced in the student's academic work, such as:

- Less than 3.0 but greater than 2.5 cumulative GPA in undergraduate work.
- Overall performance in relevant undergraduate coursework has been below the B level.
- The student has made a major change in their area of specialization but has demonstrated potential for graduate study.
- Other academic weaknesses that may adversely impact the student's graduate career.

When a student is granted provisional admission, they will take six (6) credits of graduate coursework in their first enrolled term. The following will apply:

- The first term coursework will be listed in writing on the official acceptance letter from the M.A. program. The acceptance letter will also state when the M.A. program director requires the completion of the specified coursework.
- The student must achieve a grade B or better 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 allowed to continue in the program.
- Financial aid is not available after the first term under provisional admission.
- Following successful completion of first term coursework, the student will be granted full admission status and will be allowed to continue enrollment for courses beginning in the next scheduled term.

Students may be denied full admission based on poor academic performance in their first term coursework. The M.A. program director or university may then 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 the M.A. program. At such time, the student may formally reapply for admission to the program.

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 M.A. program chair will consider reinstatement. Reinstatement is not automatic and the decision of the program chair is final. Upon recommendation for reinstatement, a reinstatement clearance form will be sent by the M.A. director to the Office of Financial Services and the Business Office. Both of these offices must indicate clearance before reinstatement can be processed for approval. A final approval letter from the program chair will be sent to the student indicating the date and session of reinstatement. 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. The reinstated 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 M.A. program at Union Institute & University for a period greater than 12 months is only readmitted by formal consideration and action of the M.A. program chair and the program's dean. The student must contact the office of admission to begin the readmittance process. The readmittance 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.)

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.

Master of Arts – Clinical Mental Health Counseling (MA-CMHC)

Admission Criteria, Requirements, and Procedures

There are three entrance points to the MA-CMHC program annually: August/September (Fall), January (Spring), and April/May (Summer). Applications are reviewed upon completion and admission decisions are made on a rolling basis. Admission is open to applicants who hold a bachelor's degree from a regionally accredited institution or a recognized international institution of higher education. The admission decision is based upon the following:

- A grade point average of 3.0 or better (on a 4.0 scale) in the major field of study and in all subsequent graduate work. An official transcript with the baccalaureate degree noted from the school(s) attended must be sent directly from the undergraduate school to the admission office. Candidates who do not have a 3.0 GPA may be considered for admittance to the program. Such exceptions are considered on a case-by-case basis and may require additional coursework.
- Students with international transcripts are responsible for obtaining an evaluation of their transcripts through an international evaluation service.
- A completed application detailing personal and professional goals and reasons for pursuing graduate study.
- Resume or curriculum vitae documenting relevant work experience and professional accomplishments.
- Three professional recommendations, one of which must be from a person qualified to evaluate clinical potential or appropriateness for advanced study.
- 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.
- A 40-minute individual interview to discuss the core components of the application and to provide the applicant with an opportunity to ask questions regarding the program.

Application materials, including recommendation forms and other supporting information about the MA-CMHC program, are available online or by contacting the Office of Admissions at admissions.cmhc@myunion.edu.

The admissions committee, consisting of faculty members, reviews and acts upon completed application materials on a monthly basis. Deliberations of the admissions committee can yield one of the following outcomes:

1. Full acceptance. Full acceptance is granted when the applicant has met all admissions criteria and is accepted for admission into the program without reservation.
2. Provisional acceptance. Provisional acceptance may be granted when the applicant has not met the requirements for full acceptance, as evidenced in the applicant's academic history or other identified area(s) of academic weakness, but has demonstrated potential for success in the program. When a student is granted provisional acceptance, they will take a minimum of nine credits of foundational (first-year) coursework in their first enrolled term. Following successful completion of first term coursework, with grades of B or better in each course, the student's progress will be reviewed by the faculty prior to being granted full matriculated status and allowed to enroll for courses beginning in the next scheduled term. Financial aid is only available for the first term of provisional acceptance status.
3. Denial. Denial of admission is granted when the applicant has neither met the requirements for acceptance nor demonstrated potential for success in the program. The program follows the practice of not discussing with applicants the reason(s) for denial of admission.

Program members of the admissions committee hold the authority and make the final determination on all matters pertaining to admission.

All incoming students are required to take a minimum of nine credits in their first term. Program options of less than nine credits may be considered in the student's second term and beyond. See Registration and Tuition Policies for more information.

New students will be assessed a one-time LiveText e-portfolio fee in their first term of enrollment. LiveText provides the student with a mechanism for organizing and tracking their learning experiences and supports the program's efforts to plan goals, assess student progress, and strengthen program quality. The one-time LiveText fee, charged upon registration, is a five-year license to use the program's e-portfolio system.

Reinstatement/Readmission

Students who have left the program in good standing and meet all criteria of the Satisfactory Academic Progress 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 director. The letter should be submitted at least 45 days before the beginning of the term in which reinstatement is being requested and must include the following:

- An explanation for the request for reinstatement.
- 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.

Upon receipt of the above documentation, the director will appoint a committee of at least two faculty members to consider reinstatement. Reinstatement is not automatic and the decision of the faculty committee is final. Upon recommendation for reinstatement by the committee, a Reinstatement Clearance Form will be sent by the program office to the Office of Financial Services and the Business Office. Both of these offices must indicate clearance before reinstatement can be processed for approval. A final approval letter from the director will be sent to the student indicating the date and term of reinstatement. 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 student who has been withdrawn from the MA-CMHC program at Union Institute & University for a period greater than 12 months is only readmitted by formal consideration and action of the MA-CMHC program chair and the program's dean. Student must contact the Office of Admissions to begin the readmittance process. The readmittance 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.

Master of Business Administration (MBA)

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; plus, gather and interpret reports based on industry data. Students interested in the MBA will focus on the latest trends and new business trends from a global perspective. A candidate for the MBA wants to be prepared for the ever-changing business environment; they will learn tools that help them adapt to the changing climate of business.

Admission Requirements

Appropriate MBA candidates have the following profile:

- Successful completion of 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).
- 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.
- Ability to work at a graduate level and willingness 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.
- Willingness to network with others to reach their academic and professional goals.
- Commitment to their academic studies and dedication 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.
- Openness 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. The UI&U foundation courses are BUS 101, ACC 235 and ACC 236.

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. For the MBA program, 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 are 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 grade of B or better 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 readmittance process. The readmittance 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.

Master of Science in Health Care Leadership (MS-HCL)

Admission Criteria, Requirements and Procedures

Program Candidate Profile

Union Institute & University's Master of Science with a major in Health Care Leadership (MS-HCL) candidates are expected to be emerging professionals or current leaders at all levels of management in for-profit, nonprofit, and the public health care sector with a minimum of three years of work experience. The university seeks individuals whose goal is to advance their careers in a manner that contributes to their profession, enhances the civic communities in which they live and work, and addresses larger global health care issues. Appropriate candidates have the following profile:

- Successful completion of a bachelor's degree from a regionally accredited college or university with a cumulative grade point average (GPA) of at least 3.0.
- A minimum of three years of work experience in any field or a bachelor degree in a health care-related field with an interest in expanding their leadership abilities and skill set with the possibility of taking on greater management or organizational responsibilities within health care-related organizations.
- Ability to work at a graduate level and a willingness to stretch beyond their current abilities and mental models, being able to critically reflect upon scholarship and their practical experience to devise their own perspectives and applications so innovative solutions to complex organizational and social issues can be envisioned, developed and implemented.
- Willingness to learn in a collaborative educational community setting and a network where members engage with each other to reach their academic and professional goals.
- Commitment to academic studies and dedication to professional self-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.
- Openness to intercultural, alternative, and challenging perspectives, including critically examining their own viewpoints and practices in dialogue with individuals possessing diverse professional backgrounds.

Admission Requirements

The successful applicant to the MS-HCL program must satisfy the following requirements:

- An undergraduate degree from a regionally accredited college or university with a cumulative grade point average (GPA) of at least 3.0.
- A minimum of three years of work experience or a bachelor degree in a health care related field with an interest in expanding one's leadership abilities and skill set with

- the possibility of taking on greater management or organizational responsibilities within health care related organizations.
- The ability to:
 - Study, research, analyze, write, and orally present at a graduate level.
 - Problem solve, make reasoned arguments, and practically apply learning.
 - Work in a distance learning setting that utilizes technology to research, dialogue, and collaborate.
 - Take ownership of and manage one's graduate course of study.
 - Commit to actively participating in a diverse and challenging professional learning community.

Candidates who have the potential to work at the graduate level but need to further develop their writing and critical thinking skills, do not have a 3.0 GPA, or do not have three years of work experience can potentially be considered for admittance to the program. Such exceptions are considered on a case-by-case basis and may require additional coursework beyond the 12 core courses. These students may be offered provisional acceptance (see below: Provisional Admission).

Application Procedure

The following are required elements for consideration of admission to the MS-HCL program.

- *Completed Application.*
- *Statement of Purpose:* A maximum of a four-page (double-spaced and in 12-point font) statement of purpose in which the applicant provides the following:
 - Describes leadership qualities, skills, and professional experiences that qualify the applicant to be accepted into the MS-HCL program.
 - Explains how the MS-HCL degree will support the applicant's growth as a professional leader and engaged citizen, including how the degree will advance her or his career and active role in the community.
 - Outlines the socially responsive professional project rooted in a work issue and social concern that the applicant will develop and complete during the MS-HCL program's course of study.
 - Discusses the challenges of participating in a graduate program and how he or she will balance academic work and personal responsibilities.
 - Provides a descriptive summary outlining civic activities, social concerns, etc.
- *Transcripts:* Official transcripts verifying an undergraduate degree from a regionally accredited institution with a cumulative grade point average (GPA) of at least a 3.0. Students with international transcripts are responsible for obtaining an evaluation of their transcripts through an international evaluation service.
- *Letters of Recommendation:* Must have two (2) letters of recommendation that indicate the applicant's:
 - Leadership qualities and professional health care experience, and
 - Ability to think critically, problem solve innovatively, and work at a graduate level.
- 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.

- *Professional Resume*: A resume outlining the applicant's work experience (including a minimum of three years of work experience), professional accomplishments, and career aspirations.
- *Admission Interview*: If the applicant is considered potentially suited to the program, the applicant is invited to a 40-60 minute phone interview with the program director that discusses the core components of one's statement of purpose and provides the applicant an opportunity to ask questions regarding the program.

Provisional Admission

Admission decisions are made on an individual basis. Before admission is granted, each application is reviewed to determine if the applicant's academic history and preparation are satisfactory. Applicants may be admitted into full or provisional status. When an applicant is granted provisional admission, they will be required to satisfactorily complete six credits of graduate coursework in the first enrolled session. In addition, 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 department requires the completion of the specified coursework.
- The student must achieve a B grade or better in all first session enrolled courses to be granted full matriculated 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 term coursework, including interpersonal/professional behavior. The department 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.

Transfer Credit

The MS-HCL program does not accept external transfer credits toward the degree requirements. An exception may be made for some applicable internal Union Institute & University courses and credits that may be internally transferred to MS-HCL with the approval of the program director. Six (6) credits are the maximum allowable internal transfer credits.

New students will be assessed a one-time LiveText e-portfolio fee in their first term of enrollment. LiveText provides the student with a mechanism for organizing and tracking their learning experiences and supports the program's efforts to plan goals, assess student progress, and strengthen program quality. The one-time LiveText fee, charged upon registration, is a five-year license to use the program's e-portfolio system.

Admissions Calendar

The MS-HCL program operates on a 16-week term schedule, with two eight-week sessions per term. Students are admitted for terms which begin in early January, early May, or late August and early September. Registration is required prior to the start of each enrollment term. A student should inform the Office of Admissions of a decision to postpone admission. Students are referred to the Attendance and Engagement Policy in the university catalog to determine the requirements for engagement with and responsibility for course enrollment.

Reinstatement

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

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

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

Readmission

A student who has been withdrawn from the MS-HCL program at Union Institute & University for a period greater than 12 months is only readmitted by formal consideration and action of the MS-HCL program director. The readmittance process includes the following:

- A new application (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). Note the following:

- All readmitted students will enter under the current academic and administrative policies at the time of readmission (see current registration and tuition policies). Students are responsible for learning about and adhering to all current 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.

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.

Master of Science in Organizational Leadership (MSOL)

Admission Criteria, Requirements, and Procedures

Program Candidate Profile

MSOL program candidates are emerging professionals or current leaders at all levels of management in the for-profit, nonprofit, and public sectors. They are individuals who seek to advance their careers in a manner that contributes to their professions, enhances the civic communities in which they live and work, and addresses larger global issues. Appropriate candidates:

- 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.
- 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 or organizational responsibilities.
- Can work at a graduate level and are willing to stretch beyond their current abilities and mental models, being able to critically reflect upon scholarship and their practical experience in order to devise their own perspectives and applications so innovative solutions to complex organizational and social issues can be envisioned, developed and implemented.

- Intentionally chose to learn in a collaborative educational community setting, a network where members engage with each other 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.

Admission Requirements

- Have an undergraduate degree from a regionally accredited college or university with a cumulative grade point average (GPA) of at least 3.0.
- Have three to five years of work experience with an interest in expanding one's leadership abilities and skill set with the possibility of taking on greater management or organizational responsibilities.
- Have the ability to:
 - Study, research, analyze, write, and orally present at a graduate level.
 - Problem solve, make reasoned arguments, and practically apply learning.
 - Work in a distance learning setting that utilizes technology to research, dialogue, and collaborate.
 - Take ownership of and manage one's graduate course of study.
 - Commit to actively participating in a diverse and challenging professional learning community.

Candidates who have the potential to work at the graduate level, but need to further develop their writing and critical thinking skills, or do not have a 3.0 GPA and/or three to five years of work experience, can be considered for admittance to the program. Such exceptions are considered on a case-by-case basis and may require additional coursework beyond the twelve core courses. These students may be offered provisional acceptance (see below: Provisional Admission).

Admission Process

Interested students are not required to take the Graduate Record Exam (GRE) or Graduate Management Admissions Test (GMAT). Those seeking admittance to the MSOL program are to submit a UI&U application form accompanied by:

- Official transcripts detailing an earned Bachelor's degree with a GPA of 3.0 or greater, if conferred GPA is less than 3.0, transcripts from all universities and/or colleges attended must be provided.
 - 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.

- A three-to-four page (double-spaced) statement of purpose in which the applicant:
 - Describes one's leadership qualities, skills, and professional experiences that qualify one to be accepted into the MSOL program.
 - Explains how the MSOL degree will enable one to grow as a professional leader and engaged citizen, including how the degree will advance one's career and active role in the community.
 - Discusses the challenges of participating in a graduate program and how one will balance academic work and personal responsibilities.
 - Provides a descriptive summary outlining one's civic activities, social concerns, etc.
- Two letters of recommendation that indicate the applicant's:
 - Leadership qualities and professional experience.
 - Ability to think critically, problem solve innovatively, and work at a graduate level. (A recommendation form is provided online.)
- A resume outlining one's work experience, professional accomplishments, and career aspirations.

Admission Interview: If the applicant is considered potentially suited to the program, they are invited to a 30 to 60-minute phone interview that discusses the core components of one's statement of purpose and provides the applicant an opportunity to ask questions regarding the program.

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 are 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 (LDR 501 and 502) 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 department. The acceptance letter will also state when the department 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 department 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 MSOL director will consider reinstatement. Reinstatement is not automatic and the decision of the program chair is final. Upon recommendation for readmission, a reinstatement/readmission clearance form will be sent by the MSOL director to Financial Aid and the Business Office. Both of these offices must indicate clearance before reinstatement/readmission can be processed for approval. A final approval letter from the program chair 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. The 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 MSOL program at Union Institute & University for a period greater than 12 months is only readmitted by formal consideration and action of the MSOL program chair and the program's dean. Student must contact the Office of Admissions to begin the readmittance process. The readmittance 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.

Doctoral Degree Program

Doctor of Philosophy in Interdisciplinary Studies (Ph.D.)

Admission Criteria, Requirements, and Procedures

The Ph.D. program seeks diverse students from a variety of personal and professional backgrounds who are committed to interdisciplinary, socially engaged, and relevant scholarship and praxis. Applicants are assessed in regard to academic achievement, professional background and experience, writing and research abilities via a statement of purpose, interpersonal skills, and references. A GRE is not required for admission into the Ph.D. program. Individuals interested in applying to the Ph.D. program must complete an online application accompanied by:

- Three letters of recommendation from people who know the applicant academically or professionally and can speak to their potential to succeed in doctoral studies (professional and/or academic with at least one referrer having an earned Ph.D.).
- Official transcripts detailing an earned master's degree with a GPA of 3.0 or greater from a postsecondary, regionally accredited educational institution or accredited by agencies recognized by both the Council for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE).
- A current resume or CV.
- A statement of purpose that demonstrates graduate-level writing skills in describing the applicant's reasons for applying and the type of research they are intending to conduct in the Ph.D. program.
- English proficiency is required of all applicants whose first language is not English (see:<https://myunion.edu/future-students/international-students>). Applicants with degrees (a bachelor's or master's earned in English from accredited universities in English-speaking countries meet the Ph.D. program's English proficiency requirement. Alternatively, applicants can demonstrate English proficiency by achieving a minimum score of 79 on the Test of English as a Foreign Language (TOEFL®iBT), a score of at

least 6.0 on the International English Language Testing System (IELTS™) Exam, or a score of at least 54 on the Pearson Tests of English Academic (PTE Academic).

Applications are accepted on a rolling admissions basis. The deadline for completed applications is May 1 for terms beginning on July 1, and November 1 for terms beginning on January 1.

Admission Procedures

Once all application documents have been received and the application file is complete, the documents are reviewed by a faculty admissions committee. If an application is deemed strong enough to warrant further consideration, a representative of the committee will conduct a phone interview with the applicant to discuss the application and provide an opportunity for the applicant to ask questions about the Ph.D. program. Following the interview, the full admissions committee reconvenes and determines to either 1) grant full admission, 2) offer provisional admission, or 3) deny admission.

1) Full admission is granted to applicants who have met all admission requirements without reservation.

2) Provisional admission may be offered to applicants who have not met the requirements for full admission, as evidenced in their academic history, statement of purpose, interview, or other identified area(s) of academic weakness, but have demonstrated potential for success in the program. Provisionally-admitted students will enroll in the first of two required academic skills seminars (ACS 700) and, upon recommendation by the admissions committee and the concentration chair, either a foundational or core seminar for a total of six credits. Students who are provisionally admitted are eligible for financial aid during their probationary term(s). Upon completion of first-term coursework, the dean will review the student's progress in close consultation with instructing faculty as well as the concentration chair and either grant full admission, offer a one-term extension of the probationary period, or issue an academic dismissal. If an extension is granted, a second review takes place at the end of the second term, whereupon the dean will make a final decision. Applicants who have neither met the requirements for admission nor demonstrated potential for success in the program are denied admissions. The program follows the practice of not discussing with applicants the reason(s) for denial of admission.

Faculty members of the admissions committee hold the authority and make the final determination on granting full admission, offering provisional admission, and denying admission.

Once approved for either full or provisional admission, a candidate for the program must reply to the admissions office, accept the offer, and must submit the initial academic residency and registration forms.

Reinstatement for Ph.D. Students

Students who have been administratively withdrawn for a period of 12 months or less may apply for reinstatement by letter to the dean. A clearance form will be sent by the graduate college to the Business Office. Both offices must indicate clearance before reinstatement can be processed for approval. A letter from the dean will be sent to the student indicating the date and term of reinstatement. A copy will be forwarded to the faculty advisor and to the Registrar's Office. The Registrar's Office will post date of re-entry. The date of re-entry is most commonly the first day of the new registration period. The reinstated student will be assigned to the appropriate year/term registration group based on the re-entry date. Reinstatement by the

graduate college within 12 months may require reconstitution of the dissertation committee depending on whether the dissertation committee members are able and choose to continue serving on the student's committee. Students who have been administratively withdrawn for a period greater than 12 months should follow the readmission procedures.

Readmission for Ph.D. Students

A student who has been administratively withdrawn from the Ph.D. program at Union Institute & University for a period greater than 12 months is only readmitted by formal consideration and action of the Ph.D. program's admissions committee and the dean. Students considered for readmission to the Ph.D. program in Interdisciplinary Studies must follow the most current program degree requirements. All readmitted students will enter under the current academic and administrative policies at the time of readmission. It is the student's responsibility to be informed and to adhere to all current policies. Before applying for readmission, students must resolve all prior financial and administrative obligations. Students must contact the admissions office as soon as they intend to apply for readmission. They will begin processing the Readmission Clearance Form, which determines whether the student has met all prior financial and administrative obligations and is eligible to apply for readmission. A member of the admissions office will contact the student as soon as they are cleared to apply for readmission. Students may then prepare the application for readmission. Students who are approved for readmission will enter the program during the term (January or July) when the seminars they need are offered. Therefore, they will join a new cohort.

The application for readmission includes the following items:

- A new Application for Admission. (No admission fee will be charged.)
- A letter explaining the request for readmission.
- A narrative that details the student's professional and educational accomplishments while withdrawn from the program.
- Transcripts originally submitted for admission, as well as transcripts from a regionally accredited university 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.)
- A recommendation from the student's faculty advisor if currently active on the graduate college faculty. (If no faculty advisor was ever assigned, one reference letter is required.)

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.

Graduate Certificate Programs

Admission Criteria, Requirements, and Procedures

Alcohol and Drug Abuse Counseling Certificate

(As a Stand-alone Certificate)

Admission/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.
- Readiness to participate in online instruction and become a member of an online community of inquiry.
- Access to the Internet and email.
- Competence in written communications 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).
- Goal statement.
- Official transcript with the baccalaureate degree noted.
- One letter of reference from a person who can comment on the applicant either academically or professionally.

Certificate in Cannabis Studies

Admission/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 minimum 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 native 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/>.

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 showing all degrees or courses relied upon for admission.

Health Education Certificate

Admission/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.
- Readiness to participate in online instruction and become a member of an online community of inquiry.
- Access to the Internet and email.
- Competence in written communications 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 (apply online at www.myunion.edu).
- Goal statement.
- Official transcript with the baccalaureate degree noted.
- One letter of reference from a person who can comment on the applicant either academically or professionally.

Leadership in Public Service Certificate

Admission/Application

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

- Have an undergraduate degree from a regionally accredited college or university with a cumulative grade point average (GPA) of at least 3.0.
- Have three to five years of work experience with an interest in expanding their public administration abilities and skill set with the possibility of taking on greater leadership responsibilities.
- Demonstrate an interest and commitment to social justice issues and practices, as demonstrated in a statement of purpose.
- Have the ability to:
 - Study, research, analyze, write, and orally present at a graduate level.
 - Problem solve, make reasoned arguments, and practically apply learning.
 - Work in a distance learning setting that utilizes technology to research, dialogue, and collaborate.
 - Take ownership of and manage one's graduate course of study.

- Commit to actively participating in a diverse and challenging professional learning community.
- 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 statement of purpose.
- Official transcript with the baccalaureate degree noted.

Graduate Certificate in Creativity Studies

Graduate Certificate in Health & Wellness

Graduate Certificate in History & Culture

Graduate Certificate in Social Justice

Graduate Certificate in Literature & Writing

Admission/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.
- Completion of a regionally accredited master's degree; OR successful completion of graduate-level courses comparable to MAP 508 and MAP 509; OR equivalent experience as approved by the M.A. program director.
- A minimum GPA of 3.0 in the most recently 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 showing all degrees or courses relied upon for admission.

TRANSFER CREDIT POLICIES

Union Institute & University's academic programs have each determined transfer credit policies applicable to the program's curriculum and degree requirements. Refer to the specific transfer credit policies within each academic program presented in this catalog.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Union Institute & University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the baccalaureate, master's, doctoral, or certificate credits you earn in an educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Union Institute & University to determine if your credits or degree, diploma, or certificate will transfer.

TRANSIENT (VISITING) STUDENTS

A transient or visiting student is defined as a student who is registered for a limited number of courses but is not pursuing a degree at Union Institute & University. UI&U provides the opportunity, on a limited basis, for students enrolled in degree programs at other institutions to complete undergraduate or graduate courses for the purpose of transferring them to their home institution. This enrollment opportunity is available during any term/session throughout the year from any of the UI&U academic centers/programs. Non-degree students wishing to enroll in M.A. courses have a M.A. program application to submit to the M.A. program before enrollment is approved.

INTERNATIONAL STUDENTS

Effective June 10, 2016, as Revised

Union Institute & University accepts qualified F-1 international students into its degree programs offered through the Cincinnati, Ohio academic center. Designated school officials in Cincinnati advise and assist international students with their F-1 immigration status requirements and responsibilities. UI&U does not provide visa services, but will issue I-20 forms to students applying for certified programs and will vouch for student status and any associated charges. UI&U degree programs certified for issuing I-20s to F-1 international students include the Ph.D. and the M.A. with a major in Clinical Mental Health Counseling. UI&U is a distance learning

institution. International students will enter the U.S. to attend required on-ground program residencies only; they will not reside in the U.S. for the duration of their degree programs. International applicants whose native language is not English are required to provide proof of English proficiency.

See program specific requirements for admission and continued enrollment of international students on the International Applicants webpage: <https://myunion.edu/future-students/international-students/>.

Information about obtaining student visas, providing financial certification, maintaining F-1 status, required forms, and other related information are available through the following links:

- International Student Services website: <https://myunion.edu/future-students/international-students/>.
- Required forms and other documents: International Student Services website and the forms directory: <http://www.myunion.edu/forms-directory/international-students/>.
- Contact: international.students@myunion.edu.

UI&U's fully-online programs and programs that offer fully-online options – the Bachelor of Arts, most Bachelor of Science majors, Master of Business Administration, Master of Science in Health Care Leadership, Master of Science in Organizational Leadership, and the Master of Arts program – have no on-campus requirements, which means that travel to the U.S. is not required. Students residing in countries other than the United States may be admitted to these online programs, but UI&U will not facilitate travel to or residency in the United States while they are enrolled in Union Institute & University's online degree programs. Students are not required to be residents of the U.S. while enrolled in and attending online classes.

Foreign Transcript / Credentials Evaluation

Students with international transcripts are responsible for obtaining an evaluation of their transcripts. For admission purposes, please request a course-by-course evaluation. Union Institute & University requires that evaluations of international credits be performed by organizations belonging to the Association of International Credential Evaluators, Inc. (AICE) or the National Association of Credential Evaluation Services (NACES). Fees vary by the type of evaluation requested (high school, bachelor's, master's, etc.) from approximately \$150 to \$280. Turnaround time for the evaluation is generally two to four weeks. Additional fees apply for expedited service and multiple copies of the evaluation. See individual service websites for details about specific services and costs.

A complete list of approved member organizations may be found on the individual association's website.

- AICE: <http://aice-eval.org/members/>
- NACES: <http://www.naces.org/members.html>

As with official transcripts, students should have all foreign credential evaluations sent directly to an agent of UI&U from the evaluating organization.

VETERANS EDUCATION & MILITARY EDUCATION

Union Institute & University is approved for the education and training of Active Duty, Guard, Reserves, Veterans, and their eligible spouses and dependents under all existing public laws. Requests for information should be sent to veterans@myunion.edu. After enrollment, the veteran or military service member's point of contact throughout their educational career with UI&U and beyond is Veterans Coordinator and School Certifying Official in the Office of Student Support Services Angela Byles, angela.byles@myunion.edu.

Union Institute & University complies with all regulations set forth by the Veterans Administration including, but not limited to, the Veterans Benefits and Transition Act of 2018 for Chapter 31 and Chapter 33 eligible veterans. In accordance with the Veterans Benefits and Transition Act of 2018, UI&U ensures that the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of a funding payment by the U.S. Department of Veterans Affairs.

VA enrollment certification, by a UI&U School Certifying Official, requires that a Veteran or Service Member provides a copy of their "certificate of eligibility" or a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 authorization form for Chapter 31 Veterans. In addition, discharged Veterans need to submit a copy of their DD214. Active Duty, Reservists or Guard Service Members, or their spouses need to provide a copy of their most current "Last Earning Statement" prior to the beginning of each new enrollment term to be eligible to apply for UI&U's military scholarship for active duty service members or their spouses. Service member students that qualify for VA educational benefits, regardless of the percentage of entitlement, are eligible for the UI&U Active Duty Scholarship as long as the required hours enrolled and GPA qualifications are met.

For information about educational benefits we recommend that you call the toll-free number for the Department of Veterans Affairs at 888.442.4551, or visit their website at <http://www.gibill.va.gov/>. Consult the Department of Veterans Affairs website at <http://www.vba.va.gov/> for general VA benefits information.

Veterans and Military Personnel

Union Institute & University is proud to welcome America's Veterans, Active Duty military, Guard, Reserves, and their dependents into our academic programs. As a military friendly school, UI&U's programs are designed to allow veterans and military personnel to maintain busy schedules and commitments while completing a degree. UI&U was named by G.I. Jobs magazine as a Military Friendly School® for 2019-2020. This recognition ranks UI&U in the top 20% of all colleges, universities, and trade schools nationwide. UI&U was also ranked as a Military Spouse Friendly School for 2019-2020. **Military Spouse Friendly® is the standard that measures an organization's commitment, effort and success in creating sustainable and meaningful benefit for the military spouse community.** Refer to the UI&U Veterans Affairs webpage at <http://military.myunion.edu/> for contact and educational benefits information.

GI Bill®

UI&U assists its student service members with educational opportunities available from all VA chapters offering education benefits. The university is pleased to be a participating school in the

Post 9/11 GI Bill® - Chapter 33/Yellow Ribbon Program since 2011. Effective October 1, 2011, the university began providing tuition assistance for veterans who qualify for education assistance under the Yellow Ribbon Program of the Post 9/11 GI Bill® and Public Law 377-111.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.gibill.va.gov/>. For up-to-date benefit information. www.benefits.va.gov/.

Yellow Ribbon Program

As a participant in the Yellow Ribbon Program, Union Institute & University will work with the U.S. Department of Veterans Affairs to fund tuition costs above the annual cap mandated by Congress for the 2020-2021 academic year. The partnership will allow Union Institute & University's program tuition and fees to be matched by the VA and will result in no financial obligation for tuition and fees for eligible Chapter 33/Post 9/11 military and veterans. It also allows in many cases for the benefit to be transferable to a spouse or dependent.

Veterans in Union

UI&U offers a \$7,500 living allowance stipend (a total of three stipends at \$2,500 per term) for honorably discharged Pell Grant eligible veterans. Applicants must have Post 9/11 GI Bill® Chapter 33, or Chapter 31 VA educational entitlement. This is open to qualified veterans residing in any U.S. state. For all other requirements and to apply please refer to the UI&U webpage <http://military.myunion.edu/home/scholarships-and-stipend/>.

Veterans in Union Requirements

1. Reside in the U.S.
2. Have Chapter 33 or Chapter 31 entitlements for VA educational benefits. When applying, must provide a copy of the Certificate of Eligibility for Ch. 33 VA educational benefits, or have a signed Chapter 31 Authorization and Certification form from a vocational rehabilitation counselor.
3. Provide a copy of VA form DD 214 - Certificate of Release of Discharge from Active Duty culminating in honorable discharge.
4. Provide a copy of VA form 22-1995 Change of Program or Place of Training if VA educational benefits were used at a prior college or university.
5. Show proof of Expected Family Contribution (EFC range of 0 - 7500).
6. Be admitted and enrolled full time, based on the degree program's curriculum, in a Union Institute & University degree program, with continuous full-time enrollment leading to degree completion.
7. Maintain a cumulative grade point average of 2.0 for undergraduate programs and 3.0 for master's and doctoral degree programs.
8. The Veterans in Union (VIU) stipend will not be awarded for any term after a service member's entitlement for VA educational benefits has expired.
9. If any requirement listed above is not met for a term, the student will forfeit their Veterans in Union stipend for the unqualified term.
10. Students must be registered every term with no breaks in enrollment. Only an approved Leave of Absence or military service obligations are accepted exceptions to a break in enrollment.
11. Students in their final term of enrollment for degree completion will maintain their eligibility for the VIU stipend even if full-time status is not required.

Union Institute & University Military Scholarships

UI&U offers three scholarships for Active Duty, Guard, Reserves, Veterans, their spouses, or dependents. Details about the three scholarships are shown below and found on the UI&U webpage for Veterans & Military Personnel, <http://military.myunion.edu/home/scholarships-and-stipend/>.

Scholarship to Honorably Discharged U.S. Military Veterans, their Spouses and Dependents

Tuition Agreement to Benefit Honorably Discharged U.S. Military Veterans, their Spouses and Dependents

Eligibility

Terms of the Scholarship:

- Students meeting the requirements listed below qualify to receive \$3,000.00 in total scholarship to be awarded \$750.00 per semester for the student's first four semesters at UI&U.
- Student must be enrolled full time in a degree program.
- The transfer of academic credits is subject to the policies stated in the UI&U Catalog. <http://www.myunion.edu/academics/university-catalog.html>.
- UI&U accepts regionally accredited coursework, JST & ACE Transcripts, CLEP, DSST, and others.

Requirements:

1. Acceptance and enrollment into an undergraduate or master's degree program at Union Institute & University.
2. Continuous full-time enrollment is required. The program will dictate the minimum number of credit hours to meet full-time enrollment.
3. Student must maintain satisfactory academic progress.
4. This scholarship may be used in conjunction with employer tuition reimbursement or state and federal grants, the combination of which is not to exceed the total cost of tuition, books and fees to the Veteran.
5. Students must submit proof of Honorable Discharge status with a copy of their DD-214.

Scholarship to Active Duty U.S. Military, National Guard, Reserves, their Spouses and Dependents

Tuition Agreement to Benefit Active Duty Military, National Guard, Reserved, their Spouses and dependents

Eligibility

Terms of the Scholarship:

- Master's degree students are eligible for \$100.
- Undergraduate students meeting the requirements listed below will be eligible to receive scholarships in an amount sufficient to reduce their undergraduate per credit hour cost to \$250.00 for Active Duty, National Guard or Reservist, **or** \$350.00 per credit hour for their spouse or dependents.
- The transfer of academic credits is subject to the policies stated in the UI&U Catalog.

<https://www.myunion.edu/academics/academic-services/university-catalog-program-handbooks/>

- UI&U accepts regionally accredited coursework, JST & ACE Transcripts, CLEP, DSST, and others.

Requirements:

1. Acceptance and enrollment into an undergraduate or master's degree program at Union Institute & University.
2. Continuous enrollment at a least half time is required – minimum of six credit hours per semester. (Enrollment in spring/summer semester is not required to meet the definition of continuous enrollment.)
3. Student must maintain satisfactory academic progress.
4. Student must submit proof of Active Status for themselves or their spouse/dependent in the military or National Guard/Reserves each term (e.g. most current Last Earning Statement).

All UI&U scholarships are limited to one university-funded scholarship per student per degree program. If the student's eligibility for one UI&U military scholarship changes while enrolled in one degree program, the student may change to a different UI&U military scholarship option.

Veteran students or service member students that qualify for VA educational benefits, regardless of the percentage of entitlement, are eligible to be awarded any internal UI&U scholarship as long as other eligibility requirements for a scholarship are satisfied, for example, required hours enrolled and/or GPA qualifications.

OFFICE OF STUDENT SUPPORT SERVICES

Executive Director: Dr. Jay M. Keehn

The Office of Student Support Services utilizes a holistic approach to support students' knowledge, skills, leadership enhancement, and career-oriented development. Union Institute & University services strive to address the academic, professional, and emotional needs of all students. The Office of Student Support Services provides support in the following areas:

- Academic Tutoring
- Career Services
- Veteran's Affairs
- Disability Services
- Library
- Early Alerts
- Probation
- Form & Style Dissertation Review

Academic Services

Writing & Academic Tutoring Center

- Academic services for students, faculty, and staff are provided through the Union Institute & University Writing Center. Students can request telephone or Zoom video

conferencing appointments with professional writing tutors during the day, evening, or weekends. All services are free. Call 513.487.1156 (toll free: 1.800.861.6400 extension 1156) or email: writing-center@myunion.edu.

- Math Tutoring – Union Institute & University offers free one-on-one math tutoring for all students using Zoom video conferencing. All services are free and appointments can be made by e-mailing: math-tutoring@myunion.edu.

Career Services

UI&U offers executive career coaching for all students and alumni that is aligned with an academic philosophy and educational process that focuses on life planning and career preparation and advancement. The Office of Student Support Services works with each student to be forward thinking regarding career aspirations and to develop their:

- Self-awareness related to career choice by identifying, assessing, and understanding their competencies, interests, values, and personal characteristics.
- Qualities such as image, confidence and integrity.
- Relationship building and networking skills development.
- Capabilities, qualities, skills, and style in tune with their personality and career interests.
- Perspectives, ingenuity, and courage for the 21st century, global organizational manager and workplace member.
- Thinking about and building a skill set that enables them to work across professional fields with diverse professionals to innovatively address complex issues, make strategic and sustainable decisions, and build visionary solutions and implement them.
- Ability to be a value to organizations.
- Ability to be adaptable and develop one's professional qualities and skill set over the life of one's career.

Executive career coaches can provide resources, such as:

- Informational webinars
- Interview techniques
- Resume writing
- Strength/weakness inventories
- Occupation information
- Internship and job announcements
- Job connections
- Job search skills
- Self-promotion techniques
- Professional image building
- Diversity resources
- Graduate school planning and advising
- Networking

Union Institute & University does not guarantee job placement, nor does the university promise the availability of specific jobs or jobs in specific markets. For further information, please contact: career.services@myunion.edu.

Central Services for Our Veterans and Military Service Students

After enrollment, the military service member's point of contact throughout their educational career with UI&U, and beyond, is our veteran's coordinator. The Office of Student Support Services serves as a central department for all currently enrolled students to receive services that support their degree pursuit. These services include career services, academic tutoring services, and disability services. Services are all tailored to all populations. Veterans and military students are directed to our veteran's coordinator.

The veteran's coordinator collaborates frequently with the Office of Financial Services and Registrar's Office, the ADA coordinator, and the Business Office to gain information requested by a veteran or military service student.

Our veteran's coordinator also monitors the early alerts that are issued for any veteran or military service student with academic concerns. The veteran's coordinator then consults with the student success coach on remediation steps to assist the student to succeed. The veteran's coordinator and the student success coach then consult with the student on action plans for academic improvement.

Our veteran's coordinator can also connect individuals to career services assistance specifically regarding resume writing, cover letters, mock interviews, social networking, etc. All work done with a veteran is tailored to their specific needs.

Disability Services

Accessibility Coordinator: Dr. Jay M. Keehn

Union Institute & University is committed to providing equal educational opportunities to qualified persons with disabilities. The Americans with Disabilities Act of 1990 (ADA) requires the university to make reasonable accommodations to students with a disability only if the individual requests such accommodations. It is the mission of the UI&U Accessibility Office to offer students with disabilities the opportunity for success in their college experience, with access to all programs, services, and activities. The Accessibility Office ensures that reasonable accommodations are determined and implemented appropriately for students with disabilities.

For further information, please contact: Accessibility Coordinator Dr. Jay Keehn at jay.keehn@myunion.edu or toll-free 800.461.6400 ext. 2140.

Americans with Disabilities Act (ADA) Policy

Effective July 1, 2014, as Revised

Accommodations and Related Services

Union Institute & University, under the requirements mandated by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, will make accommodations in the learning and instructional environment to meet the documented needs of students with disabilities. The general academic regulations and graduation requirements of university programs are identical for all Union Institute & University students.

To Request Accommodations and Related Services

Accommodations cannot be made for a student unless they request services directly from the Accessibility Office. To request accommodations and related services students must complete the [Disability Disclosure Form](#), available on [CampusWeb](#), Union Institute & University's academic and administrative portal.

The completed disability disclosure form is automatically sent to the accessibility coordinator. The accessibility coordinator will then contact the student to request documentation from their health provider and to discuss an appropriate accommodation plan, called an education plan. The accessibility coordinator will prepare the education plan, email it to the student for review and approval, and, once approved by the student, will distribute it to the appropriate staff and faculty. Education plans do not renew automatically; it is the student's responsibility to notify the Accessibility Office at the beginning of each term to reactivate their education plan. (Note: Union Institute & University's faculty and staff may not accommodate a student who claims a disability unless there is an education plan on record for the student. If a student requests an accommodation and does not have an education plan on file, the employee who receives the request shall advise the student of this policy and procedure, referring the student to the accessibility coordinator.)

Confidentiality

All documentation associated with the student's disability is kept confidential and separate from their official academic record.

Applicable Federal Statutes and Definitions

Two federal statutes govern the provision of disability services in higher education: [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act of 1990 \(ADA\)](#). Unlike the Individuals with Disabilities Act (IDEA), which provides a free and appropriate education to individuals with disabilities in the K-12 school system, these statutes are civil rights laws that provide access and prevent discrimination for individuals with disabilities. They ensure that a student's access to college admission and to specific academic programs and courses is not hindered due to a disability and that reasonable accommodations are provided.

Definitions:

A **disability** is defined as a physical or mental impairment that substantially limits one or more major life activities.

An **accommodation** is a modification to a program, task, or event that allows an individual with a disability to participate fully. Accommodations must be effective to ensure equal access but may not reduce program standards or present an undue financial or administrative burden to the institution.

Documentation is the report produced by the health provider who has evaluated an individual's disability. This information provides the official basis of a student's claim that he or she is a person with a disabling condition and guides the development of the student's accommodation plan.

ADA Complaint & Grievance Procedure for Students

Effective October 15, 2014, as Revised

This procedure applies to all students and other individuals accessing Union Institute & University (UI&U), other than employees of UI&U. Employees of UI&U with Section 504/ADA

concerns must follow UI&U's "Workplace Accommodations" policy and "Appeal of Disciplinary or Other Adverse Action" policy.

The grievance procedures that follow apply to individuals (other than UI&U employees) who feel their rights have been violated under Section 504 of the Rehabilitation Act of 1973 (Section 504) and/or the Americans with Disabilities Act of 1990 (ADA). Union Institute & University supports an individual's right to file a grievance under this procedure when they believe they have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids, effective communication, or suffered discrimination or harassment on the basis of disability by employees, other students, or third parties. Any such grievance must be submitted to the university within 180 days after the alleged discrimination or harassment occurred. There are two grievance procedures described below. The first procedure is for complaints and grievances against the university as a whole, or a university employee, academic or non-academic department, academic program, and/or university organization; and for complaints against other students or third parties. The second procedure applies to grievances against the accessibility coordinator.

Informal ADA Complaints and Resolutions

It is hoped that resolution of any complaint will begin with a sincere attempt at informal resolution. Individuals are encouraged to discuss their concerns with the UI&U [Accessibility Coordinator](#), 800.461.6400 ext. 2140

The accessibility coordinator (AC) will attempt to resolve the issue(s) by assisting the individual in discussing the issue with the other involved individual(s), either participating in the discussions or contacting the involved parties in an effort to clarify and resolve issues. It is expected that most concerns will be positively resolved through this process of support and mediation. The individual and involved parties will be notified in writing by the AC of progress, findings, and a proposed resolution within 10 business days. Due to the urgency of many issues, it is likely that many problems will be resolved sooner. The individual may end the informal resolution process at any stage and begin the formal stage of the complaint process.

ADA Grievance Procedure

If the individual or the accessibility coordinator does not believe that a satisfactory resolution has been reached at the informal resolution stage, or if an individual prefers to skip the informal resolution process, the individual must submit a complaint, in writing, to the AC, and the AC will make an appointment (within 10 business days) with the ADA compliance officer to allow the individual to present their concern. According to the individual's desires, the AC may or may not be at this appointment. At this meeting, the individual may present evidence and/or witnesses. The accused will also have the opportunity to present evidence and/or witnesses during the investigation. The ADA compliance officer, with the assistance of the AC, will conduct a thorough and impartial investigation of the complaint and deliver a written decision to all concerned within 10 business days. Because UI&U is an at-distance university, most meetings will be by teleconference.

If there is a finding of discrimination or harassment on the basis of disability, UI&U will take steps to prevent recurrence of any such harassment and to correct discriminatory effects on the complainant and others, if appropriate.

If the individual does not concur with the resolution proposed by the ADA compliance officer, they may choose to bring their issue(s) to the vice president for academic affairs (provost/VPAA) by filing a formal appeal with the provost/VPAA and the ADA compliance

officer within 10 business days of receiving the ADA compliance officer's decision. Within 10 business days of receiving this notification, the ADA compliance officer will make an appointment for the student with the provost/VPAA. The ADA compliance officer will also attend the meeting. The provost/VPAA will have 10 business days to respond in writing with a resolution after the meeting.

Should the student not concur with the provost/VPAA's decision, they may file a complaint with The Ohio Civil Rights Commission. UI&U is legally registered in Ohio and concerns should be addressed in Ohio. Individuals who do not live in Ohio may choose to contact their state civil rights commission office. These entities will take complaints and will investigate when appropriate.

Resolving Conflicts with the Accessibility Coordinator

If an individual has a complaint against the accessibility coordinator (AC), the individual has the option of discussing the complaint with the ADA compliance officer or going directly to the provost/VPAA. However, it is expected that individuals will first make a sincere attempt to resolve the conflict informally, either directly with the AC or with the ADA compliance officer.

If the complaint cannot be resolved informally with the AC or ADA compliance officer to the individual's satisfaction, the individual must submit a complaint, in writing, to the ADA compliance officer and the ADA compliance officer will make an appointment within 10 business days of receiving the complaint for the individual to meet with the Provost/VPAA to discuss the issues and explore resolution. The individual may also choose to bypass the ADA compliance officer and submit a complaint in writing to the Provost/VPAA directly. At the meeting with the provost/VPAA, the individual may present evidence and/or witnesses. After investigating the situation, the Provost/VPAA will inform the individual and other involved parties, in writing, of progress, findings, and/or resolutions within 10 business days. Because UI&U is an at-distance university, this meeting may be by telephone.

If the individual is not satisfied with the solution, they may choose to file a complaint with The Ohio Civil Rights Commission. These entities will take complaints and will investigate when appropriate. Individuals may choose to contact the office of their state civil rights commission if they do not live in Ohio.

No Retaliation

Retaliation against individuals who file grievances under this procedure or who otherwise participate in the grievance process is prohibited.

Key Contacts

Accessibility Coordinator

Dr. Jay M. Keehn
ADA.coordinator@myunion.edu
800.461.6400 ext. 2140

ADA Compliance Officer

Dr. Pete Caccavari
pete.caccavari@myunion.edu
800.461.6400 ext.1138

Ohio Civil Rights Commission

888.278.710, 614.466.2785 | TTY: 614.752.2391 | Fax: 614.644.8776

Federal Office for Civil Rights

800.421.3481 | TTY: 800.877.8339 | FAX: 202.453.6012

Frequently Asked Questions

Answers to commonly asked questions regarding accommodating students with disabilities.

Why Should I Register?

You should register with the Accessibility Office to ensure that required accommodations are determined and implemented in an appropriate manner. Registering with the office ensures equal access to your courses, textbooks and assignments.

I am a prospective student with a disability. Do I have to tell admissions about my disability? Will my disability influence my admission to the Union Institute & University?

No. You are not obligated to inform Union Institute & University of your disability during the admission process.

What accommodations are offered at Union Institute & University?

Accommodations are determined on a case-by-case basis. There is no standing list of accommodations from which to choose. If you have a disability, you should determine what modifications would best accommodate your disability and share that information with the accessibility coordinator in order to develop an effective accommodation plan, called an educational plan (EP).

Do I have to pay extra for accommodations?

No. Appropriate accommodations as defined by the university's ADA policy are provided by UI&U at no cost to the student.

Do I have to request accommodations if I have a disability?

No. You only have to request accommodations if you want to use them in your studies. Accommodations will not be suggested or offered unless you officially request them through the accessibility coordinator. In fact, no accommodations may be made by faculty or staff unless you have officially requested them through the accessibility coordinator and have an official educational profile.

What is the difference between asking faculty or staff about accommodations and talking with the accessibility coordinator about my accommodation?

Requesting accommodations through the university's accessibility coordinator officially notifies the university that you are a student with a disability and invokes the protection of applicable state and federal disability laws. Talking with any other faculty or staff about needed modifications in your course of study does not.

Once I have an approved EP on file with the accessibility coordinator, do I need to do anything else?

Yes. You must contact the accessibility coordinator at the start of each term so that they can notify your new instructors of the accommodations that have been approved in your EP. In addition, if previously agreed upon accommodations need to be changed for any reason, it is

your responsibility to contact the accessibility coordinator so that changes can be made to your education profile.

Can I get a waiver of academic/program requirements as an accommodation for my disability?

Waivers for academic/program requirements are not considered to be accommodations; under ADA, schools are not required to waive program requirements or modify learning criteria for students with disabilities. Such requests must be handled separately from the disability accommodation process. The accessibility coordinator can help you to determine whether your request for accommodations actually requires an academic decision. You may request a waiver of an academic requirement to the dean of your program; however, it is important to remember that students with disabilities are expected to meet the same academic standards as are students without disabilities.

FINANCIAL AID RESOURCES AND SERVICES

Office of Financial Services

Financial Aid Counselors Email: financialaidcounselors@myunion.edu

Local: 513.861.6400 ext. 2005

Toll-free: 800.861.6400 ext. 2005

Fax: 513-487-1078

The Office of Financial Services houses the financial aid counselors. The financial aid counselors help students and their families search for, apply, receive and maintain eligibility for various types of financial aid to help meet the cost of attending Union Institute & University. Additionally, the financial aid counselors assist students with reviewing their financial aid award letter and/or set-up payment plans with the Business Office. All students are encouraged to file the Free Application for Federal Student Aid (FAFSA).

For more information on the types of financial aid available please refer to our website at <https://myunion.edu/current-students/financial-resources>.

Staff are readily available to assist students. Visit the financial aid counselors at https://campusweb.myunion.edu/ICS/Offices/Financial_Aid/Financial_Aid_Counselors.jnz.

Office of Financial Aid Processing and Compliance

Email: finaid@myunion.edu

Local: 513.861.6400 ext. 2007

Toll-free: 800.861.6400 ext. 2007

Fax: 513.487.1078

Union Institute & University understands that many students need financial assistance to fund their college education. Financial aid is available in the form of grants, scholarships, student loans, and part-time work-study programs. Parent PLUS and Graduate PLUS loans as well as payment plans are available. Please borrow the lowest amount in student loans possible so you are not burdened with excess debt upon graduation. Union Institute & University participates in federal and state financial aid programs. We abide by all consumer protection regulations and

all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs.

Students applying for financial assistance at UI&U must complete the Free Application for Federal Student Aid (FAFSA). Many states offer financial assistance to undergraduate students based on the FAFSA application. The FAFSA is used to determine the family's ability to pay for the student's education. The expected family contribution (EFC) is calculated using federal formulas that consider income, assets, and other family information. The EFC includes all educational expenses such as books and living expenses. It is not what is expected for you to pay toward your tuition only. Students receive a Student Aid Report electronically after the FAFSA is processed with the same data sent to the colleges listed in a form called the Institutional Student Information Report (ISIR). The ISIR contains the federally calculated EFC.

Eligibility for need-based federal, state, and university-sponsored aid is determined by comparing the cost of attendance at Union Institute & University with a student's EFC calculation. The U.S. Department of Education (USDE) considers financial aid supplemental to the family's efforts to meet the cost of attendance. The EFC may not seem reasonable for your financial status, but UI&U must use the EFC to determine student eligibility for Federal Title IV aid programs. Federal regulations effective July 01, 2013, required testing and verification of unusual enrollment history (UEH) as identified on the ISIR. The U.S. Department of Education is concerned that some students are enrolling at colleges, obtaining refunds of excess aid, and then withdrawing multiple times. This is an abuse of federal Title IV aid funding. ISIRs showing unusual enrollment patterns will be flagged. Financial Aid is required to verify successful completion of academic credits at previous colleges using official transcripts before certifying UEH students as eligible for aid at UI&U. This verification process is separate from other FAFSA/ISIR verification procedures and will include a separate appeal process. Students determined as ineligible because of unusual enrollment history may reestablish eligibility by completing a semester of credit without federal aid.

The FAFSA should be submitted via the Internet at <http://www.fafsa.ed.gov> to ensure the quickest processing time. The FAFSA form will be available for each new year by October 1st of the previous year. For example, the FAFSA for the 2020-2021 school year was available for completion on October 1, 2019. Students must reapply for financial aid each year and list Union Institute & University's school code (010923) on each application. In order to sign the FAFSA online, all students and one parent of dependent students have to apply for a FSA ID consisting of a username and password. Apply for the FSA ID at <https://fsaid.ed.gov>. Students are encouraged to call the Office of Financial Services at 800-861-6400, extension 2005 if they have questions regarding financial aid or completing aid applications.

Financial aid is one means to pay student tuition and fees, but it is neither automatic nor guaranteed with registration in UI&U programs. The university must establish aid eligibility on facts and circumstances every term for every student.

Eligibility Requirements for Federal Financial Aid

- Be accepted for enrollment for an eligible degree or certificate program.
- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security Number and/or A-Number for non-citizens.
- Sign the FAFSA certifying federal aid will be used only for education expenses.
- Not be in default status with any federal student loan.

- Register with the Selective Service, if required.
- Make Satisfactory Academic Progress (SAP). See the SAP section in this financial aid chapter as well as the academic SAP policies within the academic programs for a more detailed description.
- Not have been convicted for any illegal drug offense while receiving federal financial aid.
- Federal aid cannot be certified for any course repeated more than one time after a passing grade has been achieved.
- Other requirements as promulgated by USDE.

Types of Federal Student Aid Programs

The federal government provides various student financial aid programs to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

Federal Pell Grant

The Pell Grant Program makes funds available to eligible undergraduate students who have not yet earned a bachelor's degree and who demonstrate high financial need. Apply by completing the Free Application for Federal Student Aid (FAFSA). Pell Grants are subject to a lifetime limit equal to twelve full-time semesters. Student ISIRs may also be flagged for Pell testing of unusual enrollment history which requires the university to verify successful completion of credit hours at previous colleges where Pell Grants were awarded.

Supplemental Educational Opportunity Grant (SEOG)

These federally supported, university-administered grants are provided to undergraduate students who are Pell grant eligible and have high financial need. If a student loses their Pell Grant eligibility, for any reason, they will also lose SEOG eligibility.

Federal Work-Study (must be earned through part-time work)

The Federal Work-Study Program provides work opportunities for students attending at least half time who demonstrate financial need. While most work opportunities are available through UI&U academic centers, employment may also be available in nonprofit agencies in your area.

Federal Direct Loan Program (must be repaid)

Federal Direct Loans are low-interest loans made available to students attending school on at least a half-time basis. In order to qualify, students must complete and sign the Free Application for Federal Student Aid (FAFSA). Based on the FAFSA, the student may qualify for a Subsidized Direct Loan (undergraduates only), an Unsubsidized Direct Loan (undergraduate & graduate students), or a combination of both. For independent students, the maximum combined subsidized and unsubsidized loan eligibility amount is \$9,500 for freshman level for the academic year (two 16 week terms), \$10,500 for sophomore level, and \$12,500 per year for the junior and senior levels each year thereafter. Graduate level students can borrow up to \$20,500 per academic year. Interest rates for all new Direct Loans are fixed and can be deferred while you are in school. You may choose to pay the interest every month or you can defer it until you graduate. For the 2019-2020 school year, the Subsidized Direct Loan has a fixed interest rate of 4.53% for undergraduate students. The Unsubsidized Direct Loan has a fixed interest rate of 4.53% for undergraduate students and 6.08% for graduate students. The interest rates and loan origination fees may change each July 1 or October 1 depending on congressional actions. If you choose to defer your interest it will be capitalized and added to

your loan balance. Repayment begins six (6) months after the student graduates, leaves school, or drops below half-time enrollment status. Repayment can be spread over a 10-year period. Loan limits for dependent students are lower than for independent students.

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

Federal PLUS Direct Loan Program

These loans are for parents of dependent undergraduate students and graduate student borrowers. Grad PLUS Loans have an interest rate of 7.08% for 2019-2020. The interest rates may change every July 1. Parents and graduate student borrowers will be obligated to a 3% origination fee and a default fee of 1% on each PLUS loan they receive. This loan is limited to parents of dependent undergraduates and graduate students with a favorable credit history. A new credit check is required each time you apply for a new loan. The credit check is good for 6 months. In the event a parent is unable to borrow via a Parent PLUS Loan, undergraduate students may qualify for additional unsubsidized loan funds.

Student Rights to Cancel Full or Partial Loan Disbursement

Students may contact the financial aid office in writing to cancel a loan disbursement or request a smaller disbursement. Notification must be within the academic term and before the student accepts a refund of excess Title IV aid based on the loan disbursement. Financial Aid will return loan proceeds to the federal lender thus lowering the amount the student borrowed. The Business Office has a procedure for notification by returning a voided refund check with written notice.

Private Alternative Educational Loans

Private Alternative Educational Loans are credit-based loans that are also available to help meet college expenses. These private loan programs offer competitive interest rates, flexible repayment schedules, and various cosigner requirements. Students interested in a private alternative educational loan, please contact Financial Aid. The university does not have a recommended or preferred list of banks for private loans.

Individual State Financial Assistance Programs

California

- **Cal Grant A** funds assists California residents with tuition/fees at public and independent colleges. The award amount is provided to the school each year by the California Student Aid Commission and is based on financial need and academic merit.
- **Cal Grant B** funds provide a stipend for books and supplies and tuition/fee assistance for low-income students. Awards to freshman students are limited to the stipend for books and supplies for the first year of receipt of the grant. When renewed or awarded after the freshman year, the award also helps pay for tuition/fees.

The California Student Aid Commission decided that UI&U would not be eligible for its California students to receive the Cal Grant for the 2020-2021 academic year. The university has submitted an appeal to the commission. The final decision on the appeal will be determined by June 30, 2020. While the university anticipates the appeal to be successful, UI&U students residing in California will not be able to receive Cal Grants unless the appeal is granted.

Ohio

- **Ohio College Opportunity Grant** is a need-based aid program for Ohio resident undergraduates. The award is based on each applicant's estimated family contribution and income level, which is derived from the FAFSA. In order to determine eligibility for this grant, a student must apply by October 1 each award year. For the 2020-2021 award year, the deadline to apply will be October 1, 2020.

Florida

- **Student Assistance Grant Program** is available to Florida residents who are full-time undergraduate students, who demonstrate substantial need and are enrolled in participating postsecondary institutions. To determine eligibility for the grant, complete the FAFSA.
- **Access to Better Learning and Education Grant (ABLE)** provides tuition assistance to full-time Florida undergraduate students enrolled in degree programs at eligible private Florida colleges or universities. The amount of the ABLE award is determined annually by Financial Aid, depending upon available funding. To determine eligibility for the grant, complete the FAFSA.

Vermont

- **Incentive Grant** is a need-based grant awarded to full-time undergraduate Vermont residents enrolled or accepted for enrollment in eligible degree programs who have not already received bachelor's degrees. To determine eligibility for the grant, complete the FAFSA and then complete the Vermont grant application at <http://www.vsac.org/myVSAClogin>.
- Vermont residents may qualify for the **Vermont Part-Time Grant** if they are enrolled or accepted for enrollment in eligible undergraduate degree programs and have not already received a bachelor's degree. Students must be taking fewer than 12 credit hours. To determine eligibility for the grant, complete the FAFSA and then complete the Vermont grant application at <http://www.vsac.org/myVSAClogin>.
- Vermont residents who are not enrolled in high school and are enrolled in non-degree courses that will improve their employability may apply for the **Vermont Non-Degree Grant**. To determine eligibility for the grant complete the Vermont grant application at <http://www.vsac.org/myVSAClogin>.

Changes to Enrollment and Funding

- A financial aid award may be modified if there is a change in a student's enrollment due to dropped or added classes. Students should contact the student financial services office for questions about how dropping/adding credits may affect their aid awards.
- To maintain federal student loan eligibility, a student must be enrolled at least half time at the time of loan disbursement.
- If a student withdraws or is terminated from their program of study, depending on when their withdrawal or termination occurs during the term, the student may be ineligible to use a portion of the federal financial aid awarded to them for that term. A federal return of funds calculation must be completed by Financial Aid which may require reversal of a portion of aid and subsequent return of funds to USDE.

Union Institute & University Provided Scholarships and Fellowships

The university provides numerous scholarships to help students meet their tuition costs. These include articulation/group scholarships in the undergraduate programs, program specific awards in graduate programs, endowed scholarships, and scholarships and fellowships provided by restricted gifts and grants received by Union Institute & University. Please see the myunion.edu website for details of scholarships provided by UI&U. Scholarship information can be found at <http://myunion.edu/future-students/funding-your-future/>. The majority of UI&U scholarships are provided by the current budget so there are some restrictions as described below.

Financial Aid Scholarship Limit

What if I am eligible for more than one Union Institute & University scholarship or have external grants or scholarships that pay the total costs of tuition, books and fees?

Students may only receive benefits from one Union Institute & University (articulation agreement, group, or military service) scholarship. If a student is eligible for more than one scholarship, they may select the one that provides the highest benefit. This policy does not preclude receiving any endowed scholarships or externally funded scholarships like the Women in Union Scholarship along with an articulation/group/military scholarship. Federal Work Study and Graduate Assistantships are not considered scholarships.

Note: Students being readmitted to Union Institute & University will need to have made SAP (Satisfactory Academic Progress) during their most recent term at Union Institute & University in order to be eligible for scholarships.

UI&U scholarships may not raise total financial aid (grants and scholarships) above 100% of the costs of tuition, books, and fees. Any federal, state, or private grant/scholarship will reduce the amount of UI&U scholarship so the combined total equals 100% of tuition, books, and fees. Examples: A veteran with Post 911 GI Bill® benefits that pays 100% of tuition, books, and fees would be ineligible for a UI&U scholarship. A similar student with partial Post 911 benefits would be eligible for UI&U scholarships as long as they do not exceed the total cost of tuition, books, and fees.

Student loans do not affect scholarships, but scholarships may affect loan eligibility.

Student Financial Aid Satisfactory Academic Progress (SAP) Policy

- Financial aid recipients must make satisfactory academic progress toward a degree in order to receive institutional, federal, and/or state aid. Students must satisfy both measures of SAP on a term and cumulative basis. In any case where the Academic SAP policy of a program is stricter than the general Financial Aid SAP policy in this chapter, the Academic SAP policy will be used for financial aid in addition to the Financial Aid Policy. Examples would be where the academic policy requires term GPA instead of cumulative GPA or where two C grades in a graduate program lead to academic dismissal.

SAP Components

Qualitative: Cumulative Grade Point Average (GPA) Requirement

In accordance with federal regulations, a student's cumulative GPA must be reviewed at the end of each term of attendance.

1. An undergraduate student must have earned at least a cumulative 2.0 or S GPA when grades are reviewed at the end of each term. An exception exists for Social Work majors. B.S. Social Work majors must maintain a GPA of 2.5 to meet CSWE accrediting standards. Graduate-level students must maintain a 3.0 GPA.
2. Students who do not earn at least the minimum required cumulative GPA will be placed on financial aid warning for their next term of attendance.
3. While on financial aid warning, the student remains eligible for financial aid:
 - a. If the student earns at least the minimum cumulative GPA by the end of the financial aid warning term, the warning will be lifted (provided the student meets all other SAP guidelines).
 - b. If the student does **not** earn at least the minimum cumulative GPA by the end of the financial aid warning term, the student will be placed on termination status and financial aid eligibility will be terminated. The student will not qualify for financial aid effective the next term of attendance until such time as the student again meets all SAP guidelines. The student may appeal a termination decision. If the appeal is approved by the director of financial aid, then aid may be reinstated for that term. See the appeal section for additional information.

Quantitative: Completion Rate Requirement

In accordance with federal regulations, students must successfully complete at least 67% of cumulative credits attempted in order to meet the requirements for financial aid. For example, if a student has attempted 60 credit hours during enrollment, they must successfully complete 40 or more of those hours. Student completion rates are reviewed at the end of each term of attendance. Some grades, e.g., Vanished or Repeated courses, may not affect GPA but still impact the quantitative completion rate.

1. Students must earn a cumulative 67% completion rate. W grades count as attempted hours.
2. Students who do not earn a cumulative 67% completion rate will be placed on financial aid warning for their next term of attendance.
3. While on financial aid warning, the student remains eligible for financial aid:
 - a. If the student completes sufficient credits to earn a cumulative 67% completion rate by the end of the financial aid warning term, the warning will be lifted (provided the student meets all other SAP guidelines).
 - b. If the student does **not** complete sufficient credits to earn a cumulative 67% completion rate by the end of the financial aid warning term, the student will be placed on termination status and financial aid eligibility will be terminated. The student will not qualify for financial aid effective for the next term of attendance until such time as the student again meets all SAP guidelines. The student may appeal a termination decision. If the appeal is approved by the director of financial aid, then aid may be reinstated for that term. See the appeal section for additional information.

Maximum Time Frame

The maximum time frame within which to complete a degree is 150% of the published length of the program. For example, if the published length of a program of study is 120 credit hours, a student may attempt up to 180 credit hours ($120 \times 150\% = 180$). To determine the published length of a program, please refer to the program of study sections of the Union Institute &

University Catalog. This does not mean a student may continue receiving aid if the degree requirements are met. Aid for extra credit hours may only be allowed if the degree plan is officially extended with a dean's approval. Students are eligible for federal aid only up to the number of passed credit hours required by the student's learning agreement hours.

Appeals

Students may appeal the termination of their financial aid eligibility in the event of documented extenuating circumstances, such as a natural disaster, illness or injury of the student, or the death of an immediate family member. The appeal must address why the student failed to make satisfactory progress and what has changed in the student's life situation that will allow the student to demonstrate satisfactory academic progress in the future. Supporting documents should be included with the appeal. Appeals must be submitted in writing to the director of financial aid. The satisfactory academic progress appeals committee will review the appeal and notify the student in writing regarding the status of the appeal. Students are **limited to two probation appeal requests** while attending Union Institute & University. All requests for appeals must be submitted no later than 10 business days after receiving the financial aid termination notice.

Students whose appeals have been approved will be placed on financial aid probation, and their aid will be reestablished to continue with their studies. The student should develop an individualized academic plan that should be followed in order to continue enrollment. The plan may include requirements for academic performance, meetings with a student success coach, etc. Students who meet these requirements will continue to be on probation for the next term, and a new academic plan will be developed. Continued eligibility for financial aid is contingent on meeting the requirements of each term's academic plan. Financial aid probation status will not end until the student successfully establishes their program's minimum cumulative GPA and 67% cumulative completion rate. Failure to meet SAP during any approved financial aid probation term will result in final financial aid termination.

A student who exceeds the maximum allowable time frame for completing a program of study will have financial aid eligibility terminated for SAP failure. A student may appeal the time frame by providing a graduation plan signed by their student success coach, but maximum time frame appeals are seldom approved. If the plan is deemed reasonable, the student will receive financial aid on a probationary basis for one or more terms until the degree is completed.

Treatment of Selected Grades

Withdrawal: Credit hours in which a student receives a grade of W are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw may have difficulty meeting the satisfactory progress requirements.

Withdrawal Override: Credit hours in which a student receives a WX will override a W grade if it is determined that a student who officially withdrew actually never attended/engaged in the registered course. The WX grade will not affect the grade point average.

Withdrawal U: Credit hours in which a student receives a WU may be assigned if the withdrawal occurs late in a term and faculty attests that the student has not met academic standards according to the course syllabus. The WU grade counts toward attempted credit hours.

Unsatisfactory: Credit hours in which a student receives a grade of U are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw may have difficulty meeting the satisfactory progress requirements.

Incomplete: Credit hours in which a student receives a grade of I are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw may have difficulty meeting the satisfactory progress requirements.

No Grade: Credit hours in which a student receives a grade of N are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw may have difficulty meeting the satisfactory progress requirements.

Never Engaged: A NE grade will be assigned during the first 21 days of each term for a student who neither attends nor engages in a registered course. The NE attendance grade will not affect the grade point average.

Vanished: A V grade will be assigned during end-of-term grading for a student who attends/engages in a registered course but subsequently ceases to attend/engage in the course and does not officially withdraw from the course. A designation of V will not impact the grade point average. However, V grades do count as hours attempted.

Transfer credit: Students transferring from another institution will be considered making satisfactory progress at the time of enrollment. A student's maximum time frame for receiving financial aid will be reduced by the number of transfer credit hours applied toward their program of study at Union Institute & University.

Repeated course: For Financial Aid purposes, a student is permitted to *repeat any course once if the initial attempt resulted in a passing grade*. The highest grade earned is calculated in the GPA. For financial aid purposes, the previous hours attempted and earned will continue to be counted in the student's cumulative hours attempted and earned. For financial aid purposes, W, WU, and V grades count as attempted courses. Also, forgiven courses must be included in the amount of attempted hours used to calculate SAP.

Successful completion: A grade of A, B, C, D, or S is considered successful course completion. However, depending on the combination of grades, this may affect satisfactory academic progress. Please refer to each program's grading policies within the catalog.

SAP Statuses

Satisfactory: Students who have met the criteria explained above, respective cumulative GPA, and cumulative completion rate of 67% have satisfactory status.

Financial Aid Warning: Students who have not earned their program's required minimum cumulative GPA or completion rate at the end of a term will be placed on financial aid warning for the next enrolled term. Satisfactory academic progress will be monitored at the end of each term to determine if the student meets the standards of progress and is eligible to continue to receive financial aid.

Financial Aid Termination: Students on financial aid warning status who have not successfully earned the minimum cumulative GPA and cumulative completion rate of 67% at the conclusion of the warning term will have their financial aid terminated. Financial aid will also be terminated for students who have attempted the maximum allowable credit hours for their program of study.

Financial Aid Probation: Students whose appeals have been approved by the satisfactory academic progress appeals committee are placed on financial aid probation which has the same effect as warning and must be reevaluated every semester.

Notification of Financial Aid Warning, Probation, or Termination: Financial Aid will send an email to a student who is placed on financial aid warning or probation or is terminated; however, failure to receive correspondence does not negate a termination of warning status.

Returning Students: Students returning are evaluated on a continuing basis from the last enrollment, unless an extenuating circumstance is considered. Returning students who enrolled under an earlier academic progress policy will be required to meet the standards of the current policy upon returning.

Complete Academic Record: To measure a student's satisfactory progress toward degree requirements, the student's complete academic record at Union Institute & University must be evaluated, whether or not the student received aid for the entire time of enrollment.

SAP by Term: If the Academic SAP requires SAP testing and completion by term, then Financial Aid SAP must mirror the stricter Academic SAP.

Please note that satisfactory academic progress warning, probation, or termination status can be changed only by successfully completing classes – it is not enough to sit out a term. The SAP status remains until you earn both a minimum cumulative GPA and a cumulative completion rate of 67%. You must meet both criteria to be considered in good standing for financial aid.

CALIFORNIA STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

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

THE BUSINESS OFFICE

Address: 440 E. McMillan Street
Cincinnati, OH 45206-1925
Attention: Business Office

Email:
businessofficerepresentative@myunion.edu

Hours: M – Th 8:00 am – 6:00 pm (EST)
F 8:00 am – 5:00 pm (EST)
Local: 513.861.6400 ext. 1095
Toll-free: 800.861.6400 ext. 1095
Fax: 513.861.9958

Services Provided

The Business Office's primary responsibility is to our students by maintaining error-free, accurate student account information. This includes posting tuition and fees, calculating adjustments of tuition and fees, refunds, recording payments, scholarships, and financial aid, preparing book vouchers, refunds, invoices, receipts, and annual 1098Ts. The Business Office also provides financial clearance for graduation to the Registrar's Office and answers inquiries from students regarding account activity. While the Business Office is responsible for processing refunds of excess financial aid (loans, grants, and scholarships), inquiries regarding financial aid should be directed to the Financial Aid Office by calling 800.861.6400 ext. 2005.

The Business Office works closely with Third Party Billers including students' employers, military agencies for GI benefits, Vocational Rehabilitation, and other organizations paying for a student's tuition and fees. If you have a question regarding a Third Party Billing arrangement, contact Rhonda Finch at 800.861.6400 x1289. On or about the 15th of each month, the Business Office sends an email titled "Monthly Statement of Account Balance". Students can review and print student account information by accessing CampusWeb at: <https://campusweb.myunion.edu/>.

The Business Office handles all accounting, treasury management, and financial reporting functions for the university. The Business Office staff strive to provide excellent service to all of our customers: employees, vendors, external agencies, and most importantly, our students.

Payment of Tuition and Fees

Payment of tuition and fees is due the first day of each period of enrollment. A period of enrollment can be a term (16 weeks or six months for Ph.D.) or a session (eight weeks). The amount due can be found on the student's Course and Fee Statement by accessing CampusWeb at <https://campusweb.myunion.edu/>.

Financial aid is a means of payment and the absence of or delay in receipt of financial aid funds does not affect the financial responsibility of the student for charges due to the university.

A complete listing of all rates of tuition and fees per program are listed in the university's Registration & Tuition Policies. Please visit: <https://myunion.edu/future-students/funding-your-future/>.

Payment of Certified Learning and Prior Learning Assessment fees are due at the time the documents are submitted to the Registrar's Office. Charges for Certified Learning and Prior Learning Assessment will not be posted to a student's account until the fees are paid in full.

Payment options include:

- Financial aid (loans, grants, scholarships)
- Debit or credit card:
 - Via CampusWeb <https://campusweb.myunion.edu/>. See the “How to Make a Payment” link.
 - By phone - call 800.861.6400 ext. 1095.
- Paper check (please include your student ID number on your check).
- Installment payment option (see explanation below).

The Installment Payment option requires equal monthly payments of the balance due (after any pending financial aid has been posted) over the # of months in the period of enrollment. The Installment Payment option is the only deferred payment option available. It is processed using the Automated Recurring Billing (ARB) system with the university’s merchant servicer, Authorize.Net. Contact the Business Office at 800.861.6400 ext. 1095 to set up ARB payments. There is no fee to enroll in ARB. However, a \$25 NSF (non-sufficient funds) fee will be charged for transactions that fail to clear the university’s bank on the 2nd attempt. After three attempts, a student’s enrollment in ARB is terminated.

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 eight-week session state date if applicable.

Refund Policy

The Union Institute & University Refund Policy addresses:

- Refunds of Excess Title IV Funds (tuition and fees minus Title IV federal and state financial aid) and How to Return Excess Title IV funds to your lender.
- Credit balances resulting from:
 1. Adjustments of tuition and fee charges for dropped courses
 2. Adjustments of tuition and fee charges for program withdrawals
 3. Scholarships
 4. Overpayments
 5. Third Party payments
- Return of Unearned Tuition Assistance (TA) funds.

Refunds of Excess Title IV Funds

Title IV Funds include loans (Subsidized Direct, Unsubsidized Direct, and PLUS) and grants (Pell, SEOG, and state). Refunds of Excess Title IV Funds are processed the 2nd week of the term and on a weekly basis thereafter as Title IV aid is posted to student accounts. Refunds of Excess Title IV Funds are automatic and do not need to be requested by the student. Credit balances resulting from Excess Title IV Funds may not be held by the university and maintained on a student’s account.

Students receiving electronic refunds of Excess Title IV may request that a portion of their loan be cancelled and funds returned to their lender by calling the UI&U Financial Aid Office at 800.861.6400 ext. 2005.

If you choose not to enroll in our **Refund by ACH!** program, you will receive your Excess Title IV refund in a paper check. If you want the funds returned to the Department of Education to lower your loan principal:

- Write the word “VOID” on your check.
- Complete the statement at the bottom of the letter accompanying your check.
- Mail the voided check and accompanying letter to the Business Office address indicated.

The Business Office will send a copy of your returned check marked “VOID” and signed statement to the Financial Aid Office to adjust your federal loan. THIS OPTION IS ONLY AVAILABLE FOR CHECKS LESS THAN 60 DAYS OLD AND FOR THE CURRENT AWARD YEAR.

Don't know who your lender is? Manage your student loans by visiting https://nslds.ed.gov/nslds/nslds_SA/.

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.

Union Institute & University						
Schedule of Adjustments for Dropped Courses						
Term (16 weeks except Ph.D. Ph.D. is six months.)						
Program	Week#/%	Week#/%	Week#/%	Week#/%	Week#/%	Week#/%
Undergraduate	1/100%	2/100%	3/75%	4/50%	5/25%	6 and thereafter/0%
Certificates	1/100%	2/100%	3/75%	4/50%	5/25%	6 and thereafter/0%
MAO	1/100%	2/100%	3/75%	4/50%	5 and thereafter/0%	
MA-CMHC	1/100%	2/100%	3/75%	4/50%	5 and thereafter/0%	
Ph.D.	1/100%	2/100%				

Session (8 weeks)				
Program	Week#/%	Week#/%	Week#/%	Week#/%
Undergraduate	1/100%	2/50%	3/25%	4 and thereafter/0%

Certificates	1/100%	2/50%	3/25%	4 and thereafter/0%
MBA	1/100%	2/50%	3/25%	4 and thereafter/0%
MS-HCL	1/100%	2/50%	3/25%	4 and thereafter/0%
MSOL	1/100%	2/50%	3/25%	4 and thereafter/0%

- **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.

- **Scholarships**

Credit balances created by scholarship postings are refunded upon request by contacting the Business Office at 800.861.6400 ext. 1095 or via CampusWeb by submitting a Scholarship Refund Request. Credit balances remaining (e.g. credit balance maintained for future tuition) on a student's account are refunded as part of the financial clearance process for graduation.

- **Overpayments**

Credit balances created by overpayments are refunded upon request by contacting the Business Office at 800.861.6400 ext. 1095. Payment method determines method of

refund - overpayments are made by either crediting a student's credit card, issuing a check, or refunding electronically. Credit balances remaining (e.g. credit balance maintained for future tuition) on a student's account are refunded as part of the financial clearance process for graduation.

- **Third Party Payments**

Credit balances created by an overpayment from a Third Party are refunded to either the student or the Third Party based on the agreement with the Third Party.

Return of Title IV Funds (R2T4)

The requirements for returning federal financial aid when a student withdraws are separate from the university's Refund Policy. As such, a student may owe a balance to the university for unpaid tuition charges after the financial aid recalculation is performed. Students who receive Title IV student aid funds and who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of the term or session are subject to Federal Return of Funds requirements. For those students, the Financial Aid Office recalculates federal financial aid eligibility based upon the following formula:

$$\begin{array}{l} \text{Percentage of} \\ \text{federal financial} \\ \text{aid earned} \end{array} = \frac{\text{Number of days completed up to withdrawal date}}{\text{Total number of days in the term or session}}$$

Return of Unearned Tuition Assistance (TA) Funds

Union Institute & University participates in the Department of Defense's Voluntary Education program. This program provides tuition assistance by charging the student no more than \$250 per credit hour. The credit hour differential is covered by the university's institutional scholarship. For example, if the current per credit hour rate is \$545, \$250 would be covered by Tuition Assistance and \$295 would be covered by the university's Active Duty Military scholarship. Tuition Assistance covers tuition, not fees. Tuition Assistance benefitted students are expected to pay technology and other fees assessed.

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Union Institute & University will return any unearned TA funds on a pro rata basis through at least the 60% portion of the period for which the funds were provided.

60% mark –

- Day #34 for an eight-week session (56 day) period of enrollment
- Day #68 for a 16-week term (112 day) period of enrollment

TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch.

Unearned TA funds (up to the 60% mark) will be returned based on the following formula:

$$\frac{\text{\% of Tuition Assistance Unearned}}{\text{\# of days from withdrawal date to last date of session or term}} = \frac{\text{Total number of days in the term or session}}{\text{Total number of days in the term or session}}$$

For example, if a student withdraws on day #15 of a session, they have completed 27% (15/56) of the period of enrollment. Therefore, 73% (100% less 27%) of the Tuition Assistance (.73 x \$250 = \$182.50/credit hour) is unearned and therefore returned to the government.

In instances when a service member stops attending due to a military service obligation, the university will work with the affected service member to identify solutions that will not result in a student debt for the returned portion. For example, if a student is deployed, a leave of absence will be granted allowing the service member to return and finish the required coursework.

Schedule for Returning Unearned Tuition Assistance Funds

Union Institute & University							
Schedule for Returning Unearned Tuition Assistance Funds							
FY 2020-2021							
Session - 8 weeks/56 days				Term - 16 weeks/112 days			
Day # 34 is the 60% mark		56		Day #67 is the 60% mark		112	
Day #	% Returned	100%		Day #	% Returned	Day #	% Returned
1	98%			1	99%	41	63%
2	96%			2	98%	42	63%
3	95%			3	97%	43	62%
4	93%			4	96%	44	61%
5	91%			5	96%	45	60%
6	89%			6	95%	46	59%
7	88%			7	94%	47	58%
8	86%			8	93%	48	57%
9	84%			9	92%	49	56%
10	82%			10	91%	50	55%
11	80%			11	90%	51	54%
12	79%			12	89%	52	54%
13	77%			13	88%	53	53%
14	75%			14	88%	54	52%
15	73%			15	87%	55	51%
16	71%			16	86%	56	50%
17	70%			17	85%	57	49%
18	68%			18	84%	58	48%
19	66%			19	83%	59	47%
20	64%			20	82%	60	46%
21	63%			21	81%	61	46%

22	61%			22	80%	62	45%
23	59%			23	79%	63	44%
24	57%			24	79%	64	43%
25	55%			25	78%	65	42%
26	54%			26	77%	66	41%
27	52%			27	76%	67	40%
28	50%			28	75%	Days 68 - 112	no return
29	48%			29	74%		
30	46%			30	73%		
31	45%			31	72%		
32	43%			32	71%		
33	41%			33	71%		
34	39%			34	70%		
Days 35 - 56	no return			35	69%		
				36	68%		
				37	67%		
				38	66%		
				39	65%		
				40	64%		

Refund Information

The Business Office issues weekly refunds via paper check or ACH transfer (direct deposit).
Not yet enrolled in our **Refund by ACH!** program?

Click here to enroll and go paperless: <https://campusweb.myunion.edu/>

Our **Refund by ACH!** program reduces paper waste and eliminates bank charges for students and the university. Students with Excess Title IV funds (Direct, Perkins and PLUS Loans and Pell, SEOG, and state grants) are refunded automatically. All other credit balances, such as those created by scholarship postings and tuition adjustments, are refunded only upon request by contacting the Business Office at 800.861.6400 ext. 1095.

If you are a financial aid recipient, you will need to call Financial Aid at 800.861.6400 ext. 2005 before making changes to your registration by dropping courses. A decrease in credit hours may trigger a recalculation of your financial aid.

When tuition and fees are adjusted due to drops or withdrawals, a credit balance may result. The amount to be refunded is based on a schedule unique to each program. Credit balances created by tuition adjustments are not refunded automatically. The Schedule of Adjustments can be found in each program's tuition and registration policy posted on the university's website. This information is also available in each program's section within the UI&U University Catalog.

Past Due Accounts

A financial hold is placed on a student's account when a past due balance is owed to the university. This hold stops a student from registering for the next term, receiving a transcript, or a diploma. Any balance due on a student's account must be paid in full in order to receive a diploma and/or a transcript. An exception exists for students who are residents in the state of California. California residents will have transcripts processed even if there is an outstanding debt owed to the university. This exception for California residents is in compliance with the California Educational Debt Collections Practices Act (2019).

The best defense against a financial hold is communication. Each student must access their account often, talk to a financial aid counselor, and meet with the program director and/or student success coach. These simple steps will help students take financial responsibility for their educational expenses. Failure to pay past due balances will result in sending a student a final demand letter. If satisfactory payment arrangements are not established with the Business Office within 30 days of a final demand letter, the student's account is placed with a collection agency. Collection fees of 33.33% or more will be assessed.

Consideration for readmission will occur only after payment of unpaid balances and collection fees, completion of appropriate financial aid documents (if applicable), and enrollment in a payment arrangement. Questions regarding financial holds, past due accounts, and the university's Installment Payment plan (ARB) should be directed to the Business Office by calling 800.861.6400 ext. 1291.

REGISTRATION INFORMATION

Registrar's Office
 Union Institute & University
 440 E. McMillan Street
 Cincinnati, Ohio 45206-1925

Email: registrar@myunion.edu
 Local: 513.861.6400 ext. 1266
 Toll-free: 800.861.6400 ext. 1266
 Fax: 513.487.1075

Students register each term through web registration in CampusWeb or through their student success coach and/or program office. Registration procedures for each academic program are described within the specific program's information presented in this catalog.

UI&U Academic Calendars

Union Institute & University operates its academic programs each year with two calendars: a 16-week term calendar and a six-month term calendar. For financial aid purposes, the academic year is defined as two terms and 24 credit hours. UI&U offers three terms every 12 months for adult students to progress at a faster pace, if desired. The term is 16 weeks long, with two eight-week sessions. For the purposes of this document, a 16-week term with two eight-week sessions is referred to as **term**.

The B.A., B.S., MA-CMHC, M.A., MBA, MS-HCL, and MSOL programs follow the 16-week term calendar with two embedded eight-week sessions; however, MA-CMHC and M.A. do not offer eight-week session courses.

2020-2021			
20-21 FA	20-21 FA Fall Term	8/31/2020	12/20/2020
20-21 FA 11	20-21 FA 11 Fall Session I	8/31/2020	10/25/2020
20-21 FA 12	20-21 FA 12 Fall Session II	10/26/2020	12/20/2020
20-21 SP	20-21 SP Spring Term	1/4/2021	4/25/2021
20-21 SP 21	20-21 SP 21 Spring Session I	1/4/2021	2/28/2021
20-21 SP 22	20-21 SP 22 Spring Session II	3/1/2021	4/25/2021
20-21 SU	20-21 SU Summer Term	5/3/2021	8/22/2021
20-21 SU 31	20-21 SU 31 Summer Session I	5/3/2021	6/27/2021
20-21 SU 32	20-21 SU 32 Summer Session II	6/28/2021	8/22/2021
2021-2022			
21-22 FA	21-22 FA Fall Term	08/30/2021	12/19/2021
21-22 FA 11	21-22 FA 11 Fall Session I	08/30/2021	10/24/2021

21-22 FA 12	21-22 FA 12 Fall Session II	10/25/2021	12/19/2021
21-22 SP	21-22 SP Spring Term	01/03/2022	04/24/2022
21-22 SP 21	21-22 SP 21 Spring Session I	01/03/2022	02/27/2022
21-22 SP 22	21-22 SP 22 Spring Session II	02/28/2022	04/24/2022
21-22 SU	21-22 SU Summer Term	05/02/2022	08/21/2022
21-22 SU 31	21-22 SU 31 Summer Session I	05/02/2022	06/26/2022
21-22 SU 32	21-22 SU 32 Summer Session II	06/27/2022	08/21/2022

The Ph.D. program follows a six-month term calendar as shown below.

Six-month Term Calendar for 2020 - 2021				
Year	Term	Description	Term Begin Date	Term End Date
20-21	A	July – December	07/01/2020	12/31/2020
20-21	B	January – June	01/01/2021	06/30/2021

UI&U Holiday Calendar

UI&U will be closed for the following holidays.

- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Break (fourth Thursday and Friday in November)
- Winter Break (approximately December 24 through New Year's Day)
- Martin Luther King Jr. Day (third Monday in January)
- Founder's Day (first Friday in April)
- Memorial Day (last Monday in May)

Course Credit Hours

UI&U awards credits based on a semester hour system.

Course Numbering System

Courses #001-099

- Are remedial/developmental courses offered through UI&U. These courses do not apply toward a degree.

Courses #100-199

- Are introductory courses or sequences of courses.

- Have “ordinary” expectations with regard to mid-terms and final exams and papers and do not require long research projects.
- Have no departmental prerequisites other than previous course in a sequence.
- Introduces basic skills, techniques, concepts, or questions of the field.
- Predominately textbook instruction.

Courses #200-299

- Attract student to an area of study or to higher-level courses.
- Are dependent upon completion of the introductory-level course as a prerequisite.
- Provide the foundation for skills and knowledge in concentration area.
- Serve as a bridge between 100- and 300-level courses in disciplines that depend on steps and sequences such as in the sciences or foreign languages.
- Encourage students to consult additional sources of knowledge and experience outside the textbook.
- Designed for students with some prior college experience.
- Are unlikely to have prerequisites other than a 100-level introductory course or other 200-level courses.

Courses #300-399

- Contain the baccalaureate-level core of a discipline.
- Make higher level learning demands upon students in the areas of reading, writing, and critical thinking.
- Expose students to some of the most current knowledge and skills practiced in the discipline.
- Ordinarily these courses have prerequisites.

Courses #400-499

- Require students, through independent work involving the creation or synthesis of knowledge, to present what they have previously learned.
- Normally upper-level learning in the area of concentration.
- Provide the opportunity for further exploration of the discipline.
- Have prerequisites.

Courses #500-699

- Master’s graduate-level credit courses and are not open to undergraduate students except for approved internal Bridge Opportunities.

Courses #700 and above

- Are doctoral level/credit courses but can be used in the master’s degree programs and master’s certificate programs. #700-level courses are not open to undergraduate program students.

Student Registration Agreement

Effective December 2014, as Revised

A student’s registration for courses/credits with UI&U is contingent upon a registration agreement as follows:

“I am registering for the current academic term/session. I certify that I have read the current registration and tuition policies and that I understand the terms under which I am enrolled. I assume financial responsibility for all tuition and fees assessed and agree to pay them. I understand that transferability of credit to another institution is at the discretion of the accepting institution. I further understand that it is the responsibility of the student to determine if credits earned while enrolled at Union Institute & University will be accepted by another institution. I understand that my assignments will be checked for plagiarism and may be scanned with plagiarism detection software.

All outstanding tuition account balances are considered qualified educational loans under I.R.C. 221 and are extended with the express understanding that future repayment shall be made to the university. I further understand my acceptance of these terms represents my acknowledgment and acceptance of my tuition account balance qualifying as a qualified education loan under I.R.C. 221, and as such, its exemption from discharge under the federal bankruptcy code, 11 U.S.C. 523 (a)(8).

In the event I default on this agreement and it becomes necessary to place this account for collection, I also agree to pay collection agency fees, which may be based on a percentage at a maximum of 33.33%, and all costs and expenses, including reasonable attorney’s fees, possibly incurred by UI&U in such collection efforts.

I authorize Union Institute & University and/or its agents, including attorneys and/or collection agencies, to contact me via cellular telephone and/or all forms of electronic technology (including text messaging and email), unless I notify such party in writing to cease such communications.”

UI&U students must approve this registration agreement electronically before gaining access to register in web registration through CampusWeb or by signing a hard copy or electronic registration form, with or without an email acknowledgment.

Registration

Students are required to meet with their student success coach and register prior to the start of each new term or session for courses listed in their program’s degree audit or degree completion plan. UI&U students register for classes/credit each term in CampusWeb via web registration. Changes in registration and administrative oversight of registration processes and procedures are handled in the Registrar’s Office. Registration should take place as soon as possible prior to the start of a term to ensure timely receipt of the syllabus, books, and other course materials. Registration also indicates an acceptance of financial liability for tuition obligation and consent that submitted coursework may be periodically checked by plagiarism detection software and included in university assessment of learning outcomes. Specific registration processes for the individual degree programs are stated with the degree program information in this catalog. Students must actually commence attendance and engagement in coursework in order to establish eligibility for financial aid. Students with a prior student account balance must receive financial clearance from the Business Office prior to registration.

Once registered, enrollment is presumed to be continuous until one of the following occurs:

- **Graduation** The student has been academically and financially certified for graduation. Tuition is charged through the final term of registration.
- **Withdrawal** The student has informed UI&U of intent to withdraw from the program. (See Withdrawal Policy.) Withdrawal also includes short-term absences from the

program in cases where students do not immediately register in the next academic year/term.

- **Administrative Withdrawal/Dismissal** The student has been notified of termination for cause. The causes of dismissal are: academic administrative withdrawal for failure to meet academic standards, not being officially registered for more than 12 months, or financial administrative withdrawal for failure to fulfill financial obligations. In the case of administrative withdrawal for financial reasons, a registration form accepting financial liability for the tuition obligation and detailing payment arrangements must be filed by the deadline in order to be reinstated.

Registration Status Codes

All students carry one of the following registration status codes to describe their current relationship with the university:

- **AD** Admitted, awaiting acceptance
- **CC** Certificate Completion
- **DA** Dismissed Academically
- **DH** Diploma Hold
- **EI** Registered in CEX course extension or PCX program completion extension
- **G** Graduated
- **GA** Graduation pending an academic hold
- **GF** Student is academically clear for graduation, but there is a financial hold on the release of transcripts and the diploma
- **GI** Graduation final audit is in process: graduation materials being audited for degree posting
- **NE** Never Enrolled/Never Attended
- **NR (Not Registered)** Student has not had a registration processed for the active or future term. Maintains active connections to university passwords and technology accounts. Students with NR status for more than 12 months will be administratively withdrawn.
- **RR** Registration form received from student in the program office but waiting to be processed
- **PR** Preregistered: registration has been processed in the computerized registration system, but the new term has not officially started
- **RA** Registered Active: registered for coursework in an active term
- **W** Student initiated withdrawal from program. Discontinues connection to university passwords and accounts.
- **WA** Student is administratively withdrawn. See administrative withdrawal policy for such withdrawal reasons.
- **WT** Student is approved for an academic leave of absence (refer to Student Leave of Absence Policy)

Course drop/add and withdrawal policies and tuition refund schedules are listed with the individual degree program information in this catalog.

OFFICE OF ACADEMIC SUPPORT SERVICES

Director: Nikki Marks, M.A.

The Office of Academic Support Services is responsible for the evaluation and adding of credit for foreign and domestic college-level transfer work, international baccalaureate, advanced placement, college-level exam placement score reports, certified learning, and military work to students' academic records. Academic Support Services is also responsible for the preliminary evaluation of unofficial transfer credit for potential students, prior to admittance to the university.

THE ALUMNI ASSOCIATION

The Union Institute & University International Alumni Association (IAAB) encompasses graduates from all colleges and programs of the undergraduate, master's, and doctoral degree programs.

The International Alumni Association Board (IAAB) was founded to be of service to the university, to promote the university's interests, and to perpetuate good fellowship among students, former students, graduates, friends, faculty, and staff. The alumni association strives to represent its constituency as an active part of the university's academic community and operates in close conjunction with the university. It is governed by a volunteer board of directors and relies primarily on fundraisers and donations from former students and friends to exist. The Board meets virtually three times each year and face-to-face at UI&U's annual national commencement event in Cincinnati. Subcommittees meet as needed and quarterly. Bylaws govern its actions and purview.

The alumni association continually strives to meet the needs of our greater UI&U family. A committee of the IAAB directs and determines the annual selection of an outstanding alumnus/alumna who is presented with an award (non-monetary) at the national commencement ceremony.

The IAAB is also an advisory board to the president. Its mission strives to promote the values, heritage, traditions, and evolving goals of UI&U in both principle and practice and to foster the interrelationships among students, administration, alumni, and faculty, keeping with the tradition of Union's spirit of excellence. <https://myunion.edu/alumni/>

Any alumnus/alumna in good standing is eligible to apply to join the IAAB. If you are interested in joining the Alumni Association Board, please contact the IAAB at alumni@myunion.edu.

Learn for Life

Union Institute & University is committed to support and promote lifelong learning for its more than 20,000 alumni. Learn for Life provides Union alumni with the opportunity to audit existing classes drawn from the university's course catalog. A variety of classes are offered each term. The classes are eight weeks in length and alumni engage through the digital Brightspace portal to participate in discussions and receive readings and assignments.

Alumni are encouraged to attend classes online and to keep up with the reading. No examinations or papers are required; no grade is assigned, and no credit is granted for course completion.

Registered alumni must adhere to high standards of personal conduct and good citizenship which contribute to the overall well-being of the Union community.

Upon receiving confirmation of enrollment, access will be granted to Brightspace. Technical support is provided through the platform. Other technology-related questions can be directed to the Help Desk, www.helpdesk@myunion.edu.

Future plans include a larger variety of programs and webinars.

INFORMATION TECHNOLOGY

Policy on Acceptable Use of Technology Resources

Effective July 1, 2020, as Revised

The technological resources provided and maintained by Union Institute & University (UI&U) are to be used to support the university's administrative operations and academic environments. These technological resources are the property of the university and are provided to be used for university-related activities. They are not to be used for commercial purposes. This applies to all users of UI&U technology resources, whether accessed on or off campus. Student and employee access to university-provided technology resources is a privilege that may be revoked at any time for misuse.

Electronic Communications

The CampusWeb portal and the university's email system are the university's sanctioned communication channels. Official electronic communications are sent only to UI&U email addresses. The university will consider students and employees to be duly informed when communications sent by an employee or faculty member are delivered to a user's UI&U email account. It is recommended that users frequently access their UI&U email account for official information and to acknowledge messages in a timely manner. Employees are expected to use the automated out-of-office notification functions in email and voicemail when they are away from the office for an extended period. Logging into a UI&U email account constitutes acceptance of the UI&U Policy on Acceptable Use of Technology Resources.

Employee Responsibilities

Employees are considered to be any person employed by UI&U as a part- or full-time employee, the Board of Trustees, outside contractors, vendors or distributors, interns and co-ops. Employees are responsible for reading, knowing, understanding and complying with this policy. Employees who have been authorized to use and access company systems and/or confidential, company and student data do so with the understanding they are responsible for the safety, security, confidentiality, integrity and availability of these systems and data.

Employee Email

Employees must use their university email accounts for all correspondence with students and for any communications on behalf of the university. Approved exceptions may be arranged with the IT director on an as-needed basis (such as during the admission and financial aid processes). Employees should not use their personal email accounts to communicate with students. Employee email accounts are disabled when an employee's formal affiliation with the university ends. The content of an employee's email account is the property of the university and may be accessed by the human resources department.

Student Email

Students may forward messages to their personal email account for the purpose of accessing official UI&U emails in a timely manner. Student email accounts remain active until a student withdraws from the university, including automatic withdrawals after not being registered in a course for a year. When student email accounts are disabled all email content may be deleted. Student email accounts reside on a third-party system. As such, the university relies upon the third party vendor for all data backups and for system availability. Student email addresses are

published on the CampusWeb portal and are accessible to all students, employees, and alumni who have CampusWeb access.

Inappropriate Messages

Fraudulent, harassing, offensive, or obscene messages or materials are not to be sent, printed, requested, displayed, or stored on UI&U owned or operated technology resources.

Unauthorized forms of mass mailings are not allowed. Personal information about a person or business entity is not to be made publicly available without the express written consent of the person or business entity. Using university technologies for harassment or other malicious activities will not be tolerated. Offenders will lose their access to the university's systems. Students, faculty, and staff are prohibited from utilizing university email for personal gain.

Spam and Intrusions

UI&U utilizes anti-virus and anti-spam software to scan all incoming and outgoing email messages. Any messages determined to be harmful or malicious will not be delivered. The university reserves the right to update or change its anti-virus and anti-spam software or settings at any time and without prior notice.

The university may, from time to time, monitor messages created, received, or sent via employee email servers. These measures are taken to maintain system reliability. Users are expected to refrain from initiating activities that interfere with the work of other users.

Using UI&U's Network, Internet, and Email Systems

Security and Accounts

All students and employees are issued a Union ID number and a network account when they are enrolled or hired. All access to technology resources is provided by the IT department, working closely with the HR department and the registrar. When a student withdraws from the university and when an employee retires, resigns, or is terminated, the associated network accounts are disabled.

UI&U's technology infrastructure and enterprise systems support the university's administrative and academic activities. Students, faculty and staff must use these resources in an effective, ethical and lawful manner. Examples of unacceptable use include:

- Messages transmitted under an assumed name.
- Publishing and communicating derogatory information.
- The use of information in violation of copyright and fair use guidelines.
- Use of the university's technology resources for personal gain or non-university activity.
- Malicious use of the university's technology resources or non-malicious use that negatively impacts the work of university employees or the functionality of UI&U technologies.
- Use of another individual's account and account privileges.
- Knowingly introducing a computer virus into UI&U's communication system.
- Under no circumstance is an employee authorized or permitted to engage in any activity that is illegal while utilizing UI&U's resources, such as attempting to circumvent computer security (hacking).
- Engaging in any communication that is unlawful or in violation of UI&U's policy.
- Sending, forwarding, redistributing or replying to "chain letters".

Employee Use of Company Networks

All electronic and telephone communications using the Local Area Network, Wide Area Network, Internet, Intranet, voicemail, software or any other systems owned, licensed or operated by UI&U (communication systems) are considered company business records and, therefore, company property. These communication systems are in place to conduct company business, internally and externally, and their use is intended solely for job-related purposes. Employees should have no expectation of privacy concerning the use of the equipment or the transmission, receipt or information stored in these systems. Although incidental and occasional personal use of UI&U's communication systems is permitted, users automatically waive any claims to privacy. If a communication is intended to be "personal and confidential," alternative means of transmission should be considered.

Wi-Fi Networks

UI&U discourages employees' use of public or guest Wi-Fi on company assets. UI&U-approved, secure hotspots should be used when possible. UI&U provides a pool of Mi-Fi devices. Travelers should sign out their device prior to travel. In the event public network must be used, the VPN should be used to ensure that all data is encrypted.

User Accounts

It is the ultimate responsibility of each individual student and employee to keep logins and passwords confidential.

- Employees of UI&U should create and use strong passwords to log into company resources, computer systems and any web services that are used for company business.
- Strong passwords should be at least 10 characters in length and contain numbers, lower- and upper-case alphabetical characters, and at least one special character.
- Passwords should never be shared with anyone, at any time, for any reason.
- Passwords should be changed every 90 days at minimum.

Data Privacy Statement

All candidate, employee, and student information gathered during UI&U's day-to-day business is confidential and will not be disclosed without the specific authorization of the employee, student, or candidate. All data generated, acquired, or maintained by UI&U is a valued company asset. Our data will be kept secure, confidential, and appropriately available to authorized users. UI&U pledges to defend the confidentiality and security of student data with the same or greater vigor as it applies to its own confidential data. This policy is critical to preserving the confidentiality, integrity, and security of all data entrusted to UI&U's care.

Electronic files (including email, computer files, and voicemail) are presumed to be private and confidential and are considered the property of the university. The university is the ultimate owner of all institutional data, both administrative and academic. Files associated with employees who leave the university are considered to be the property of the university. These files will be archived by the IT department

In order to properly serve its constituents, UI&U records a large amount of confidential data, transmits the information over extensive networks, and stores the information on various computing systems. Any breach in the security of these systems or networks could disrupt the university and/or allow unauthorized access.

Recognizing these responsibilities and the need for institutions to limit access to such information, the federal government has passed numerous laws concerning personal information. As a result, the university must comply with a complex array of legislation including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). Failure to comply with legislation can have significant adverse consequences on the university. The university is the ultimate owner of all institutional data (information relating to the administration of the university). All institutional data are considered confidential and are intended exclusively for purposes related to the university's programs. All institutional data and administrative systems may be used only for the legitimate business of the university and not for commercial, personal, and/or political purposes. As such, all employees who access this information are required to adhere to all FERPA guidelines. By accessing these systems, employees acknowledge acceptance of this policy and the FERPA guidelines.

Requests for access to institutional data, including maintenance and/or inquiry, should be initially directed to a user's supervisor, program chair or dean who will determine the validity of the request. System users are to be provided with the minimum access privileges required to perform permitted tasks. Students will rarely, if ever, be granted access to institutional data. Students performing employee tasks (such as work-study employees) are subject to all the policies applicable to all university employees.

Each user is responsible for the security, privacy, and confidentiality of the institutional data to which the user has access. Each user is responsible for all transactions occurring during the use of an account. Users must never share their passwords with others. If a user suspects that a personal password has been compromised, the password must be immediately changed. Users should log off or lock any system when leaving equipment unattended.

Authorized IT personnel may access others' files when necessary for the maintenance and security of technology resources. Advance notification of access will be given when possible. When performing maintenance, every effort will be made to ensure the privacy of a user's files. However, if violations of policies are discovered, they will be reported to the director of information technology.

Employees should be aware that use of the systems may be monitored, inspected or recorded, so personal use may be subject to review without the consent of the user. As such, employees should have no expectation of privacy in their use of UI&U's technology resources.

Security Awareness and Incident Response

UI&U will distribute security awareness information and conduct training on an ongoing basis to help employees maintain security best practices.

Users must notify the IT team immediately if a device containing confidential or client data has been lost, stolen, or accessed by any unauthorized users.

Damage to, or loss of, any confidential information on UI&U's computer equipment must be immediately reported to UI&U's IT. Any incident where confidential data is thought to have been compromised must also be reported to the employee's immediate supervisor and UI&U's management.

If an employee feels that their company user account or computer system has been compromised or infected with malicious software, it is the employee's responsibility to:

- Immediately shut down his/her computer system, contact the IT team and wait for further instructions.

Copyright and Software Licenses

Users are not permitted to copy, transfer, rename, or add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the university or legal action by the copyright owner. Using peer-to-peer file sharing applications as a tool to download copyrighted music, videos, and applications is a violation of federal copyright law. Allowing other computers to gain access to copyrighted files on user systems via the UI&U computer network is prohibited.

Loading unauthorized applications or operating systems on university computers is prohibited. This applies to any program not explicitly licensed to the end-user or workstation by the IT department regardless of source (e.g., purchased by the user or obtained through public domain/ shareware sources).

Deleting, copying, or altering programs without specific instructions from the IT department is prohibited. Federal copyright law prohibits the use of unauthorized copies of computer software; this law includes copying university software for personal use. Users are expected to strictly adhere to software license terms.

Users share responsibility for any software updates and patches that are available. No actions to interrupt or significantly delay pending updates are allowed.

Use of University Technology When Traveling or Working Off-site

While traveling, employees are responsible for the safety and security of all university equipment and access to UI&U data. UI&U's data, including email, may not be stored on any equipment or devices outside of the university network unless the device is securely encrypted. If university equipment is provided for off-site work (such as a laptop or a wireless Internet connection), the equipment may only be used for university work and may not be used for any personal purposes.

Company Use of Personal Devices

Personal devices used for company purposes must adhere to this policy and follow the additional guidelines below to ensure the security of UI&U's data.

- Employees who use their own device (phones, tablets, computers, etc.) must make device available for auditing if requested. If an employee resigns or is terminated from employment, device must be audited at the earliest opportunity.
- Company management of the device includes the ability to set and enforce certain policies.
- Company information may be remotely wiped from the device at any time.
- UI&U reserves the right to limit or discontinue personal device usage at any time.

Violations

A user's technology resource privileges may be suspended immediately upon the discovery of a possible violation of this policy. Suspected violations will be confidentially reported to the appropriate administrator.

The director of IT will initially judge a violation of this policy as unintentional, minor, or major. Unintentional offenses and first minor offenses will normally be dealt with by the IT director. Any

subsequent offense will be dealt with by the appropriate administrator under the provisions of the university's human resources policies and/or UI&U Student Code of Conduct.

Violations of this policy will be dealt with in the same manner as violations of other university policies and may result in disciplinary action. The full range of disciplinary sanctions is available, including revocation of technology resources usage privileges, dismissal from the university, and legal action.

Other Technology-Related Standards

- The IT department is responsible for all equipment purchases, installations, disconnections, modifications, and relocations. Employees are not to perform these activities without prior authorization from IT staff.
- Users who, with prior consent, borrow hardware, software, or documentation from UI&U are responsible for its proper care and for returning it in a timely fashion.
- Users who are provided UI&U equipment may NOT allow anyone else to use the provided equipment (including laptops, cameras, etc.). Sharing of UI&U equipment will result in forfeiture of use of the equipment.
- Many UI&U systems are made available on an unmonitored basis. It is the responsibility of every user to act in such a manner as to not cause damage to physical equipment. Accidental damage, or damage caused by other parties, should be reported to the IT help desk as soon as possible so that corrective action can be taken.
- Modifying the configuration of any university computer, printer, or network device without prior approval of the IT department is prohibited. Deliberate alteration of system files will be considered malicious destruction of university property.
- All users are responsible for using technology resources in an effective, ethical, and lawful manner. Many resources, such as disk space, CPU cycles, printer queues, batch queues, login, and software licenses, are shared by all users. No user may monopolize these resources.
- The university has installed firewalls to ensure the safety and security of the university's networks.
- Users are responsible for picking up their printed output in a timely fashion to avoid theft or disposal.
- Other organizations operating computing and network facilities that are reachable via UI&U technology resources systems may have their own policies governing the use of those resources. Users are responsible for abiding by both the policies set forth in this document and the policies of the other organizations.

Advisories

Every effort is made by the IT department to prevent the loss of data in the event of hardware or software failure or through human error. Backups are regularly made of administrative systems and system servers. (Backups are not made of data stored on personal computers; therefore, all data should be stored on an individual user's network drive). It must be recognized that in rare cases, it may not be possible to restore the latest version of every data file from these backups and some data loss may occur. Because these cases are outside the IT department's control, IT staff cannot be held liable for any loss of data arising directly or indirectly from failure of hardware, software, or from human error.

The IT department has the responsibility to provide advance notice of system shutdowns for maintenance, upgrades, or changes so that users can plan around periods of system unavailability. However, in the event of an emergency, the department may shut down a system

with little or no advance notification. Every effort will be made to give users a chance to save their work before the system is taken out of service.

Department of Information Technology

The department of Information Technology (IT) provides technology resources and support for all of UI&U's academic and administrative activities. Located in the Cincinnati center the IT department maintains and provides access to the institution's networks, applications, systems, and collaborative environments for all of UI&U's regional sites.

Technical Support

The UI&U Help Desk

UI&U provides a third party technology help desk that is available 24/7/365. Contact the Help Desk by phone (1.888.858.6466) or email (help@myunion.edu).

The CampusWeb Help Page

For detailed descriptions and instructions for UI&U's technology resources visit the [CampusWeb Help page](#) under the **Help Desk** tab on CampusWeb.

UI&U Network Accounts

Your human resources welcome packet provides login information for your institutional account. The university provides single sign on access to its primary systems, including university email, the CampusWeb portal and learning management system, the library resources and the SharePoint system.

Employee Email Accounts

University email accounts are issued to all employees and most enrolled students. University email is the primary mode of contact among employees, students and faculty.

Employees with UI&U-issued computers can use the Outlook client application to access their accounts. To access your email remotely use this URL: <https://outlook.office.com>.

The Jenzabar EX Enterprise System

UI&U licenses Jenzabar's EX platform for all institution-wide administrative activities. The EX platform consists of several modules including financial, reporting, student information, registration, development, and financial aid. Please contact the [CampusWeb Help page](#) for direct access to the EX system.

SharePoint

UI&U maintains a Microsoft SharePoint environment for employee collaboration and document exchange. For more information visit the [CampusWeb Help page](#).

CENTER FOR TEACHING & LEARNING

The Center for Teaching and Learning (CTL) supports the university's academic mission through the provision of instructional design, technology training and faculty development services, working in partnership with UI&U faculty members and academic administrators. The CTL administers the Brightspace learning management system (LMS), the CampusWeb student portal and the Zoom conferencing system, and delivers training resources for each. Working with the Faculty Distance Teaching and Learning Committee the CTL coordinates the university's faculty development programs.

The UI&U Academic Ecosystem

Desire2Learn's Brightspace learning management system (LMS)

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. All UI&U courses are now delivered via Brightspace. Students and faculty have access to D2L's help desk for Brightspace questions and technical issues. This [video](#) provides a brief overview of the Brightspace LMS.

The CampusWeb student portal

CampusWeb is the university's student portal, a resource for the administrative functions that support our students' academic success. In CampusWeb students can:

- Access past, present and future course schedules.
- Register for courses.
- Perform a degree audit.
- Request transcripts.
- Purchase textbooks.
- Pay tuition and conduct other financial transactions.

Zoom

UI&U maintains a site license for Zoom, a flexible, cloud-based conferencing system that can be used to enhance engagement and interactivity in UI&U courses. Zoom can be used for synchronous class sessions, student presentations, student group meetings, and virtual office hours, and can be integrated into Brightspace course shells. Zoom sessions can also be recorded and archived for later viewing. Please visit the [CTL tab](#) on CampusWeb for more information.

Adobe Connect

UI&U also licenses Adobe Connect, another cloud-based conferencing system that includes video conferencing, application sharing, live polling, chat, whiteboards, and presentations. Faculty members are provided with a persistent virtual room to better facilitate lengthy online teaching sessions.

UI&U LIBRARY

Contact Info

Internet homepage: <https://library.myunion.edu>

General inquiries including reference questions, document delivery, and interlibrary loan requests: library@myunion.edu.

Main phone: 513.487.1347.

Collections

The UI&U Library is fully-online and collections include 500,000+ e-books, more than 7,000 UI&U student dissertations/theses, and 44,000+ streaming videos. It also provides access to more than 140 online databases that link researchers to millions of full-text items, including research and trade journal articles, doctoral dissertations from other academic institutions, and multimedia research resources.

Services

The UI&U Library provides a broad range of library services to currently enrolled students, faculty members, and staff members. Our services include a comprehensive collection of research resources, information literacy instruction materials, access to reference librarians, and other web-based media. The library also provides remote document delivery and interlibrary loan services. Group and individual research and instructional support services are available for all interested faculty members, students, and staff.

Online Resources

All e-books, journal articles, streaming videos, and other online research resources are searchable via the library's OneSearch system. We offer a large collection of licensed research databases that provide full-text online access to more than 85,000 periodicals in the arts, humanities, and selected sciences. The library also maintains an extensive website including links to databases, an online help center, in-context instructional help videos, and a news blog.

INSTITUTIONAL AND ACADEMIC POLICIES

Policies Governing Student Conduct

Effective July 1, 2015

Contextual Framework for Student Conduct at Union Institute & University

This contextual framework for student conduct is derived from Union Institute & University's mission, vision, and values. Not only is it meant to provide general expectations of students, it also is the foundation for a number of specific institutional policies and procedures governing student behavior and interactions.

An education at Union Institute & University (UI&U) is based on the concept of a mutually beneficial learning community. Disregard or contempt for this concept can be found at the root of academic offenses (such as plagiarism, forgery, intellectual dishonesty, or falsification of records), socially disruptive and destructive behaviors (such as discriminatory or harassing conduct), and criminal acts (such as assault, destruction of property, theft, or hate crimes).

In a strong learning community, conduct that allows others to pursue studies unimpeded by disrespectful or disruptive personal behavior is essential. Differing viewpoints may not be permitted to interfere with learning or the advancement of scholarship. The basic principle of the UI&U learning community is respect for the individual. Members of the UI&U learning community are expected to treat one another with positive regard and without denigration. The ultimate goal is to learn from one another while acknowledging any differences that may arise.

Freedom in research and publication of results are also characteristics of a strong learning community, as long as the dignity, health, privacy, and other rights of human and animal subjects are protected, and university and program policies are followed.

A strong learning community, characterized by individual respect, carries with it the following rights, responsibilities, and challenges.

Students, as members of the UI&U learning community, have the right to be:

- Treated fairly, justly, respectfully, equitably, and professionally.
- Acknowledged for their ideas, creations, and expressions.
- A participant in a learning and working environment that is free of discriminatory or harassing behavior.

Students, as members of the UI&U learning community, have the responsibility to:

- Contribute to an environment in which there is freedom to learn.
- Develop the capacity for truth and exercise their rights to free inquiry and free speech in a reasonable manner.
- Respect the cultural, intellectual, and personal differences of others.
- Acknowledge properly the intellectual or artistic work of others.
- Refrain from harassing or discriminatory behavior.
- Protect the rights of human subjects used in research.
- Avoid conflicts of interest or relationships that might compromise the educational process.

Students, as members of the UI&U learning community, are challenged to:

- Learn from one another's differences.
- Respect all persons in the UI&U learning community.
- Treat conflict as an opportunity for growth and learning.
- Refrain from spreading rumor, slander, or misinformation.

University Response to Serious Student Misconduct

Union Institute & University has the right and the responsibility to act immediately when an individual's behavior or actions are illegal and/or create a situation that places the student or any other individual at risk, and/or is disruptive and harmful to the learning environment, regardless of whether those behaviors or actions are specifically prohibited by other university policies. (See below for examples of disruptive or harmful behaviors.)

When the university (or its responsible representative) believes that a student's conduct is sufficiently disruptive or dangerous, the university may suspend normal disciplinary procedures by temporarily removing a student (physically, if the student is on campus or participating in an off-campus activity; and/or blocking student access to online learning systems). An immediate response is called for in, but not limited to, cases of student behavior that is threatening to self or others and behavior that disrupts the learning environment or university facilities.

- A UI&U instructor and/or administrator has the right and the responsibility to remove a student or other participant from a course, seminar, or other university-sponsored learning activity, whether in-person or online, if that person's behavior becomes disruptive or poses a danger to others.
- The university has the right and the responsibility to take disciplinary measures in response to student misconduct, independent of any action that might or might not be taken by law enforcement.
- Any UI&U student or employee has the right and the responsibility to contact university authorities or local law enforcement in the event of illegal behavior occurring on university property and/or during university-sponsored activities occurring off campus. (See policy below: Crimes Covered Under the Clery Act.) Any incident involving emergency or threatening situations requires calling 911 and the possible issuance of emergency notifications and/or timely warnings.

Following removal, the student may seek reinstatement in accordance with the applicable university policy.

Readmission After Dismissal for Unsatisfactory Academic Progress or Conduct

A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want to return to the university must reapply and be accepted after a program director's or program chair's review on a case-by-case basis.

A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

Crimes Covered Under the Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092(f) as part of the Higher Education Act of 1965, is a federal law that

requires colleges and universities to provide information about campus crime statistics and security policies for the previous full calendar year.

The following are offenses/crimes as defined by the Clery Act. Violations must be reported to university officials and possibly to local law enforcement and must be included in the university's annual security report:

- Drug law violations. *Drug laws vary by state. Generally speaking, use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs must be reported. Sale, transfer or possession of controlled substances must be reported.*
- Liquor law violations. *Liquor laws vary by state. Generally speaking, sale, transfer or possession of alcohol must be reported, unless served by the university at a university-sponsored event.*
- Illegal weapons possession. *The definition of illegal weapons and illegal weapon possession varies by state. Generally speaking, possession of a weapon at a university facility or at a university-sponsored event off-campus must be reported. Weapons are not permitted on any university property, with the exception of students and instructors who are sworn law enforcement officers and are required to carry a weapon when off duty.*
- Murder and non-negligent homicide. *The willful and non-negligent killing of one human being by another must be reported.*
- Negligent manslaughter. *The killing of another person through gross negligence must be reported.*
- Forcible sex offenses. *Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent must be reported (includes forcible rape, forcible sodomy, forcible sexual assault with an object, and forcible fondling).*
- Non-forcible sex offenses. *Unlawful, non-forcible sexual intercourse must be reported (includes statutory rape and incest).*
- Robbery. *Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear must be reported.*
- Aggravated assault. *Any unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury must be reported. Aggravated assault may be accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*
- Burglary. *Unlawful entry of a structure to commit a felony or a theft must be reported.*
- Motor vehicle theft. *The theft or attempted theft of a motor vehicle must be reported (does not include thefts from autos).*
- Arson. *Willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. must be reported.*
- Hate crimes. *Any of the above offenses and any incidents of larceny, theft, simple assault, intimidation or destruction, damage, vandalism of property that were motivated by bias.*

In 2013, federal reporting requirements were expanded to include crimes prohibited in the Violence Against Women Act of 1994 (reauthorized in 2013). The Act's coverage extends to male as well as female victims. Crimes that must be reported under the Violence Against Women Act are:

- Domestic violence. *Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
- Dating violence. *Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.*
- Stalking. *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.*
- Sexual Assault. An offense that meets the definition of rape, fondling, incest or statutory rape as used in the Federal Bureau of Investigations Uniform Crime Reporting Program.

The behaviors delineated under the Violence Against Women Act are covered by this policy only if they involve a Union Institute & University student (as victim or perpetrator) and if they occur within the context of the educational process. For example, the policy does not apply if:

- An incident of domestic violence occurs in a student's home.
- Dating violence does not involve another member of the UI&U community.
- Stalking behavior (in-person and/or cyberstalking) occurs outside the context of UI&U activities, does not involve another member of the UI&U community, and/or does not involve use of university-supplied technology, such as cyberstalking using the student's "myunion" email.

While it is impossible to anticipate every possible type of disruptive behavior, Union Institute & University has developed the following institutional policies and procedures covering specific types of student behavior:¹

- Academic Integrity Policy. This policy covers issues of plagiarism and cheating, personal relationships between students and instructors, delineating procedures to be followed when violations of academic integrity occur.
- Americans with Disabilities Act (ADA) policies and procedures, including a complaint process.
- Email Use Policy.
- Family Educational Rights and Privacy Act.
- Institutional Review Board Policies and procedures. This policy covers issues related to research with human subjects.
- Intellectual Property Policy.
- Sexual Misconduct Policy.
- Student Complaints and Appeals Policy and Procedure. This policy applies to student complaints and appeals not specifically covered by other policies and includes procedures for filing informal and formal complaints.
- Student Use of Alcohol and Controlled Substances.
- Tampering with Educational Records.
- Technology Resources Acceptable Use Policy.

¹ Institutional policies listed may be revised or added to at any time and may be supplemented by program-specific policies.

- Use of University Facilities Policies and Procedures. This policy incorporates a range of behaviors considered by the university to be inappropriate and/or illegal when occurring at university facilities and at off-campus university-sponsored events.

Alcohol and Drug Abuse Prevention Program

Effective August 31, 2009

On August 16, 1990, the Department of Education issued the final regulations implementing amendments to the Drug-Free Schools and Communities Act enacted on December 12, 1989, in the Federal Register. The goal of the amendments is to require each institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Note that no distinction is made in the act between full-time and part-time or permanent and temporary students or employees. Under these amendments, each institution of higher education must have a drug and alcohol abuse prevention program including annual distribution of a report to every employee and to any student taking one or more classes for any type of academic credit (except continuing education units). The report is required to include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on an institution's property or as part of any of its activities.
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students.
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal laws) for violations of published standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment.

Policy on Student Use of Alcohol and Controlled Substances

This policy statement is specific to Union Institute & University students. It has been adapted from the policy for employees as published on the university's employee intranet under human resources policies.

The use, sale, transfer, or possession of alcohol or controlled substances by students creates a potential for harm and is not permitted on Union Institute & University (UI&U) property or at any university-sponsored learning activity or events, except as specifically authorized by this policy.

UI&U encourages students who have problems with alcohol or use of controlled substances to make use of available internal and external resources to help control or resolve their problems. UI&U supports rehabilitative efforts and will assist if requested to do so.

If a student has a medical condition or a substance addiction and has reason to believe the condition may impair attendance or performance, they are expected to notify their student success coach, program chair or dean. However, students should be aware that providing

information about a medical condition or substance addiction for the first time during a disciplinary proceeding will not negate the disciplinary action from continuing.

UI&U may assist individuals who have violated this policy through referral to a rehabilitation program but is under no obligation to do so beyond the information provided in the statement on drug and alcohol abuse prevention.

If the student's use of a controlled substance is related to a condition that qualifies as a disability under the Americans with Disabilities Act (ADA), they may also apply for accommodation to the university's ADA compliance officer, in accordance with published procedures. Requests for ADA accommodation and/or rehabilitation assistance do not preclude any disciplinary action for violations of this or any other university policy.

Standards and Consequences

- UI&U permits the legal use of medication or drugs prescribed by a licensed practitioner or purchased over-the-counter provided that such usage does not endanger the safety of others. Students who are legally taking medications that may impair performance are expected to inform their student success coach, program director, dean, or executive director.
- Alcohol may occasionally be served at university-sponsored events held at university centers or locations outside the university. Students and/or employees may consume alcohol in moderation at such events; individuals whose behavior is impaired due to alcohol consumption may be required to leave the event and/or be subject to disciplinary action.
- The illegal use, sale, transfer, or possession of controlled substances or alcohol by a student or employee during a university-sponsored learning activity or on university property is forbidden. Such activity is grounds for dismissal.

Definitions

Controlled Substance: Any narcotic, drug, or drug-like substance for which the sale, use, or possession is either unlawful or is being utilized outside of prescribed medical treatment. Controlled substances include, but are not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.

Illegal Use: Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

Legal Drugs: A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization.

Moderation: When referring to consumption of alcohol at university sponsored events, moderation is defined not by the quantity of alcohol consumed but by resulting behavior.

University Property: Any university owned, leased, or rented building, grounds, office, classroom, or other facility. Includes off-campus course and degree sites and off-campus

facilities, such as hotel and conference center space used by the university for learning activities.

Use of Gender Neutral Language

Effective July 1, 2014, as Revised

UI&U adheres to a policy of using gender neutral language in all communications generated by any part of the institution. Using inclusive language will help avoid distracting readers with a gender specific term that might be offensive in retrieval. UI&U believes that this practice is dictated by the university's mission and values.

Students are encouraged to use gender neutral language in work related to their UI&U programs, recognizing that use of gender specific terms may be needed for certain subject matter. For example, a paper about women's rights would use gender specific language; a paper about cyberbullying should not. Further details on guidelines for gender-fair use of language can be found at: <http://www.ncte.org/positions/statements/genderfairuseoflang>.

Academic Integrity Policy

Revised July 1, 2018

Institutional Policy and Procedural Guidelines

The academic integrity policy statement applies to all Union Institute & University students and employees. The procedural guidelines that follow the policy statement are specific to students; procedures for employees who violate the Academic Integrity Policy are separate and can be found on the university's employee intranet, under human resources policies.

Policy Statement

Union Institute & University is committed to ensuring the highest level of academic integrity. Violations of academic integrity of any kind are strictly prohibited. Violations of academic integrity include, but are not limited to, plagiarism, cheating, and dishonesty.

Definitions

Academic Integrity: Characterized by honesty and responsibility in scholarship, based on the following assumptions about academic work at Union Institute & University:

- Students attend UI&U in order to learn, and academic assignments exist for the sake of this goal.
- All academic work must be met through a student's own efforts. Academic work completed any other way is unacceptable, and any grades and credits awarded as a result are fraudulent.

Academic integrity means understanding and respecting these basic truths, without which no university can exist. Academic dishonesty is not just "against the rules" but violates the assumptions that are at the heart of all learning. Violations of academic integrity destroy the

mutual trust and respect that should exist among students and faculty, as well as being unfair to students who operate with integrity and honesty.²

Plagiarism: The practice of claiming or implying authorship of another person's written or creative work, ideas, and/or words through incorporation, in whole or in part, into one's own without adequately acknowledging or crediting the source. Plagiarism usually takes the form of submitting the work or ideas of another (written, artistic, technical, etc.) as one's own. Commonly plagiarized sources include books and articles (published and unpublished), internet sites, and other students' work. Plagiarism may be unintentional or intentional; this policy and related procedures apply regardless of intentionality.

Cheating: The use of deception or other means in an effort to obtain credit for a learning activity.

There are other forms of academic dishonesty, which include but are not limited to: entering into a consensual relationship with an instructor, mentor, advisor, or other employee responsible for evaluating the student's work (which creates an immediate conflict of interest for both the student and the instructor); providing false or inaccurate information about one's academic and/or professional background, such as claiming a degree one has not earned or submitting false letters of recommendation; submitting the same work for credit more than one time; or violating any protocols and/or procedures specified in a course syllabus.

Identification of Student Plagiarism

Assignments submitted by students as part of any undergraduate or graduate course or as a component of any student's academic program are regularly reviewed for plagiarism, which may include use of plagiarism identification software. Each enrolled student agrees that, by registering for learning activities, they consent to the submission of their work for textual similarity review to identify possible plagiarism.

Personal Relationships and Academic Integrity

A close personal relationship (sexual, familial, or personal) with an instructor, mentor, advisor, or other employee responsible for evaluating a student's work creates an immediate conflict of interest for both the student and the instructor. Students should be aware that having a close personal relationship with an individual who has responsibility/authority to evaluate/approve the student's work may be construed to be a violation of the Academic Integrity Policy – a form of cheating.

While such consensual relationships are not forbidden by the university, a student involved in a consensual relationship with an instructor may not register for coursework with that individual. If there are no other sections of the course available, the student is required to disclose the relationship to the program chair (undergraduate level) or director/dean (graduate level), so that the student's work and the instructor's evaluation of that work can be monitored.

If a consensual relationship comes to light after the conclusion of a course, the program chair (undergraduate level), or director/dean (graduate level) will immediately forward the case to the provost/VPAA for review by the academic integrity committee. All of the student's coursework

² Adapted from "A Student's Guide to Academic Integrity," University of Oklahoma, <https://integrity.ou.edu/students.html>

will be closely reviewed by the committee – a review that may include comparison of the quality of the work in the subject course to the student’s work in other courses. If the review leads to a conclusion of favoritism (grade inflation, evidence of inappropriate assistance from the instructor, or other similar violations of academic integrity), the committee will make a recommendation to the provost/VPAA for disciplinary action. Disciplinary action could range from changing the course grade to reflect the actual quality of the student’s work, to academic probation, or even dismissal from the program.

Because the university’s employee Conduct and Ethics Policy states that sexual relationships between employees and students are “usually deemed inappropriate or unethical,” disciplinary action will also be taken against the instructor, in accordance with the university’s human resources policies and procedures.

Procedural Guidelines: Student Violations of Academic Integrity

The procedural guidelines detailed herein are to be followed in all cases where a Union Institute & University student is suspected of violating the university’s policy on academic integrity.

Concerns about violations of academic integrity are typically raised by faculty, but they may also be raised by another student, a graduate, or a non-instructional employee. If a student, graduate, or non-instructional employee has concern about a student’s violation of academic integrity, the concerns should be reported to the program chair (undergraduate students) or director/dean (graduate students) responsible for the program in which the student is enrolled. The program chair or the director/dean (not the person raising the concern) is then responsible for ensuring that all applicable steps of this procedure are followed.

Consequences for violations of the policy on academic integrity will vary depending on the severity of the infraction and the extent to which the student was aware of university and external standards. Graduate students are expected to be better informed regarding what constitutes plagiarism, cheating, and other forms of academic dishonesty than are undergraduate students, especially those undergraduate students who have had little or no previous postsecondary education.

The scope of the violation will be considered in determining consequences, including:

- The consequences for student work that is substantially or entirely the work of another will have more serious consequences than will a case where there is either a single or small number of non-accredited citations.
- Academic dishonesty related to an entire course, a dissertation, thesis, culminating study, capstone project, or other substantive work will have more severe consequences than will plagiarism or cheating on a single paper or test that constitutes one learning activity within a course or seminar.
- The consequences for student dissemination/use of exam questions and/or answers will be more severe if payment is involved.

Regardless of the student’s degree level and the extent/scope of the action, Union Institute & University takes all alleged violations of academic integrity seriously. Accordingly, all initial warnings and informal resolutions and all formal incidents and resolutions must be reported to the program chair (undergraduate level) or the director/dean (graduate level). Reports may be submitted to the executive director, or program director, or other staff member, but that individual is required to relay them to the program chair or director/dean responsible for the student’s program.

Procedures³

Stage 1: Informal review and resolution (faculty and student or director or dean and student)

If a violation of the policy on academic integrity is suspected, the faculty member or program chair (undergraduate level) or director/dean (graduate level), if the concern was raised by someone other than a member of the faculty, will contact the student; explain the university's policy on academic integrity; and discuss the alleged infraction. In this process, the faculty member, program chair, or director or dean will orally warn the student and instruct them in the appropriate conventions of citation or academic practice. As part of that conversation, the student must be given a copy of this policy and procedural guidelines. The faculty member has the right to consult with another faculty member and/or the program chair (undergraduate level), or director/dean (graduate level) at any point during this stage. There are three potential outcomes of stage 1. The first two outcomes result in the conclusion of the incident review process; the third moves the incident review to stage 2.

- If the student is able to prove (through explanation or exculpatory evidence) to the satisfaction of the faculty member, program chair, or director/dean that no violation occurred, either intentional or unintentional, the matter will be considered to be resolved. Such a case would not count as a first incident, and no record need be made in the student's academic record. The faculty member must report the incident to their program chair (undergraduate level) or director/dean (graduate level).
- If the student acknowledges a violation, and the student and faculty member and/or program chair, or director/dean come to a mutually satisfactory resolution, then the process ends at this stage. A satisfactory resolution must include: (1) student recognition of the issues regarding their actions; (2) evidence that they have learned from the experience; (3) student cooperation in the resolution of the concern; and (4) satisfactory assurances that the practice will not happen again. A report of the incident and its resolution must be provided to the program chair (undergraduate level) or director/dean (graduate level), and a record of the occurrence will be placed in the student's permanent academic record. A consequence may be determined by the faculty, considering the appropriate action for the seriousness of the incident and the academic level of the student (i.e., undergraduate or graduate level). Possible consequences include: requiring the student to revise the work and resubmit it (least serious); reduction of the grade awarded for the work; or assignment of a failing grade for a course or learning activity (most serious).
- If there is no satisfactory conclusion to the informal resolution stage, such as if the student denies the allegation, is not able to prove to the satisfaction of the faculty member, program chair (undergraduate level), or director/dean (graduate level) that plagiarism has not occurred, or is noncompliant with the informal process, the case moves to the formal program-level review process (stage 2).

If an initial incident review concludes stage 1 (i.e., no violation occurred or a mutually satisfactory resolution is achieved) but there is later evidence that the behavior continues or has recurred, the faculty member or program chair (undergraduate level) or director/dean (graduate level) will prepare a formal incident report, providing all relevant evidence related to the occurrence. The report is submitted to the program chair (undergraduate programs) or director/dean (graduate programs), who will move the case to the formal program-level incident review process (stage 2). The program chair (undergraduate level) or director/dean (graduate

³ In all procedural stages, the director or dean may assign another faculty member or administrator as their designee.

level) will also initiate stage 2 for cases where there has been more than one report of concern about an individual student's violations of the policy on academic integrity.

When a case is moved to stage 2, all documentation will be placed and retained in the student's permanent academic record; the student must be given a copy of the report and advised that it is part of their permanent record.

Stage 2: Formal program-level review and resolution (student, faculty, and/or director or dean)

Whenever an incident reaches stage 2, a formal written report (electronic format is acceptable) of the incident, including a complete description of the allegation, must be prepared by the faculty member or the program chair (undergraduate level) or director/dean (graduate level) involved in the stage 1 process. The report should include: attempts at informal resolution and any and all interactions and responses among the faculty member, program chair (undergraduate level), or director/dean (graduate level), and the student. The program chair (undergraduate level) or director/dean (graduate level) must provide this report to the student and place a copy of the report in the student's permanent record.

The program chair (undergraduate level) or director/dean (graduate level) will invite the student to respond to the allegations and to supply any relevant evidence they wish to make part of the discussion. That invitation will include a 30-day deadline for the student to submit their response. (The student may request an extension.) The student's response may be an email or written communication, signed, or an electronic signature by the student, and dated.

The program chair (undergraduate level) or director/dean (graduate level) will review the formal report and any response from the student in consultation with the faculty member. The program chair (undergraduate level) or director/dean (graduate level) will make a determination regarding an appropriate consequence based on the seriousness of the incident and the academic level of the student (i.e., undergraduate or graduate level). Possible consequences include: requiring the student to revise the work and resubmit it (least serious); reduction of the grade awarded for the work; or assignment of a failing grade for a course or learning activity (most serious). There must be some consequence at the conclusion of the stage 2 process; one consequence might be moving the incident to stage 3. There are two possible outcomes of stage 2: resolution or non-resolution.

- Stage 2 resolution results in the student's acceptance of the report, the resolution, and the consequences.
- Non-resolution occurs if the faculty member, program chair (undergraduate level), or director/dean (graduate level) are not satisfied that the student recognizes the issues regarding violation of the policy on academic integrity, if the student refuses to cooperate in their resolution, and/or fails to provide appropriate assurances that the practice will not happen again. If resolution cannot be reached, the faculty member, program chair (undergraduate level), or director/ dean (graduate level) prepares a formal incident report to be retained in the student's permanent academic record. The case automatically moves to the formal institutional-level review and resolution process (stage 3).

If a resolution is reached at stage 2 but there is later evidence that the behavior continues or has reoccurred, the faculty member, program chair (undergraduate level), or director/dean (graduate level) will prepare a formal incident report, providing all relevant evidence related to

the first occurrence and the immediate situation. This report is submitted to the program chair (undergraduate level) or director/dean (graduate level) and is placed and retained in the student's permanent academic record. The case moves automatically to stage 3.

Stage 3: Formal institutional-level review and resolution (student, vice president for academic affairs (Provost/VPAA), and academic integrity committee)

Once a formal incident report of student violation of the Academic Integrity Policy has been filed by the program chair (undergraduate level) or director/dean (graduate level), the incident moves to a formal institutional-level review and resolution. When the formal incident report is received, the program chair or director/dean will immediately notify the provost/VPAA, forwarding the report and all related documentation to the provost/VPAA. All formal institutional-level reviews are conducted by an ad hoc UI&U Academic Integrity Committee (AIC) constituted specifically by the provost/VPAA for each case. Each AIC will have five members: one academic administrator (program chair, director/dean or associate director/dean), three faculty, and one student. No AIC member may have any prior or current relationship with the student alleged to have violated the Academic Integrity Policy. The AIC is recommendatory to the Provost/VPAA, whose decision is final.

Upon receipt of the formal incident report, the provost/VPAA will inform the student, in writing (by letter or email), that the case is to be considered by the AIC.

- To ensure due process, the provost/VPAA will send a communication to the student, inviting the student to respond to the allegations and to supply any relevant evidence they wish to make part of the discussion. The communication will include a 30-day deadline for submission of the response. (The student may request an extension.) The student's response must be either in writing, or by email, signed by the student and dated; an electronic signature is acceptable.
- The provost/VPAA will forward the formal incident report and the student's response to the AIC for consideration. (If the student does not respond, the AIC will receive only the formal incident report.) The provost/VPAA will advise the AIC of the expected deadline for completion of the process. In most cases this will be 60 days; in some cases, however, the provost/VPAA will require an expedited review.
- None of the parties involved in the incident are entitled to participate in the AIC's deliberation. If questions arise during committee deliberations, the committee may request the provost/VPAA to contact any involved party for additional information or clarification; the committee shall not make such contact directly.
- The AIC will evaluate the contents of the formal incident report and the student's response (if applicable), submitting a response and recommendation for resolution to the provost/VPAA. The recommended resolution will be either for exoneration of the student or for a consequence appropriate to the situation. The recommended consequence can range from denial of academic credit (i.e., assignment of a failing grade) for the learning activity (assignment or course), to academic probation, to suspension (i.e., dismissal for a short, fixed period of time), to complete dismissal from the university, to rescission of the degree. (Rescission of a degree will occur only in cases where academic dishonesty is discovered after a degree has been awarded; degrees may be rescinded only under the authority of the UI&U Board of Trustees.)
- The provost/VPAA will consider the AIC's recommendation and make a final determination. If the provost/VPAA should decide on a penalty other than that

recommended by the AIC, they will inform the committee of that decision and the rationale for it.

- The provost/VPAA will inform the student either in writing, or by email, of the formal resolution. The resolution decided by the provost/VPAA may not be appealed.

Institutional Student Complaint Log

Under the provisions of the federal Higher Education Opportunity Act, colleges and universities are required to maintain a log of student complaints and grievances. If a violation of academic integrity reaches the level requiring review by the academic integrity committee, the provost/VPAA will enter a summary of the case into the log, including the following information:

- Initial date received as a formal complaint (i.e., the date submitted to the provost/VPAA).
- Student name.
- Brief description of the incident.
- Description of the resolution.
- Date of the final resolution.

Student Complaints and Appeals

Revised July 1, 2018

Policy Statement

It is the policy of Union Institute & University to ensure that students have recourse to due process with regard to situations and decisions with which they disagree or where they believe they have been unfairly treated. Union Institute & University is committed to consistent and fair consideration of student complaints and appeals through processes that ensure that all parties involved in a dispute are given due consideration.

Applicability of this Policy and Procedure

This policy and procedure applies to the following persons:

- Students enrolled in a Union Institute & University program.
- Formerly registered students in those programs who have withdrawn or who were administratively withdrawn or dismissed. A former student's complaint must be initiated within 30 days of the last day of their official registration.

This policy and procedure **do not apply** to the following persons:

- Applicants for admission to a Union Institute & University academic program.
- Formerly registered students who did not initiate the policy and procedure within 30 days of their last day of official registration.
- Students or former students who have initiated any legal action related to the appeal or complaint. If legal action is initiated after a complaint has been filed, UI&U will immediately terminate the complaint investigation process.
- University employees who are not students.

The Online Student Concern Form is available on <https://campusweb.myunion.edu/ICS/eForms/Feedback.jnz>.

Students may also contact the provost/VPAA with a complaint at VPAA@myunion.edu.

Areas where a student may initiate a complaint and, if necessary, a formal appeal, are cited below. Most of these issues should be resolved at the program level, but a formal appeal to the provost/VPAA will be considered if they are not resolved at that level. Typical reasons for a student complaint or appeal include but are not limited to:

- Course grades. (Students may appeal a grade for a single assignment within a course with the instructor, but may not invoke the appeal process with the provost/VPAA.)
- Non-responsive instructors or staff.
- Instructors who do not provide substantive feedback or whose feedback or criticisms are not constructive.
- Situations where the student perceives that an instructor or administrator has treated the student differently than other students.

This policy and procedure **do not apply** to some circumstances, including but not limited to the following:

- Student requests for waiver of published program policies. A student should request a waiver from the program chair (undergraduate students) or program director/dean (graduate students). The student may initiate the appeal process only if their request for a waiver is denied.
- Grades for single course assignments (e.g., quizzes, tests, papers). However, if the assignment in question is a major one that impacts the overall course grade (e.g., capstone, thesis, dissertation), then the student may appeal the course grade (see above).
- Decisions regarding violation of university policies on academic integrity. (See Academic Integrity Policy and Procedure.)
- Student complaints or grievances related to sexual or other discriminatory harassment. (See Sexual Misconduct Policy.)
- Student complaints or grievances related to American with Disabilities Act issues. (See ADA Grievance Policy and Procedure.)
- Financial aid director's decision to institute financial aid probation or termination. (See Student Financial Aid policy.)
- Decisions made by the UI&U Institutional Review Board. (By federal regulation, decisions made by a registered institutional review board may not be overridden by any other party.)

Definitions

Appeal: If a student is dissatisfied with attempts to resolve their complaint informally, the student may file a formal appeal. A formal appeal may be instituted for any administrative or academic issue or decision not specifically excluded from this policy. All formal appeals must be submitted to the provost/vice president of academic affairs (provost/VPAA).

Complainant: A student making an informal complaint or filing a formal appeal.

Complaint: A complaint as defined under this policy is an initial written allegation by a student that there has been an arbitrary or unfair application of a policy of the university, or a policy of the student's academic program. Complaints may be administrative or academic.

- An academic complaint is one that involves an academic decision and/or application of academic policy.

- An administrative complaint is one that involves a non-academic decision and/or application of administrative policy.

If a student is dissatisfied with the resolution proposed at the program/departmental level, they may decide to file a formal appeal.

Involved Parties/Parties: The complainant and the person or persons against whom a complaint or appeal has been made.

Resolution: The outcome of a complaint or formal appeal.

Complaint and Appeal Records

A record of every student complaint will be maintained in the applicable department or program office. Records of student complaints and appeals related to academic issues may also be placed in the student's academic record. By federal regulation, records of **official** student complaints must also be maintained in the President's Office. At UI&U, it has been determined that only student appeals submitted to the provost/VPAA (i.e., appeals that reach the institutional level of the process) will be considered as official complaints.

Confidentiality

UI&U will maintain confidentiality of student complaints and appeals within the guidelines of the Family Educational Rights and Privacy Act (FERPA). Only the involved party/parties and university representatives involved in the review and resolution of a complaint or appeal will have access to information related to an ongoing complaint or appeal. Once the complaint or appeal has been resolved, this information will be placed in the student's file.

Students who are considering filing a formal appeal or who have filed a formal appeal are expected to use discretion in discussing the issue with other students or with employees, keeping in mind that there are other parties involved. Depending on the nature of the issue under appeal, other involved parties could be damaged by a student's public allegations. If a student is found to have discussed or publicized their pending or ongoing appeal in such a way as to potentially affect the outcome, the provost/VPAA may immediately halt the appeal process and deny the appeal.

Procedural Guidelines: Complaints and Appeals

UI&U expects that every complaint should begin with a sincere attempt at an informal resolution. It is expected that most conflicts will be resolved informally. Attempts at informal resolutions should be initiated by the student as soon as possible after the incident or action of concern, but should be initiated within at least 30 days to allow a timely and appropriate resolution. A formal appeal will not be considered unless such an attempt has been made. Students are advised to retain all documentation related to informal complaints and formal appeals. Documentation may include letters, emails, faxed messages, and notes of telephone conversations.

As noted above, the complaint and appeal procedure does not apply to situations where a student or former student has instituted legal proceedings. If at any stage of an informal complaint or formal appeal process the university becomes aware that a student has instituted legal proceedings, the process of complaint discussion, review, and resolution will be immediately halted, and all documentation of the process will be forwarded to the President's Office.

Complaint/Resolution Procedure—Departmental/Program Level

A student may initiate a complaint through a letter or email. Verbal communication of a concern is not a complaint under the terms of this policy. In the written communication, the student must specifically identify that he or she is submitting a complaint within the terms of this policy.

Written complaints must be submitted to the individual in authority of the unit involved in the complaint (e.g., program chair [for undergraduates] or the dean or director [for graduate students] of an administrative unit), and must be submitted by the student within 30 days of the incident or action of concern to the student. To avoid possible delays, written complaints should not be submitted to executive directors, faculty or support staff, assistant or associate deans, or assistant or associate directors. Any such employee who receives a written complaint from a student must immediately forward it to their departmental or program head. Similarly, written complaints submitted to the provost/VPAA or president will immediately be referred to the appropriate program chair (for undergraduates) or dean or director (for graduate students). Upon receipt of written complaint, the program chair (for undergraduates) or dean or director (for graduate students) will provide a copy of this policy and procedure to the student filing the complaint.

If the complaint is about an academic issue and the program has an academic appeals policy and procedure, the program chair, dean, or director will invoke that policy, supplanting this policy's departmental/program level procedure. If there is no program-level academic appeals policy and procedure, then the program chair, dean, or director will follow the procedure outlined herein.

For complaints regarding academic issues or decisions where there is no written appeals policy, and for complaints regarding non-academic issues or decisions, the program chair (for undergraduates) or dean or director (for graduate students), in consultation with all involved parties, will evaluate the situation and propose a resolution. Proposed resolutions may range from denial of the student's complaint to reversal of the initial action or decision. At the conclusion of the process, the program chair, dean, or director will prepare a written report that will include: the student's written complaint, description of the complaint review process (interactions with involved parties), and the program chair, dean, or director's proposed resolution. The program chair, dean, or director will provide this report to the student and other involved parties, placing a copy of the report in the student's record. The program chair's, or dean's/director's report will be submitted within 30 days of receipt of the initial complaint; if additional time is needed to conduct a review, the program chair, dean, or director must notify all involved parties. The student will be invited to respond to the report by filing a formal appeal in the event that they disagree with the resolution. (See Appeal and Resolution – Institutional Level section below.) The invitation will include a 30-day deadline for submission of a formal appeal. If the student does not respond within the 30-day deadline, the complaint will be considered to have been resolved.

Note: In the event that the student's complaint is against the program chair (for undergraduates) or dean or director (for graduate students), the student may submit the written complaint directly to the provost/VPAA. In such cases, the provost/VPAA will follow the informal resolution procedure outlined above. If the complaint is against the director of a non-academic unit not within the academic affairs division of the university, the provost/VPAA may forward the complaint to the executive responsible for the unit, who will, again, follow the procedure for informal resolution outlined above.

Appeal and Resolution – Institutional Level

If the student is not satisfied with the resolution proposed by the program chair (undergraduate level) or dean or director (graduate level), the student may choose to submit an appeal to the provost/VPAA. An appeal will not be considered unless there has been a documented complaint/informal resolution process. Students should be aware that an appeal should not be undertaken lightly or frivolously. Every appeal must include a compelling argument from the student, beyond simple dissatisfaction with a situation or proposed resolution. Appeals must be submitted within 30 days of the conclusion of the departmental/program-level complaint resolution process.

Appeals are submitted to the provost/VPAA in writing. An appeal must include:

- All documentation related to the program-level complaint/resolution process.
- Additional information that the student deems pertinent to the issue.

The student's appeal must be in the form of a letter (electronic letter is acceptable), clearly marked "Formal Appeal," and it must be dated and signed by the student. An appeal may be submitted as an email, but the signed document must be submitted as an email attachment. Students choosing to submit appeal documents as email attachments should insert "Formal Appeal" in the email subject line.

Upon receipt of the appeal, the provost/VPAA will notify the program chair, dean, or director responsible for the initial review of the student's complaint and will conduct a brief review of the materials provided by the student and the program chair, or dean or director. The provost/VPAA will then constitute a UI&U Grievance Review Committee (GRC). The preliminary review and formation of the GRC will typically be concluded within 20 working days of receipt of the initial appeal; the provost/VPAA will notify the student if the initial review will take longer than 20 days. At the conclusion of the preliminary review, the provost/VPAA may refuse to accept the appeal. If an appeal is not accepted, the provost/VPAA will notify the student in writing, citing the reasons for the decision. An appeal may be refused for a number of reasons, including, but not limited to, the following:

- The issue being appealed is not covered by this policy and procedure (see above).
- The appeal appears to be motivated by a desire to punish or retaliate, rather than by a desire to resolve the situation.

A student whose appeal is not accepted may resubmit the appeal to the provost/VPAA with additional documentation or information. If the appeal is not accepted after the second submission, the student may not appeal again.

Appeal Review and Resolution

If the provost/VPAA accepts the student's appeal, it will be considered by the GRC. The GRC will review all documentation related to the appeal, including the student's written appeal, the program chair's or dean/director's report on the program/departmental-level complaint review/resolution process, and the student's initial complaint. During the review, members of the GRC will have no direct contact with any of the involved parties: any requests for additional information or clarification will be made through the provost/VPAA, who may consult with any or all involved parties and/or the responsible program chair, dean, director, or vice president, advising the GRC of the results of those consultations. At the conclusion of the review, the provost/VPAA will determine a resolution and prepare a written report that will include:

information related to the initial complaint and resolution; the student's written appeal; a description of the review process (such as interactions with involved parties); and a recommendation for resolution. The provost/VPAA will provide this report to the student and other involved parties, placing a copy of the report in the student's record. The provost/VPAA's report will be submitted within 40 days of receipt of the initial complaint; if additional time is needed to conduct a review, the provost/VPAA must notify all involved parties. The provost/VPAA's decision is final; no further appeal will be considered.

Institutional Student Complaint Log

As noted above, under the provisions of the federal Higher Opportunity Employment Act, colleges and universities are required to maintain a log of student complaints and grievances. At the conclusion of the formal institutional review of the student's complaint (i.e., the level requiring GRC review), the provost/VPAA will enter this summary into the log, including the following information:

- Initial date received as a formal complaint (i.e., the date submitted to the provost/VPAA).
- Student name.
- Brief description of the incident.
- Description of the resolution.
- Date of the final resolution.

Intellectual Property Policy for Students

Effective July 1, 2014, as Revised

The purpose of this policy is to ensure fairness and equity in the development and dissemination of useful creations, products, or processes by students at Union Institute & University (hereinafter referred to as "UI&U"). This policy clarifies individual and institutional copyrights, patent rights, and other intellectual property rights associated with ownership and with the distribution of benefits that may be derived from the creation of various types of intellectual property. A separate, more detailed policy applies to employees of the university; this policy focuses on students' rights pertaining to their academic creations.

General Policy

In keeping with the norms of academic tradition, except to the extent set forth in this policy, UI&U does not claim ownership to pedagogical, scholarly, or artistic works. These works include those that students created in the course of their education, such as dissertations, papers, and articles. UI&U claims no ownership in nonfiction, textbooks, novels, poems, musical compositions, or other works of artistic imagination which are not institutional works and did not make significant use of UI&U resources or the services of UI&U non-faculty employees working within the scope of their employment.

Student Work

A student creation or work is a work produced by a registered student without the use of UI&U funds (other than student financial aid); outside any UI&U employment (including work study); and is not a sponsored or commissioned work by UI&U, a cooperative employer, or other outside agency. Students are responsible for obtaining and maintaining copyright permissions related to their creations, as applicable.

Students shall own their creations or works submitted in fulfillment of academic requirements. However, by enrolling at UI&U, the student gives the institution a nonexclusive royalty-free license to mark on, modify, and retain the work as may be required by the process of instruction. The institution shall not have the right to use the work in any other manner without the written consent of the student.

If a student is performing work sponsored or commissioned by UI&U (i.e., not part of the student's regular academic work), the student's ownership is limited to the creation or work itself, and does not extend to data or other scholarly information the student may have collected or obtained during the course of a project or to other creations which may be based on the same scholarly information. Such data and other scholarly information collected will remain the property of UI&U and be kept by UI&U. If the student's project is supported by funds or other resources from agencies external to UI&U and substantial use of UI&U resources is involved, the ownership and location of the scholarly information will be determined by the agreement between UI&U and the agency or by the published requirements of the agency. In the absence of such requirements or agreements and for projects which receive no external support but where substantial use of UI&U resources is involved, the data and other scholarly information collected as a result of the student academic creation will remain the property of UI&U and be kept by UI&U.

Ownership of textbooks, scholarly monographs, trade publications, maps, charts, articles in popular magazines and newspapers, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, and like works shall reside with the student who created them and any revenue derived from the creator's work shall belong to the creator. UI&U includes in its interpretation of scholarly works those presented at professional meetings or electronically distributed. World Wide Web pages, transparencies for projection, electronic presentation, etc. of scholarly activity remain the property of the creator as stated in this section.

Ownership of manuscripts for publication in academic journals shall reside with the student who created them and any revenue derived from the works shall belong to the creator. Ownership is limited to the scholarly work and does not necessarily extend to data or other scholarly information that the student may have collected or obtained during the course of the project or to other creations which may be based on the same scholarly information. In the absence of such requirements or agreements and for projects which receive no external support, and where substantial use of campus or UI&U resources has been made, the data and other scholarly information collected as a result of the scholarly activity of an UI&U student will remain the property of UI&U and will reside physically within UI&U or one of its campuses.

Observance of Copyrights

UI&U respects the intellectual property rights of others. Accordingly, UI&U students are expected not to infringe on the copyrights of others. Unless permission has been obtained for the use of copyrighted material from the copyright owner, such material may only be used if permitted by the "fair use doctrine." The Copyright Act contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. However, the distinction between fair use and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of

excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported." If in doubt about whether a proposed use of copyrighted material falls within the fair use doctrine, students are expected to either obtain permission to use the material from the copyright owner or otherwise obtain guidance from the provost/VPAA.

Use of UI&U Name

Without prior written permission from UI&U, no student shall be permitted to use or incorporate the name "Union Institute & University" (except for purposes of biographical references) or to use any other trademark or service mark of UI&U in any work created by the student.

Definitions

Copyright: The intangible property right conferred by federal statute for an original work fixed in a tangible medium of expression. Copyright provides the owner with the following exclusive rights in a work: the right to reproduce, to prepare derivative works, to distribute by sale or otherwise, to perform publicly, and to display publicly.

Institutional Works: Includes works that are supported by a specific allocation of UI&U funds or that are created at the direction of UI&U for a specific UI&U purpose. UI&U shall retain ownership of works created as institutional works. Institutional works also include works whose authorship cannot be attributed to one or a discrete number of authors.

Substantial Use: Substantial Use of institutional resources means that in connection with the project at issue the creator of the materials received staff, salary, or material support beyond that normally provided to a typical student. Examples of non-significant use include ordinary use of university computers and/or the UI&U library. Should a question arise about whether support is beyond the norm, the unit leader (program or school head, dean, etc.) will provide a written opinion concerning the level of use of UI&U support and facilities. The student may or may not obtain such an opinion prior to commencing the project. However, a student who fails to request and receive such an advance opinion will be bound by any later determination made at the sole discretion of UI&U that the student made substantial use of institutional resources.

Intellectual Property Committee

At the direction of the provost/VPAA, an ad hoc committee consisting of an equal number of faculty and administration may be formed from time to time to advise the provost/VPAA regarding any necessary changes to the UI&U Intellectual Property Policy.

Dispute Resolution

In the event a dispute arises under this intellectual property policy, the affected parties shall first attempt to resolve such dispute through mutual negotiation. The dispute representative for UI&U shall be the provost/VPAA. After a period of thirty (30) days has elapsed, if the parties have been unable to resolve such dispute, the parties agree to submit to non-binding mediation using the services and procedures of the American Arbitration Association (AAA) and the AAA's Commercial Mediation Procedures. If, following such mediation, the parties are still unable to settle the outstanding dispute, then the dispute shall be resolved through final and binding

arbitration held in the city of Cincinnati, Ohio. Arbitration shall proceed in accordance with the Commercial Arbitration Rules of the AAA unless other rules are agreed upon by the parties. The parties shall use the services of one (1) arbitrator, which shall be mutually selected by the parties, provided that if thirty (30) days elapse and the parties remain unable to agree upon the arbitrator, then either party may, in writing, request the AAA to appoint the arbitrator. All proceedings, hearings, testimony, documents, or writings connected with the arbitration shall not be disclosed by a party or its representative to persons not connected with, or interested in, the arbitration. The arbitrator may grant any relief authorized by law for any properly established claim. The award made in the arbitration shall be binding and conclusive on the parties and judgment may be, but need not be, entered in any court having jurisdiction.

Employees (faculty and staff) should refer to the university's general intellectual property, available on the human resources policies page of the university employee intranet.

Tampering with Educational Records

Effective July 1, 2014, as Revised

No person shall knowingly tamper with any records (files, documents, etc.) held at Union Institute & University offices or at the home offices of university employees; nor shall any person knowingly tamper with university computer data or software or knowingly gain unauthorized access to university computer systems or individual office computers.

Ohio Revised Codes 2913.04 and 2913.42 define and establish criminal codes for tampering with educational records and/or unauthorized access to computer systems. Violators are subject to state prosecution.

In addition to any criminal charges that might result from tampering with university records, Union Institute & University, through its officers and under the provisions of university policies, may impose such penalties as are determined to be justified by the circumstances, including disciplinary probation, dismissal, rescission of a Union Institute & University degree (if the violation is discovered after graduation), termination of employment, and/or prosecution.

Student Immunization / Vaccination Policy

Effective July 1, 2014, as Revised

Policy

Union Institute & University does not require that students or employees be immunized against any communicable diseases. UI&U students living outside the U.S. may be required to provide proof of immunization in order to qualify for temporary visas.

There are, at present, no federal or state regulations requiring immunization of adult citizens (i.e., individuals age 18 or older), although the National Immunization Program recommends certain vaccinations for adults. An overview of regulations in those states where UI&U operates academic centers follows. State regulations apply only to the locations where UI&U operates permanent academic centers.

Ohio

The Ohio Revised Code (ORC) Section 1713.55 states that an institution of higher education shall not permit a student to reside in on-campus housing unless the student discloses whether they have been vaccinated against meningococcal disease and hepatitis B by submitting a meningitis and hepatitis B vaccination status statement. Because UI&U has no on-campus housing, this statute does not apply to UI&U.

Florida

Florida's Title 48, Chapter 1006, Section 1006.69 has a two-part requirement. The first requirement that colleges and universities obtain documentation of student vaccination does not apply to UI&U, as UI&U students do not reside in on-campus housing. The statute also requires that postsecondary educational institutions "provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student ... who has been accepted for admission." This required information is included below.

California

Subject to certain exceptions, California Health and Safety Code Section 120390.5 requires first-time enrollees at California public universities who are 18 years of age or younger to provide proof of immunization against Hepatitis B as a condition of enrollment. This statute is not applicable to UI&U as it is a private institution.

Information on Meningococcal Disease

(Adapted from information provided by the Centers for Disease Control and Prevention)
Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children two-18 years of age in the United States. Meningococcal bacteria can cause meningitis (inflammation of the lining of the brain and spinal cord) or sepsis (an infection of the bloodstream). Symptoms of meningitis include stiff neck, headache, fever, nausea, vomiting, confusion and drowsiness. Symptoms of sepsis include fever, shock and coma. Death from sepsis can occur within 12 hours of the beginning of the illness – meningococcal disease can be a rapid and overwhelming infectious disease. For these reasons, meningococcal infections that occur in childcare centers, elementary schools, high schools, and colleges often cause panic in the community. Every year about 2,600 people in the United States are infected with meningococcal disease. Ten to 15% of these people die, in spite of treatment with antibiotics. Of those who live, another 10% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded or suffer seizures or strokes.

How do you catch a meningococcal infection?

Usually meningococcal infection is acquired after intimate contact with an infected person. Intimate contact includes kissing, sharing toothbrushes or eating utensils, or frequently eating or sleeping in the same dwelling as an infected individual.

Who is at risk?

Anyone can get meningococcal disease, but it is most common in infants less than one year of age and in people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease. The risk for meningococcal disease among non-freshman college students is similar to that for the general population; however, the vaccine is safe and effective and therefore can be provided to non-freshmen undergraduates who want to reduce their risk for meningococcal disease.

What can be done to decrease risk?

The meningococcal vaccine can prevent four types of meningococcal disease. These include two of the three most common types in the United States. The meningococcal vaccine cannot prevent all types of the disease, but it does help to protect people who might become sick if they do not get the vaccine. The vaccine is available through your physician.

What about the vaccine?

A vaccine, like any other medicine, is capable of causing serious problems, such as allergic reactions. You should not get the meningococcal vaccine if you have ever had a serious allergic reaction to a previous dose of the vaccine. Some people who get the vaccine may develop redness or pain where the shot was given, and a small percentage of people develop a fever. These symptoms usually last for one or two days. The risk of the meningococcal vaccine causing serious harm is extremely small. Getting meningococcal vaccine is safer than getting the disease. People who are mildly ill at the time the shot is scheduled and women who are pregnant can still get the vaccine. Those with moderate or severe illnesses should usually wait until they recover. Discuss the timing, risks, and benefits of vaccination with your health care provider. For more information about the meningococcal vaccine, access the Vaccine Information Sheet at the Centers for Disease Control and Prevention (CDC) website: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>.

Name Change Policy

Effective July 1, 2014, as Revised

A student's official name for records is entered into the student information system as provided on the student's admission application. Once a student record has been created, the name cannot be changed without an official name change request with supporting documentation. The student name as listed in the student information system is how the name will be presented on official graduation documents (transcripts and diploma).

To submit a name change request, students (or graduates) must provide the Registrar's Office with the Request to Change Name in Academic Record <http://www.myunion.edu/offices/registrar/name-change-policy-procedure/> and documentation showing that the name has been officially (legally) changed. (A certified copy of a court order, a marriage license, or a dissolution decree reflecting the new name in full are examples of the documentation required to support an official name change.)

The registrar has the discretion to accept minor changes in name (e.g., adding or removing a middle name or middle initial or spelling corrections). In such instances, the student may be expected to provide documentation such as a current driver's license with photo, social security card, or resident alien card.

Once the documentation is received in the Registrar's Office, the record will be changed. Students and graduates can check their name on the Student Master by visiting CampusWeb and accessing personal information.

Sexual Misconduct Policy

Effective June 8, 2015 / Updated July 1, 2020

Policy Statement

Union Institute & University recognizes the human dignity of each individual of the university community and believes that each has a responsibility to promote respect and dignity for others. UI&U is committed to providing a learning and working environment in which students, faculty, and staff can thrive, and a culture that is welcoming, affirming, and free of fear. To this end, UI&U strives to foster an academic and work environment that is free from sexual/gender discrimination, sexual/gender harassment, and sexual assault. This policy outlines a process to stop, remedy, and prevent all forms of sexual misconduct including acts of sexual violence, sexual/gender harassment, domestic violence, dating violence, stalking, and bullying, including cyberstalking and cyberbullying.

This policy applies to all university students and employees, members of the university's governing board, third parties, and others who do business with the university, including visitors or guests of the university. It applies to all conduct on university premises, and at university-sponsored events or programs, and to other off-campus behavior, not part of a university sponsored activity, when the effects of the conduct substantially intrude on the university and create a hostile academic or employment environment. In the case of allegations of sexual misconduct, this policy supersedes any conflicting procedures and policies set forth in other university documents.

This policy outlines the rights and options of Complainant and Respondent in the reporting of sexual misconduct situations and ensures a fair and equitable process for all parties. This policy is not a substitution for law; some allegations might rise to actions that are criminal in nature. UI&U supports and encourages individuals to report criminal activity to appropriate law enforcement officials

Definitions

While the following definitions are not inclusive of all possible violations of this policy, they are meant to create a working glossary to illustrate potential situations covered by this policy and define sexual misconduct. The university prohibits all forms of sexual/gender discrimination, sexual/gender harassment, and sexual misconduct. Violations will not be tolerated and will result in appropriate discipline including possible suspension or expulsion from the university (students), suspension or termination from employment (employees), and sanctions including possible removal as to members of the university governing boards.

Complainant: An individual who is alleged to be a victim of conduct that could constitute sexual harassment.

Confidential Reporter: There are no confidential reporters at UI&U. All employees (including faculty) are mandatory reporters. Individuals outside the university who can be confidential reporters include licensed counselors, medical professionals, and ordained clergy.

Consensual Relationships: The university discourages consensual sexual or amorous relationships where there is an institutional power difference between the parties involved, for example between a supervisor and a subordinate employee, or between a student and anyone having a grading, advisory, or supervisory authority over that student. Relationships that occur in the context of educational evaluation or employment supervision present serious concerns about the validity of consent and existence of welcomeness. The disparity of power in these

relationships makes them susceptible to exploitation. The university requires relationships of this type be disclosed using the disclosure form, which is then submitted to Human Resources. Such a disclosure may require changes in the evaluative and grading relationship (i.e., an independent third party assumes the duties of evaluating or grading and in the event of an employee relationship, a change in reporting relationship).

Cyberbullying/Cyberharassment: Cyberbullying or Cyberharassment is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass or threaten others on account of sex or gender, gender identity, or sexual orientation.

Cyberstalking: Cyberstalking is the use of the Internet, email, or other electronic communications to stalk, and generally refers to a pattern of threatening or malicious behaviors.

Dating Violence: Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence/Intimate Partner Violence: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Gender Harassment: Gender harassment means unwelcome acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender stereotyping, even if those acts do not involve conduct of a sexual nature. For example, harassment of individuals based upon sexual orientation or of transsexual individuals is a form of gender harassment based upon gender stereotyping. Such conduct is prohibited by this policy.

Hate Crime: A criminal offense of any type committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, gender identity, ethnicity, or national origin.

Investigation: The process of determining facts in response to a report. An investigation may be part of a formal or informal resolution process. An investigation will be directed by the Title IX coordinator.

Mandatory Reporter: Also known as "responsible employee." All faculty and staff members at UI&U are mandatory reporters and are required to notify the Title IX coordinator or one of the deputy Title IX coordinators if they become aware of a potential violation of the sexual misconduct policy. In the state of Ohio, instances that are potentially felonies must be reported to the local civil authorities. The Title IX coordinator will notify the local civil authorities in such instances. UI&U will honor a request for anonymity to the extent that is possible. Mandatory reporting is not contingent on whether or not there is an arrest or formal charge by law enforcement.

Notice: Notice of a possible violation of this sexual misconduct policy may be given by anyone, whether it be the complainant or another person, including the Title IX coordinator. As defined

by federal regulations from the U.S. Department of Education, “actual knowledge” to the university occurs when notice of sexual harassment or allegations of sexual harassment are made to the university’s Title IX coordinator or any official of the university who has authority to institute corrective measures on behalf of the university. All staff and faculty at the university are mandatory reporters, but not all mandatory reporters have authority to institute corrective measures on behalf of the university. For the purposes of this sexual misconduct policy, those having authority to institute corrective measures include the Title IX coordinator, the deputy Title IX coordinators, and President’s Cabinet. The university wants to know about any possible violations of this sexual misconduct policy and so encourages reporting such possible violations.

Rape: Rape is a violent form of sexual assault – an act of violence in which sex is used as a weapon. It includes any sexual intercourse with a person that occurs without their effective consent or when the person is unable to give consent. There are several different circumstances under which rape can occur.

- Stranger rape: the victim does not know the perpetrator.
- Acquaintance rape: the victim and the perpetrator are known to each other.
- Date rape: a type of acquaintance rape, when the assault occurs between two people who are dating partners.
- Marital rape: rape between spouses.

Report: Notice of an alleged violation of the university’s sexual misconduct policy.

Respondent: A person identified as alleged to have violated any provision of this sexual misconduct policy.

Sexual Assault: Sexual assault as defined by federal law means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Examples of forcible sex offense include rape, sodomy, sexual assault with an object, and fondling. Examples of non-forcible sex offense include incest and statutory rape.

Sex/Gender Discrimination: Sex discrimination means the unequal and unlawful treatment of a person based solely on that person's sex or gender, sexual orientation, or gender identity when the adverse actions affect either that individual’s employment or educational opportunities. Gender harassment and sexual harassment, including sexual violence, are forms of sex discrimination prohibited by this policy and federal law.

Sexual Harassment: As defined by federal regulations from the U.S. Department of Education, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- **Quid pro quo sexual harassment** (the Latin term for “this for that”) - An employee of the university conditioning the provision of an aid, benefit, or service of the university on an individual’s participation in unwelcome sexual conduct.
- **Hostile environment sexual harassment** - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity. Included within sexual harassment are sexual assault, dating violence, and stalking.

Sexual Misconduct: Sexual misconduct means non-consensual sexual contact, non-consensual sexual intercourse, sexual assault, or other non-consensual physical sexual conduct perpetrated against another. Sexual intercourse includes any oral, anal, or vaginal penetration,

to any degree, with any object. Sexual contact is any sexual touching, with any object, by any person upon another. Sexual touching includes touching of any erogenous areas such as a person's genitals, breasts, or buttocks. Sexual misconduct may also include sexual exhibitionism, peeping or other voyeurism, prostitution or solicitation of prostitution, or going beyond the scope of consent, e.g., by allowing others to view consensual sex or the non-consensual photographing or video or audio taping of sexual activity or distribution of recorded sexual activity.

Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

The Importance of Consent

Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties. Relying solely upon nonverbal communication can lead to miscommunication. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent.

Conduct will be considered "without consent" if no clear consent, verbal or nonverbal, is given. It should be noted that in some situations an individual's ability to freely consent is taken away by another person or circumstance. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or drugs, frightened, physically forced, asleep, unconscious, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined.

The Impact of Alcohol and Drugs

The use of alcohol or drugs can have unintended consequences. Alcohol or drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and effectively given. The perspective of a reasonable person similarly situated to the complainant and in consideration of the context of the behavior will be the basis for determining whether one should have known about the impact of the use of alcohol or drugs on another's ability to give consent. Being intoxicated or high is never an excuse for sexual misconduct.

Retaliation

Retaliation is prohibited under this policy. Any individual who believes they have been subjected to misconduct under this policy is encouraged and has the right to seek support, utilize available resources, and come forward with their concern or report. Fear of retaliation should never be an obstacle to reporting an incident of alleged sex/gender-based harassment, sexual violence, relationship violence, or any form of stalking. Retaliation is also prohibited against anyone who participates in an investigation of, or follow-up to, a report of a violation of this policy.

Rights of Complainant

- To be treated with respect before, during, and after the reporting process, investigation, and resolution of a potential violation of the sexual misconduct policy.
- To be informed of the university's process regarding sexual misconduct and possible outcomes.
- To receive substantive communication and, when warranted, procedural developments regarding an investigation.

- Note that the alleged conduct may also be criminal in nature, and the complainants have the right to report such conduct to the appropriate law enforcement agency. The university will provide assistance in the filing of such a complaint if requested. A criminal report does not preclude university disciplinary action. Likewise, the university may pursue a disciplinary action against a respondent regardless of whether or not a criminal complaint is filed.
- Complainants are strongly encouraged to seek counseling and support. Help with accessing appropriate resources is available through the Office of Student Success (students) or Human Resources (employees). Additional resources are listed under the Help and Resources section of this policy.
- An advisor of the complainant's choice may accompany them to any meeting with the investigator. Should the case go to a hearing, the complainant will be required to have an advisor, who can be but need not be a lawyer. If the complainant does not have an advisor, the university will provide one. In the event of a hearing, the advisor may directly question the respondent, but the complainant cannot. In the hearing, the respondent's advisor may directly question the complainant, but the respondent cannot.
- To have an educational environment that is free of discrimination and to prevent the recurrence of a hostile environment and, if appropriate, remedy the effects of the alleged harassment to the reporting party.

Rights of Respondent

- To be treated with respect before, during, and after the reporting process, investigation, and resolution of a potential violation of the sexual misconduct policy.
- To be informed of the university's process regarding sexual misconduct and possible outcomes.
- To receive substantive communication and, when warranted, procedural developments regarding an investigation.
 - Note that the alleged conduct may also be criminal in nature, and the respondents have the right to report such conduct to the appropriate law enforcement agency. The university will provide assistance in the filing of such a complaint if requested. A criminal report does not preclude university disciplinary action. Likewise, the university may pursue a disciplinary action against a respondent regardless of whether or not a criminal report is filed.
- Respondents are strongly encouraged to seek counseling and support. Help with accessing appropriate resources is available through the Office of Student Support Services (students) or Human Resources (employees). Additional resources are listed under the Help and Resources section of this policy.
- An advisor of the respondent's choice may accompany them to any meeting with the investigator. Should the case go to a hearing, the respondent will be required to have an advisor, who can be but need not be a lawyer. If the respondent does not have an advisor, the university will provide one. In the event of a hearing, the advisor may directly question the complaint, but the respondent cannot. In the hearing, the complainant's advisor may directly question the respondent, but the complainant cannot.
- Respondents can expect a presumption of innocence throughout the investigation process unless and until they are found responsible for a violation of this policy.

Prevention

UI&U strives to foster a safe learning and working environment, considering both physical surroundings and the university's response to allegations of sexual assault. The university monitors the physical surroundings of its centers to enhance security and safety through lighting, limited facilities access, security staff, etc. While there is no absolute way to prevent a sexual assault, there are a number of simple precautions that can be taken to minimize risk: individuals should be aware of their surroundings and not let alcohol or other drugs cloud their judgment; keep home, office, and car doors and windows locked; do not lend your keys to anyone you do not trust completely; do not put your name or address on your key ring; do not provide personal contact information (personal email, phone number, address) to someone you do not know and trust; always watch for unidentified visitors to UI&U facilities; report unknown visitors immediately; stay away from isolated or dark areas; walk with a companion or in a group whenever possible.

As part of its commitment to providing a safe learning and working environment free from all forms of sexual misconduct, UI&U provides ongoing training opportunities for students and employees in the prevention and remedy of sexual misconduct.

Reporting a Violation

The university's Title IX coordinator shall have overall responsibility for coordinating compliance with this policy. The Title IX coordinator will report to the vice president for human resources (VPHR) for cases where the complainant is a student. The Title IX coordinator will report to the provost/vice president for academic affairs (provost/VPAA) for cases where the complainant is an employee (faculty or staff). Any student, employee, or other individual who believes a violation of this policy has occurred may file a complaint with any UI&U mandatory reporter. However, the university encourages reports be submitted in writing to the Title IX coordinator or deputy Title IX coordinator whose contact information is listed below. The report should describe the alleged incident, where and when it occurred, and the desired remedy sought. There is no official statute of time limitations for submitting a report. However, the university encourages reports of violations be filed quickly to maximize the institution's opportunity to respond and investigate. All faculty and staff are mandatory reporters, and as such, all employees who become aware of conduct that might fall under this policy are required to notify the Title IX coordinator, or a deputy Title IX coordinator, with the names of the parties involved and any known details as soon as possible.

The university cannot guarantee complete confidentiality when reports of possible Title IX violations are received. All employees of the university are mandatory reporters and must report possible Title IX violations of which they are aware to the Title IX coordinator or one of the deputy Title IX coordinators. If a case is investigated, the sharing of details of the investigation will be limited to the complainant and the respondent, their advisors, the investigator, and university personnel involved in the Title IX process. If the case goes to a hearing, those present will include the complainant and the respondent, their advisors, witnesses, and the three-person hearing board. Confidentiality is also affected when the safety of members of the university community (including the complainant) or when the university is required by law to disclose the information, or when issues of equity require disclosure. The university encourages complainants to report violations that might be subject to criminal action to appropriate law enforcement officials. As necessary and as required by the laws of the locality, the university reserves the right to initiate a report, to serve as complainant, and to initiate conduct proceedings without a formal report by the person who would typically be the complainant. All participants (including the complainant, respondent, witnesses, advisors, investigators and others) involved in any part of the reporting, investigative, resolution, or appeals process are

expected to respect the confidentiality of the proceedings and circumstances giving rise to the report.

Coverage Under Title IX

For a formal complaint to be processed under Title IX, the incident alleged in the complaint must meet the following conditions:

- 1) It must meet the definition of sexual harassment as defined above, which reflects 34 CFR § 106.30 in the U.S. Department of Education's regulations.
- 2) It must have occurred within the scope of one of the university's education programs or activities.
- 3) It must have occurred against a person in the United States.

It may be that while the incident alleged in the complaint is not covered under Title IX, it may be a violation of the Policies Governing Student Conduct, or a violation of terms and expectation of other university policies.

Contacts

Title IX Coordinator

Dr. Peter Caccavari
Associate Vice President for Institutional Effectiveness
440 East McMillan Street
Cincinnati, OH 45206
513.487.1138, 800.861.6400, ext. x1138
pete.caccavari@myunion.edu

Deputy Title IX Coordinators

The deputy Title IX coordinators will assist the Title IX coordinator by forwarding any reports or notice of possible violations of this policy promptly to the Title IX coordinator; will assist complainants and respondents and refer them to local resources as appropriate; will notify local law enforcement if necessary; and will offer overall help in coordinating and implementing the university's Title IX compliance efforts and related reporting and disclosure laws concerning campus safety for their respective centers. In addition, deputy Title IX coordinators will serve as members of hearing boards.

Dr. Rhonda Brinkley-Kennedy
Dean, Educational Transformation and Strategic Alliances and Special Assistant to the President
6701 Center Drive West #1200
Los Angeles, CA 90045
800.486.8328 ext. 1722
rhonda.brinkley-kennedy@myunion.edu

Dr. Jay Keehn
Executive Director for Student Support Services
4601 Sheridan Street, Ste. 400
Hollywood, FL 33021
800.486.7141 ext. 2140
jay.keehn@myunion.edu

Dr. Jennifer Raymond
Interim Dean, Doctor of Philosophy in Interdisciplinary Studies

440 E. McMillan Street
Cincinnati, OH 45206-1925
800-861-6400 ext. 1019
jennifer.raymond@myunion.edu

Sarah Wallis
Special Assistant to the Provost
440 E. McMillan Street
Cincinnati, OH 45206-1925
800-861-6400 ext. 1197
sarah.wallis@myunion.edu

Resolution Process

The Title IX coordinator is responsible for investigating reports of violations of this sexual misconduct policy, including the possible utilization of external investigators and deputy Title IX coordinators. Upon receipt of a report of sexual misconduct, the Title IX coordinator will conduct an initial assessment of the report and any supporting documentation to determine the appropriate course of action. This course of action may include:

1. A determination that the alleged incident is not covered under Title IX.
2. A determination that the alleged incident does not rise to the level of a violation covered under this policy.
3. An informal resolution approach.
4. The initiation of a formal investigation.

The university will seek action consistent with the complainant's request where possible. Any individual seeking informal resolutions or mediation should discuss these options with the Title IX coordinator. Informal resolution or mediation is not an option for any allegation of sexual assault or violence. Interim, immediate measures may be taken during the course of the informal resolution process and/or investigation to ensure the safety and well-being of the complainant and/or the university at large. These measures will be imposed in a way that balances rights of the complainant and the rights of the respondent.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, extensions of deadlines or other course-related adjustments, referrals to counseling services or support organizations, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The university will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the university to provide the supportive measures. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

Individuals with reports of sexual misconduct also have the right to file a formal complaint with the U.S. Department of Education:

U.S. Department of Education, Office for Civil Rights (OCR)
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100 or by visiting <http://www.ed.gov/ocr> or calling 800.421.3481.

Informal Resolution Process

Where appropriate, it is hoped that resolution of any complaint not involving sexual assault or violence will begin with a sincere attempt at informal resolution. Individuals are encouraged to discuss their concerns with the Title IX coordinator and if the complainant agrees, concerns will be resolved through interactive discussion between the parties and if appropriate, a remedies-based resolution. Informal resolution or mediation is not an option for any allegation of sexual assault or violence.

Remedies-based resolution is a non-disciplinary approach designed to eliminate a hostile environment without initiating a potential disciplinary action against a respondent. Resolution measures may include, but are not limited to, a no-contact order between the parties, adjustments in class schedules, and/or adjustments in group work within classes. All involved parties will be notified in writing by the Title IX coordinator of the allegation and the suggested resolutions within 14 days of the parties agreeing to an informal resolution.

Formal Resolution Process

If the complainant does not believe that a satisfactory resolution has been reached at the informal resolution stage, or the complainant prefers to skip the informal resolution process, the formal resolution process will involve the steps below.

1. Report
 - a. Complainant should submit a written report to the Title IX coordinator. Any supporting documentation and evidence should be referenced in the written report. If the complainant prefers, the complainant can give a verbal statement by phone or in person to the Title IX coordinator.
2. Investigation
 - a. The Title IX coordinator (or another investigator designated by the Title IX coordinator) will begin a formal investigation. The investigation will include interviews with the complainant, the respondent, and any applicable witnesses, as well as review of any applicable documentation or physical evidence.
 - b. Should a complaint be filed against the Title IX coordinator, the provost/vice president for academic affairs (provost/VPAA) or the vice president for human resources (VPHR) will coordinate the investigation as appropriate.
 - c. The university prohibits any intentional false reports of incidents. Such intentional false reporting is a violation of the Policies Governing Student Conduct and Employee Workplace standards policy.
 - d. The complainant, respondent, and, if applicable, their advisors, will have access to all evidence collected during the investigation upon request. When requested, the evidence will be provided electronically.

- e. The Title IX coordinator (or another investigator designated by the Title IX coordinator) will conduct a thorough and impartial investigation. Every attempt will be made to deliver a draft report to the complainant, respondent, and, if applicable, their advisors, within 60 days of the initiation of the report. The complexity of some cases and/or unforeseen circumstances may cause the process to exceed 60 days. The university seeks to balance the needs for timely resolution and a thorough and impartial investigation. If the draft report will take longer than 60 days, the Title IX coordinator will send written notice to the complainant, respondent, and, if applicable, their advisors.
- f. At the conclusion of the investigation, the Title IX coordinator will provide all collected evidence to the complainant, respondent, and, if applicable, their advisors. The evidence will be provided electronically. The parties will have 10 business days to submit a written response on the collected evidence if they choose to do so. The Title IX coordinator will consider any responses to the evidence prior to completion of the investigation report.
- g. The Title IX coordinator will then draft the investigation report and send it to the complainant, the respondent, and, if applicable, their advisors. The complainant and the respondent will have 10 business days to review the draft of the investigation report and submit a written response on the draft of the investigation report to the Title IX coordinator if they choose to do so. The investigation report will include the names of the complainant, respondent, details from the investigation, a timeline of significant events, and a conclusion about what evidence there is for determining whether the respondent is or is not responsible for having violated the sexual misconduct policy. The Title IX coordinator will consider any responses to the draft of the investigation report, making any changes to the investigation report as the Title IX coordinator considers needed based on those responses. The Title IX coordinator will include those responses verbatim with the final investigation report. The Title IX coordinator will then send the final version of the investigation report to the complainant, respondent, and, if applicable, their advisors.
- h. The Title IX coordinator will then select a hearing board who schedules a live hearing.

3. Hearing

- a. A hearing board composed of three officials representing the university is formed. The hearing board reviews the investigation report. One of the members of the hearing board will be named the chair.
- b. The hearing will consist of the complainant, the respondent, their advisors, and any witnesses. While advisors are not required for the investigation portion of the process, they are required for the live hearing. If the complainant or respondent do not have an advisor prior to the hearing, the university will provide an advisor. Advisors are allowed to ask questions directly of the complainant or respondent. Neither the complainant nor the respondent may ask questions of each other directly.
- c. While the hearing must be live, it does not need to be such that all participants are located in a single room. In fact, due to the distributed nature of the university and its students and employees, it is most likely that the hearing will be conducted via teleconferencing technology. The complainant and the respondent

will not be in the same room unless both the complainant and the respondent prefer to be in the same room.

- d. The hearing must be recorded.
- e. The chair of the hearing board will determine whether or not any particular question asked by an advisor is relevant. If the chair determines that a question is not relevant, the chair must explain why the question is not relevant.
- f. If a complainant, respondent, or witness does not submit to cross-examination at the hearing, then the hearing board cannot consider any statements made by that person as evidence in reaching their decision.
- g. Structure of the hearing
 - i. The chair of the hearing board states the ground rules for the hearing, logistics for technology, etc.
 - ii. The complainant and the respondent may make a verbal statement to the hearing board if they wish.
 - iii. The complainant's advisor provides an opening statement.
 - iv. The respondent's advisor provides an opening statement.
 - v. The complainant's advisor provides evidence and cross-examines witnesses and the respondent as they choose.
 - vi. Then the respondent's advisor provides evidence and cross-examines witnesses and the respondent as they choose.
 - vii. The chair of the hearing board announces next steps in the process.
 - viii. The hearing concludes.

4. Decision

- a. The hearing board meets to decide if the respondent is responsible for a violation of the sexual misconduct policy. A decision is reached when at least two of the three hearing board members agree as to whether or not the responding party is responsible. The hearing board will use a "preponderance of the evidence" standard and evaluate available information from the perspective of a reasonable person in the reporting party's position and in consideration of the context of the behavior.
- b. When the hearing board reaches a conclusion, they give a written decision to the Title IX coordinator within seven business days.
- c. The written decision will include the following:
 - i. Identification of the allegations potentially constituting violations of the sexual misconduct policy.
 - ii. A description of the procedural steps taken from the receipt of the formal complaint through the determination. Those procedural steps will include any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
 - iii. Findings of fact supporting the determination.
 - iv. Conclusions regarding the application of the sexual misconduct policy to the facts.
 - v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.

- vi. If the respondent is found responsible for having violated the sexual misconduct policy, the written decision will include any sanctions determined by the hearing board.
 - 1. Possible sanctions can include, but are not limited to, expulsion from the university, suspension, required counseling or training, or termination of employment.
 - vii. Any remedies designed to restore or preserve equal access to the university's education program or activity will be provided by the university to the complainant.
 - viii. The procedures and permissible bases for the complainant and respondent to appeal.
- d. The Title IX coordinator will send the completed written decision to the complainant and respondent within 10 business days of the conclusion of the hearing.

5. Appeals

a. Appeal Process

- i. The hearing board's written decision may be appealed by either party by filing a written appeal. If the complainant is a student, a written appeal by either the complainant or the respondent would be addressed to the provost/VPAA. If the complainant is an employee (including faculty and staff), a written appeal by either the complainant or the respondent would be addressed to the VPHR.
- ii. The appeal process is not intended to re-hear the same case and is limited to the specific grounds outlined below.
- iii. Any resolution or sanction will remain in force while an appeal is considered and a final decision is determined.
- iv. Each student/employee is limited to one appeal per case, and the decision of the appeal is final.
- v. For the appeal to be considered, the appellant must submit a written notice to the provost/VPAA or VPHR within 15 business days of receipt of the written decision. This written appeal must state the specific grounds for the appeal and should include any supporting documentation.
- vi. The Title IX coordinator will notify in writing the complainant and the respondent of any appeal, what the grounds for the appeal are within five business days of the date when the request for appeal was received by the provost/VPAA or VPHR.
- vii. The complainant and the respondent will be notified in writing of the appeals decision of the provost/VPAA or VPHR within 15 business days of when the Title IX coordinator sent notification of the appeal to the complainant and respondent.

b. Grounds for Appeal

- i. Procedural irregularity that affected the outcome of the matter.
- ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could

affect the outcome of the matter. This new information must be included with the request for appeal.

- iii. The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- iv. Dissatisfaction with a decision is not grounds for an appeal. Non-attendance or non-participation in the process is not considered new evidence or grounds for an appeal.

Help and Resources

It is especially important for students or employees who have been sexually assaulted to seek immediate and appropriate medical treatment. This is not only important for the victim's health, but will be vital for gathering of necessary evidence for criminal investigations. Emergency medical services should be summoned as soon as possible for assault and violence incidents.

Often the impact of sexual assault or violence is invisible and victims of sexual assault or violence may need mental health counseling to assist them in dealing with the trauma.

University Resources

Human Resources

Employees who need assistance in securing outside help or services should contact Human Resources at 800.861.6400.

Office of Student Support Services

Students who need assistance in securing outside help or services should contact Dr. Jay Keehn, Executive Director for Student Support Services at 800-861-6400 x ext. 2140 jay.keehn@myunion.edu.

ADA Coordinator

Students whose academic performance is adversely affected by a violation of this policy should consult with the ADA coordinator about possible accommodations:

ADA Coordinator
Dr. Jay Keehn
Executive Director for Student Support Services
4601 Sheridan Street, Suite 400
Hollywood, FL 33021
800.486.7141 ext. 2140
jay.keehn@myunion.edu

National Resources

Rape, Abuse and Incest National Network

The nation's largest anti-sexual assault organization, RAINN operates the National Sexual Assault Hotline, 800.656.HOPE, and carries out programs to prevent sexual assault. www.rainn.org.

Center for Changing Our Campus Culture

The Center for Changing Our Campus Culture is a resource center supported by the U.S. Department of Justice's Office of Violence against Women.

<http://changingourcampus.org/>.

- Then click on the Resources tab.

Local/Regional Resources

Cincinnati

- Police
 - 911 or 513.569.8600
- Women Helping Women
 - 24-Hour Hotline: 513.381.5610 or 877.889.5619
 - <http://www.womenhelpingwomen.org/>
- Ohio Alliance to End Sexual Violence
 - 888.886.8388
 - <http://www.oaesv.org/>

Sacramento

- Police
 - 911 or 916.264.5471
- California Coalition Against Sexual Assault
 - 916.446.2520
 - www.calcasa.org

Los Angeles

- Police
 - 911 or 877.275.5273
- California Coalition Against Sexual Assault
 - 916.446.2520
 - www.calcasa.org

Florida

- Police
 - 911 or [305.949.5500](http://www.fcasv.org)
- Florida Council Against Sexual Violence
 - 850.297.2000
 - www.fcasv.org

Related Policies

For students: Policies Governing Student Conduct

In the case of allegations of sexual misconduct (including sexual harassment), this sexual misconduct policy supersedes any conflicting procedures and policies set forth in other university documents.

Use of University Facilities: Policies and Procedures

Effective July 1, 2018, as Revised

Policy Statement

It is the policy of Union Institute & University that the safety of individuals using university facilities is paramount. To that end, the university has established procedures and standards for use of its facilities, including access, general standards for behavior, reporting of injuries and criminal incidents, and timely warnings of dangerous situations. This policy and the information and procedures detailed below apply to all UI&U facilities. There may also be facility-specific rules and restrictions, determined by the building owners/managers, and/or state and local regulations covering facility use and safety.

Union Institute & University Facilities

Except for the UI&U national headquarters in Cincinnati, all university-operated centers occupy leased space or suite(s) within a building having other tenants (all other centers). As a general practice, students and employees have access to university facilities during normal business hours (typically 9 a.m. to 5 p.m., Monday through Friday). Some facilities may be open on evenings and/or weekends for classes and/or academic residencies. Hours of operation are posted at each location. Individuals having questions about access or use of a specific facility should contact the facilities director (Cincinnati center) or the responsible center administrator.

General Standards for Use of UI&U Facilities: Centers, Course Locations, and Temporary Off-Campus Locations

In addition to its permanent centers in Cincinnati, Ohio; Hollywood, Florida; Los Angeles and Sacramento, California, UI&U also offers classes and holds academic meetings at other locations: the Bachelor of Science program offers numerous classes at law enforcement agency facilities; and doctoral programs may hold academic residencies at hotels/conference centers. These off-campus locations are considered to be university facilities during the times they are in use by UI&U. The following use standards apply to all university-operated facilities, permanent and temporary:

- Individuals using a university-operated facility shall behave appropriately at all times—they shall not engage in any behavior that is threatening, dangerous or harmful to self or others, disruptive to the learning or work environment, or damaging to university property or property of others. (Appropriate conduct is specifically addressed in a number of other university policies, including but not limited to, the Student Conduct Policy, the Sexual Misconduct Policy, and Policy on Student Use of Alcohol and Controlled Substances.)
- Students and visitors at UI&U facilities are expected to cooperate with university personnel as they carry out their duties, and to abide by any location specific requirements regarding access (such as wearing employee or visitor badges, front-desk check in and out, etc.).
- Personal property is not covered under Union Institute & University's insurance policy. Personal vehicles should be locked, and personal property secured in offices, desks, or hotel rooms, as applicable.

- No firearms or other weapons may be brought onto university property, with the exception of students or employees who are commissioned police officers and required to carry a weapon while on or off duty.
- Tampering with wiring, electrical equipment, sprinkler systems, fire extinguishers, fire alarms or any other safety equipment is prohibited.
- Smoking is not permitted inside any university facility or within 30 feet of any exterior door of a university facility. (Smoking rules at course locations and temporary off-campus facilities may vary.)

General Safety Suggestions

Union Institute & University does not have a police force or official security department at any of its facilities. Security personnel at UI&U's permanent facilities are not commissioned police officers—they have no authority to arrest; nor are they qualified to administer medical services. Security personnel employed by the university are required to call 911 in an emergency situation and to report criminal activity to university officials and to local law enforcement offices.

All individuals visiting university facilities are expected to take reasonable steps to ensure their own safety. To that end, the university offers the following general safety suggestions:

- Avoid walking alone, particularly after dark. If walking alone is unavoidable, be aware of your surroundings. (At most university locations, security personnel are available during operating hours to provide escort services if requested.)
- Do not leave personal property unsecured or unattended.
- Keep vehicles locked, and do not leave personal items in view.
- Offices, workstations, and classrooms should be locked when not in use.
- Be aware of suspicious persons and activities. If you observe someone or something suspicious, notify building security and/or local law enforcement authorities. In an emergency, dial 911.

The Upstanding Bystander

A bystander is an individual who witnesses but is not involved in an accident or criminal incident. The university encourages proactive action by bystanders, such as seeking medical or emergency assistance when an individual's health or safety may be in jeopardy, including, but not limited to, when danger arises due to use of alcohol, drugs, or acts of violence, harassment, vandalism, or hate crimes. Being aware of an incident, acknowledging that the incident may be an emergency, taking responsibility to act, and attempting to help are all characteristics of being an upstanding bystander. Upstanding bystanders may report incidents of concern to any university administrator, to campus security, or by contacting local law enforcement directly.

Facilities Contact Information: If calling from any UI&U telephone, dial the extension number.

Center	Contact Person	Contact
Cincinnati Center	Facilities Director	Ext. 1248; 513.487.1248
Florida Center (including area course locations)	Executive Director	Ext. 2104; 305.653.7141
Los Angeles Center (including area course locations)	Executive Director	Ext. 1722; 310.417.3500

Sacramento Center (including area course locations)	Executive Director	Ext. 1525; 916.564.3100
---	--------------------	-------------------------

Reporting Injuries

If a student or other individual is injured while on campus or while participating in a university-sponsored activity off campus, the university strongly encourages the individual to report the injury to a university administrator at the event, who must then inform the chief financial officer (CFO). The individual may be asked to submit a completed UI&U Incident - Accident/Incident Report (Form 134), which can be obtained from Human Resources or downloaded from the UI&U employee intranet. Any injury that occurs to a UI&U employee while at a university facility or while conducting university business at any other location **must** be reported to Human Resources in Cincinnati, Ohio.

Reporting Criminal Incidents

In accordance with federal regulations and in keeping with Union Institute & University's philosophy of concern for its students, faculty, staff, and visitors, any individual who is a victim of criminal activity or who observes such activity occurring at a university-operated facility or at a university sponsored event occurring off campus is strongly encouraged to report the incident to a university representative as well as to local law enforcement.

If an emergency situation exists, the victim or witness should call 911. In non-emergency situations, the victim or witness may elect to report the incident to a university administrator, who will, in turn, contact local law enforcement.

Criminal incidents and activities should **always** be reported to the appropriate facilities contact, as listed above. Criminal activities may also be reported to security personnel at UI&U facilities, where applicable. Note, however, that security personnel at UI&U facilities are not commissioned law enforcement officers; they have no authority to make arrests.

A written report of any criminal incident occurring at a university facility must be filed by the applicable facilities contact with the chief financial officer (CFO) within forty-eight (48) hours of the occurrence. For criminal incidents occurring at university-sponsored events held off-campus (such as a seminar or reception), the university employee with on-site responsibility for the event (such as the faculty convener of a seminar) is responsible for filing the report to the CFO. The CFO, in consultation with the president and/or other personnel, will determine whether additional university investigation of the incident is necessary, whether any disciplinary actions against an employee or student are warranted, and/or if the incident is such as to call for a warning to the university community. University investigations and/or disciplinary actions are separate from actions that may be taken by law enforcement agencies.

Annual Campus Crime Report

In September of each year, as required by federal law, the university publishes on the university's website a report of certain types of criminal incidents occurring at university facilities and their immediate environs in the previous calendar year. (The types of crimes reported are determined by federal regulations.) Notice of the report is communicated via email and on CampusWeb. The report is available to employees, students, prospective employees, and prospective students, any of whom may request a print version of the report, as directed in the report text.

Confidentiality

It is the policy of UI&U that the university will report, to the appropriate law enforcement agency, any alleged crimes of which it is made aware. Individuals reporting crimes to the university cannot be assured confidentiality in such reports.

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), as amended in 2000, Union Institute & University has the discretionary authority to disclose to a victim of a crime of violence the final results of any disciplinary action taken by the university against the person accused of the crime. The victim may not disclose this information to any third party. The university may release certain information regarding the final results of a disciplinary hearing to the general public if the hearing was related to a crime of violence for which an individual was found to be in violation of university rules or policies regarding such crimes. If results are released by the university, only the individual's name, the violation committed, and the sanctions imposed by the university against the individual will be published.

Timely Warnings

An alert will be given to the university community when the university receives a report of a crime against a person or a particularly threatening crime against property that appears to represent an ongoing danger to the safety of students, faculty, and staff. Alerts may result from reports from local law enforcement or from reports by members of the UI&U community. Every attempt will be made to distribute the alert within 12 hours of the time the incident is reported; however, release of timely warnings is subject to the availability of accurate facts concerning the incident. Alerts will be distributed by email to all employees at the center, to students enrolled at the center, and to faculty who work off-site but are likely to visit the center.

Each alert will include the following information.

1. A succinct statement of the incident, including date and location of the occurrence.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect.
4. Composite drawing of the suspect, if available.
5. Date and time the bulletin was released.
6. Other relevant and important information.

Alerts may also include requests for information about an offender, crime prevention tips, and/or information about special precautions to be taken until the specific crime has been resolved.

See also:

Student Conduct Policy.

Emergency Response Plan.

Emergency Response Plan

Effective July 1, 2018, as Revised

Emergency Preparedness

Emergencies, crimes, injuries, accidents, and severe weather can occur without warning at any time. This emergency response plan outlines a framework for determining appropriate responses and includes contacts and protocols for a variety of emergency circumstances. In the event of that an emergency or crisis is confirmed at a Union Institute & University center, the

designated university emergency response administrator at the affected center will activate the appropriate emergency plan to ensure the safety of students, faculty, staff, and visitors. In an emergency situation, all members of the UI&U community are expected to follow the directions of staff and or local authorities.

Emergency Officials

The following positions have been designated with responsibility for emergency assessment and notification at each UI&U location. A back-up position has been designated at most locations.

Location	Responsible Position & Back-up	Contact (Phone Extension)
Cincinnati Center 513.861.6400	Director of Building Management	x1248
	Chief Financial Officer	x1265
Florida Center 305.653.7141	Executive Director	x2104
	Associate Executive Director	x2108
Los Angeles Center 310.417.3500	Executive Director	x1722
	Administrative Assistant to Executive Director	x1700
Sacramento Center 916.564.3100	Executive Director	x1525
	Executive Assistant to Executive Director	x1505

General Emergency Procedures

The key to surviving any emergency is to remain calm and carry out a plan of action appropriate to the emergency. Members of the UI&U community are encouraged to familiarize themselves with layout of their center and all emergency procedures, so that they will know what to do in an emergency or crisis situation. Note also that some UI&U facilities, where the university leases space in buildings with other tenants, may have specific emergency response plans for the facility. When that is the case, it is the responsibility of the center director to ensure that those plans are communicated to employees and students. Every member of the university community has a role in making UI&U a safe environment. In a true emergency, act! The following general procedures are applicable to all Union Institute & University locations.

1. Dial 911, then
2. Contact on-campus emergency official.

Non-Life Threatening Emergencies

1. Contact on-campus emergency official.

Fire

1. Sound the fire alarm.
2. Evacuate the building, alerting others as you leave, if it is possible to do so safely.

3. Call 911.

- If there is smoke, keep low to the floor.
- Go to the nearest exit or staircase. Do not use elevators.
- If you are trapped, go to the nearest window and open it if possible, then shout and wave to attract attention.
- Once you are outside, move to the designated assembly area away from the building to allow ready access by emergency personnel.
- Call 911.

Gas Leak/Hazardous Spill

1. Cease all operations. Do not switch on lights or other electrical equipment.
2. Contact your center's emergency official.
3. Depending on the nature of the emergency, the official may call for evacuation or for shelter in place. (See Shelter in Place section below.)
4. If the official calls for an evacuation, leave the building immediately, alerting others as you go:
 - Use the nearest exit or staircase. Do not use elevators.
 - Once you are outside, move to the designated assembly area away from the building to allow ready access by emergency personnel.
 - Call 911.

Tornado/Hurricane/Severe Weather

When tornado/severe weather sirens sound, take shelter in the lowest level of the building. The center emergency official should designate the in-building shelter area. Stay away from windows and doors. Remain in sheltered area until notified that it is safe to move. (See Shelter in Place section below.)

Earthquake

Evacuation is not recommended during an earthquake. In the event of an earthquake, take shelter away from windows – sit under a desk or table to avoid flying glass and other debris. Do not leave the building until the earthquake is over. Do not use matches, lighters, or other open flames, in the event of a gas leak. Do not use elevators or enter stairwells during the quake. Remain in the sheltered space until notified that it is safe to move.

Critical Illness/ Injury

1. Call 911. Give the address and the exact location of the victim in the building.
2. Remain at the scene to direct emergency personnel.
3. Do not attempt to move the victim unless absolutely necessary.
4. At the Cincinnati center, if the victim appears to be having a heart attack, contact campus emergency official so that defibrillators may be used.

Bomb Threat

If you see a suspicious object, DO NOT HANDLE IT. Clear the area and call 911.

If you receive a bomb threat call:

- Record all vital information provided (location, time device will go off, appearance of the device, size, name of caller or organization taking responsibility, etc.).
- If possible, note caller's accent (if any), gender, apparent age, any background noises, caller ID number.
- Call 911.

If you receive notice of a bomb threat from university officials:

- Evacuate the building, alerting others as you leave.
- Use the nearest safe exit or staircase. Do not use elevators.
- Once outside, move to the designated assembly area away from the building to allow ready access by emergency personnel.

If you are unable to evacuate:

- Take cover under a sturdy piece of furniture.
- Stay away from windows.

Hostile Individual/Intruder

If you see or are notified of an individual actively causing deadly harm or threatening to cause deadly harm:

1. Do not sound the fire alarm!
2. Get away if you can, as fast as you can.
 - Don't run in a straight line—use buildings, trees, cars, as cover.
3. If you cannot safely leave, seek cover:
 - Lock or barricade yourself in a room.
 - Stay low, away from windows, using furniture for cover.
 - Be aware of alternate exits.
4. If unable to run or hide, consider playing dead if there are other victims around you.
5. Once you are in a safe location, call 911, providing as many details as possible regarding location, number of assailants, weapons, etc.
6. Stay hidden until police give the “all clear.”

Evacuation Assembly Areas

UI&U has designated assembly areas at a safe distance from each university facility. Do not leave the assembly area—university officials need to be able to determine that all personnel have evacuated safely.

Center	Evacuation Assembly Area
Cincinnati Center	Parking lot of storage building (465 E. McMillan Street)
Florida Center	Parking lot
Los Angeles Center	Green space at the intersection of Centinela and Sepulveda (north end of the property)
Sacramento Center	Front parking lot

Shelter in Place

In some circumstances, such as severe weather or circumstances where outdoor air becomes unsafe due to toxic or irritating substances, the university may issue a shelter-in-place warning, advising students, faculty, and staff to remain indoors. If a shelter-in-place warning is issued, remain inside the building. Stay away from windows and exterior doors. Remain in place until advised it is safe to leave. General guidelines for shelter-in-place locations:

- Make sure you have a telephone or other means of communication.

- Select a location on the interior of the building, away from windows, skylights, and exterior doors.
- For tornado or other severe storms, choose a ground level location. (If flooding is an issue, an upper-floor location is appropriate.)
- If the emergency involves unsafe air quality and there is time to do so safely, turn off ventilation system and/or close vents.

Shelter In Place - Tornadoes and Severe Storms	Location(s)
Cincinnati Center	First floor, east-west hall at center of building, Room 124, and First floor restrooms-opposite classrooms
Florida Center	Copy/work room & restrooms
Los Angeles Center	Lobby area of UI&U suite
Sacramento Center	Large class/meeting room at mid-point of suite

Emergency Assessment & Notification Procedure

Upon receiving notification of a potential emergency, the designated emergency official for the center will immediately and quickly assess the situation⁴. Once the emergency has been reasonably confirmed, the official will, without delay and taking into account the safety of the community, determine the appropriate notification method(s) and will initiate the notification system. In most emergencies, notification will be made using email and the center's phone paging system. Officials will not use the paging system if it is likely to compromise efforts to contain, respond to, or otherwise mitigate the emergency. The following are the notification likely to be used for different types of emergencies.

- Severe weather: Building occupants will be notified by the emergency official via email and phone paging. Occupants will be advised where to take shelter within the building: ground floor for tornadoes and severe weather, upper floor if flooding is likely.
- Fire: Trigger fire alarm and evacuate immediately. (Anyone seeing a fire should trigger the alarm; do not wait for an emergency official to do so.)
- Gas leak/chemical spill: Building occupants will be notified by the emergency official via email and phone paging. They may be advised to evacuate or to shelter in place, depending on the nature and location of the incident.
- Bomb threat: Building occupants will be notified by the emergency official via email and phone paging. Notification will include the location of the alleged bomb, if known. Occupants will be advised to evacuate immediately and may be advised to avoid the area of the building where the bomb may be located.
- Shooter/dangerous intruder: Building occupants will be notified by the emergency official via email and phone paging. Notification will include location of intruder. Occupants will be advised to evacuate immediately if they can do so safely or to take shelter inside the building.

⁴ At Union Institute & University centers that occupy leased facilities having other tenants, a decision to evacuate the building may also be made by building management.

If the emergency official determines that the situation is such that the community surrounding the university may also be in danger, they will contact local authorities to determine how the surrounding community should best be advised of the situation.

Testing Emergency Procedures

To ensure the efficacy of these emergency procedures, UI&U will assess and evaluate each of them at least once a year by testing each system. System tests (drills) may be announced or unannounced. In addition, severe weather, fire, and other evacuation drills will be conducted at least once a year at every UI&U location. Students, faculty, and staff are expected to cooperate fully with these drills.

Once a drill has been completed, the emergency official will assess the effectiveness of the drill, making recommendations for changes to emergency procedures as indicated. The center emergency official is responsible for documenting each drill and drill assessment; copies of drill documentation should be forwarded to the university's chief fiscal officer.

University Permanent Closing Policy

Effective August 31, 2009, as Revised

It is the policy of Union Institute & University that appropriate action will be taken in the event that the university should decide to cease all operations. No organization can say, with certainty, that it will never cease operations.

In the event of a decision to permanently close the institution, Union Institute & University will enter into a formal arrangement with another Ohio-based college or university that agrees to serve as a repository for UI&U academic records. The university will make every reasonable effort to notify current and former students and to advise them of arrangements made to ensure access to academic records as well as provisions for tuition refunds and financial aid.

- **Academic Records:** Transfer of assets to another educational institution shall include provision for access to academic records, including official transcripts.
- **Tuition Refunds:** Transfer of assets to another institution shall include arrangements for tuition refunds, where applicable, following the provisions of existing university withdrawal and tuition refund policies.
- **Financial Aid:** Transfer of assets to another institution shall include provisions for termination of the institution's participation in student financial aid programs. As part of the conditions of participation in such programs, the university agrees to refund to students any unearned Title IV assistance funds, to provide for collection of outstanding student loans, and to make provisions for retention and storage of records pertaining to management of financial aid.

Student Leave of Absence Policy

Effective July 1, 2014, as Revised

It is the policy of Union Institute & University (UI&U) to grant an official leave of absence (LOA) for the following purposes:

- To assist students in two categories: those who have an emergency during a term and need to exit the program on a temporary basis and those who wish to take an elective leave for travel, work, personal, family, or financial reasons.
- To supplement the existing withdrawal policy.
- To permit students who are issued a grade of I (Incomplete) due to emergency exit from the program the opportunity to complete that work at the end of the next-registered term, even if a period of non-registration intervenes.
- To support enrollment management and retention by making UI&U policies student friendly.

Reasons for requesting a leave of absence may include but are not limited to the following:

- Health/injury.
- Family emergency.
- Job emergency.
- Natural disaster.
- Long-term jury duty.
- Unique study/travel/enrichment opportunity.
- Financial emergency.
- Military service commitments.

Implications for Students

This leave of absence policy is an academic policy only. Failure to maintain registered active (RA) status, even with university approval, will affect a student's financial aid eligibility. UI&U is required by federal guidelines to report non-registered students as "not enrolled/withdrawn." Financial aid is not available to students during a LOA, and students on a LOA do not qualify for an in-school financial aid deferment. Students contemplating taking a leave of absence should speak to a financial aid counselor to ensure that they understand how the leave would affect their financial aid situation.

Policy Specifics

1. *Maximum Length of Leave:* The maximum length of leave for non-military students is 12 months. Students on military leave may have an unlimited leave period, depending on their military service related commitments.
2. *Student Status While on Leave:* *While on leave, students will be classified as temporary withdrawal status (WT). They will have access to UI&U email but not CampusWeb or the UI&U library. Students will not have access to other university services except as needed for re-entry to the university.*
3. *Number of Leaves Allowed:* *Students are permitted to take one LOA while enrolled at Union Institute & University. Exceptions can be made under extenuating circumstances at the discretion of the program chair (undergraduate level) or program director/dean (graduate level). Ph.D. Students may petition their Dean for a total of two, one term leaves of absence, or one, two terms leave of absence.*
4. *Academic Standing:* Student academic standing should not be a criterion for approval of an emergency LOA; however, academic standing may be considered in granting requests for an elective LOA.
5. *Oversight of Leave of Absence:* The program chair (undergraduate level) or program director/dean (graduate level) makes the decision to approve or deny the LOA. The program chair or a student success coach (undergraduate level) or program director/dean, or the director's/dean's designee (graduate level) is also responsible for

ensuring adherence to the terms of the LOA. The program chair or program director/dean can authorize a status change from temporary withdrawal to permanent withdrawal for a student's failure to return to an active status or receive approval to extend leave by the end date of the LOA.

6. *Deadline for Completion of Coursework:* Coursework, started but not completed, prior to the LOA must be completed and submitted to the appropriate faculty by the end of the first full term after return. The program chair (undergraduate level) or program director/dean (graduate level) will monitor the timetable to ensure compliance.
7. *Adherence to New Program Requirements:* Unless an exception is made by the program chair (undergraduate level) or program director/dean (graduate level), students must abide by program policies and procedures that are in effect at the time of return.

Withdrawal Policy

Effective July 1, 2014, as Revised July 1, 2020

Withdrawal Policy

It is the policy of Union Institute & University that students who withdraw or are administratively withdrawn or dismissed from the university are excluded from all university educational activities, functions, facilities, and services. Withdrawn students may obtain a transcript of credits earned (for a fee) or verification of their previous enrollment, but they are not entitled to any other services. Withdrawn students who wish to be reinstated or readmitted after withdrawal must follow published reinstatement/readmission procedures.

Leave of Absence

Under the provisions of the university policy on leave of absence, students may apply for a leave of absence (LOA) of up to 12 months. Ph.D. students may petition their dean for a total of two, one-term LOA's, or one, two-terms of LOA. Because a LOA is actually a temporary withdrawal, students on approved leaves do not have access to educational activities, functions, facilities, or services during the leave, with the exception of their university email account, which will remain active during the leave. (See Leave of Absence Policy.)

Student-Initiated Withdrawal

A withdrawal is considered to be a complete withdrawal from the university. The date of withdrawal is the earlier of the following:

- The date the student notifies the university.
- The ending date of the previous term if the student fails to register for a new term.
- The date the student specifies as the date of withdrawal if this date is after the date of notification.

Administrative Withdrawal

The university may initiate an administrative withdrawal for cause. Administrative withdrawals are the same as student-initiated withdrawals for purposes of tuition refunds. Actions that may lead to an administrative withdrawal include but are not limited to:

- Failure to meet financial obligations.
- Failure to register for more than 12 months.
- Failure to maintain satisfactory academic progress (SAP).

- Failure to meet program academic criteria.
- Violation of university conduct policies.

Students who have been administratively withdrawn will receive a letter confirming the administrative withdrawal and the grounds for this determination. An exception is that a letter is not sent to students who are administratively withdrawn due to a failure to register for more than 12 months.

The withdrawal should be submitted by the student, using the official **UI&U Withdraw Form**, located on CampusWeb, after consultation with their designated campus official. The designated campus official is the students' assigned student success coach (Undergrad & Certificate), faculty advisor (MAO program), program director (MBA, MS-HCL, MSOL and MA-CMHC), or dean (PH.D./doctorate). 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, which is the date the student notifies their designated campus official, is noted on the UI&U Withdraw Form. Verbal withdrawal 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.

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 program length, 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%.

- If a student withdraws **after completing 60%** of the program length, 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 will not be held by the university.

Attendance and Engagement Policy

In order to participate in the federal Title IV student aid programs, UI&U must determine (1) whether a student actually begins attendance in a registered course on or after the term start date; and (2) whether a student who initially attends a course, subsequently ceases to attend and thus has withdrawn unofficially from the course.

- *On-ground courses and course residency events:* A student who attends at least one class, a course residency, or an initial academic residency meets the requirement of attendance.
- *Directed studies and online courses:* A student who makes at least one contact with the instructor on or after the term start date regarding the registered course content or requirements meets the requirement of attendance. This contact is encouraged to be a required student login to submit an assignment in the learning management system in CampusWeb, but it may be accepted through email, telephone, fax, mail, or text message. The undergraduate degree programs have an established “never engaged” reporting system. Refer to the Undergraduate Degree Programs section of this catalog.

Unofficial Withdrawals

- A NE indicator for never engaged/no show will be assigned during the first 21 days of a term for a student who neither attends nor engages in a registered course. The NE attendance indicator will not affect the student’s grade point average (GPA).
- A V indicator for vanished will be assigned during end-of-term grading for a student who attends/engages in a registered course but subsequently ceases to attend/engage in the course and does not officially withdraw from the course. A designation of V will not impact the student’s GPA. However, faculty may determine instead to issue a U for unsatisfactory grade if a student fails to achieve acceptable academic performance as defined in the course learning competencies as stated in the course syllabus.

Official Withdrawals

- W is assigned if a student attends/engages in a course and subsequently officially withdraws from that course.
- WX will override a W if it is determined that a student who officially withdrew actually never attended/engaged in the registered course.
- WU may be assigned if the withdrawal occurs late in a term and then faculty attests that the student has not met academic standards according to the course syllabus.

Attendance indicators of WX or WU will override a W withdrawal status. W, WX, and WU do not impact a student’s GPA.

Family Educational Rights and Privacy Act (FERPA)

Effective July 1, 2014, as Revised

Union Institute & University has a long-standing commitment to the concern for and protection of students’ rights and privacy of information. Union Institute & University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. The law governs access to records maintained by educational institutions and the release of information from those records. Students have the right to inspect, review, and challenge the accuracy of their education records.

Release of Information

Directory information may be released for any purpose at the discretion of the institution. UI&U has designated the following items to be directory information: name; address(es); email(s); telephone number(s); dates of attendance; academic program(s); class standing/hours earned; major, concentration, and/or area of specialization; student success coach; enrollment status; previous institution(s) attended; and awards, honors, and/or degree(s) conferred (including dates).

If the student does not wish to have this information released for any purpose, including, for example, the student directory and press releases, the student must inform the Registrar's Office in writing by submitting a FERPA Release Form. A FERPA Release form is available on CampusWeb under e-forms/Registrar Forms.

Right to Review Student Records

Once enrolled, students have the right to review their educational records except those excluded by the law (e.g., medical and counseling records, law enforcement records). Requests to the Registrar's Office must be made in writing with the required student signature. The university has up to 45 days to comply with a student's request to review their records. Copies of any portion of the record will be provided at cost, except transcripts of the permanent academic record, for which the university's transcript policy will apply.

Right to Request the Amendment to Education Records

A student has the right to request the amendment of their education records if the student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the specific education record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Education Records

With the exception of directory information, student records will be treated confidentially. University faculty and staff have access to student records on an educational need-to-know basis. The office responsible for any particular student record is responsible for ensuring that such confidentiality is maintained. Exceptions exist for FERPA authorized disclosures without consent. Student education records may not be released without the student's written request and signature. (Exceptions do exist for approved nonconsensual disclosures to FERPA authorized representatives.) Contact the registrar for a complete list of these exceptions.

Refer to the UI&U webpage, <http://www.myunion.edu/offices/registrar/ferpaprivacy/>, for a complete description of students' rights and obligations under FERPA. Students have the right to file with the U.S. Department of Education a complaint concerning alleged failures by UI&U to comply with the requirements of FERPA. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The Solomon Amendment

Under the provisions of the Solomon Amendment (32 C.F.R. 216), Union Institute & University is required to provide “student recruitment information” upon request to representatives of the Department of Defense for military recruiting purposes. This information includes student name, address, telephone number, date of birth, level of education or degrees received, major and the most recent previous educational institution in which the student was enrolled.

For questions regarding the university’s compliance with FERPA, the complete FERPA policy and the Solomon Amendment, please contact:

Registrar Lew Rita Moore
513.487.1105
Email: lewrita.moore@myunion.edu

Research with Human Subjects: Institutional Review Board (IRB)

Effective July 1, 2014, as Revised

The policy of Union Institute & University is that all planned research with human subjects be approved by the UI&U Institutional Review Board (IRB) before such research can commence. This policy applies to students at all degree levels as well as any faculty or staff who plan studies involving interactions with human subjects.

The IRB is an institution-wide committee responsible for reviewing and approving (or denying) research projects involving interaction with human subjects through interviews, surveys, questionnaires, and other forms of interaction, including studies conducted online. The purpose of the IRB is to ensure that all such research projects are conducted in accordance with ethical and procedural guidelines established by the IRB. These guidelines apply to studies conducted as part of a course, seminar, internship, thesis, culminating study, final document, or dissertation.

Program-level academic approval and human subject research training are prerequisites for IRB approval. Guidelines for conducting research with human subjects, requirements for submitting an IRB application and research proposal, and directions for preparing related study documents are available through the following links:

- IRB website: www.myunion.edu/irb
- IRB forms, templates & samples: IRB website and the forms directory: <https://www.myunion.edu/offices/institutional-review-board/forms-templates/>
- Contact the IRB: irb@myunion.edu.

Grade Policy

Effective August 31, 2009, as Revised

Policy Statement

It is the policy of UI&U that each academic program will have a grading system, detailed within each specific academic program in this catalog and in program handbooks. Effective Fall 2014 term, all UI&U programs follow a letter grade system (which calculates into a student's grade point average). Some specific classes within a program's curriculum may be graded using a satisfactory/unsatisfactory grade (which does not calculate into a grade point average).

Student Access to Grades/Grade Reports

Students can view and print a copy of their grades through CampusWeb by using an assigned UI&U ID number and secure pin or password. UI&U does not mail grade reports to students. If students need an official grade report (for tuition reimbursement from employers, etc.) the official Transcript Request Form should be used for this purpose.

Student Records

Official student records are maintained by either being scanned in a distributed document management system and/or filing hard copy records at the UI&U national headquarters in Cincinnati, Ohio. UI&U transcripts are permanently maintained. Other additional pertinent student records are maintained for five years from the student's date of completion or withdrawal. Records retention schedules for student education records follow the recommended guidelines established by the American Association of Collegiate Registrars and Admissions Officers.

Academic Probation and Dismissal

Effective July 1, 2020, as Revised

Each Union Institute & University program's description in this catalog and/or in student handbooks specifies the program's policies and procedures regarding what constitutes good academic standing and the circumstances under which a student will be placed on academic probation, dismissed from the program for academic reasons, or reinstated after academic or student conduct dismissal. These policies are integrated into each program's Satisfactory Academic Progress Review. Note that program-based standards for maintaining good academic standing are separate from the university's standards for satisfactory academic progress necessary for retaining eligibility for financial aid.

Academic Transcripts

Effective July 1, 2020, as Revised

Transcript Requests

Students have 24/7 access to their unofficial transcript and grades via CampusWeb. An official Union Institute & University academic transcript is, however, the only valid confirmation of the

degree or certificate earned, major and/or concentration, and/or certificate, grades, and degree awarded date. Except for residents in the State of California, official transcripts are not released unless the individual has met all financial obligations to the university. Residents in the State of California will have transcript requests processed even if there is an outstanding debt owed to the university. This exception for California residents is in compliance with the California Educational Debt Collection Practices Act (2019).

One sealed official transcript and one student copy of the transcript are provided to the student at no charge upon graduation. Students or graduates who need an official transcript for application for admission to another college or university should be aware that most schools require that official transcripts be mailed directly from the awarding institution. Current students, former students, and graduates of UI&U programs may request official transcripts at any time.

Transcript Ordering Options

All financial obligations to Union Institute & University must be paid in full, except for California residents (see above), before a transcript can be released regardless of how the request is submitted to the Registrar's Office.

TranscriptsPlus®

Union Institute & University's preferred transcript ordering method is through TranscriptsPlus®. In partnership with TranscriptsPlus® from Credentials Solutions, Union provides online ordering to all students and alumni, allowing safe and secure transcript requests. Ordering through TranscriptsPlus® allows students to send either an official electronic PDF transcript or an official paper transcript to the recipients of choice. Electronic delivery sends an official transcript in PDF format to any email address or to any school on the secure TranscriptsNetwork®. The Registrar's Office can process electronic transcripts faster than paper transcripts and sending an electronic transcript eliminates mailing time. (Check the Electronic Network Recipients list to see if your school is a PDF receiver.) Union Institute & University charges \$8.00 per official transcript when using this service, plus TranscriptsPlus® charges a non-refundable \$3.00 processing fee for each recipient (transcript addressee).

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

NOTE: Due to the format of certain transcripts, some cannot be sent electronically. Transcripts that cannot be sent electronically include:

- Students who attended or graduated prior to 2001.
- Students who attended or graduated from the following programs: Vermont Academic Center: B.A., M.A. Psych, M.A. Counseling, M.Ed., M.F.A., M.F.A. in Writing or M.F.A. in Visual Arts (between 2001-2008).

For those unable to order using TranscriptsPlus®, please send an email to Transcripts@myunion.edu to request a Transcript Request Form. The cost is \$12.00 per transcript payable to Union Institute & University.

Diplomas & Certificates

UI&U automatically issues one diploma and/or certificate at no charge to each graduate. Diplomas or certificates are released only after all academic degree or certificate completion requirements have been certified by the program chair (undergraduate) or program director or

dean (graduate) and the university registrar, and all financial obligations to the university have been paid in full.

The Union Institute & University official diploma text includes the graduate's name, degree title earned, major, degree grant date (month/day/year) along with signatures of the UI&U President and Chairperson of the Board of Trustees. The graduate's concentration and/or, certificate, and/or specialization titles are not printed on the diploma or certificate but are printed on the official academic transcript. UI&U does not award graduation honors (e.g., cum laude, magna cum laude, etc.). The name printed on the diploma or certificate is the graduate's name as it is officially listed in the UI&U student information system. If there has been a name change, please refer to the name change policy and procedures. The degree or completion grant date is the last day of the month of the student's final term of registration.

The diploma and/or certificate will be mailed to the graduate's permanent mailing address as listed in the UI&U student information system. After the degree or certificate completion date is noted on the graduate's transcript, each graduate receives an email from the Registrar's Office to confirm the graduate's name and diploma mailing address. The diploma and/or certificate is mailed within five to seven business days.

Graduates may request replacement diplomas and/or certificates by submitting the Union Institute & University Diploma Order Form. There is a charge for replacement or additional diplomas and/or certificates.

Graduation

Each degree program provides information about graduation policies and procedures for their program's graduates. UI&U does not award graduation honors.

Commencement

Effective July 1, 2020, as Revised

UI&U holds commencement ceremonies each year in California (alternating each year between Los Angeles or Sacramento) and the national commencement ceremony held in Cincinnati, Ohio. The Florida regional commencement celebration varies between a ceremony or a reception/luncheon for graduates. Graduates of UI&U programs are eligible to participate in a commencement ceremony if they have officially graduated and have not previously participated (unless previous participation was for graduation from a different UI&U program). Some programs also allow students to participate when they are projected to fulfill all academic program and university degree requirements by the end of the term immediately following the ceremony. Students should refer to their academic center for specific requirements to participate and annual commencement dates. 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.

DEGREE PROGRAMS

Undergraduate Degree Programs

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

- Bachelor of Arts
- Bachelor of Science

Academic Program Locations

Cincinnati Academic Center
440 E. McMillan Street
Cincinnati, OH 45206-1925
B.S./B.A./Psychology

Los Angeles Academic Center
Dean, Educational Transformation and
Strategic Alliances, Special Assistant to the
President, Rhonda Brinkley-Kennedy, Psy.D.
6701 Center Drive West, Suite 1200
Los Angeles, CA 90045

Florida Academic Center
Executive Director for Student Support
Services, Jay Keehn, Ph.D.
4601 Sheridan Street, Suite 400
Hollywood, FL 33021

Sacramento Academic Center
Executive Director for Student Support and
Enrollment Services, Julie Crandall, M.A.
160 Promenade Circle, Suite 115
Sacramento, CA 95834

UI&U California Branches and Satellites			
LA-Bakersfield Police Department West (Kern County)	1301 Buena Vista Road	Bakersfield, CA 93311	Branch
LA-Community Action Partnership - Fresno	4610 West Jacquelyn Avenue - Fresno	Fresno, CA 93722	Branch
LA-County Sheriff Dept./Hall of Justice	212 W. Temple Street	Los Angeles, CA 90012	Satellite
LA-Los Angeles Academic Center	6701 Center Drive West, Suite 1200	Los Angeles, CA 90045	Branch
LA-Riverside - Branch Campus	5015 Canyon Crest Drive, Suite 106-107	Riverside, CA 92507	Branch
LA-UC San Diego - Extension	6265 Greenwich Drive	San Diego, CA 92122	Branch
LA-Santa Maria - Bonita School District	708 Miller Street	Santa Maria, CA 93454	Branch
LA-Whittier - LASD S.T.A.R.S. Center	11515 Colima Road	Whittier, CA 90604	Satellite
SAC-Sacramento Academic Center	160 Promenade Circle, Suite 115	Sacramento, CA 95834	Branch

B.S. and B.A. Programs Conceptual Framework

The focus of the Bachelor of Science program is professional preparation. The majority of faculty members are practitioners in their professional areas. Because the faculty in the professional majors are currently active in their fields, they ensure an education that attends to current issues and trends. In addition to staying abreast of the changing nature of knowledge in the field, faculty are able to assist students with requirements and recommendations for jobs and professional advancement.

The focus of the B.A. degree with a major in Psychology is to develop students' minds, skills, and recognition of themselves as constructors of meaning and knowledge. The program seeks to provide students with valuable habits of mind, including thoughtful reading, critical and creative thinking, and an ability to express themselves in writing with clarity and confidence. The framework of this program is centered on inquiry-based education for adults - inviting them to pose questions and to draw on their life experiences and knowledge as a context of their learning. The program prepares students with the knowledge, skills and values for careers in the human services which require commitment to ethical conduct and respect for human diversity.

UNDERGRADUATE PROGRAM MISSION AND VALUES

The Bachelor of Science (B.S.) and Bachelor of Arts (B.A.) programs offer students a variety of majors in professional areas that draw on interests and career experiences of highly motivated adults wishing to complete their undergraduate degrees. Each professional area may, in turn, be explored in continued study at the graduate level. The B.A. and B.S. programs follow the mission, values, and principles reflected in the University Mission Statement approved by the UI&U Board of Trustees.

The educational philosophy of the undergraduate programs is student-centered; fosters increased depth and breadth of knowledge in the chosen major; emphasizes the social impact and value of the student's work and responsibility for working toward the common good; fosters collaborative learning through its educational community of students and faculty; and encourages lifelong learning.

PROGRAM OVERVIEW

Credits to Degree: Minimum 120 semester credit hours (academic year: 32 weeks, program length: 128 weeks).

Transfer Credits: Up to 90 semester hours.

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

Terms: Three 16-week terms and two eight-week sessions within each 16-week term are offered.

Minimum Time to Degree: Eight months (two 16-week terms or four eight-week sessions).

B.A./B.S. Homepage: <http://www.myunion.edu/academics/bachelors-programs/>.

Major and Concentration Options

The Bachelor of Arts degree is offered with the following major and concentrations:

- Psychology (with optional concentrations in Addictions Studies, Forensic Psychology, and Holistic Psychology).

The Bachelor of Science degree is offered with the following majors and concentrations:

- Business Management (with optional concentrations in Applied Technology & Business Leadership, Health Care Administration, Human Resource Management, or Organizational Leadership).
- Child and Adolescent Development (Certificates available in California Teacher Permit or Early Childhood Studies Special Education).

- Criminal Justice Management (with an optional concentration in Homeland Security).
- Early Childhood Studies (with optional concentrations in Early Childhood Special Education, Early Childhood Administrator or Teacher as Practitioner) – new enrollments suspended beginning Fall 2020.
- Elementary Education – new enrollments suspended beginning Fall 2020.
- Emergency Services Management (with optional concentrations in Criminal Justice Management, or Organizational Leadership, or Homeland Security).
- Exceptional Student Education (K-12) – new enrollments suspended beginning Fall 2020.
- Maternal Child Health: Human Lactation (with optional concentrations in Pathway 2 or Health Disparities and Childbearing).
- Organizational Leadership (with three optional Leadership Tracks) – new enrollments suspended beginning Fall 2020.
- Secondary Education (required concentration in English, Sciences, Mathematics, or Social Science) – new enrollments suspended beginning Fall 2020.
- Social Work.

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

Instructional Delivery Options

The B.A. and B.S. course-based instruction is delivered through fully-online courses, on-ground instruction, a blended/hybrid model using two or more delivery options, virtual live with online courses with required synchronous meetings, and/or in some cases, via faculty-guided directed study. Class size, regardless of delivery option, is kept small to ensure significant contact and interaction with faculty and classmates.

Academic Calendar

The B.S. and B.A. programs operate on a term calendar. There are three 16-week terms, each with two eight-week sessions offered every 12 months. For financial aid purposes, the academic year is defined as two terms and 24 credit hours.

Credit Hour Requirements / Program Length

The undergraduate degree programs are based on semester credit hours. There is a minimum of 120 semester credit hours required to earn the baccalaureate degree. Minimum time in the bachelor of science degree program is eight months, full-time. In order to fulfill the Bachelor of Science degree program and the Bachelor of Arts with a major in Psychology requirements for graduation, students must be enrolled in the program for a minimum of two 16-week terms (or four eight-week sessions) and, as a degree-seeking student, must earn at least 30 credit hours in residence through courses taken at Union Institute & University. At least 20 semester credit hours must be upper level (#300-400) in the major. An exception to the residency requirement exists for students who enroll in the Educational Transformation and Strategic Alliances department's Center for Workplace Advancement program and then transfer to a degree-seeking undergraduate degree.

Grade Level

Grade level is determined by the number of earned credit hours including transfer credit as follows:

Grade Level 1/Freshman	0-29 credit hours
Grade Level 2/Sophomore	30-59 credit hours
Grade Level 3/Junior	60-89 credit hours
Grade Level 4/Senior	90-120 credit hours

Undergraduate Credit Hour Load

The maximum credit hour load for undergraduate students is 16 semester credits per a 16-week term. Any registration with credit hours over 16 hours in a term must be approved by the student's program chair.

UI&U Undergraduate Enrollment Status

(Full-time/Part-time Student Load)

The B.S. and B.A. programs recognize the demands on adult students by allowing students to enroll on a part-time or full-time basis. Enrollment status is determined per term as follows:

Full-Time	12 or more credit hours
Three-Quarter-Time	9-11 credit hours
Half-Time	6-8 credit hours
Less Than Half-Time	1-5 credit hours

Note: Credit hour enrollment in eight-week sessions that are within a 16-week term is combined to determine enrollment status. UI&U enrollment status determination may not align with the VA Chapter 33 rate of pursuit.

Academic Advising

Once admitted, a new student, is assigned a student success coach who provides support for enrollment and academic advising. Student success coaches also work to resolve problems and concerns that impact the student's academic program, approve a student's registration course schedule, and process program changes. From the beginning of their programs through graduation, student success coaches guide, mentor, and counsel students on academic issues and career objectives. Program chairs review and approve their major's student files for final graduation.

Meeting Degree Requirements

During the admission process, a preliminary assessment/review is conducted of prior transcribed learning to determine which courses or credits may be acceptable for transfer and are appropriate toward fulfilling degree requirements. Once the university receives an official transcript from all previously attended colleges and universities, plus any other official advanced placement documents, a final determination can be made concerning transfer of credit. A degree audit, which compares program degree requirements with previously earned credits, is prepared for each student. The degree audit specifies which major and general education requirements have been satisfied and identifies outstanding requirements. The student success

coach assists the student with course planning and registration each term to ensure that degree requirements are met in a timely fashion.

Program-Specific Licensure

The B.S. and B.A. programs may not meet professional licensure requirements in all jurisdictions. Accordingly, the student is strongly encouraged to become knowledgeable and proactive when it comes to professional licensure requirements in the jurisdictions where the person hopes to practice and work.

Students in Florida who have chosen one of the education majors and wish to apply for teacher certification are accepted as completing a program approved and licensed by the Florida Commission for Independent Education.

- The B.S. teacher education majors (Elementary, Exceptional Student Education and Secondary Education) are available to all enrolled students; the program is designed around the Florida professional standards. It should be noted that the education majors do not directly lead to certification or licensure. Students residing outside of Florida should check with their home state Department of Education prior to enrolling.

Elementary Education is available to Florida residents and students from other states with the education program chair's permission.

Social Work Licensure

The purpose of licensing and certification in social work is to assist the public through identification of standards for the safe professional practice of social work. Each jurisdiction defines by law what is required for each level of social work licensure (Association of Social Worker Boards). To qualify for licensure, students must pass the Bachelors Examination. In most states, students will need to establish eligibility before registering for the social work licensing examination. Students are encouraged to contact their respective state board for applicable social work licensure and application requirements.

UI&U Social Work Major CSWE Accreditation Approved

The Bachelor of Science with a major in Social Work is accredited by the Council on Social Work Education (CSWE). Therefore, the program's approved, updated, or revised CSWE accreditation policies, standards, and regulations supersede what may be printed in the university catalog or catalog addendum.

For information about social work licensure: [Association of Social Work Boards.](#)

Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation

The Bachelor of Science degree with a major in Maternal Child Health: Human Lactation for Pathway 2 students is accredited by CAAHEP upon the recommendation of LEAARC through March 31, 2023. Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

Academic Agreements or Partnerships

Union Institute & University has entered into articulation agreements with other regionally accredited colleges and universities and academic agreements with other organizations. These agreements stipulate conditions and limitations for acceptance of credits in transfer, based on evaluation of certain courses by UI&U. Agreements with organizations that are non-regionally

accredited result in course equivalencies in which UI&U faculty content experts evaluate and recognize a course as equivalent to a specified course at UI&U. Agreements expedite the process of reviewing transfer credit applications. Some agreements are program or major specific. Some include provisions for a waiver of a portion of UI&U's published tuition rates.

In addition to articulation agreements with regionally accredited institutions and academic agreements with non-regionally accredited institutions, UI&U has facilitated the award of academic credit to some civil servants for their professional education. This includes credit recommendations for graduates of FLETC and ICE programs; firefighters in California, Florida, and Ohio; completion of basic academy for police officers from 46 states and the District of Columbia; and added credit for certain other evaluated and approved law enforcement, probation and corrections training.

After review by medical professionals, UI&U has assigned credit recommendations for International Board Certified Lactation Counseling certificates.

Union Institute & University's undergraduate programs have active academic and articulation agreements with the following institutions and organizations:

- Academy for Addictive Disorders, LLC (FL)
- Berkshire Community College (Pittsfield, MA)
- Broward Teacher's Union (Paraprofessionals)
- Central Vermont Chamber of Commerce (VT)
- Chatfield College (OH)
- Child Care Education Institute (CCEI)
- Child Development Director's Credential (FL)
- Cincinnati College of Mortuary Science (OH)
- Cincinnati Hamilton County Community Action Agency (OH)
- Cincinnati State Technical and Community College (OH)
- Clark State Community College (OH)
- Columbus State Community College (OH)
- Community Action Partnership of San Luis Obispo (CA)
- Community College System of New Hampshire (seven independent colleges in this New Hampshire System – NH)
- Community College of Vermont (VT)
- Council of Community Colleges of Jamaica
- Cuyahoga Community College (OH)
- East San Gabriel Valley Regional Occupational Program (CA)
- Florida Colleges System (FL)
- Florida National College (FL)
- Immigration and Customs Enforcement Agency (ICE) – Miami
- Institute for Addiction Studies (FL)
- ITT Technical Institute (Displaced Students)
- Ivy Tech Community College
- Learning Care Group, Inc.
- Maricopa Community Colleges (AZ)
- Miami Dade Police Department Communication Bureau (FL)
- National Registry of Emergency Medical Technicians
- Sinclair Community College (OH)
- South Florida Literacy Institute (FL)

- Child Development Associate Credential
- Child Development Director's Credential hours are awarded as upper-division credits
- Southern State Community College (OH)
- Stark State College (OH)
- Straighterline, Inc.
- United Teachers of Dade Paraprofessionals (FL)
- Vermont Head Start (VT)

Methods of Fulfilling Degree Requirements

Students may use a variety of methods to fulfill baccalaureate degree requirements. All methods appropriate to the degree fall into one of four types of learning, each with its own specific method of documentation and validation. The four broad types of learning are:

1. **Advanced Standing/Transfer Credit/Prior Transcribed (PT) Learning:** Prior transcribed learning refers to credit applicable to the student's degree completion plan and accepted as advanced standing/transfer credit to Union Institute & University. There is a maximum award of 90 semester credits accepted as transfer credit. **It is strongly encouraged that all transcribed learning be submitted by the drop/add date of the second-to-last session of a student's active enrollment prior to graduation. Financial aid is not available for prior transcribed learning.**
2. **UI&U Sponsored Courses (taken at Union Institute & University):** Students in the undergraduate program must complete a minimum of 30 semester credits at UI&U after matriculating as a degree-seeking student, of which at least 20 credits must be upper level (#300/400) in the major.
3. **Prior Learning Assessment:** Prior learning assessment is the evaluation of college-level learning outcomes gained apart from collegiate study or professional learning. The assessment of prior learning achieved apart from formal college work or professional certification may be conducted by submitting a portfolio.
 - A prior learning assessment portfolio includes all supporting documentation that verifies a student's knowledge of the subject content under review.
 - Students considering the assessment of prior learning should request additional information from their student success coach.
 - Academic credit for prior learning may not exceed 30 semester credit hours.
 - **It is strongly encouraged that prior learning documents be submitted by the drop/add date of the second-to-last session of enrollment prior to graduation.**
 - Prior Learning Assessment (PLA) per course fees are due and payable at the time the PLA documents are submitted to the Academic Support Services Department. The preferred method of payment is by credit card. Student success coaches have the credit card authorization form.
4. **Certified Learning (CL):** A form of prior learning known as certified learning is college-level learning that is offered through workshops, seminars, certifications, or courses presented at non-regionally accredited colleges or through professional organizations.

- Further information regarding CL is available on the UI&U webpage: https://campusweb.myunion.edu/ICS/Offices/Office_of_the_Registrar/Certified_Learning.jnz.
- Up to 30 certified learning credits may be awarded apart from any credits awarded from a normal prior learning assessment.
- A student's approved degree audit must be on file in the Registrar's Office.
- **It is strongly encouraged that CL required documents be submitted by the drop/add date of the second-to-last session of a student's active enrollment.**
- Certified learning credits will be added to a student's academic record **after** the drop/add date for a session in which a student is actively enrolled and has earned or will have 15 credit hours earned in residency with UI&U at the end of the current session.
- Students are required to pay for Certified Learning (CL) credits at the time the CL packet is submitted to the Academic Support Services Department. The preferred method of payment is by credit card. Student success coaches have the credit card authorization form.
- Certified Learning credits cannot be applied to satisfy General Education classes/credits, nor any coursework/credits in the Social Work major.

Transfer Credit / Advanced Standing Policies

Union Institute & University may accept credits in transfer from regionally accredited colleges and universities and via academic agreements. Union Institute & University reserves the right to apply, or not to apply, acceptable transfer credit toward its degree requirements. The Student Success Coach submits recommendations to the Academic Support Services Department for the review and approval of acceptable transfer credits applicable to a degree. Students may be required to supply course descriptions of transfer courses to determine their applicability to the degree program. Union Institute & University accepts credits in transfer as follows:

- B.S. program and the B.A. with a major in Psychology may accept a maximum of 90 semester credits as advanced standing/transfer credit.
- UI&U requires a grade of C- or better unless credit with a D grade is part of a program for which an associate degree with a minimum 2.0 GPA was awarded by a regionally accredited school.
- Courses with D-, D, or D+ that are not part of an earned associate's degree from a regionally accredited college will not be transferred.
- An earned Associate of Arts or Associate of Science (only A.A. or A.S. degrees) from a regionally accredited institution will fulfill the general education requirements in the B.S. or B.A. programs.
- An earned Associate of Arts or Associate of Science (A.A. or A.S.) degree earned at a foreign institution will not fulfill the general education requirements in the B.S. or B.A. programs.

- An official foreign transcript evaluation stating that the student has an earned equivalent of a B.S. or B.A. degree from a regionally accredited United States institution will fulfill the general education requirements in the B.A or B.S. degree programs.
- Courses from non-regionally accredited institutions may be considered on a course-by-course basis if the institution's accrediting agency was recognized by both the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE) at the time of attendance.
- UI&U requires a grade of C- or better for credit from non-regionally accredited (USDE and CHEA recognized) institutions.
- A maximum of four semester credits may be accepted from normally transferrable physical education activity courses; a maximum of eight semester credits may be accepted from normally transferrable physical education theory courses.
- A maximum of eight semester credits may be accepted from normally transferrable English as a second language courses.
- Up to 90 international transfer credits may be accepted. Students must provide a course-by-course evaluation performed by a NACES or AICE member organization.
- American Council on Education (ACE) credit recommendations from formally evaluated extra-institutional training programs will be accepted.
- A total maximum of 60 transfer credits may be accepted in combination from all non-regionally accredited sources (e.g., Certified Learning, ACE credits, POST, CLEP, DSST, International Baccalaureate).
- A total maximum of 90 transfer credits may be accepted in ACE credit recommendations on a student's military educational and occupational experience from Joint Services Transcripts, provided no other credits from non-regionally accredited sources are in consideration for transfer.
- Courses awarded through a prior agreement (articulation and/or academic agreements) will be accepted.
- Transfer credits must be recorded in semester or quarter hours. Coursework recorded in Continuing Education Units (CEUs), clock hours, or any other measure by the originating institution may not be considered for transfer.
- Transfer credits recorded in quarter-hours are converted to semester credit hour equivalents.
- Previously awarded transfer credit will be deducted if coursework is repeated.
- The B.S. program may accept transferable vocational/technical credits in transfer from regionally accredited colleges and universities as elective credit.

- Only undergraduate coursework will be accepted toward an undergraduate degree. An exception is made for the UI&U B.A. and B.S. majors that have approved dual enrollment collaboration agreements with a UI&U master's program.
- Capstone courses used to fulfill a major's culminating graduation requirement (CGR) must be taken as a UI&U course.

Union Institute & University also accepts credits in transfer from the following nationally accepted college-level examination options:

- College-Level Examination Program (CLEP)⁵ general and subject examinations.
- International Board Certified Lactation Counseling certificates.
- Defense Activity for Non-Traditional Education Support (DSST)⁶ examinations.
- Advanced Placement (AP) examinations.
- Excelsior College Examinations.
- New York University (NYU) Proficiency Testing in Foreign Languages.
- International baccalaureate exams with an official score report with scores of four or more on higher level exams.
- UI&U credit for departmental credit by exam, experiential learning and other non-traditional learning credits (CLEP, AP, IB) will be awarded under the following conditions:
 - Credits are earned at a regionally accredited institution or an institution that is accredited by an accrediting body recognized by both the Council for Higher Education Accreditation (CHEA) and U.S. Department of Education (USDE).
 - Originating institution must designate credits as college level.
 - An earned grade of C- or better or its equivalent (Pass/Credit/Satisfactory).
 - Credits must be listed on the official transcript with a course number and credit hours.
 - The minimal acceptable score for CLEP and DSST credit by examination is the ACE recommended score.
- **It is strongly encouraged that official score reports or transcripts for all examinations be received in the Academic Support Services Department by the drop/add date of the second-to-last session of a student's active enrollment prior to graduation.**

Remedial courses, duplicate credit, and continuing education units (CEUs) are not accepted in transfer.

⁵ Students may take the exam at any CLEP–designated testing center.

⁶ Union Institute & University may give credit consideration to other nationally accepted college-level examination programs. Consult with a student success coach for more details.

Transfer of Credit or Credentials from UI&U to Other Institutions

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Union Institute & University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the baccalaureate, master's, doctoral, or certificate credits you earn in an educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Union Institute & University to determine if your credits or degree, diploma, or certificate will transfer.

UI&U Continuing Education Transfer to Undergraduate Degree Policy Statement

The Center for Workplace Advancement (CWA) program is housed under the UI&U non-degree programming division named Educational Transformation and Strategic Alliances. The Center for Workplace Advancement program offers non-degree seeking students, employed in industries which have a signed memorandum of agreement with Union Institute & University, enrollment in approved UI&U Bachelor of Science or Bachelor of Arts curriculum courses for undergraduate credit.

The following academic policy statements replace any previous university catalog statements about the internal transfer of credit and undergraduate degree residency requirements for non-degree students enrolled in the Center for Workplace Advancement program:

- All UI&U Bachelor of Science courses and credits earned by non-degree students in the Center for Workplace Advancement program will be accepted as internal transfer credit to the Bachelor of Science or Bachelor of Arts degree programs.
- Quality points associated with UI&U bachelor's degree course letter grades earned by a CWA non-degree student will transfer to the UI&U B.S. or B.A. degree program and will calculate into the student's final degree grade point average (GPA) where applicable.
- UI&U B.S. curriculum course credits earned by non-degree students enrolled through the Center for Workplace Advancement program will count toward the minimum number of UI&U sponsored coursework semester hours required to earn a bachelor's degree.

The preceding policy change also revises the residency requirement for a bachelor's degree for students from the Center of Workplace Advancement program.

General Education Requirements at Union Institute & University

Union Institute & University (UI&U) values general education as the heart of every baccalaureate degree. We recognize that a common understanding of critical thinking, mathematical reasoning, and written communication are fundamental to any scholarly or professional endeavor.

General education courses at UI&U are designed to integrate skills and knowledge gained with the student's major. The topics-based courses introduce students to the world of questions, written expression, broad philosophical topics, artistic expression, the scientific method, quantitative reasoning, and knowledge of worldwide and regional social concerns. The goal of general education is to enable the student to understand the human legacy: the contemporary world and the student's place in it, as well as the ideas and aspirations that have motivated human thought and action throughout history. General education courses provide the foundation for a full and successful professional, personal and community life.

Together, the general education courses and the courses in a student's major aim to encourage mental agility, to broaden the adult student's intellectual horizons, and to develop an openness to change.

A Union Institute & University education encourages students to take personal responsibility for their own lives. Education at UI&U also endeavors to engage, enlighten, and empower students to further acquire, apply, and create knowledge for a lifetime of learning and service.

Undergraduate (B.A & B.S.) General Education Requirements

UI&U General Education courses are permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Of the minimum 120 credit hours required for award of the bachelor's degree, every undergraduate student will earn at least 36 credits in general education course/credits. Students may select the general education course that interests them in each domain. In addition to the 10 required courses, the student will select additional general education courses to complete the 36 credit hours requirement. The general education distribution is as follows:

General Education Domains

36 credit hour minimum

- College Writing (2 courses minimum) - to be taken in sequence
- Quantitative Reasoning (1 course minimum)
- Civilization and Human Legacy (2 courses minimum)
- Creation and Criticism of the Arts (1 course minimum)
- Social Systems and Behavioral Sciences (2 courses minimum)
- Observation & Analysis of the Natural World (2 courses minimum)**

**** B.A. students may enroll in one Observation & Analysis of the Natural World and substitute a second course from another domain toward completion of general education requirements.**

- COLLEGE WRITING (2 courses taken in sequence)
Union Institute & University recognizes that an ability to process, interpret, and express ideas in a coherent and organized manner is an essential skill for responsible and educated citizens. Moreover, good writing is necessary for clear communication to ensure academic, personal and professional success. This domain includes academic and expository writing.
- QUANTITATIVE REASONING (1 course)

Union Institute & University values critical thinking and the ability to assess and synthesize ideas. An awareness of quantitative theory, methods, and practice is one building block of critical thinking. This domain builds undergraduate students' abilities to make inferences and draw conclusions from numerical data, as well as interpret statistics.

- CIVILIZATION AND HUMAN LEGACY (2 courses)**
 Union Institute & University values the exploration of ideas and issues from multiple perspectives. The rich diversity of human activities and thoughts is recorded in great detail, in many forms, and in many languages. This evidence is apparent in history, literature, religion/spirituality, and philosophy. Study in this domain will encourage the assessment, synthesis and new interpretation of experiences and ideas from multiple perspectives.
- CREATION AND CRITICISM OF THE ARTS (1 course)**
 Union Institute & University appreciates the multiple perspectives of life as experienced by artists. This domain addresses an understanding of aesthetic experience through study and studio work in the primarily non-verbal fine arts: painting, drawing, photography, music, or other creative arts. Courses in this domain may include a studio component.
- SOCIAL SYSTEMS AND BEHAVIORAL SCIENCE (2 courses)**
 Union Institute & University recognizes the common benefit of understanding social systems and the contributions that people from diverse backgrounds and cultures have had on the development of society as a whole. These courses address human behavior, interactions between and among people, and environmental impact on established social systems, structures, and forums. Calling for critical reflection on individual, social, and environmental interactions and concerns, this domain includes anthropology, economics, political science, psychology and sociology.
- OBSERVATION AND ANALYSIS OF THE NATURAL WORLD (2 courses)****
 Union Institute & University recognizes the importance of critically analyzing the multiple perspectives of processes that govern the natural world. This domain involves a study of the structure and behavior of the physical and natural world through unbiased observation, systematic experimentation and validation. It introduces students to a world of interactive and interrelated systems. Students will develop an understanding and appreciation of scientific inquiry and use of evidence-based research in the formulation of scientific theories. Courses in this domain may include a laboratory experience. Examples of academic areas in this domain are geology, earth science, physics, biology and astronomy.

General Education Domain	Prefix	Subject Area
College Writing	GWRI	College Writing
Quantitative Reasoning	GMAT	Mathematics
	GSTA	Statistics
Civilization and Human Legacy	GHIS	History
	GHUM	Humanities
	GLIT	Literature
	GPHI	Philosophy

	GREL	Religion
Creation and Criticism of the Arts	GART	Art
	GFLM	Film Studies
	GMUS	Music
Social Systems and Behavioral Science	GANT	Anthropology
	GECO	Economics
	GPSY	Psychology
	GSBS	Interdisciplinary Social & Behavioral Sciences
	GSOC	Sociology
Observation and Analysis of the Natural World	GBIO	Biology
	GCHM	Chemistry
	GENV	Environmental Studies
	GGEO	Geology

General Education Courses in the Undergraduate Degree Programs

The following UI&U undergraduate courses are approved to fulfill general education domains:

(Course descriptions are listed after the B.A./B.S. program majors.) To better identify and distinguish courses that are approved for the general education curriculum a unique prefix for a general education course has been developed. All approved general education courses will start with the letter “G” (for gen ed). This will allow for clear identification when students select classes for registration.

College Writing – Gen Ed code: CW

- GWRI 101 The Writer Within (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GWRI 102 Designing an Effective Research Paper (3 cr.)
 - Prerequisite: GWRI 101
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GWRI 202 Writing in Your Field of Study (3 cr.)
 - Prerequisite: GWRI 102
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.

Creation and Criticism of the Arts – Gen Ed code: CA

- GART 115 A Visual Adventure (3 cr.)
- GART 120 Ethics of Documentary Film (3 cr.)
- GART 125 Humor in the Visual Arts (3 cr.)
- GMUS 105 Sound and Meaning in the 20th Century
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.

Civilization and Human Legacy – Gen Ed code: HL

- GHIS 110 Civil Rights in the United States (3 cr.)

- GHIS 205 The History of American Social Welfare (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GHIS 220 Political History of the Modern Middle East (3 cr.)
- GLIT 155 International Crime Fiction (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GLIT 160 Literature as an Expression of the Human Experience (3 cr.)
- GLIT 225 Introduction to Modern Irish Literature (3 cr.)
- GLIT 230 Latino American Literature (3 cr.)
- GREL 150 Contemporary World Religions (3 cr.)

Social Systems and Behavioral Science – Gen Ed code: SS

- GANT 110 Who Are We: An Introduction to Anthropology (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GANT 220 Folklore of Childbirth (3 cr.)
- GECO 221 Government and Economics – Macroeconomics (3 cr.)
- GECO 222 The Impact of Personal Choices – Microeconomics (3 cr.)
- GPSY 120 Essential Topics of Psychology (3 cr.)
- GSBS 110 Stone Tablets to Twitter: A Social History of Communications (3 cr.)
- GSBS 220 Human Misunderstanding: Sources and Solutions (3 cr.)
- GSOC 101 Understanding Our Social World (3 cr.)
- GSOC 215 Society Through Popular Media (3 cr.)

Quantitative Reasoning – Gen Ed code: QR

- GMAT 105 Contemporary Mathematics (3 cr.)
- 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GMAT 115 College Algebra (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GSTA 221 Statistics for the Professional (3 cr.)

1 cr. hour corequisite reading option is available – see Student Success Coach.)

Observation and Analysis of the Natural World – Gen Ed code: NW

- GBIO 201 Biological Warfare: Weaponizing the Field of Biology (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GBIO 225 From Healthy to Ill and Vaccines to Epidemics (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GCHM 230 Buffers and Decomposition (3 cr.)
- GENV 205 From Garbage to Greenhouse Gases: Understanding the Impact of Today's Society on the Environment (3 cr.)
 - 1 cr. hour corequisite reading option is available – see Student Success Coach.
- GGEO 125 From Big Bang Theory to Climate Change: The Science Behind the Theories (3 cr.)
- GGEO 220 Geology of Natural Disasters: Tsunamis, Earthquakes, and their Social Implications (3 cr.)

Additional qualifiers for general education requirements:

- There is an optional one-credit hour reading lab or studio (+1 course) available for some general education courses that can be taken as a corequisite with a three-credit hour general education course. For example, a student who takes the three-credit hour Geology of Natural Disasters course with the optional one-credit hour reading lab will be

awarded four (4) credit hours in that subject area. Students should consult with their student success coach and/or the instructor about the availability of a one-credit corequisite with a specific general education class.

- A +1 course cannot be added through web registration; see your student success coach to add the one-credit corequisite.
- Students who matriculated prior to July 1, 2014, may take an unlimited number of +1 courses as corequisites with a three-credit general education class.
- Students may only enroll in a maximum of two +1 courses.
- UI&U special topics courses (190/290/390/490) and independent study courses (100/200/300/400) cannot be used to satisfy general education requirements.

Requirements in the Major

In addition to the general education requirement, B.A. and B.S. students must complete at least 48 credit hours of required and elective coursework in the selected major, of which at least 20 credit hours must be upper-level learning (generally identified as 300 and 400-level courses completed while enrolled at UI&U). Each major has identified both required and elective courses.

Undergraduate 3+1 Credit Hour Courses

The U.S. Department of Education and the Higher Learning Commission require member institutions to develop and administer a policy regarding UI&U's definition of a credit hour. It is important to UI&U that our courses provide a robust academic experience to our students. UI&U recognizes the need to demonstrate that four-credit hour courses have the appropriate rigor and experience. Some selected undergraduate general education courses have three (3) credit hours with an optional plus one (+1) corequisite reading course. Effective Fall 2019, the majority of all undergraduate majors (excluding Social Work courses) with previously approved four-credit-hour courses are offered with the 3 +1 model.

In conjunction with a 3-credit hour course, there will be a required +1-credit-hour supplemental course corequisite that includes either a) one or more selected readings, or b) an aligned assignment to provide the student with an opportunity to explore an in-depth topic within the competencies of each corequisite 3-credit hour course. This model also provides a broader context associated with University Outcome III (Ethical and Social Responsibility) or IV (Social and Global Perspectives).

Undergraduate majors with the 3+1 course offerings will provide a one (1)-credit-hour supplemental course that:

- Serves as a corequisite with a specific 3-credit-hour course and either:
 - Aligns with University Learning Outcomes III or IV with one or more additional readings totaling approximately 75 pages or more and assigns a minimum 1,500 words writing assignment, or
 - Provides practical experience for application of competencies.

Students will register for a 3-credit-hour course **and** the corequisite 1-credit-hour supplemental companion.

The 3-credit-hour course may not be taken without the 1-credit corequisite. And, the 1-credit-hour corequisite cannot be taken without the 3-credit-hour course. The 1-credit-hour requirement is purposefully designed to be supplemental to the 3-credit-hour class.

Students are assigned two separate grades for the 3-credit class and the 1-credit-hour class. The 3-credit-hour class will be graded on a letter grade basis (A,B,C,D,U). The 1-credit-hour class will be graded on a Satisfactory/Unsatisfactory (S/U) basis that does not contribute to the grade point average.

Qualifiers:

1. If the 3-cr. course is passed, but the +1-cr. corequisite is failed:
The student may retake the +1 cr., but the student success coach must submit a Change of Status form to the Registrar's Office to add the +1 class alone.
2. If the 3-cr. course is failed, but the +1 corequisite is passed:
The student may retake the 3 cr.-hour class without the +1 cr., but the student success coach must submit a Change of Status form to the Registrar's Office to add the 3-cr. class alone.
3. If the student drops the 3-cr. class, the +1 corequisite must be dropped as well, and vice versa.
4. If the student is Never Engaged/NE in the 3-cr. class, the +1 corequisite will be treated as Never Engaged/NE too.
5. If the student is engaged in the 3-cr. class, but not the +1 corequisite, the student will be treated as engaged in both classes.

If the major program requires that courses must be passed with a C grade or higher, and the student earns a C in the 3-credit-hour class, but an Unsatisfactory/U grade in the +1-credit-hour corequisite, the student will have satisfied the major's requirement, but will need to register for an additional credit hour course (one credit or more) to reach the required 120 credit hours to complete the degree.

Degree / Credit Hour Requirement Summary

A student must earn a minimum of 120 semester credit hours with a minimum 2.00 cumulative grade point average in the major and a 2.00 cumulative grade point average in the overall UI&U enrollment, in order to earn the Bachelor of Science or Bachelor of Arts degree. At least 30 semester credit hours must be courses taken while enrolled as a B.A. or B.S. degree-seeking student at Union Institute & University. The maximum credit from all sources other than UI&U sponsored courses is 90 credits. For B.A. majors, 20 credits must be upper level in the psychology major taken at UI&U. For B.S. majors, at least 32 semester credit hours must be upper level, of which 20 semester credits must be at the upper level in the major, and taken at UI&U.

Degree Completion Summary

Major **48 credit hour minimum**

General Education Domains **36 credit hour minimum**

- College Writing (2 courses minimum) taken in sequence
- Quantitative Reasoning (1 course minimum)

- Civilization and Human Legacy (2 courses minimum)
- Creation and Criticism of the Arts (1 course minimum)
- Social Systems and Behavioral Science (2 courses minimum)
- Observation & Analysis of the Natural World (2 courses minimum)**

**B.A. students may enroll in one course in this domain and substitute a second course from another domain toward completion of the general education requirements.

Electives (not specific to the major or general education)	No limit
MINIMUM TOTAL	120 semester credit hours

Registration Policies and Procedures

Registration

Students are required to register prior to the start of classes for courses identified in their degree audit. Students must meet with their student success coach to ensure that the coursework is taken in proper academic sequence and follows the degree audit for degree completion requirements. Registration should take place as early as possible prior to the start of a term to ensure timely access to the syllabus, books, and other course materials. Students with a past due student account balance must obtain financial clearance from the Business Office prior to registering for a new term. B.S. and B.A. Psychology students register through CampusWeb via web registration.

Registration also indicates an acceptance of financial liability for tuition obligation and consent that submitted coursework may be periodically checked by plagiarism detection software. Students must actually commence attendance and engagement in coursework to establish eligibility for financial aid. Refer to the Registration Agreement required of all students prior to registration.

Registration Agreement

A student’s registration for courses/credits with Union Institute & University (UI&U) is contingent upon a registration agreement as follows:

“I am registering for the current academic term/session. I certify that I have read the current registration and tuition policies and that I understand the terms under which I am enrolled. I assume financial responsibility for all tuition and fees assessed and agree to pay them. I understand that transferability of credit to another institution is at the discretion of the accepting institution. I further understand that it is the responsibility of the student to determine if credits earned while enrolled at Union Institute & University will be accepted by another institution. I understand that my assignments will be checked for plagiarism and may be scanned with plagiarism detection software.

All outstanding tuition account balances are considered qualified educational loans under I.R.C. 221 and are extended with the express understanding that future repayment shall be made to the university. I further understand my acceptance of these terms represents my acknowledgment and acceptance of my tuition account balance qualifying as a qualified education loan under I.R.C. 221, and as such, its exemption from discharge under the federal bankruptcy code, 11 U.S.C. 523 (a)(8).

In the event I default on this agreement and it becomes necessary to place this account for collection, I also agree to pay collection agency fees, which may be based on a percentage

at a maximum of 33.33%, and all costs and expenses, including reasonable attorney's fees, possibly incurred by UI&U in such collection efforts.

I authorize Union Institute & University and/or its agents, including attorneys and/or collection agencies, to contact me via cellular telephone and/or all forms of electronic technology (including text messaging and email), unless I notify such party in writing to cease such communications."

UI&U students must approve this registration agreement electronically before gaining access to register in web registration through CampusWeb or by signing a hard copy or electronic registration form, with or without an email acknowledgment.

After a student agrees to the registration agreement, the student success coach must review and approve their advisee's course/credit hour selections before the registration becomes official. Students with a past due student account balance must obtain financial clearance from the Business Office before registering for a new term. Registrations must be filed by the published deadline in order to remain in the program. When web registration closes, any registration changes must be approved by the student success coach and then submitted to the Registrar's Office by the student success coach via the Add/Drop/Withdrawal Request in CampusWeb.

Students also have the opportunity to explore areas of special interest within most majors through special topics courses (designated by the course numbers of 190/290/390/490) or individually designed independent studies (course numbers of 100/200/300/400). Special topics courses are designed by faculty members and are offered as elective credit on the course schedule. Independent study coursework is proposed through a learning agreement which contains all of the elements of a course syllabus. The individualized learning agreement is developed by the student in conjunction with the instructor. Assigned faculty must endorse the content of the learning agreement as appropriate to the directed study topic and degree program, and the student's major program chair must approve the learning agreement before the student is eligible to register for the course.

Students must actually commence attendance and engagement in coursework in order to establish eligibility for financial aid. Refer to the undergraduate Attendance and Engagement Policy.

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 eight-week session start date if applicable.

Course Add / Drop and Withdrawal Policy

A student may add or drop a course in CampusWeb via web registration until the last add date of an eight-week session, or 16 week term. Before any registration changes occur, the student needs to consult with their student success coach and the Office of Financial Services. Adds of individual courses are permitted up to the published add deadline date as stated in the academic calendar. Course drops may occur through the end of the term or session; however, the date of the change of registration will dictate any tuition adjustment. The drop/add dates on the academic calendar are for academic purposes only. All tuition adjustments for dropped or withdrawn courses are processed according to the Schedule of Adjustments and are enforced by the Business Office. Courses dropped after the drop/add deadline are assigned a W grade

(for withdrawal) on the academic transcript. The effective date of a drop/add is either the date of postmark, email request, center call, or the date the written request arrives at the student's academic center or the Registrar's Office whichever is earliest. The student and student success coach complete an Add/Drop/Withdrawal Request in CampusWeb and submit to the Registrar's Office for processing. Drop/adds can impact continuing financial aid eligibility, so students should contact the Office of Financial Services immediately if they plan to drop below full-time status (below 12 semester credit hours) and are receiving grants. Students who drop below half-time status (below six semester credit hours) should contact the Office of Financial Services if they are receiving loans. All drop/add requests must be approved by the student success coach.

Dropping or adding courses by the published deadline may alter the student's tuition charges for the semester in the following manner (see also tuition policies):

- 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 term/session.
- If the number of credit hours dropped is greater than the number added, tuition will be adjusted for the difference per the following schedule of adjustments.

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

Schedule of Adjustments*		
	Full Term	Session
Week One	100%	100%
Week Two	100%	50%
Week Three	75%	25%
Week Four	50%	0%
Week Five	25%	0%
Week Six and Thereafter	0%	0%

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

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 following:
 - The date the student notifies the university.
 - The ending date of the previous term if the student fails to register for a new term.
 - 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 their designated campus official. The designated campus official is the student's 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 withdrawal 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.

ADJUSTMENTS OF TUITION AND FEE CHARGES FOR PROGRAM WITHDRAWALS

Adjustments of tuition and fee charges for program withdrawal 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 program length, 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 percentage refunded is 80%.

- If a student withdraws after completing 60% of the program length, 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 will not be 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. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

Attendance and Engagement Policy

Effective Winter Term 2015 for B.A. and B.S. Students

Never Engaged (NE) Students

In order to participate in the federal Title IV student aid programs, UI&U must determine (1) whether a student actually begins attendance in a registered course on or after the term start date; and (2) whether a student who initially attends a course subsequently ceases to attend and thus has withdrawn unofficially from the course.

- Student engagement is primarily determined by completing a particular assignment in CampusWeb during the first two weeks of the session or term. The faculty must have a file upload assignment in a unit named “Engagement” in CampusWeb. The faculty member chooses the particular content of the assignment, and it can be graded or ungraded. If graded, the faculty member can choose whether or not to assign a penalty for late submission.
- The assignment is to be posted in the Engagement unit in CampusWeb, regardless of modality (online, hybrid, or face-to-face).
- For face-to-face or hybrid courses, physical attendance does count toward engagement.
- The assignment is due the first two weeks of the course.
- Engagement is to be shown in the first two weeks of the session or term.
- For online courses and for tutorials, the course begins on the first day of the session or term, so the first two weeks of the session or term and the first two weeks of the course coincide.
- For on-ground courses, the course may begin on or after the first day of the session or term, but the requirement to report NEs is still based on two weeks from the day the session or term begins, not the course.
- Faculty members need to check their roster in CampusWeb frequently during the first two weeks of the session or term to catch students who are being added and dropped during the drop/add period, which affects NE status.
- Faculty members submit an NE form to the Registrar’s Office after the first two weeks of the session/term for all students who have not engaged in the course by way of one of the following:
 - Uploading an Engagement Assignment (preferred method) in CampusWeb.
 - Uploading any assignment in CampusWeb.
 - Posting an initial posting or reply in the Collaborations Forums in CampusWeb.
 - Completing a quiz in CampusWeb.
 - Attending a face-to-face class or teleconference meeting of the class.
 - Being in communication with the faculty member after the course has started with indication student wants to proceed with the course.
- Students reported as Never Engaged in a class by the instructor are dropped from the course effective the day before a session/term start date with a 100% refund.

B.A. / B.S. Grading Policy

Grade Scale

- The Bachelor of Arts and Bachelor of Science programs grade on a letter grade system (A, B, C, D, and U), using a four-point grading scale.
- All registered courses will receive one of the following grade codes at the conclusion of each term or eight-week session within a 16-week term. The following grade summary provides definitions for each grade that may be found in a student’s registration record.

Grade	Criteria

A	Demonstrates clearly outstanding work. 4.00 Quality Points
B	Exceeds expectations as identified in the syllabus or learning agreement. 3.00 Quality Points
C	Meets expectations as identified in the course syllabus or learning agreement. 2.00 Quality Points
D	Below expectations as identified in the course syllabus or learning agreement. 1.00 Quality Points
U	Unsatisfactory work or failure to meet course's learning expectations or timelines. U grades do calculate into the grade point average as attempted credits in a term. 0.00 Quality Points
I	A designation of Incomplete may be assigned if a course is not completed within the enrollment period and the student requests an Incomplete Grade Petition. Refer to the Incomplete Grade Policy in this catalog. The faculty determines whether or not to assign an I grade. An I grade allows an agreed upon extension not to exceed 60 days from the last day of the previous term to complete the coursework. If the student has not satisfactorily completed the work by the end of the maximum 60-day extension, the I will convert to a U grade. The U grade will be posted automatically by the registrar when a course previously graded as Incomplete (I) is not successfully completed within specified program timelines. No credit is earned for the I grade until it is converted to the final grade. Extension of the I grade beyond the 60 days is at the discretion of the program chair. 0.0 Quality Points and does not calculate into the GPA but does negatively impact financial aid satisfactory progress. Refer to the Incomplete Grade Policy
W	Academic work reflects that the student has withdrawn from the course or program at a time when learning activities were in an active term. The W grade is also posted to indicate term registration that is dropped. 0.00 Quality Points and does not calculate into the GPA but does negatively impact financial aid satisfactory progress.

Grade Point Average (GPA)

- The grade point average is obtained by dividing the total number of quality points earned by the total number of quality hours earned. A minimum cumulative grade point average of 2.00 (2.50 for social work majors) is required in the major and a cumulative 2.00 (2.50 for social work majors) in the overall UI&U enrollment for a Bachelor of Arts or a Bachelor of Science degree to be awarded.

Academic Satisfactory Progress Review

Academic program chairs and student success coaches 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 (2.50 for social work majors) will be put on academic probation. At the end of two consecutive 16-week terms on probation, students who have not achieved a cumulative grade point average of 2.0 (2.50 for social work majors) may be administratively withdrawn from the B.A. or B.S. program. Enrollment in the B.A or B.S. program may be extended at the discretion of the program chair and associate 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 (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 the Office of Financial Services.

Incomplete Grade Policy

Effective Winter Term 2015 for B.A. and B.S. Students

Incomplete Grades

- This policy applies to all undergraduate programs.
- A student requests in writing an Incomplete from the faculty member by the deadline for faculty to submit grades (seven (7) days after a session/term ends). The Incomplete Grade Petition is located in CampusWeb/Faculty tab/handouts.
- The student notifies their student success coach of the request.
- The ability for a student to pursue an Incomplete is at the discretion of the faculty member. A faculty member is not required to permit Incompletes in a course.
- The student must have submitted at least 50% of the course assignments (that is, 50% of the available points in the course). The faculty member may require more than 50% if the member chooses.
- The faculty member consults with the program chair.
- The program chair approves or denies the Incomplete.
- The petition when approved is sent to the registrar and the student success coach.
- If the program chair approves the Incomplete, the faculty member, student, and program chair sign a petition for an incomplete grade. The petition indicates the last day that assignments can be submitted. The petition must be signed by the last day for

faculty to submit grades (seven days after the end of a session or term). Electronic signatures are sufficient.

- The student has no longer than the agreed upon time frame not to exceed 60 days from the last day of the session/term to complete all outstanding work.
- If the student is in a social work practicum, maternal child health practicum or internship, has an ADA accommodation, undergoes military deployment, or there are severe extenuating circumstances (such as a prolonged health condition that could require more than the agreed upon time frame not to exceed 60 days, extended military training, etc.), then that student can be given an I grade with approval from the associate vice president for academic affairs.
- The faculty member gives an I grade at the end of the session.
- If the student completes all outstanding assignments within the agreed upon time frame not to exceed 60 days, the student is given the appropriate grade.
- If the student does not complete all outstanding assignments within 60 days, the student is given the appropriate grade.
- If the faculty member does not change an I grade after the agreed upon time frame not to exceed 60 days, the grade automatically turns into a U on day 70.
- There are no extensions for submitting assignments for any reason beyond the 60 days.

Change of Grade Policy

Effective Winter Term 2015 for B.A. and B.S. Students

Grade Changes

- The faculty member must consult the program chair prior to changing a submitted final grade.
- Faculty have 70 days to change an Incomplete grade to a letter grade.
- Other than situations involving I grades, final grades cannot be changed for any reason other than an incorrect grade (e.g., miscalculation of points, credit not given to assignment(s) submitted during the course, wrong grade submitted, an I changed to a U automatically but the assignments were completed during the course and the faculty member did not submit the revised grade, etc.).
- Faculty cannot change a grade due to submission of missing assignments after the end of the session unless they have gone through the Incomplete grade process above.

Probation Policy for B.A. / B.S. Students

Effective Winter Term 2015

Policy

- When a student falls below a 2.0 cumulative GPA (2.5 for social work students), they are placed on academic probation and they need to increase their GPA above 2.0 (2.5 for social work students) by the end of the second term from the point of being placed

on probation to be removed from academic probation or reviewed for a possible administrative withdrawal.

- Financial aid allows for continuing probation as long as each term meets SAP and the student is making progress on cumulative SAP. If the student does not meet SAP during the first term, they can continue their degree on probation without financial aid.

- Fall below SAP at end of summer, must get to SAP by end of spring term.
- Fall below SAP at end of fall, must get to SAP by end of summer.
- Fall below SAP at end of spring, must get to SAP by end of fall.

** See complete timelines below.

(Clock starts at end of term in which student falls below SAP, not when letter is sent.)

Procedure

- By the Friday of the second week of a new term, the executive director/associate director of student support services will send (electronically) the appropriate letter (Probation I, II, III, or administrative withdrawal).
- Student must sign and send back by the third Friday of term (one week later).
- The student success coach will have an immediate conversation with student discussing details of the plan, timeline, and consequences. The student success coach will make any revisions to student schedule, if necessary.
- Students on probation must finish any Incompletes and retake any U in immediate subsequent term.
- Students must show improvement by end of first term after being placed on probation and continued improvement by end of second term after being placed on probation.
- Students must complete all aspects of the plan.
- Failure to go above SAP by end of second term may result in an administrative withdrawal. However, at the discretion of the program chair, a student showing continuous improvement yet needing additional time, may remain on probation for a third term.
- In rare circumstances, the associate vice president for academic affairs may grant a probation IV. Such circumstances would involve a student on probation III for a term, who does not meet the minimum GPA requirement at the end of the probation III term, yet:
 1. The student is within one term of graduation; and
 2. Is showing progressive improvement of their cumulative GPA; and
 3. Could mathematically achieve a 2.00 (or 2.50 for social work majors) at the end of a fourth term on probation.

Student Action Plan

Along with a probation letter signed by the program chair, a plan for helping the student achieve success is included. Actions include:

- Communication with the student success coach at least two times per month (through probation period and then as needed through all remaining terms of student enrollment).
- Minimum of one session with writing and academic tutoring center in each of the next two terms.
- Phone conversation with financial aid counselor (within one month of being placed on probation).
- Direction to resources that can help with the following topics (if needed);
 - Learning styles.
 - Study skills.
 - Time management skills.
 - Life skills.
 - Writing.
 - Library research.
 - Career prep.

Readmission after Dismissal for Unsatisfactory Academic Progress or Conduct

A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want to return to the university must reapply and be accepted after a program director's or program chair's review on a case-by-case basis.

A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

Undergraduate Academic Fresh Start Policy

Approved July 1, 2018

A Union Institute & University undergraduate student, readmitted to a B.S./B.A. degree program after an absence of at least one (1) calendar year, who demonstrates the ability to succeed academically after earning a minimum of 12 semester credits in one or two terms of enrollment following readmission may petition for a Fresh Start option to be applied to their UI&U D and/or U grades prior to being readmitted.

Eligibility Criteria for a Fresh Start opportunity includes:

1. Undergraduate only student readmitted to UI&U after an absence of at least one (1) calendar year.
2. The student left UI&U with a 1.00 or less cumulative grade point average prior to readmission. The provost/VPAA or associate vice president for academic affairs may review and consider Fresh Start requests involving a previous cumulative grade point average up to 1.50.
3. The student, during the first term after readmission, must complete at least 12 credit hours earning at least a 2.00 term grade point average within one or two consecutive terms before applying for the Fresh Start opportunity.
4. The student must submit a Fresh Start Petition to their student success coach, which includes a brief explanation of factors that may have caused poor academic

performance, how conditions have changed, and a plan of action that should result in satisfactory academic performance.

5. The student success coach will give the petition to the appropriate program chair.
 6. The program chair reviews the petition and either approves it or denies it, in consultation with the associate vice president for academic affairs. If the decision is to deny the request, there is no further appeal.
 7. If the petition for Fresh Start is approved by the program chair, up to 12 semester credits of UI&U D and/or U grades from UI&U courses earned prior to readmission will not be factored into the student's cumulative grade point average. The student, in consultation with their student success coach, selects which courses will not apply to the GPA.
 8. D and/or U grades for UI&U undergraduate courses that are approved for Fresh Start will remain on the student's academic transcript; however, they will not be factored into the cumulative grade point average or hours earned. A Fresh Start notation will be entered on the academic transcript with each term impacted by the policy.
 9. The Fresh Start option can be approved only once in a student's academic career with UI&U and cannot be reversed.
-
10. Students with a previously earned associate or baccalaureate degree are not eligible for Fresh Start.
 11. Advance placement credits (transfer credit, credit by exam, certified learning or prior learning) cannot be used to repeat a course that was selected in the Fresh Start option.
 12. If the D and/or U courses approved for Fresh Start are required in the student's major or degree requirements, the required courses must be repeated at UI&U.
 13. Any D and/or U grades that were assigned as a result of a UI&U academic dishonesty case will not be approved to be used in a Fresh Start approval.

Note: There is a Fresh Start Petition and approval process to support implementation of this policy.

Financial Aid Regulations

For financial aid purposes, the Fresh Start policy does not apply. All attempted courses must be included in determining the quantitative and qualitative components of satisfactory academic progress. All courses with U grades must be included in determining academic progress and calculating the grade point average. Also, if a student receives a D grade and wants to retake that course, the credit hours associated with that class cannot be included in determining your enrollment status for the term. D grades are considered by the Department of Education as successful completion of a course so we cannot consider those credit hours again when determining your enrollment status for aid eligibility.

Double Major / Double Degree

Double Major

A student who chooses to have two majors earning one degree must satisfy all requirements for each major simultaneously. No extra semester credit hours beyond the first minimum 120 credit hours for a degree are required.

Double Degree

A student choosing two majors and who elects to earn two separate degrees must earn a minimum of 30 semester hours in residency beyond the 120 credit hour minimum required for

one baccalaureate degree. In this case, the student would need to earn a minimum of 150 semester hours.

Returning Alumni

Baccalaureate alumni returning to UI&U to earn a second major (not a second degree) need to complete the major's requirements in effect at the time of resuming coursework for the second major. If a second UI&U degree is desired, the student must earn a minimum of 30 semester credit hours in residency beyond the first degree. The general education requirements will be waived if pursuing a second UI&U degree.

Graduation Policy

At the conclusion of the student's final term of enrollment, the student's entire academic file, degree audit, and academic course history record undergo an extensive review by the student's major program chair to confirm that all degree requirements have been fulfilled. The student's final graduation packet is forwarded to the Registrar's Office. The registrar performs the final degree certification. The Business Office confirms that all financial obligations to the university have been met. After academic and financial clearances have been confirmed, the Registrar's Office officially notes the degree earned date, degree, major(s), certificate(s) and /or concentration(s) on the academic transcript. The date of graduation is the last day of the month of the student's final term of enrollment. An exception exists for students with Incompletes in field placement. Their graduation date will be the last date of the term when field placement is completed. The diploma and transcripts with the degree noted are mailed to the graduate from the Registrar's Office after all academic and financial clearances are completed. Refer to Academic Transcripts and Diplomas & Certificates policies under the Academic Policies section of this catalog.

B.A. Accelerated Bridge/Dual Enrollment Opportunities

Undergraduate students who excel in the Bachelor of Arts with a major in Psychology program have the opportunity to accelerate their progress into a master's degree program in the final term required to complete the B.A. degree.

B.A. student may choose to accelerate their studies and bridge to:

- The Master of Arts degree with a major in Clinical Mental Health Counseling; Six-nine M.A. semester credits (two-three courses) may be taken in the final B.A. term prior to graduation.
Specific graduate-level classes selected by the program director.

OR

- The Master of Arts fully-online degree program:
Six semester credits/two M.A. courses (MAP 508 & MAP 509) may be taken in the final B.A. term.

Student Qualifications:

1. Have earned 60 credits or more, with at least 16 credits completed at UI&U and a minimum cumulative grade point average of 3.00.
2. For the M.A. with a major in Clinical Mental Health Counseling bridge, the B.A. student is to have completed four core courses in the psychology major.

Qualified undergraduate students are advised by their student success coach in pursuing the accelerated bridge option. The student success coach assists the student through completion of the final B.A. term in selecting and registering for the appropriate M.A. courses, and applying for the selected M.A. degree program. The student success coach will collaborate with the Registrar's Office in the bridge registration process.

Students wishing to bridge to the M.A. with a major in Clinical Mental Health Counseling have specific admission requirements before acceptance and enrollment into the bridge option to ensure appropriate preparedness for counseling related work because the program is a licensure track program. These requirements are:

- The B.A. student must complete the M.A.-Clinical Mental Health Counseling application with corresponding documents (transcripts, three (3) letters of recommendation with one being from a faculty member, a CV, and letter of intent).
- The student will interview with the MA-CMHC program director before being approved for the bridge opportunity, including provisional admittance to the master's degree program, and registration in M.A. classes as an undergraduate student.

How the Bridge Option Works:

- The M.A. graduate-level credits earned in the student's final B.A. term will satisfy the B.A. degree requirements. These credits may be internally transferred toward the selected M.A. degree program after the B.A. degree is earned.
- The student must receive a grade of B or above in each masters-level course to have these credits later applied to the M.A. degree program as internal transfer credit.
- A B.A. student may need to enroll in additional undergraduate credit hours/courses in the term with M.A. classes to complete B.A. degree requirements.
- Tuition and fees for the M.A. credit classes, taken as an undergraduate student, will be charged the undergraduate per credit hour rate.

- Students enrolled in the accelerated program are eligible for federal, state, and institutional aid per the rules, regulations, and guidelines governing the awarding of such aid. Students in the final semester of the B.A. are considered undergraduates for federal financial aid purposes.
- The masters-level courses will be registered on the undergraduate transcript and include a note as “Accelerated B.A. to M.A.” or “Accelerated B.A. to MA-CMHC Program.”
- Students in the accelerated program will receive whole grades only (no plus/minuses).
- If a grade (B or better) is not earned in the masters-level courses, credits will be posted to the undergraduate transcript. With passing grades (C or above in PSY major core courses) and all other degree requirements satisfied, the B.A. degree will be completed. However, no credits will be internally transferred to the M.A. program should the student matriculate to a master’s program.
- After the B.A. degree is awarded and the student is accepted into the M.A. program, the M.A. courses (with grades of B or above) will be internally transferred to the graduate M.A. transcript.

Bachelor of Arts Major Description

Bachelor of Arts Major in Psychology

With Optional Concentrations in Forensic Psychology, Holistic Psychology, or Addictions Studies

Minimum Credit in the Major - 48 Credit Hours

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 21-1099 Community and Social Service Specialist; 31-1013 Psychiatric Aides; 21-1093 Social and Human Service Assistants; 13-1071 Human Resources Specialists; 11-9151 Social and Community Service Managers; 41-3011 Advertising Sales Agents; 21-1011 Addiction Counselors; 21-1012 Educational Guidance, School, and Vocational Counselor; 333012 Correctional Officers and Jailers.

Students majoring in psychology will develop knowledge and skills preparing them for a variety of careers in the mental health and human services field at the baccalaureate level. In addition, the focus of this program offers ideal preparation for students interested in pursuing a career in clinical or counseling psychology requiring graduate-level study. This preparation is accomplished by focusing on four domains of learning. Graduates of this major will be able to demonstrate:

1. Knowledge and comprehension of the major concepts, theoretical perspectives, and historical trends in the field and be able to apply psychological principles to behavioral problems.
2. Scientific reasoning and problem solving, including effective research methods.
3. Ethically and socially responsible behaviors relevant to psychology in increasingly diverse social contexts.
4. Psychology specific content and skills, including self-reflection, project management, and career preparation.

Psychology majors may select electives from a general program or elect an area of concentration within the major as described below.

- **Forensic Psychology (FPY):** This concentration focuses on the interface between psychology and the law. It focuses on knowledge and skills integral to careers in the criminal justice system, law enforcement, and correctional psychology.
- **Holistic Psychology (HPY):** This concentration focuses on the interrelationships among health, psychology, and spirituality. It focuses on knowledge and skills needed to be successful in careers such as holistic health, counseling, and spiritual direction.
- **Addictions Studies (ADDs):** This concentration focuses on knowledge and skills specific to applied work in the addictions field. It focuses on topics such as theories of addiction, assessment, and therapeutic methods.

Learning Outcomes: Upon completion of the B.A. with a major in Psychology, students will be able to:

- Analyze key concepts, principles, and overarching themes in psychology.
- Describe and evaluate the impact of psychological factors on lifespan development.
- Consider multiple perspectives in psychology.
- Demonstrate psychology information literacy.
- Evaluate psychological science and practice in light of professional ethical standards.
- Recognize values that support diversity and social justice.
- Integrate psychological content and skills in career and personal goals.
- Express self-reflection in relation to learning, career, and personal goals.

Students completing the major with a concentration in Forensic Psychology (FPY) will also be able to:

- Discuss the roles and responsibilities of a clinician working within the legal system.
- Evaluate key concepts regarding criminal behavior.
- Evaluate ethical conflicts within the addictions field and articulate ethical responses.

Students completing the major with a concentration in Holistic Psychology (HPY) will also be able to:

- Discuss the interaction of psychological, physical, and spiritual factors on health and wellness.
- Integrate contemplative and mindfulness techniques and describe approaches to teaching these techniques to others.

Students completing the major with a concentration in Addictions Studies (ADDS) will also be able to:

- Discuss and evaluate theories and research regarding addictions etiology and treatment.
- Formulate socially and culturally responsive approaches to diverse populations.
- Evaluate ethical conflicts within the addictions field and articulate ethical responses.

Students in a concentration track will take electives within the concentration area. It is possible to select more than one concentration.

Summary of B.A. with a Major in Psychology Degree Requirements

- Upon successful completion of all requirements, the university awards the degree of Bachelor of Arts with a major in Psychology.
- A minimum of 120 semester hours of credit are required for the award of the degree. Additional semester hours may be required to fulfill all degree requirements.
- Students must meet the B.S./B.A. general education requirements of 36 semester hours in the specified domains.
- B.A. students may enroll in one Observation & Analysis of the Natural World and substitute a second course from another domain toward completion of general education requirements.
- A maximum of 90 credits may be transferred. At least 30 semester credits must be earned in UI&U sponsored courses.
- The major in psychology requires a minimum of 48 credits. Of these, 20 credits must come from upper-level psychology courses. All students are required to complete eight required core courses (24 credits) in the major. In addition, students will complete 24

credits (6-8 courses) in major electives. Of these a minimum of three courses will be "PSY" major electives. Please refer to chart of PSY major electives.

- A minimum grade of C is required in core courses in the major.
- The Capstone Portfolio will be taken at the end of the degree program.
- Students in a concentration track will take electives within the concentration area. A minimum of 3 courses (9-12 credits) is required to declare a concentration. Students may declare a concentration at any time prior to the capstone term, subject to course availability.

Core Courses in the Major (Required for all concentrations; three credit hours each- totaling 24 credits)

PSY 209	The Helping Relationship
PSY 229	Child Development: Contexts for Growth
PSY 230	Adult Development: Perspectives on Human Flourishing
PSY 235	Research Methods in Psychology
PSY 350	Personality Theories: Frameworks of Understanding in Psychology
PSY 351	Abnormal Psychology: Explorations through Film
PSY 352	Community Psychology: Cultural and Global Perspectives

The following general education courses are required for PSY majors:

GPSY 120 Essential Topics in Psychology (3 cr.)
(Satisfies general education credit in the Social Systems and Behavioral Science domain.)

GSTA 221 Statistics for the Professional (3 cr.)
(Satisfies general education credit in the Quantitative Reasoning domain.)

Students in a concentration track will select at least three electives from within their concentration area (see chart below). Most core courses in the major offer opportunities for individual learning projects. Students in a concentration area are encouraged to develop projects focused in their concentration area. Students in the general program may select electives from any of the concentrations.

Course	(GP) General Program – No Concentration	(FPY) Forensic Psychology Concentration	(HPY) Holistic Psychology Concentration	(ADDS) Addictions Studies Concentration
Criminal Behavior PSY 353 (3 cr.)	GP	FPY		
Mindfulness Based Therapies PSY 440 (3 cr.)	GP		HPY	ADDS
Altruism, Empathy and Compassion PSY 441 (3 cr.)	GP		HPY	
Life Stories & Spiritual Development PSY 442 (3 cr.)	GP		HPY	ADDS
Alcohol and Drug Abuse Counseling PSY 354 (3 cr.)	GP	FPY		ADDS
Art Therapy: Theories and Methods PSY 355 (3 cr.)	GP		HPY	ADDS
Forensic Psychology PSY 356 (3 cr.)	GP	FPY		
Independent Study PSY 100, 200, 300, and/or 400	GP	FPY	HPY	ADDS
Special Topics Course PSY 190, 290, 390, and/or 490	GP	FPY	HPY	ADDS
Counseling: Theories and Practice for the Skilled Helper PSY 443 (3 cr.)	GP	FPY	HPY	ADDS
Organizational Psychology PSY 402 (3 cr.)	GP			
Psychology of Women PSY 329 (3 cr.)	GP	FPY	HPY	ADDS
Social Psychology PSY 316 (3 cr.)	GP	FPY	HPY	ADDS
Military Psychology PSY 357 (3 cr.)	GP			
Drug and Alcohol Counseling II PSY 358 (3 cr.)	GP	FPY		ADDS
Gangs and Gang Subcultures CJM 330 (3+1 cr.)	GP	FPY		
Drugs in Society CJM 309 (3+1 cr.)	GP			ADDS
Forensic Science Management FOR 310 (3+1 cr.)	GP	FPY		
Multicultural Issues in Child Development CHD 303 (3+1 cr.)	GP			
Adolescent Development CHD 308 (3+1 cr.)	GP			
The Exceptional Child CHD 304 (3+1 cr.)	GP			
Mood Disorders in the Perinatal Period MCH 380 (3+1 cr.)	GP			
Negotiation and Conflict Resolution LDR 410 (3+1 cr.)	GP			

*PSY (100, 200, 300, and/or 400) Independent Study may be taken up to two times with approval from the program chair. Students are encouraged to design independent studies within their concentration area. PSY (190, 290, 390, 490) Special Topics courses may be taken up to two times with approval of the program chair. Both Independent Study and Special Topics courses may be from 1-3 credits, depending on the offering.

Program Note: Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include:

- Prior learning that meets program criteria for acceptance.
- General education courses (beyond those required by the program).
- Courses offered through other majors.
- Individually-designed courses may be developed by the student in consultation with a faculty member and submitted using the Learning Agreement form.

All additional electives must be endorsed by the program chair and documented in the approved degree completion plan.

Program Costs for 2020-2021

Program: Bachelor of Arts with a Major in Psychology		
Total Credit Hours: 120		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128		
CIP Code: 42.0101		
Tuition (Per Credit): \$545.00/Credit Hour Credits for Degree: 120	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full time	+ \$880 for 10 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$6,000 for 10 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)**	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 Tech Fee + \$600 Est. Book)**	= \$7,228.00	
+ + Non-refundable STRF charges - {\$0.00 per \$1,000.00}; Certified Learning Assessment Fee \$65/Credit		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

B.S. Accelerated Bridge/Dual Enrollment Opportunities

Undergraduate students who excel in the Bachelor of Science degree program within specific majors have the opportunity to accelerate their progress into a master's degree program in the final term required to complete the B.S. degree.

B.S. students with a major in Business Management, Criminal Justice Management or Emergency Services Management may choose to accelerate their studies and bridge to:

- The Master of Science in Organizational Leadership (MSOL) degree program. Six MSOL semester credits/two courses (LDR 601 & LDR 602) may be taken in the final B.S. term prior to graduation.

OR

B.S. students with a major in Maternal Child Health: Human Lactation may choose to accelerate their studies and bridge to:

- The Master of Arts fully-online degree program. Six semester credits/two M.A. courses (MAP 508 & MAP 509) may be taken in the final B.S. term prior to graduation.

Student Qualifications:

- Have earned 60 or more credits with at least 16 credits completed at UI&U and a minimum cumulative grade point average of 3.00.

Qualified undergraduate students are advised by their student success coach in pursuing the accelerated bridge option. The student success coach assists the student through completion of the final B.S. term by selecting and registering for the appropriate master's-level courses and applying for the selected master's degree program. The student success coach will collaborate with the Registrar's Office in the bridge registration process.

How the Bridge Option Works:

- The MSOL or M.A. graduate-level credits earned in the student's final B.S. term will satisfy the B.S. degree requirements. These credits may be internally transferred toward the selected master's degree program after the B.S. degree is earned.
- The student must receive a grade of B or above in each masters-level course to have these credits later applied to the master's degree program as internal transfer credit.
- The B.S. student may need to enroll in additional undergraduate credit hours/courses in the term with graduate-level classes to complete B.S. degree requirements.
- Tuition and fees for the master's credit classes, taken as an undergraduate student, will be charged the undergraduate per-credit-hour rate.
- Students enrolled in the accelerated program are eligible for federal, state, and institutional aid per the rules, regulations, and guidelines governing the awarding of such aid. Students in the final semester of the B.S. are considered undergraduates for federal financial aid purposes.
- The masters-level courses will be registered on the undergraduate transcript and noted as "Accelerated B.S. to MSOL" or "Accelerated B.S. to M.A. Program."
- Students in the accelerated program will receive whole grades only (no plus/minuses).

- If a grade of B or better is not earned in the masters-level courses, credits will be posted to the undergraduate transcript. With passing grades (determined by the B.S. major requirements) and all other degree requirements satisfied, the B.S. degree will be completed. However, no credits will be internally transferred to the graduate program should the student matriculate to a master's program.
- After the B.S. degree is awarded and the student is accepted into the MSOL or M.A. program, the graduate courses with grades of B or above will be internally transferred to the graduate MSOL or M.A. transcript.

Bachelor of Science Major Descriptions

Bachelor of Science Major in Business Management

With Optional Concentrations in Applied Technology & Business Leadership, Health Care Administration, Human Resource Management, or Organizational Leadership

Minimum Credit in the Major - 48 Credit Hours

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 11-1021 General and Operations Managers; 13-1111 Management Analysts; 11-3051 Industrial Production Managers; 11-1000 Top Executives; 13-2051 Financial Analysts; 41-3030 Securities, Commodities, and Financial Services Sales Agents; 13-2011 Accountants and Auditors; 11-2021 Marketing Managers; 13-1199 Business Operations Specialists; Construction Managers; 51-1011 First-Line Supervisors of Production and Operating Workers; 11-9111 Medical and Health Services Managers; 21-1094 Community Health Workers; 17-2111 Health and Safety Engineers, Except Mining Safety Engineers and Inspectors; 29-9011 Occupational Health and Safety Specialists; 21-1022 Healthcare Social Workers; 31-0000 Healthcare Support Occupations; 11-3010 Administrative Services Managers; 11-3111 Compensation and Benefits Managers; 13-1151 Training and Development Specialists; 43-6011 Executive Secretaries and Executive Administrative Assistants; 11-2031 Public Relations and Fundraising Managers; 13-1071 Human Resources Specialists.

Business Program Mission Statement

Faculty and administrative staff in the Union Institute & University Business Program strive to disseminate business knowledge, share the application of academic history in current organizational settings, and encourage critical and creative thinking while contributing to the university mission of educating highly motivated adults.

Students majoring in Business Management will gain knowledge and develop critical thinking skills and creative and innovative problem-solving abilities, preparing them for a variety of careers in business, management, government, and not-for-profit organizations. This personal and professional growth is achieved by focusing on three key management characteristics:

1. **Social Responsibility:** Assessing theory and contemporary best practices of social responsibility, which dovetails with UI&U's value of social justice and aligns with UI&U's learning outcome of ethical and social responsibility.
2. **Sustainability:** Assessing theory and contemporary best practices of sustainability, which is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. This feature is ultimately holistic and ethical. It also includes the following five components: products or services that contribute to society, sound policies and practices to produce them, reasonable profit to ensure

organizational vitality, a concern expressed for all stakeholders, and environmental practices that sustain the earth.

3. **Management Sense:** Cultivating a management sense for the profit, not-for-profit, and government sectors, by examining and evaluating cross-cultural and global environments in which successful organizations operate and thrive.

Students who choose the major in Business Management may complete a generalized program or may elect one of four concentrations within the major with specific focuses as described below.

- Organizational Leadership (LDR): Self-understanding is at the heart of good leadership, the building of relationships, and the effectiveness of teams. The focus of this concentration is leading oneself, leading others, and leadership for the common good.
- Applied Technology and Business Leadership (ATBL): In this concentration, students develop knowledge in business management and leadership to complement their expertise in technology.
- Health Care Administration (HCA): In this concentration, students develop knowledge in business management and leadership to complement their technical expertise in health care related fields.
- Human Resource Management (HRM): recruitment, retention, training and development, the legal aspects of human resource management, and performance management.

Upon completion of the B.S. with a major in Business Management, students will be able to:

- Compare and contrast management and leadership theories, concepts, and practices in nonprofit, for-profit, and government sectors.
- Analyze the impact that change has on organizational development, organizational culture, and employee behavior in cross-cultural and global environments.
- Analyze the interactions among diversity, social responsibility, and sustainability in ethical decision-making.
- Evaluate financial management concepts and practices in nonprofit, for-profit, and government sectors.
- Evaluate how strategic planning affects an organization's socially responsible and sustainability initiatives.

Students completing the major with a concentration in Organizational Leadership (LDR) will be able to understand:

- The five practices of exemplary leadership.
- Leadership as service.
- The ethical responsibilities of both leaders and followers.
- The two universally accepted leadership styles valued by followers in all cultures.

Students completing the major with a concentration in Applied Technology and Business Leadership (ATBL) will be able to:

- Apply technology skills in a professional context while thinking critically about obstacles and solutions from a leadership perspective.
- Compare and contrast leadership and management theories, concepts and practices to promote business ethics, values, and integrity in technical management roles.
- Analyze the impact that change has on organizational development, organizational culture, and employee behavior in cross-cultural and global environments.

- Evaluate how strategic planning affects an organization's socially responsible and sustainability initiatives.

Students completing the major with a concentration in Human Resource Management (HRM) will be able to:

- Discuss and evaluate various HRM functions such as recruitment, selection, development, training, performance management, and compensation.

Students completing the major with a concentration in Health Care Administration (HCA) will be able to:

- Apply health care related skills in a professional context while thinking critically about obstacles and solutions from a leadership perspective in the health care field.
- Compare and contrast leadership and management theories, concepts, and practices to promote business ethics, values, and integrity in health care.
- Analyze the impact that change has on organizational development, organizational culture, and employee behavior in cross-cultural and global environments.
- Evaluate how strategic planning affects an organization's socially responsible and sustainability initiatives.

Business Management courses are being offered in the 3+1 model (effective Fall 2019).

In conjunction with a 3-credit-hour course, there will be a required +1-credit-hour reading corequisite course that includes use of a selected book to provide the student with an opportunity to explore an in-depth topic within the competencies of each corequisite 3-credit-hour course. This model also provides a broader context associated with University Outcome III (Ethical and Social Responsibility) or IV (Social and Global Perspectives).

Courses in the Business Management program that were previously offered as four (4) credits will be offered as three (3) credits with a required one (1)-credit-hour reading course that:

- Serves as a corequisite with a specific 3-credit-hour course.
- Aligns with University Outcomes III or IV.
- Designates a selected, faculty approved book.
- Assigns a 1,500 words writing assignment which includes prompts that align with university course outcomes and course competencies.

Students will register for a 3-credit-hour course **and** the added corequisite 1-credit-hour reading companion. The 3-credit-hour course may not be taken without the 1-credit reading. The 1-credit-hour corequisite cannot be taken without the 3-credit-hour course. The 1-credit-hour reading is purposefully designed to be supplemental to the 3-credit-hour class.

Students are assigned two separate grades for the 3-credit class and the 1-credit-hour class. The 3-credit-hour class will be graded on a letter grade basis (A,B,C,D,U). The 1-credit-hour class will be graded on a Satisfactory/Unsatisfactory (S/U) basis that does not contribute to the grade point average. Refer to the 3+1 course information under the B.A./B.S. degree section of this catalog.

Core Courses in the Major (Required for all concentrations; offered as three + one (3+1) credits each)

MGT 343 Operations Management
(Prerequisite: GMAT 115 or GSTA 221)

MGT 350	Management of Financial Resources (Prerequisite: BUS 101)
MGT 420	Theory and Practice of Leadership
MGT 425	Organizational Behavior and Culture
MGT 440	Social and Ethical Issues in Management
MGT 450	Strategic Management and Business Policy should be taken after all other core courses are completed.

The following two economics courses are highly recommended. (Both economics courses will satisfy the Social Systems and Behavioral Science general education requirement.)

GECO 221	Government and Economics – Macroeconomics (3 cr.)
GECO 222	The Impact of Personal Choices – Microeconomics (3 cr.)

The remaining courses in the major constitute elective courses for students who choose a generalized program or core courses for each of the four concentrations. Students who choose a generalized program are encouraged to select their elective courses from across the four concentrations.

Organizational Leadership Concentration (LDR)

This concentration is completed by the student selecting three (3) LDR elective courses.

Applied Technology and Business Leadership Concentration (ATBL)

This concentration is specifically designed for transfer students from a technical field of study. Transfer students may apply 16 credits of technical studies courses to complete this concentration. Recommended areas of focus for applied technology may include construction management, manufacturing, industrial management, technology management, and other applied areas of technology.

Health Care Administration Concentration (HCA)

This concentration is specifically designed for transfer students from an allied health field of study. Transfer students may apply 16 credits from allied health care courses to complete this concentration. Recommended areas of focus for health care related fields are occupational therapy, health information management, medical assistant technology, rehabilitation services, or nursing.

Human Resource Management Concentration (HRM)

The three required HRM classes for this concentration are:

- HRM 316 Employee Selection and Staffing
- HRM 323 Human Resource Management
- HRM 340 Diversity in the Workplace

Prerequisites

MIS courses listed below have the following prerequisites:

- MIS 330 has a prerequisite of BUS 101.
- MIS 420 has a prerequisite of MIS 325.
- MIS 422 has a prerequisite of MIS 325.

MKT courses listed below have the following prerequisites:

- MKT 321 has a prerequisite of BUS 101.
- MKT 380 has a prerequisite of MKT 321.

MKT 426 and MKT 430 have a prerequisite of MKT 380.

HRM courses listed below have the following prerequisites:

HRM 323 has a prerequisite of BUS 101, HRM 316, and HRM 340.

All courses below are offered as three + one (3+1) unless an exception is noted.

Course C = Core E = Elective	Generalized Program	HRM Concentration	LDR Concentration - Select 3 LDR elective courses.	ATBL Concentration
ACC 235 Financial Accounting	E	E	E	E
ACC 236 Managerial Accounting	E	E	E	E
BUS 101 Introduction to Business	E	E	E	E
BUS 232 Business Law	E	E	E	E
HRM 316 Employee Selection & Staffing	E	C	E	E
HRM 323 Human Resource Management	E	C	E	E
HRM 340 Diversity in the Workplace	E	C	E	E
LDR 115 Leadership and Spirituality	E	E	E	E
LDR 330 Leadership and Community	E	E	E	E
LDR 335 Leadership Development	E	E	E	E
LDR 340 Nonprofit Leadership	E	E	E	E
LDR 345 Leadership: An Arts and Humanities Perspective	E	E	E	E
LDR 402 Leadership and Ethics	E	E	E	E
LDR 404 Leadership and Change	E	E	E	E
LDR 410 Negotiation and Conflict Resolution	E	E	E	E
LDR 420 Strategic Planning for Leaders in Public and Nonprofit Organizations	E	E	E	E
LDR 430 Leadership: Global and Diverse Perspectives	E	E	E	E

MIS 322 Management of Organization & Technology	E	E	E	E
MIS 325 Systems Analysis and Design	E	E	E	E
MIS 326 Database Mgt.	E	E	E	E
MIS 327 Telecom - Networking	E	E	E	E
MIS 328 Information Security	E	E	E	E
MIS 330 e-Commerce Business Planning	E	E	E	E
MIS 420 Project Management & Change	E	E	E	E
MIS 422 Managing Info Resources	E	E	E	E
MKT 321 Principles of Marketing	E	E	E	E
MKT 380 Marketing Analysis & Strategies	E	E	E	E
MKT 426 Global Marketing	E	E	E	E
MKT 430 Market Research	E	E	E	E
HPM 310 Hospitality Financial Management	E	E	E	E
HPM 315 HPM Legal Environment	E	E	E	E
HPM 415 HPM Contemporary Issues	E	E	E	E
MGT 434 Problem Solving in Organizations	E	E	E	E
*MGT 400 Independent Studies (variable credit 1-4)	E	E	E	E
*MGT 490 Special Topics (variable credit 1-4)	E	E	E	E

Course C = Core E = Elective	HCA Concentration
ACC 235 Financial Accounting	E

ACC 236 Managerial Accounting	E
BUS 101 Introduction to Business	E
BUS 232 Business Law	E
HRM 316 Employee Selection and Staffing	E
HRM 323 Human Resource Management	E
HRM 340 Diversity in the Workplace	E
LDR 115 Leadership and Spirituality	E
LDR 330 Leadership and Community	E
LDR 335 Leadership Development	E
LDR 340 Nonprofit Leadership	E
LDR 345 Leadership: An Arts and Humanities Perspective	E
LDR 402 Leadership and Ethics	E
LDR 404 Leadership and Change	E
LDR 410 Negotiation and Conflict Resolution	E
LDR 420 Strategic Planning for Leaders in Public and Nonprofit Organizations	E
LDR 430 Leadership: Global and Diverse Perspectives	E
MIS 322 Management of Organizations & Technology	E
MIS 325 Systems Analysis and Design	E
MIS 326 Database MGT	E
MIS 327 Telecom Networking	E
MIS 328 Information Security	E

MIS 330 e-Commerce Business Planning	E
MIS 420 Project Management and Change	E
MIS 422 Managing Info Resources	E
MKT 321 Principles of Marketing	E
MKT 380 Marketing Analysis & Strategies	E
MKT 426 Global Marketing	E
MKT 430 Market Research	E
HPM 310 Hospitality Financial Management	E
HPM 315 HPM Legal Environment	E
HPM 415 HPM Contemporary Issues	E
MGT 434 Problem Solving in Organizations	E
*MGT 400 Independent Studies	E
*MGT 490 Special Topics	E

*MGT Independent Studies 400-level may each be taken one time with approval from the program chair.

MGT Special Topics 490 may be taken one time with approval from the program chair.

Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include prior learning that meets program criteria for acceptance; general education courses (beyond those required by the major program); courses offered through other majors, following published syllabi; and/or individually-designed courses developed by the student in consultation with the program chair and submitted using the learning agreement form. All additional electives must be endorsed by the program chair in consultation with the student success coach and documented in the approved degree audit.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Business Management
Total Credit Hours: 120
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021

Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128		
CIP Code: 52.0201		
Tuition (Per Credit): \$545.00/Credit Hour Credits for Degree: 120	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full time	+ \$880 for 10 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$6,000 for 10 terms, \$600 per term	
ESTIMATED* COST FOR ENTIRE PROGRAM: (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)**	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
ESTIMATED* CHARGES FOR CURRENT PERIOD: (12 Credits x \$545) + (\$88 Tech Fee + \$600 Est. Book)**	= \$7,228.00	
++ Non-refundable STRF charges - {\$0.00 per \$1,000.00}; Certified Learning Assessment Fee \$65/Credit Hour		
Residency Requirement: None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

**Bachelor of Science Major in Child and Adolescent Development
with Optional Stand-Alone Certificates in the California Teacher Permit
and Early Childhood Studies Special Education
Minimum Credit in the Major - 48 Credit Hours**

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 25-2010 Preschool and Kindergarten Teachers; 11-9031 Education Administrators, Preschool and Childcare Center/Program; 39-9011 Childcare Workers; 25-9041 Teacher Assistants; 13-1131 Fundraisers; 25-2051 Special Education Teachers, Preschool; 11-9151 Social and Community Service Managers.

Disclaimer: The Bachelor of Science with a major in Child & Adolescent Development is a non-credential/non-licensure degree program. It prepares students with the skills needed to shape the academic, social, and cognitive abilities of children from birth to adolescence in high quality, developmentally appropriate settings. While this major does not result in a teaching license, earning a B.S. degree with a major in Child & Adolescent Development provides graduates with opportunities to move on the California Permit Matrix. Additionally, it prepares graduates to work in a variety of early childhood settings outside the public school system, such as private childcare programs, church sponsored schools and afterschool care, government agencies (Head Start/State Preschool), nonprofit organizations, and social service agencies. Careers could include directly working with children, supervision and training of staff, support and education for families, and advocacy within the community about the education and needs of young children.

It is a student's responsibility to consult with the Department of Education board of their respective state to identify state and individual specific requirements, should they desire to pursue that avenue.

The major in Child and Adolescent Development encompasses all aspects of human growth from birth to adolescence. This major is designed to provide a comprehensive approach to working with children and families, preparing students for multiple roles and pathways. Courses integrate research, theory, and developmental domains in order to implement practices for professional excellence. This major prepares students to work successfully in a variety of health, human service, and education settings.

The major outcomes are a synthesis of (1) the Standards for Initial & Advanced Early Childhood Professional Preparation Programs and (2) the California Early Childhood Educator Competencies developed by the California Department of Education and the National Association for the Education of Young Children (NAEYC). The curriculum is also influenced by the National Standards for the Practice of Social Work with Adolescents (NASW).

This major prepares students to acquire the more advanced child development permit titles such as Master Teacher, Site Supervisor, and Program Director for the CA Commission on Teacher Credentialing. The purpose of this major is to cultivate professionals who serve in a variety of roles. These include, but are not limited to, teachers, curriculum specialists, program directors, educational or social service administrators, family child care providers, parent educators, child advocates, undocumented youth workers, social services specialists, and graduate studies candidates.

Upon completion of the major in Child and Adolescent Development, graduates will be able to:

1. Promote Quality Child Development and Learning.
 - Integrate foundational knowledge of children's characteristics and needs, from birth through adolescence, with the multiple perspectives and theories on child development and learning.
 - Identify the critical factors that affect children's learning and development.
 - Characterize positive relationships and supportive interactions as the foundation of working with children.

- Combine developmental knowledge and content knowledge to create healthy, respectful, supportive, and challenging learning environments.
2. Build Meaningful Curriculum and Experiences.
 - Identify essential content knowledge, tools, and resources required to support learning in each of the major disciplines: Language & Literacy, Art (Music, Dance, Drama and Visual Arts), Mathematics, Science, Physical Education, Health & Safety, and Social Studies.
 - Develop a broad repertoire of developmentally appropriate teaching and learning approaches.
 - Analyze appropriate learning standards to design, implement, and evaluate developmentally meaningful and challenging curriculum for every child.
 - Prioritize strengths-based, positive outcomes for each child, including dual-language learners and children with special needs.
 3. Build Family and Community Relationships.
 - Support family and community involvement in the child's development and learning.
 - Support and engage families and communities through respectful, reciprocal relationships.
 - Examine the diverse and complex characteristics of the family and community.
 4. Observe, Document, and Assess To Support Children and Families.
 - Categorize the goals, benefits and uses of assessment.
 - Use effective and appropriate assessment tools with a variety of documentation and data collection strategies.
 - Analyze assessment data in order to develop appropriate strengths-based goals, curriculum, and teaching strategies for each child.
 - Assess partnerships with families and colleagues to build effective learning environments.
 5. Model Professional Conduct.
 - Identify ethical standards and professional guidelines.
 - Evaluate current social issues affecting children and families and prepare to engage in informed advocacy.
 - Develop a plan to engage in continuous, collaborative learning to inform practice.
 - Use technology effectively with children, peers and as a professional resource.
 - Integrate knowledgeable, reflective, and critical perspectives in child development.

CHAD courses approved as four credit hours will now be offered in the 3+1 model.

Three (3)-credit-hour courses will be required to include a +1-credit-hour corequisite course. The corequisite +1 course includes conducting classroom observations and selected field experiences directly related to the main theme of the 3-credit course.

Each CHD course (unless otherwise noted) is offered as three (3) credits with a required 1-credit-hour field experience CHD Professional Lab course that:

- Serves as a corequisite with a specific 3-credit-hour course.
- Aligns with University Outcomes III or IV when applicable.
- Designates a specific focus of the field experience as approved by the faculty.
- Assigns a 10-hour directed field experience accompanied by a two-to-three page reflection paper.

Students will register for a 3-credit-hour CHD course and the added +1-credit-hour CHD Professional Lab.

The CHAD program courses are offered as hybrid (partially on-ground and partially online) and as fully online.

Core Courses in the Major (offered as three + one (3+1) credit hours each)

CHD 305	The Integration of Developmental Domains, Theory, and Practice
CHD 306	Transforming Learning Standards into Achievement
CHD 307	Constructing Reciprocal Relationships with Families and the Community
CHD 405	The Art and Science of Assessing Children and Families
CHD 406	Professional Practices

Electives in the Major (offered as three + one (3+1) credit hours each unless otherwise noted)

CHD 225	Introduction to Technology Skills for Early Childhood Educators (3 cr.)
CHD 303	Multicultural Issues in Child Development

(Note: CHD 303 is only offered in a hybrid delivery format. Students wanting a fully-online version should select ECS 315.)

CHD 304	The Exceptional Child
---------	-----------------------

(Note: CHD 304 is only offered in a hybrid delivery format. Students wanting a fully-online version should select ECS 320.)

CHD 308	Development of the Adolescent
CHD 404	Learning Through Play
CHD 407	Cognitive Development of the Child and Adolescent
CHD 412	Language Development of the Child
CHD 414	Working with Young Dual Language Learners
CHD 415	Sensory Development: Challenges & Opportunities in the Classroom (2 credits)
CHD 100/200 300/400	CHD Independent Studies (1-4 cr.). Each may be taken up to two times.

CHD 190/290 390/490	CHD Special Topics (1-4 cr.). Each may be taken up to two times.
------------------------	--

Students in the CHAD major are also encouraged to take online electives in related majors with consultation of their student success coach and program chair.

The Early Childhood Studies major (ECS) has several fully-online courses that can be substituted or exchanged for CHAD courses. ECS courses are offered as three + one (3 + 1). The ESC 3-credit-hour course must be taken with the +1-credit ECS Professional Lab.

Courses available are:

- ECS 315 Multicultural Issues in Early Childhood Education (offered in lieu of CHD 303 Multicultural Issues in Child Development).
- ECS 320 Exceptional Child (offered in lieu of CHD 304 Exceptional Child).
- ECS 326 Early Language & Emergent Literacy in Early Childhood (offered in lieu of CHD 412 Language Development of the Child).
- ECS 408 Administration & Supervision of Child Development Programs (offered in lieu of CHD 408 Administration and Supervision of the Child Development Programs).

- ECS 413 Observation, Assessment, and Evaluation of the Child (offered in lieu of CHD 405 The Art and Science of Assessing Children and Families).

Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include: prior and certified learning that meets program criteria for acceptance; general education courses (beyond those required by the program) and courses offered through other majors, following published syllabi; and/or individually designed courses developed by the student in consultation with a student success coach and submitted using the learning agreement form. All additional electives must be endorsed by the major chair and documented in the approved degree audit prior to registration.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Child & Adolescent Development		
Total Credit Hours: 120		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128		
CIP Code: 19.0708		
Tuition (Per Credit): \$545.00/Credit Hour Credits for Degree: 120	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full time	+ \$880 for 10 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$6,000 for 10 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 Tech Fee + \$600 Est. Book)**	= \$7,228.00	
+ + Non-refundable STRF charges - {\$0.00 per \$1,000.00}; Certified Learning Assessment Fee \$65/Credit Hour.		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

California Teacher Permit Certificate

SOC code: 25-2010 Preschool and K. Teacher.

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 16 hours of specified general education courses and 12 additional child development/early childhood hours.

The certificate program comprises a series of courses integrated within the Bachelor of Science Child and 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 in one 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 California Teacher Permit Certificate completion: 28 credit hours earned through matriculation at UI&U or through a combination of UI&U 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 student success coaches 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.

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% 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 the Office of Financial Services.

Program Costs for 2020-2021

Program: California Teacher Permit Certificate		
Total Credit Hours: 28		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 19.0709		
Tuition (Per Credit): \$350.00/Credit Hour Credits for Degree: 28	Tuition Cost: \$9,800.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (28 Credits x \$350) + (\$264 Tech Fee + \$1,800 Est. Book)**	= \$11,864.00	*ESTIMATES DO NOT

ESTIMATED* CHARGES FOR CURRENT PERIOD: (6 Credits x \$350) + (\$88 Tech Fee + \$600 Est. Book)**	= \$2,788.00	INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
+ + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
Residency Requirement: None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$2,788.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Early Childhood Special Education Certificate (Pending Approval from External Agencies)

SOC code: 25-2010 Preschool and K. Teacher.

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 toward 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 B.S./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 in one 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 endorsement (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 toward completion of the certificate.

These credits can potentially 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 UI&U or through a combination of UI&U 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 student success coaches 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.

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% 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 the Office of Financial Services.

Program Costs for 2020-2021

Program: Certificate in Early Childhood Studies Special Education		
Total Credit Hours: 24		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 19.0709		
Tuition (Per Credit): \$460.00/Credit Hour Credits for Degree: 24	Tuition Cost: \$11,040.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per 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 Tech Fee + \$600 Est. Book)**	= \$3,448.00	
+ + Non-refundable STRF charges - (\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$3,448.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Criminal Justice Management

With an Optional Concentration in Homeland Security

Minimum Credit in the Major - 48 Credit Hours

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 33-3051 Law Enforcement Officers (Police and Sheriff's Deputies); 33-3010 Bailiffs, Correctional Officers; 21-1092 Probation Officers and Correctional Treatment Specialists; 19-4092 Forensic Science Technicians; 33-1000 Supervisors of Protective Service Employees; 33-9093 Transportation Security Screeners; 25-1111 Criminal Justice and Law Enforcement Trainers, Postsecondary; 33-3021 Criminal Investigators.

In a university setting, criminal justice is the study of the system designed to detect, apprehend, detain, prosecute, adjudicate, and, potentially, incarcerate persons accused of a crime. The major in Criminal Justice Management prepares the student to become more competitive in the advancement to supervisory, management, and executive positions within the criminal justice system. This program is not designed for individuals seeking entry-level employment in the criminal justice system. The program was designed by academicians in the field of criminal justice and by experienced criminal justice professionals. The coursework uses the backdrop of contemporary issues to examine the historical, theoretical, and practical aspects of management within and among the various dynamic parts of the criminal justice system. The major focuses on organizational and management responses to policies, programs, personnel, and technology. It is applicable to line personnel, supervisors, managers, and executives working within any part of the entire criminal justice system.

Upon completion of the major in Criminal Justice Management, students will be able to:

- Compare and contrast contemporary techniques for supervision, leadership, and administration within a criminal justice organization.
- Summarize and interpret how current issues in the field of criminal justice impact organizations, personnel, and other stakeholders.
- Interpret applied ethical theories in a contemporary environment.
- Analyze and critique criminal justice policy and service delivery from a management point of view.

CJM courses are being offered in the 3+1 model.

In conjunction with a 3-credit-hour course, there will be a required +1-credit-hour reading corequisite course that includes use of a selected book, or specific journal articles, to provide the student with an opportunity to explore an in-depth topic within the competencies of each corequisite 3-credit-hour course. This model also provides a broader context associated with University Outcome III (Ethical and Social Responsibility) or IV (Social and Global Perspectives).

CJM courses that were previously offered as four (4) credits will be offered as three (3) credits with a required one (1)-credit-hour reading course that:

- Serves as a corequisite with each 3-credit-hour course.
- Aligns with University Outcomes III or IV.
- Designates a selected, faculty approved textbook or other directed readings.
- Assigns a 1,500 words writing assignment which includes prompts that align with university course outcomes and course competencies.

Students will register for a 3-credit-hour course **and** the added corequisite 1-credit-hour reading companion.

The 3-credit-hour course may not be taken without the 1-credit reading, unless being repeated. The 1-credit-hour corequisite cannot be taken without the 3-credit-hour course, unless being repeated. The 1-credit-hour reading is purposefully designed to be supplemental to the 3-credit-hour class.

Students are assigned two separate grades for the 3-credit class and the 1-credit-hour class. The 3-credit-hour class will be graded on a letter grade basis (A,B,C,D,U). The 1-credit-hour class will be graded on a Satisfactory/Unsatisfactory (S/U) basis that does not contribute to the grade point average. If the major program requires that courses must be passed with a C grade or higher, and the student earns a C in the 3-credit-hour class, but an Unsatisfactory/U grade in the 1-credit-hour corequisite, the same 1-credit-hour reading class may be repeated. The student will have satisfied the major's requirement, but will need to register for an additional credit hour course (1 credit or more) to reach the required 120 credit hours to complete the degree. Refer to the 3+1 course information under the B.A./B.S. degree section of this catalog.

Core Courses in the Major (offered as three + one (3+1) credits each)

CJM 303	Applied Ethics in Criminal Justice Management
CJM 306	Supervision in the Criminal Justice Field
CJM 307	Criminal Justice Management and Administration
CJM 409	Contemporary Issues in Criminal Justice Management
CJM 410	Criminal Justice Management Information Systems

Major core course requirements are satisfied by a grade of C or higher.

Electives in the Major (CJM courses are offered as three + one (3+1) credits each unless otherwise noted.)

CJM 302	Research and Management Analysis Techniques for Criminal Justice Managers
CJM 304	The Role of Criminal Justice in Terrorism
CJM 308	Management of Fatal Officer Involved Shootings (1 cr.)
CJM 309	Drugs in Society
CJM 315	Police Accountability and the Criminal Justice Manager (2 cr.)
CJM 316	Managing Mental Health Interagency Task Forces (1 cr.)
CJM 317	Human Sex Trafficking as a Global Phenomenon
CJM 320	Capital Punishment (2 cr.)
CJM 321	Criminological Theories
CJM 325	The Impact of Social Media on Criminal Justice Organizations (2 cr.)
CJM 330	Gangs and Gang Subcultures
CJM 331	Managing Regional Gang Task Forces
CJM 412	Fiscal Management for Criminal Justice Organizations

CJM 413	Critical Incident Management
CJM 415	Managing Elder Abuse Investigation and Prevention Programs (3 cr.)
FOR 310	Forensic Science Management (3+1 cr.)
PSY 353	Criminal Behavior (3 cr.)
PSY 356	Forensic Psychology (3 cr.)

Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include prior and certified learning that meets program criteria for acceptance. All additional electives must be endorsed by the major's chair and documented in the approved degree plan prior to registration.

Concentration in Homeland Security

A concentration in Homeland Security is available to Criminal Justice Management and Emergency Services Management majors.

The concentration in Homeland Security will give students an increased understanding of the resources at their disposal to respond to terrorist threats in their communities. These fully-online courses are designed for professionals working in the areas of public safety, security management, fire service, emergency management, criminal justice, and law enforcement, as well as managers in private and nonprofit corporations responsible for multiple aspects of supervising security programs.

The concentration will result in student's ability to:

- Implement organization-specific processes to evaluate domestic security challenges that America faces.
- Assess the nature of homeland security functions and be able to integrate various functional realms, such as emergency management, law enforcement, and fire service.
- Design and implement plans and programs from the federal to the local level (as applicable) to reflect the various policy issues and organizational structures associated with homeland security.
- Determine how to access and disseminate information through multiple agencies in order to evaluate the risks of terrorist threats most likely to confront the nation.
- Apply a foundation of knowledge and skills to assume leadership responsibility in homeland security, public policy, law enforcement, criminal justice and to parts of emergency management.
- Apply decision-making and critical thinking skills in the realm of homeland security.

Homeland Security Concentration Required Courses (offered as three (3) credits, plus required one (1)-credit corequisite)

ESM and CJM courses are **offered as three (3) credits, plus required one (1)-credit corequisite.**

ESM 440	Homeland Security
ESM 444	Weapons of Mass Destruction: Forms and History

AND choose one of the following two courses:

ESM 442	Terrorism and Extremism OR
CJM 304	The Role of Criminal Justice in Terrorism

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Criminal Justice Management		
Total Credit Hours: 120		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128		
CIP Code: 43.0103		
Tuition (Per Credit): \$545.00/Credit Hour Credits for Degree: 120	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full time	+ \$880 for 10 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$6,000 for 10 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)**	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 Tech Fee + \$600 Est. Book)**	= \$7,228.00	
+ + Non-refundable STRF charges - {\$0.00 per \$1,000.00}; Certified Learning Assessment Fee		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Early Childhood Studies

With Optional Concentrations in Early Childhood Special Education, Early Childhood Administrator or Teacher as Practitioner

(This major is suspended for new enrollments beginning Fall 2020.)

Minimum Credit in the Major - 48 Credit Hours

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 25-2010 Preschool and Kindergarten Teachers; 25-2021 Elementary School Teachers, Except Special Education; 25-2050 Special Education Teachers; 21-1093 Social and Human Service Assistants; 25-9041 Teacher Assistants; 39-9011 Childcare Workers; 11-9031 Education Administrators, Preschool and Childcare Center/Program.

Disclaimer: The Bachelor of Science with a major in Early Childhood studies is a non-certificate/non-licensure degree program. It prepares students with the skills needed to shape the academic, social, and cognitive abilities of children ages birth to three in a high quality, developmentally appropriate setting. While this major does not result in a teaching license, earning a B.S. degree with a major in Early Childhood Studies provides graduates with opportunities in a variety of early childhood settings outside the public school system, such as private childcare programs, church sponsored schools and afterschool care, government agencies (Head Start), nonprofit organizations, and social service agencies. Careers could include directly working with children, supervision and training of staff, support and education for families, and advocacy within the community about the education and needs of young children. It is a student's responsibility to consult with the certification/licensing board of education in their respective state to identify state and individual specific certification/licensure requirements, should they desire to pursue that avenue.

"The principle goal of education in the schools should be creating men and women who are capable of doing new things, not simply repeating what other generations have done."

Jean Piaget

The Bachelor of Science major in Early Childhood Studies is designed to provide a vehicle for professionals in the field "who are capable of doing new things..." (Piaget) and to directly apply their knowledge. The major promotes professionalism in the field of early care and education with the vision that education will significantly improve the development of our youngest children in society.

"Experts tell us that 90% of all brain development occurs by the age of five. If we don't begin thinking about education in the early years, our children are at risk of falling behind by the time they start kindergarten."

Robert. L. Ehrlich

The importance of educating our young children cannot be overstated for both the present and the future. This program will be of interest to individuals who wish to pursue a career related to working with young children from birth through age eight, their families, and their communities. The major is intended to strengthen skills, increase understanding, and broaden attitudes of our students in their work with children and families.

Because there are varied professional paths and opportunities in this field, we have developed separate areas of specialization called concentrations. Students may choose to take courses within concentrations that focus on Early Childhood Administrator or Teacher as Practitioner. It

is important to note that the teacher concentration does not grant certification, but provides a sound pedagogical foundation for students who wish to apply for teacher certification in their respective states. Students may select from any of the electives or courses within the concentrations as long as their total credits meet the degree requirement.

Graduates of this major will also be expected to understand and apply the standards that serve as the foundation of the early childhood profession. The Early Childhood Studies major competencies are aligned and guided by the national academic standards.

1. Promoting Child Development and Learning:
 - Knowing and understanding young children's characteristics and needs from birth through age 8.
 - Knowing and understanding the multiple influences on early development and learning.
 - Using developmental knowledge to create healthy, respectful, supportive and challenging learning environments for young children.
2. Building Family and Community Relationships:
 - Knowing about and understanding diverse family and community characteristics.
 - Supporting and engaging families and communities through respectful, reciprocal relationships.
 - Involving families and communities in their children's development and learning.
3. Observing, Documenting, and Assessing to Support Young Children & Families:
 - Understanding the goals, benefits, and uses of assessment.
 - Knowing about and using observation, documentation, and other appropriate assessment tools and approaches.
 - Understanding and practicing responsible assessment to promote positive outcomes for each child.
 - Knowing about assessment partnerships with families and with personal colleagues.
4. Connecting with Children and Families:
 - Understanding positive relationships and supportive interactions as the foundation of their work with children.
 - Knowing and understanding effective strategies and tools for early education.
 - Using a broad repertoire of developmentally appropriate teaching/learning approaches.
 - Reflecting on their own practice to promote positive outcomes for each child.
5. Using Content Knowledge to Build Meaningful Curriculum:
 - Understanding content knowledge and resources in academic disciplines.
 - Knowing and using central concepts, inquiry tools, and structures of content areas or academic disciplines.
 - Using their own knowledge, appropriate early learning standards, and other resources to design, implement, and evaluate meaningful, challenging curricula for each child.
6. Becoming a Professional:
 - Identifying and involving oneself with the early childhood field.
 - Knowing about and upholding ethical standards and other professional guidelines.
 - Engaging in continuous, collaborative learning to inform practice.
 - Integrating knowledgeable, reflective, and critical perspectives on early education.
 - Engaging in informed advocacy for children and the profession.

ECS courses approved as four credit hours will be offered in the 3+1 model.

In conjunction with a 3-credit-hour course, there will be a required +1-credit-hour corequisite course that includes conducting classroom observations and selected field experiences directly related to the main theme of the 3-credit course.

Each ECS course (unless otherwise noted) is offered as three (3) credits with a required one (1)-credit-hour field experience ECS Professional Lab course that:

- Serves as a corequisite with a specific three-credit-hour course.
- Aligns with University Outcomes III or IV.
- Designates a specific focus of the field experience as approved by the faculty.
- Assigns a 10-hour directed field experience accompanied by a 3-to-5-page reflection paper.

Students will register for a 3-credit ECS course and the added +1-credit-hour ECS Professional Lab.

Prerequisite

The ECS major requires a foundation course in child growth and development. Students may transfer in a completed Foundations of Early Childhood or equivalent course, or may have attained an associate's degree in Early Childhood, or have achieved the national Child Development Associate credential (CDA) or equivalent. For students who need the foundation course, UI&U offers the following course:

ECS 230 Foundations of Child Growth & Development (3 cr.)

Core Courses in the Major (offered as three + one (3+1) credits each)

ECS 310 Professional Ethics for Early Childhood Studies
ECS 320 Exceptional Child
ECS 406 Curriculum Development for Early Childhood Programs
ECS 409 Guiding and Counseling the Child
ECS 413 Observation, Assessment, and Evaluation of the Child

Electives in the Major (offered as three + one (3+1) credits each unless otherwise noted)

ECS 280 Infant & Toddler Programming
ECS 308 Understanding Health and Safety Issues in Young Children
ECS 315 Multicultural Issues in Early Childhood Education
ECS 326 Early Language & Emergent Literacy in Early Childhood
ECS 417 Sensory Development: Classroom Strategies (1 cr.)
ECS 419 Reading in the Early Childhood Classroom

Early Childhood Administrator Concentration

Prerequisite: All ECS core course requirements must be met prior to starting the Early Childhood Administrator concentration.

This concentration may assist the graduates of the program with the requisite courses needed to apply for the director's credential and/or to work as a director in an early learning program.

(Offered as three + one (3+1) credits each unless otherwise noted)

ECS 408	Administration & Supervision of Child Development Programs
ECS 415	Administrative Leadership in Early Childhood Programs
ECS 430	Multicultural Education and Administration

Teacher as Practitioner Concentration

(All courses marked with the EDU prefix are variable three or four credits. None of the EDU courses offer the +1 corequisite.)

This degree program does not result in the granting of teacher certification or licensure. However, the degree potentially provides the graduate with many of the requisite courses needed to apply for teacher certification, should they choose that pathway. (Program Note: Teacher certification may be known as licensure or credentialing in other states.)

EDU 317	Psychological & Sociological Foundations of Education
EDU 330	Classroom Management
EDU 331	Foundations and Practices in Teaching Reading
EDU 334	Educational Assessment
EDU 335	Effective Instructional Practices

Other relevant upper-level education courses may satisfy the concentration's requirements with approval from the program chair.

Early Childhood Special Education Concentration

(All ECSE concentration courses are three credits each. They do not require the +1 corequisite course.)

The concentration gives graduates the choice to pursue the special education early childhood endorsement offered as an add-on to certification in some states.

ECSE 325	Working Collaboratively with Early Childhood Families and Children with Special Needs
ECSE 335	Educational Management Strategies for Early Childhood Children with Special Needs
ECSE 420	Prescriptive Assessment and Evaluation Strategies for Young Children with Exceptionalities
ECSE 425	Interdisciplinary Team Dynamics in Early Childhood Special Education
ECSE 435	The Inclusive Classroom in Early Childhood Special Education Settings

The Child and Adolescent Development Major (CHAD) has several courses that can be exchanged for ECS courses. Course available are:

- CHD 405 Art & Science of Assessing Young Children (offered in lieu of ECS 413 Observation, Assessment, and Evaluation of the Child).
- CHD 412 Language Development of the Child (offered in lieu of ECS 326 Early Language & Emergent Literacy in Early Childhood).

Capstone Portfolio Requirement

ECS 498 Capstone Portfolio in Early Childhood Education (3 +1 cr.)

Note: Students pursuing the Teacher as Practitioner concentration may satisfy the requirement by fulfilling the following courses as an option to the Capstone Portfolio course:

- Student Teaching (12 credits total) which consists of
 - EDU 496 Student Teaching Seminar (3 cr.).
 - EDU 499 Capstone Learning Experience: Student Teaching (9 cr.).

Program Note: Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include:

- Prior learning that meets program criteria for acceptance.
- General education courses (beyond those required by the program).
- Courses offered through other majors, following published syllabi.
- Individually-designed courses may be developed by the student in consultation with the area of expertise faculty member and submitted using the Learning Agreement form.

All additional electives must be endorsed by the program chair and documented in the approved degree audit prior to graduation.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Early Childhood Studies		
Total Credit Hours: 120 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2019 – June 30, 2020		
Start Date: Terms of Fall 2019, Spring 2020 and/or Summer 2020		
Approximate No. of Weeks in Academic Program: 128 Weeks		
CIP Code: 19.0708		
Tuition (Per Credit): \$545.00 / Credit Hour	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Credits for Degree: 120 minimum credits		
Technology Fee (Per Term): \$44 part time/\$88 full-time enrollment	+ \$880 for 10 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> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)*	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 + \$600)*	= \$7,228.00	
Certified Learning Assessment Fee \$65 / Credit Hour		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Elementary Education

Minimum Credit in the Major - 48 Credit Hours

(This major is suspended for new enrollments beginning Fall 2020.)

This program is designed for individuals seeking to teach in the state of Florida. While students residing in other states may enroll, Union Institute & University cannot assure that the program will result in eligibility for teacher licensure. Check with a student success coach to determine whether your state's regulations will allow enrollment in this program. Elementary Education program is available to Florida residents and students from other states with the education program chair's permission.

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 25-2021 Elementary School Teachers, Except Special Education; 11-9032 Education Administrators, Elementary and Secondary Schools; 11-9031 Education Administrators, Preschool and Childcare Center/Program; 25-4021 Librarians; 21-1012 Educational, Guidance, School, and Vocational Counselors; 25-9030 Instructional Coordinators; 25-3011 Adult Basic and Secondary Education and Literacy Teachers and Instructors.

The major in Elementary Education focuses on the theory and practice of learning and teaching at the elementary level and provides individuals with requisite coursework to teach in the elementary grades (K-6). The curriculum builds upon foundational courses in education and comprises a series of professional core and methods courses. Professional preparation education course requirements typically involve fieldwork at local public school sites and student teaching in the senior term. This major also serves as an excellent foundation for students seeking to continue their professional development in education. It is important to note that the major does not grant certification, but provides a sound pedagogical foundation for students who wish to apply for teacher certification in their respective states.

Upon completion of the major in Elementary Education, students will be able to:

- Identify relevant skills needed to help all children learn to their fullest potential.
- Adapt teaching to a wide range of diverse students.
- Create positive learning environments.

Graduates of this major will meet the general standards for teachers established by the state of Florida.

- They will demonstrate mastery of the state’s subject area specialization requirements in Language Arts, Reading and Writing, Mathematics, Social Science, Science and Technology, Music, Visual Arts, and Physical Education and Health.

Note: All education courses are variable credit for either three or four credits. A modified syllabus reflecting the three-credit amount of work will be approved by the chair and provided to the student.

Foundations Courses in Education (3-4 credits each)

- EDU 317*** Psychological and Sociological Foundations of Education
- EDU 330 Classroom Management
- EDU 331* Foundations and Practices in Teaching Reading
- EDU 334 Educational Assessment
- EDU 335 Effective Instructional Practices

Core Courses in the Major (3-4 credits each, total 30 credits)

- EDU 307* Sequential Developmental Skills and Concepts of Reading
- EDU 308* Recognition and Diagnosis of Reading Problems
- EDU 309* Methods and Materials to Improve Reading Performance
- EDU 322 Content and Methods of Teaching Music in the Elementary School
- EDU 323 Content and Methods of Teaching Art in the Elementary School
- EDU 324 Content and Methods of Teaching Health and Physical Education in the Elementary School
- EDU 325 Content and Methods of Teaching Mathematics in the Elementary School
- EDU 326** Content and Methods of Teaching Language Arts in Elementary School
- EDU 327 Content and Methods of Teaching Science in the Elementary School
- EDU 328 Content and Methods of Teaching Social Studies in the Elementary School

Electives (3-4 credits each unless otherwise noted)

- EDU 100/200 EDU Independent Studies (1-4 cr.). Each may be taken up to two times.
300/400
- EDU 190/290 EDU Special Topics (1-4 cr.). Each may be taken up to two times.
390/490

*In the Elementary Education Major, EDU 331 is not required; plus, it should not be taken as a major elective. The core reading courses EDU 307, 308, and 309 are required.** Any prior transcribed Children’s Literature course may substitute for EDU 326.

*** Any Human Growth & Development or Psychological Education course may substitute for EDU 317.

Program Note: Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include:

- Prior learning that meets program criteria for acceptance.
- General education courses (beyond those required by the program).
- Courses offered through other majors, following published syllabi.
- Individually-designed courses may be developed by the student in consultation with the area of expertise faculty member and submitted using the Learning Agreement form.

All additional electives must be endorsed by the program chair and documented in the approved degree audit prior to graduation.

Capstone Requirement

Students meet the capstone requirement for the Bachelor of Science major in Elementary Education by satisfactorily completing one of the following:

- ***Student Teaching (12 credits total) which consists of***
EDU 496 Capstone Workshop: Student Teaching Seminar (3 cr.)
EDU 499 Capstone Learning Experience: Student Teaching (9 cr.)

OR

- ***Capstone Course (3-4 credits)***
EDU 497 Contemporary Perspectives on Classroom Organization

Note: Upper-level prior learning examinations and certified learning credits are accepted by the state of Florida toward education major course requirements.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Elementary Education		
Total Credit Hours: 120 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128 Weeks		
CIP Code: 13.1202		
Tuition (Per Credit): \$545.00 / Credit Hour	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Credits for Degree: 120 minimum credits		
Technology Fee (Per Term): \$44 part time/\$88 full-time enrollment	+ \$880 for 10 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> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Books)*	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 + \$600)*	= \$7,228.00	
Certified Learning Assessment Fee \$65 / Credit Hour; + + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Emergency Services Management

**With Optional Concentrations in
Criminal Justice Management or Organizational Leadership
or Homeland Security**

Minimum Credit in the Major - 48 Credit Hours

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 29-2040 Emergency Medical Technicians and Paramedics; 33-2010 Firefighters; 43-5051 Police, Fire, and Ambulance Dispatchers; 11-9160 Emergency Management Directors; 53-3010 Ambulance Drivers and Attendants, Except Emergency Medical Technicians; 33-9092 Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers; 33-9093 Screeners, Transportation Security Administration (TSA); 33-1099 Supervisors, Transportation Security Administration (TSA) Screener.

The Emergency Services Management (ESM) major provides UI&U students with an innovative option to obtain a Bachelor of Science degree uniquely tailored to meet the administrative requirements of careers in a rapidly growing industry. The curriculum covers general organizational, administration, and management topics including administrative challenges, legal and ethical issues, strategic plans, human resources, and productivity in a variety of emergency services organizations. Special focus will be on emergency and disaster preparedness, homeland security, and critical incident management. During the course of their studies, students will develop and strengthen the administrative capabilities and analytical skills crucial for implementation of appropriate and effective responses in federal, state, and local organizations and agencies before, during, and after emergencies and disasters.

Students who choose the major in Emergency Services Management may complete a generalized program or may choose one of the following three concentrations within the major (12 credit hours), with specific focuses as described below:

- **Criminal Justice Management (CJM):** management, administration, contemporary issues in criminal justice management, and policies and practical interaction among local, state, and federal government agencies in emergency situations.
- **Organizational Leadership (LDR):** Self-understanding is at the heart of good leadership, the building of relationships, and the effectiveness of teams. The focus of this concentration is on leading oneself, leading others, and leadership for the common good.
- **Homeland Security (CJM & ESM):** Implement organization-specific processes to evaluate domestic security challenges that America faces. And, assess the nature of homeland security functions and be able to integrate various functional realms, such as emergency management, law enforcement, and fire service.

Upon completion of the Bachelor of Science program with a major in Emergency Services Management, graduates will be able to:

- Evaluate principles of supervision and management for emergency services organizations.
- Analyze current issues that affect first response organizations and their strategic operations.
- Create an effective strategic plan for emergency and disaster situations.
- Evaluate how the individual components of emergencies and disasters interplay along the entire crisis and disaster spectrum of the human experience (i.e., legal, economic, ethical, and human issues).
- Design a critical decision-making plan to respond appropriately to emergency and disaster situations and community resources in any crisis situation.

ESM courses are being offered in the 3+1 model.

In conjunction with a 3-credit-hour course, there will be a required +1-credit-hour reading corequisite course that includes use of a selected textbook or other directed readings to provide the student with an opportunity to explore an in-depth topic within the competencies of each corequisite 3-credit-hour course. This model also provides a broader context associated with University Outcome III (Ethical and Social Responsibility) or IV (Social and Global Perspectives).

ESM courses, that were previously offered as four (4) credits, will be offered as three (3) credits with a required one (1)-credit-hour reading course that:

- Serves as a corequisite with a specific 3-credit-hour course.
- Aligns with University Outcomes III or IV.
- Designates a selected, faculty approved, textbook, or other directed readings.
- Assigns a 1,500-word writing assignment which includes prompts that align with university course outcomes and course competencies.

Students will register for a 3-credit-hour course **and** the added corequisite 1-credit-hour reading companion. The 3-credit-hour course may not be taken without the 1-credit reading, unless being repeated. The 1-credit-hour corequisite cannot be taken without the 3-credit-hour course, unless being repeated. The 1-credit-hour reading is purposefully designed to be supplemental to the 3-credit-hour class.

Students are assigned two separate grades for the 3-credit class and the 1-credit-hour class. The 3-credit-hour class will be graded on a letter grade basis (A,B,C,D,U). The 1-credit-hour class will be graded on a Satisfactory/Unsatisfactory (S/U) basis that does not contribute to the grade point average. Refer to the 3+1 course information under the B.A./B.S. degree section of this catalog.

Core Courses in the Major (offered as three + one (3+1) credits unless otherwise noted)

ESM 320	Critical Incident Management and Response
ESM 401	Fiscal Management for Emergency Services Administrators
ESM 403	Emergency Services Administration
ESM 405	Legal, Economic, and Ethical Issues in Emergency Services
ESM 440	Homeland Security

Electives in the Major (offered as three + one (3+1) credits unless otherwise noted)

Electives in the major will come from electives in this major or other UI&U B.S. programs, from credits transferred from another institution, from prior learning assessments and certified learning, or other acceptable advance credit options. Students will complete at least 28 credits in major electives.

ESM 321	Incident Command Systems (2 cr.) (Prerequisite: ESM 320)
PSY 402	Organizational Psychology (3 credits only)
ESM 406	Social Dimensions of Disaster
ESM 410	Contemporary Issues in Emergency Services Management
ESM 412	Natural Disasters and Defense Planning
ESM 422	Emergency Services Technology
ESM 442	Terrorism and Extremism

ESM 444 Weapons of Mass Destruction: Forms and History

ESM concentrations total number of credits to complete:

Minimum number of credits required to earn the concentration is 12 semester hours. Students must pass the three required courses. Each course is eight weeks and can be completed in two to three 8-week sessions or in 16-24 weeks.

Concentration Required Courses – Criminal Justice Management (offered as three (3) credits, plus required one (1)-credit corequisite)

CJM 303 Applied Ethics in Criminal Justice Management
CJM 306 Supervision in the Criminal Justice Field
CJM 307 Criminal Justice Management and Administration

Concentration Required Courses – Organizational Leadership (offered as three (3) credits, plus required one (1) credit corequisite)

LDR 330 Leadership and Community
LDR 335 Leadership Development
LDR 410 Negotiation and Conflict Resolution

The concentration in Homeland Security will give students an increased understanding of the resources at their disposal to respond to terrorist threats in their communities. These fully-online courses are designed for professionals working in the areas of public safety, security management, fire service, emergency management, criminal justice, and law enforcement, as well as managers in private and nonprofit corporations responsible for multiple aspects of supervising security programs.

The concentration will result in student's ability to:

- Implement organization-specific processes to evaluate domestic security challenges that America faces.
- Assess the nature of homeland security functions and be able to integrate various functional realms, such as emergency management, law enforcement, and fire service.
- Design and implement plans and programs from the federal to the local level (as applicable) to reflect the various policy issues and organizational structures associated with homeland security.
- Determine how to access and disseminate information through multiple agencies in order to evaluate the risks of terrorist threats most likely to confront the nation.
- Apply a foundation of knowledge and skills to assume leadership responsibility in homeland security, public policy, law enforcement, criminal justice and to parts of emergency management.
- Apply decision-making and critical thinking skills in the realm of homeland security.

Homeland Security Concentration Required Courses (offered as three (3) credits, plus required one (1)-credit corequisite)

ESM and CJM courses are offered as three (3) credits, plus required one (1)-credit corequisite.

ESM 440 Homeland Security
 ESM 444 Weapons of Mass Destruction: Forms and History

AND choose one of the following two courses:

ESM 442 Terrorism and Extremism **OR**
 CJM 304 The Role of Criminal Justice in Terrorism

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Emergency Services Management		
Total Credit Hours: 120		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128		
CIP Code: 43.0302		
Tuition (Per Credit): \$545.00/Credit Hour Credits for Degree: 120	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full time	+ \$880 for 10 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$6,000 for 10 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)**	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 Tech Fee + \$600 Est. Book)**	= \$7,228.00	
+ + Non-refundable STRF charges - {\$0.00 per \$1000.00}; Certified Learning Assessment Fee \$65/Credit Hour		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Exceptional Student Education (Grades K-12)

(This major is suspended for new enrollments beginning Fall 2020.)

Minimum Credit in the Major - 48 Credit Hours

This program is designed for individuals seeking to teach in the state of Florida. While students residing in other states may enroll, Union Institute & University cannot assure that the program will result in eligibility for teacher licensure. Check with a student success coach to determine whether your state's regulations will allow enrollment in this program.

Florida department regulations require graduates of Exceptional Student Education programs to be "highly qualified" in a second area of specialization. It is imperative that students understand this new requirement and work with their student success coach and program chair to ensure compliance with the requirement.

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 25-2050 Special Education Teachers ; 25-9030 Instructional Coordinators; 25-1081 Education Teachers, Postsecondary; 25-9041 Teacher Assistants; 29-1127 Speech-Language Pathologists.

The major in Exceptional Student Education (ESE) prepares students, in their role as special education teachers (K-12), to offer appropriate services to children with special learning needs and/or disabilities. The requirements and content of this major prepare students to teach in diverse and inclusive environments and serve children and their families in private, school, and institutional settings. Skills and competencies are aligned with those defined by the Florida Department of Education. It is important to note that the teacher concentration does not grant certification, but provides a sound pedagogical foundation for students who wish to apply for teacher certification in their respective states. Curriculum requirements address multiple methods of instruction to accommodate a broad range of student differences; implementation of a curriculum that enables collaboration with families and other professionals; an understanding of legal statutes and policies that affect families' access; and participation in several field experiences that serve as the foundation from which theories about child development, learning, and the curriculum are applied.

Upon completion of the major in Exceptional Student Education, students will be able to:

- Create a set of modifications to help students with disabilities learn and participate in a wide range of functional activities at home, school, work environment, and in the community.
- Identify, assess, and prescribe programs for students with a wide range of disabilities.

Graduates in this major will meet the general standards for teachers established by the state of Florida:

- They will demonstrate mastery of the subject area specialization requirements for certification by the state including: foundations of ESE; assessment and evaluation; instructional practices; the transition process; design and implementation of a Positive Behavioral Support program; language and communication development; and teaching interpersonal interactions and participation skills.
- Students from other states may be required to take the Praxis 1 and Praxis 2. Check with your state's department of education.

Note: All education courses are variable credit and may be taken for either three or four credits. A modified syllabus reflecting the three-credit amount of work will be approved by the chair and provided to the student.

Professional Preparation Courses in Education (3 - 4 credits each)

EDU 317	Psychological and Sociological Foundations of Education
EDU 330	Classroom Management
EDU 331	Foundations and Practices in Teaching Reading (also serves as the reading requirement for ESE majors)
EDU 334	Educational Assessment
EDU 335	Effective Instructional Practices

Core Courses in the Major (3 - 4 credits each)

ESE 321	Foundations of Exceptional Student Education (Completion of this course is a prerequisite for <u>all</u> other courses having the ESE prefix.)
ESE 322	Assessment of Exceptional Students
ESE 327	Language Development and Learning
ESE 331	Educational Management of Exceptional Students
ESE 333	Teaching Personal and Social Skills to ESE
ESE 336	Individualized Education Plans: Planning and Implementing
ESE 337	Transition Planning
ESE 338	Family, School and Community Collaboration
ESE 339	Instructional Practices in Special Education

(Note: EDU 331 Foundations and Practices in Teaching Reading is a required course for ESE majors.)

Electives in the Major (3 - 4 credits each unless otherwise noted)

It is recommended that students take the Methods of Teaching courses in order to help meet new department regulations requiring graduates of Exceptional Student Education programs to be "highly qualified" in a second area of specialization. Students should work closely with their student success coach and program chair to ensure compliance with this requirement.

EDU 307/308/309	Any additional reading course
EDU 325	Methods of Teaching Math
EDU 327	Methods of Teaching Science
EDU 328	Methods of Teaching Social Science

ESE 100/200 ESE Independent Studies (1-4 cr.). Each may be taken up to two times.
 300/400
 ESE 190/290 ESE Special Topics (1-4 cr.). Each may be taken up to two times.
 390/490

Program Note: Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include:

- Prior learning that meets program criteria for acceptance.
- General education courses (beyond those required by the program).
- Courses offered through other majors, following published syllabi.
- Individually-designed courses may be developed by the student in consultation with the area of expertise faculty member and submitted using the Learning Agreement form.

All additional electives must be endorsed by the program chair and documented in the approved degree audit prior to graduation.

Note: Upper-level prior learning examinations and certified learning credits are accepted toward education major course requirements.

Capstone Requirement

As part of coursework in the major, students meet the capstone requirement for the Bachelor of Science major in Exceptional Student Education by satisfactorily completing one of the following:

- **Student Teaching (12 credits total) which consists of**
 EDU 496 Capstone Workshop: Student Teaching Seminar (3 credits)
 EDU 499 Capstone Learning Experience: Student Teaching (9 credits)
- OR**
- **Capstone Course (3-4 credits)**
 EDU 497 Contemporary Perspectives on Classroom Organization

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Exceptional Student Education		
Total Credit Hours: 120 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128 Weeks		
CIP Code: 13.1001		
Tuition (Per Credit): \$545.00 / Credit Hour	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Credits for Degree: 120 minimum credits		
Technology Fee (Per Term): \$44 part time/\$88 full-time enrollment	+ \$880 for 10 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> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)*	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 + \$600)*	= \$7,228.00	
Certified Learning Assessment Fee \$65 / Credit Hour; + + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Maternal Child Health: Human Lactation With Optional Concentrations in Pathway 2 or Health Disparities and Childbearing

Minimum Credit in the Major - 48 Credit Hours

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 31-1014 Nursing Assistants; 29-1160 Nurse Midwives; 29-9090 Miscellaneous Health Practitioners and Technical Workers.

The Bachelor of Science major in Maternal Child Health: Human Lactation provides an evidence-based program for the lactation professional. Students come to this program as experienced lactation care providers or as novices entering the lactation field.

Interdisciplinary scholar practitioners train students to be:

- Evidence-based, socially and culturally appropriate practitioners.
- Creative and critical thinkers with a global perspective.
- Lactation professionals with a solid grounding in global maternal child health equity issues so that they may work to reduce disparities of care.

In addition, graduates of the program are qualified to professionally counsel expectant mothers

and mothers of infants and young children about best practice in infant feeding and care of the young infant; assist in the advancement of the field; and speak professionally to a variety of audiences including parents, health care professionals and workers in community, governmental, and nonprofit agencies.

The B.S. with a major in Maternal Child Health: Human Lactation program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Lactation Education Accreditation and Approval Review Committee.

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

IBLCE Pathway 2

Union Institute & University's B.S. major in Maternal Child Health: Human Lactation program has received its initial accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP) through May 31, 2023, and offers the didactic lactation-specific education and supervised clinical practice experience required for an International Board of Lactation Consultant Examiners (IBLCE) Pathway 2 accredited academic program. Only those students who also complete a 300-hour supervised clinical practice internship and show successful completion of all lactation-specific competencies will qualify for the IBCLE exam.

Upon completion of the Bachelor of Science in Maternal Child Health: Human Lactation, students will be able to:

- Apply the basic mechanics of language, oral expressions, and scholarly writing to topics in Maternal and Child Health: Human Lactation (MCHL).
- Communicate with clients and members of the health care team in a professional, integrated, interdisciplinary, and culturally appropriate manner.
- Apply an evidence-based problem solving methodology to topics within the field of MCHL.
- Analyze maternal child health issues involving individuals and communities.
- Generate new interpretations, questions, and plans within the field of MCHL.
- Create ethically and culturally appropriate, individualized client-centered care plans.
- Apply the principles of biomedical ethics and social justice to MCHL policies and practices.
- Evaluate national and global MCHL issues in relation to one's own personal place in the global community.
- Analyze systems of power in relation to MCHL from social, economic, and political perspectives.

MCHL courses are being offered in the 3+1 model.

In conjunction with the 3-credit-hour course, there will be a required +1-credit-hour reading, directed field experience, or documentary corequisite course that includes use of a selected book, directed field experience, or documentary movie to provide the student with the opportunity to explore an in-depth topic within the competencies of each corequisite 3-credit-hour course. This model also provides a broader context associated with University Outcome III (Ethical and Social Responsibility) or IV (Social and Global Perspectives).

MCHL courses that were previously offered as four (4) credits will be offered as three (3) credits with a required one (1)-credit-hour reading, directed field experience or documentary course that:

- Serves as a corequisite with a specific 3-credit-hour course.
- Aligns with University Outcomes III or IV.
- Designates a selected faculty approved book, directed field experience, or documentary.
- Assigns a three-to-five-page writing assignment.

Students will register for the 3-credit-hour course **and** the added corequisite 1-credit-hour reading, directed field experience, or documentary companion. The 3-credit-hour course may not be taken without the 1-credit corequisite. The 1-credit-hour corequisite cannot be taken without the 3-credit-hour course. The 1-credit-hour reading, directed field experience, or documentary is purposefully designed to be supplemental to the 3-credit-hour course.

Students are assigned two separate grades for the 3-credit-hour course and the 1-credit-hour corequisite course. The 3-credit-hour course will be graded on a letter grade basis (A, B, C, D, U). The 1-credit-hour corequisite course will be graded on a Satisfactory/Unsatisfactory (S/U) basis that does not contribute to the grade point average. Refer to the 3+1 course information under the B.A./B.S. degree section of this catalog.

MCHL majors can have up to a maximum of 90 transfer credits.

UI&U Core Courses in the Major

Students enrolled in this program must successfully complete all UI&U core (required) courses in the major, as follows:

MCH 150	Human Anatomy & Physiology (3+1 cr.) (or equivalent if accepted in transfer)
MCH 220	Foundations of Maternal Child Health (3+1 cr.)
MCH 223	Lifecycle Nutrition (3+1 cr.) (or equivalent if accepted in transfer)
MCH 322	Research and Evidence in Maternal Child Health (3+1 cr.) (Must be taken in term one or term two of enrollment.)
MCH 481	Politics and Social Justice in Maternal Child Health (3+1 cr.) (Prerequisites: MCH 150, MCH 220, MCH 223, MCH 322). MCH 481 is to be taken in student's final term and only after having completed all other courses in the program.

Major core courses, or an approved substitute for MCH 150 and MCH 223, are considered satisfied by a grade of C or better.

Required Experiential Component

MCH 250 Pre-Internship Planning (2 cr.)

- Prerequisite to MCH 460 Internship. Students who transfer to UI&U with the IBCLC certification will have the requirement of MCH 250 waived. Such students cannot choose to take MCH 250 as an elective.
- MCH 250 Pre-Internship Planning is only required for students in the Pathway 2 concentration and enrolling in MCH 460 and MCH 461. If a MCHL major enrolls in MCH 388 and is not in the Pathway 2 concentration, MCH 250 is not required.

- MCH 460 Internship I in Maternal Child Health (2 cr.)
(Prerequisites: MCH 220, MCH 250, MCH 322)
- MCH 461 Internship II in Maternal Child Health (2 cr.)
(Prerequisites: MCH 220, MCH 250, MCH 322, MCH 460)

OR

- MCH 388 Applications in Maternal Child Health (2 cr.)
(Prerequisites: MCH 220, 322)

OR

Holds an IBCLC certification.

Practical courses are satisfied by a grade of C or higher.

Eligibility to Enter Internship

To enter into the supervised clinical practice internship, students must submit an internship application and articulation agreement at least two months prior to beginning the internship. Students must also meet the following:

- Meet criteria for satisfactory academic progress (SAP) by the end of the term preceding enrollment in the internship.
- Successfully complete all prerequisite courses.
- Submit a signed articulation agreement for the internship location
- Maintain a minimum grade point average of 2.00.
- Submit vaccine records.
- Submit criminal identification and investigations record checks.
- Submit proof of professional liability insurance, health insurance, and auto insurance, and where applicable, coverage.
- Adhere to the Union Institute & University Policies Governing Student Conduct.
- Students are responsible for planning, securing, and completing the two 150-hour supervised clinical practice internship (300 hours total) in their own community.
- Internship courses should be taken in the last two terms in the program unless given special permission.

Internship Fee

Students taking the Pathway 2 concentration and entering the internships will be assessed a non-refundable, one-time internship fee of \$125 when enrolled in MCH 460.

Electives in the Major

- GANT 220 Folklore in Childbirth (3 cr.)
(Satisfies general education credit requirements in the Social Systems and Behavioral Science domain.)
- MCH 140 Medical Terminology (2 cr.)
- MCH 323 Maternal-Infant Nutrition (3+1 cr.)
(Prerequisite: MCH 223)
- MCH 324 Skills and Strategies for Breastfeeding Problem Solving (3+1 cr.)
(Prerequisite: MCH 220)
- MCH 325 Social and Cultural Issues in Health Care (3+1 cr.)
- MCH 327 Birth Outcomes: Joys and Sorrows (3+1 cr.)
- MCH 328 Developing a Community Based Support System (3+1 cr.)
- MCH 329 Perspectives in Professional Lactation Support (3+1 cr.)
(Prerequisites: MCH 220, MCH 322)

- MCH 380 Mood Disorders in the Perinatal Period (3+1 cr.)
(This course can be taken as an elective in the Bachelor of Arts major in Psychology.)
- MCH 429 Infant and Child Growth and Development (3+1 cr.)
- MCH 480 Power and Societal Inequities in Maternal and Child Health (2 cr.)
(Prerequisites: MCH 150, MCH 220, MCH 223, MCH 322. Optional +1-credit-hour corequisite reading option available. See student success coach.)

Additional MCHL major electives from other UI&U majors are:

- CHD 303 Multicultural Issues in Child Development (3+1 cr.)
- ECS 280 Infant Toddler Programming (3+1 cr.)
- ECS 320 Exceptional Child (3+1 cr.)
- LDR 330 Leadership and Community (3+1 cr.)
- LDR 340 Nonprofit Leadership (3+1 cr.)
- PSY 209 The Helping Relationship (3 cr.)
- PSY 440 Mindfulness-Based Therapies (3 cr.)
- PSY 441 Altruism, Empathy and Compassion (3 cr.)

Additional elective learning may be accepted when appropriate to the major. Acceptable elective learning may include prior learning that meets program criteria for acceptance and general education courses (beyond those required by the program). All additional electives must be endorsed by the program chair and documented in the approved degree completion plan.

Students who choose the major in Maternal Child Health: Human Lactation may complete a generalized program or may elect one of two concentrations within the major with specific focuses as described below.

- Pathway 2 (PW2): Focus on completion of requirements needed for the IBLCE exam.
- Health Disparities and Childbearing (HDC): Focus on the cultural aspects of childbearing and early young child feeding and analyzing these elements in the context of power and equity.

Students completing the major with a concentration in Pathway 2 (PW2) will be able to:

- Sit for the IBLCE exam via Pathway 2.
- Discuss and evaluate concepts related to the management of human lactation.
- Appraise the contemporary issues central to lactation care.

Students completing the major with a concentration in Health Disparities and Childbearing (HDC) will be able to:

- Analyze and explain the social and cultural aspects of childbearing and young child feeding.
- Examine critical concepts and emerging trends in health disparities.
- Explore how racism, power, inequities, and social structures impact the health of mothers and babies.

Course C=Core E=Elective	Generalized Program	PW2 Concentration	HDC Concentration
MCH 150	C	C	C
MCH 220	C	C	C
MCH 223	C	C	C
MCH 322	C	C	C
MCH 481	C	C	C
GBIO 225	E	C	E
GANT 220	E	E	C
GPSY 120	E	C	E
MCH 140	E	C	E
MCH 250 *	E	C	E
MCH 323	E	E	C
MCH 324	E	C	E
MCH 325	E	C	C
MCH 327	E	E	C
MCH 329	E	C	E
MCH 388+	C	E	C
MCH 429	E	C	E
MCH 460*	E	C	E
MCH 461*	E	C	E
MCH 480++	E	E	C
ECS 280	E	E	E
ECS 320	E	E	E
LDR 330	E	E	E
LDR 340	E	E	E
PSY 209	E	E	E
PSY 440	E	E	E
PSY 441	E	E	E
CHD 303	E	E	E

*Students with a Pathway 2 (PW2) concentration must complete this course for the experiential component.

+Students in the Generalized Program or with a Health Disparities and Childbearing (HDC) concentration must complete this course for the experiential component, unless the student is in the Generalized Program and holds an IBCLC certification, in which case, the IBCLC certification will substitute for MCH 388.

++MCH 480 has the following prerequisites: MCH 150, MCH 220, MCH 223, MCH 322.

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.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Maternal Child Health: Human Lactation		
Total Credit Hours: 120		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128		
CIP Code: 51.2209		
Tuition (Per Credit): \$545.00 / Credit Hour Credits for Degree: 120	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full time	+ \$880 for 10 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$6,000 for 10 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Books)	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 Tech Fee + \$600 Est. Book)**	= \$7,228.00	
+ + Non-refundable STRF charges - (\$0.00 per \$1,000.00) Internship Fee (1 Time Only): + \$125 (Pathway 2 Students); Certified Learning Assessment Fee \$65/Credit Hour		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Organizational Leadership

With Optional Leadership Tracks

(This major is suspended for new enrollments beginning Fall 2020.)

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Minimum Credit in the Major - 48 Credit Hours

SOC Codes: 11-3010 Administrative Services Managers; 11-3111 Compensation and Benefits Managers; 13-1151 Training and Development Specialists; 27-3091 Interpreters and Translators; 25-1124 Foreign Language and Literature Teachers ; 43-6011 Executive Secretaries and Executive Administrative Assistants ; 11-1021 General and Operations Managers; 11-2031 Public Relations and Fundraising Managers; 13-1071 Human Resources Specialists.

The primary goal of the Organizational Leadership major is to equip students with the skills and knowledge needed to become effective leaders in a variety of organizations and in the greater society. It is a multidisciplinary degree program grounded in the social sciences that provides graduates unique attributes for the emerging job market.

The organizational leadership degree examines leadership based on building relationships that affect the well-being of individuals and communities. The program aims to produce graduates who can think critically, provide diverse perspectives, solve problems, and implement creative solutions.

Upon successful completion of the curriculum in the Organizational Leadership major, students will be able to:

- Identify various concepts of change, problem solving, and decision-making as they relate to leadership.
- Analyze and apply a variety of leadership concepts and theories.
- Evaluate leadership approaches in diverse, multicultural, and global environments.
- Examine ethical leadership as it relates to the leader-follower relationship and social responsibility.
- Examine leadership from social sciences and arts and humanities perspectives.

Organizational Leadership (LDR) courses are offered in the 3+1 model.

In conjunction with a 3-credit-hour course, there will be a required +1-credit-hour reading corequisite course that includes use of a selected book to provide the student with an opportunity to explore an in-depth topic within the competencies of each corequisite 3-credit-hour course. This model also provides a broader context associated with University Outcome III (Ethical and Social Responsibility) or IV (Social and Global Perspectives).

LDR courses, that were previously offered as four (4) credits, will be offered as three (3) credits with a required one (1)-credit-hour reading course that:

- Serves as a corequisite with a specific 3-credit-hour course.
- Aligns with University Outcomes III or IV.
- Designates a selected, faculty-approved book.
- Assigns a 1,500 words writing assignment which includes prompts that align with university course outcomes and course competencies.

Students will register for a 3-credit-hour course **and** the added corequisite 1-credit-hour reading companion. The 3-credit-hour course may not be taken without the 1-credit reading. The 1-

credit-hour corequisite cannot be taken without the 3-credit-hour course. The 1-credit-hour reading is purposefully designed to be supplemental to the 3-credit-hour class.

Students are assigned two separate grades for the 3-credit class and the 1-credit-hour class. The 3-credit-hour class will be graded on a letter grade basis (A,B,C,D,U). The 1-credit-hour class will be graded on a Satisfactory/Unsatisfactory (S/U) basis that does not contribute to the grade point average. Refer to the 3+1 course information under the B.A./B.S. degree section of this catalog.

Core Courses in the Major (Required – offered as three + one (3+1) credits each)

The first two courses in the Organizational Leadership major are to be taken in sequential course numerical order. These two courses are LDR 335 and LDR 345.

- LDR 335 Leadership Development
- LDR 345 Leadership: An Arts and Humanities Perspective
(Prerequisite: LDR 335)

The major core courses below can be taken in any order as it depends on when the student needs the course in their degree progression.

- LDR 402 Leadership and Ethics
- LDR 404 Leadership and Change
- LDR 430 Leadership: Global and Diverse Perspectives
- LDR 450 Leadership Capstone (To be taken in the student's final term of enrollment to complete the Organizational Leadership major requirements.)

In addition to completing core course requirements students may wish to pursue one of the following leadership tracks.

Conflict Resolution Track (offered as 3+1 credits unless otherwise noted)

- LDR 410 Negotiation and Conflict Resolution
- PSY 402 Organizational Psychology (3 credits without a +1 corequisite)

Not-for-Profit Track (offered as 3+1 credits each)

- LDR 340 Nonprofit Leadership
- LDR 420 Strategic Planning for Leaders in Public and Nonprofit Organizations

Strategic Planning Track (MGT courses are 3+1 credit hours each.)

- MGT 450 Strategic Management and Business Policy
- MGT 434 Problem Solving in Organizations

Elective Courses in the Major (offered as three + one (3+1) credits each unless otherwise noted)

LDR 115	Leadership and Spirituality
LDR 330	Leadership and Community
LDR 340	Nonprofit Leadership
LDR 410	Negotiation and Conflict Resolution
LDR 420	Strategic Planning for Leaders in Public and Nonprofit Organizations
MGT 231	Principles of Supervision
MGT 420	Theory and Practice of Leadership
MGT 425	Organizational Behavior and Culture

MGT 434 Problem Solving in Organizations
MGT 450 Strategic Management and Business Policy
PSY 316 Social Psychology (3 cr.)

Culminating Graduation Requirement

LDR 450 Organizational Leadership Capstone course is the final culminating graduation requirement for the Organizational Leadership major. Students will complete a field study or approved project designed to investigate and evaluate current trends in leadership and leadership research. Students will complete a thesis statement and annotated bibliography during the first eight weeks and present their final research paper in seminar format to fellow classmates and the instructor during the second eight weeks of the course. LDR 450 is to be taken in the student’s final term of enrollment to complete the Organizational Leadership major requirements.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Organizational Leadership		
Total Credit Hours: 120 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128 Weeks		
CIP Code: 52.0213		
Tuition (Per Credit): \$545.00 / Credit Hour Credits for Degree: 120 minimum credits	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full-time enrollment	+ \$880 for 10 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> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)*	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 + \$600)*	= \$7,228.00	
Certified Learning Assessment Fee \$65 / Credit Hour; + + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Bachelor of Science Major in Secondary Education

With Concentrations in English, Mathematics, Science, or Social Science

(This major is suspended for new enrollments beginning Fall 2020.)

Minimum Credit in the Major - 48 Credit Hours

The program is designed for individuals seeking to teach in the state of Florida. While students residing in other states may enroll, Union Institute & University cannot assure that the program will result in eligibility for teacher licensure in other states. Check with a student success coach to determine whether your state's regulations will allow enrollment in the program.

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 25-2031 Secondary School Teachers, Except Special and Career/Technical Education; 25-9041 Teacher Assistants; 11-9032 Education Administrators, Elementary and Secondary Schools; 25-3010 Adult Basic and Secondary Education and Literacy Teachers and Instructors; 25-4021 Librarians; 25-9030 Instructional Coordinators; 27-3091 Interpreters and Translators.

The Bachelor of Science major in Secondary Education focuses on the theory and practice of learning and teaching at the secondary school level and prepares individuals to teach students in grades 6-12. The major is not a certification program but is designed to prepare students to meet the state requirements leading to state certification. Each area of study requires a minimum of 30 credit hours in the teaching field and at least 15 credit hours in educational foundations courses. Student teaching is the highly recommended capstone learning experience. Four concentrations (specializations) are available within this major: Each major provides students the requisite coursework to apply students to work in grades 6-12.

- English
- Mathematics
- Science
- Social Science

Upon completion of the major in Secondary Education, graduates will be able to:

- Identify the skills needed to help adolescents learn to their fullest potential.
- Prepare content specific lessons adapted to a diverse student population.
- Design active learning experiences to foster independent learning.

Secondary English Concentration Learning Outcomes

Demonstrate proficiency in:

- The English language.
- Effective writing.
- Ability to use the reading process to help students construct meaning from a wide range of selections.
- Effective methods for teaching literature, integrating language arts, and writing.

Secondary Mathematics Concentration Learning Outcomes

Demonstrate proficiency in:

- An understanding of the nature of mathematics.
- The knowledge of diverse areas in mathematics such as algebra, analysis, and applied mathematics.
- The ability to use the methods of mathematics in problem solving.
- The use of appropriate technology to solve mathematical problems.
- Understanding the nature of proofs and its relationship to mathematics.
- Explaining the importance of mathematics to a literate society.
- Recognizing the connection between mathematics and other disciplines.

Secondary Science Concentration Learning Outcomes

Ability to articulate:

- Structure and behavior of matter.
- Energy and its effects.
- Space science.
- The process of life.
- The effects of physical and biological factors on the environment.

Demonstrate proficiency in:

- Proper management of classroom and laboratory equipment.
- Process skills and application of scientific inquiry.

Secondary Social Science Concentration Learning Outcomes

Ability to articulate:

- Understanding of the various social science content areas of geography, economics, political science, world history, and American history.

Demonstrate proficiency in:

- The methods of providing effective teaching.

Graduates in this major in Florida will meet the general standards for teachers established by the state of Florida. Students from other states may be required to take the Praxis 1 and 2 exams should they pursue this avenue.

Note: (All education courses may be taken for either three or four credits. A modified syllabus reflecting the four-credit amount of work will be provided by the instructor.)

Foundations Courses in Education (3-4 credits each)

EDU 317	Psychological & Sociological Foundations of Education
EDU 330	Classroom Management
EDU 331	Foundations and Practices in Teaching Reading

EDU 334 Educational Assessment
 EDU 335 Effective Instructional Practices

Capstone Requirement

As part of the coursework in the major, students meet the capstone requirement for the Bachelor of Science major in Secondary Education by satisfactorily completing one of the following:

- **Student Teaching (12 credits total) which consists of**
 EDU 496 Capstone Foundations Workshop: Student Teaching Seminar (3 credits).
 EDU 499 Capstone Learning Experience: Student Teaching (9 credits).

OR

- **Capstone Course (3-4 credits)**
 EDU 497 Contemporary Perspectives on Classroom Organization.

Required Courses in the Secondary Ed Concentrations

All Secondary Concentrations require a minimum of 30 credits of specialization in the field of study. Some courses are required, and others will be noted as required electives. All courses that are noted as satisfying general education, in addition to meeting concentration requirements, are three credit hours. All other courses are variable credit, 3-4 credits. Classes with a variable credit option have appropriate credit hour adjustments within the course syllabus. Excluding general education courses, the courses listed for specific secondary education concentrations are not offered on a regular basis. The secondary education “concentration only” courses would possibly be made available for students with a concentration fulfillment need.

Note: Upper-level prior learning examinations and certified learning credits are accepted by the state of Florida toward education major course requirements.

The university requires 32 credits of upper-level coursework to graduate. Many courses listed in various majors are general education lower-level courses.

English concentration students are required to have 15 credits of literature coursework. Additional coursework can be substituted for the required courses with approval from the program chair.

English	Mathematics	Science	Social Science
EDU 343 Methods of Teaching LA in Secondary School	EDU 337 Methods of Teaching Secondary Mathematics	EDU 341 Methods of Teaching Secondary Science	EDU 342 Methods of Teaching Secondary Social Science

GWRI 202 Writing in Your Field of Study (3 cr.) (Satisfies 2 nd College Writing in General Ed. requirement)	GMAT 115 College Algebra (3 cr.) (Satisfies Quantitative Reasoning in General Ed. Req.)	GBIO 201 Biological Warfare: Weaponizing the Field of Biology (3 cr.) (Satisfies the Observ. & Analysis of Natural World General Ed. Req.)	GECO 221 Govt. & Economics-Macroeconomics (3 cr.) or GECO 222 Impact Personal Choices-Microeconomics (3 cr.) (Either GECO satisfies the Social Systems/Behavioral Sci. General Ed. Req.)
ENG 380 Advanced English Grammar	GSTA 221 Statistics for the Professional (3 cr.) (Satisfies Quantitative Reasoning in General Ed. Req.)	GCHM 230 Buffers & Decomposition	HIS 103 Western Civilization 1500-1815 or HIS 104 Western Civilization 1815 - Present
ENG 391 Oral Interpretation or SPE 201 Public Speaking	MAT 201 Calculus I or MAT 307 Business Calculus	GGEO 220 Geology of Natural Disasters (3 cr.) (Satisfies the Observ. & Analysis of Natural World General Ed req.) (Fulfills geology area)	GEG 101 Introduction to Geography
English Concentration has a 15-credit literature requirement. Any literature course will count as fulfillment of the requirement.			
ENG 424 Shakespeare and His Plays	MAT 202 Calculus II (Prerequisite: MAT 201 or MAT 307)	GENV 205 From Garbage to Greenhouse Gases (3 cr.) (Satisfies Observ. & Analysis of Natural World General Ed. Req.(Fulfills physics area)	Any General Ed. foundational American History accepted in transfer from another institution or GHIS 110 or GHIS 205
ENG 331 American Literature	MAT 205 Geometry	SCI 322 Oceanography	HIS 321 American History Federalist or HIS 322 American History Reconstruction
ENG 322 British Literature I	MAT 226 Trigonometry	PHS 301 Meteorology	POS 201 American Government

ENG 323 British Literature II	MAT 304 Linear Algebra	<u>May have the option of +1 coursework as lab to any science course.</u>	GPSY 120 Essential Topics in Psychology (3 cr.) or GSOC 101 Understanding our Social World (3 cr.) or GSOC 215 Society through Pop Media
<u>Other literature courses not listed may count with permission of the program chair.</u>	<u>Must complete a minimum of 2 additional upper-level electives in the major.</u>	<u>Must complete a minimum of 3 additional electives in the major.</u>	<u>Must complete a minimum of 2 additional electives in the major. Course samples listed below. Other elective Social Science courses may be accepted with permission of the program chair.</u>
ENG 345 The Short Story	MAT 306 Discrete Math	EDU 346 Curriculum Development of Secondary Science	HIS 342 Latin American History
GLIT 155 Crime Fiction		GBIO 225 Healthy to Ill & Vaccines to Epidemics (3 cr.) (Satisfies Observation & Analysis of Natural World General Ed. Req.)	HIS 325 African History
GLIT 160 Lit as an Expression of Human Experience	MAT 305 History of Mathematics	PHI 301 Philosophy of Science	GANT 110 Who Are We: Intro to Anthropology (3 cr.) (Satisfies the Social (Systems/Behavioral Sci. Gen. Ed. Req.)

Program Note: Additional elective learning may be accepted when appropriate to the major.

Acceptable elective learning may include:

- Prior learning that meets program criteria for acceptance.
- General education courses (beyond those required by the program).
- Courses offered through other majors, following published syllabi.
- Individually-designed courses may be developed by the student in consultation with the area of expertise faculty member and submitted using the Learning Agreement form.

All additional electives must be endorsed by the program chair and documented in the approved degree audit prior to graduation.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Secondary Education		
Total Credit Hours: 120 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 128 Weeks		
CIP Code: 13.1205		
Tuition (Per Credit): \$545.00 / Credit Hour	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Credits for Degree: 120 minimum credits		
Technology Fee (Per Term): \$44 part-time/\$88 full-time enrollment	+ \$880 for 10 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> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Book)*	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 + \$600)*	= \$7,228.00	
Certified Learning Assessment Fee \$65 / Credit Hour; + + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office; Return Check Fee: \$25.

Bachelor of Science Major in Social Work

Minimum Credit in the Major - 56 Credit Hours

This program is permitted to be offered in a hybrid format to residents in Ohio, California, and Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 21-1021 Child, Family, and School Social Workers; 25-1113 Social Work Teachers, Postsecondary; 21-1023 Mental Health and Substance Abuse Social Workers; 21-1022 Healthcare Social Workers; 21-1029 Social Workers, All Other; 21-1093 Social and Human Service Assistants; 21-1092 Probation Officers and Correctional Treatment Specialists.

Description

The Bachelor of Science with a major in Social Work is accredited by the Council on Social Work Education (CSWE). The degree prepares students for social work generalist practice with individuals, families, groups, communities and organizations.

The Bachelor of Science major in Social Work prepares students with the knowledge, values, and skills to become a generalist social work practitioner, who is grounded in our profession's values and ethics of service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, social and economic justice and human rights.

The Social Work program is comprised of online classroom content and field education (application of learning). Classroom content focuses upon theoretical approaches to apply human behavior and the social environment, social welfare, social and economic justice and human diversity. The field education prepares students with real-world application experiences by a 400-hour field placement that is accompanied by a field seminar course.

Upon completion of the major in Social Work, students will be able to demonstrate the integration and application of the following CSWE competencies¹:

- Competency 1: Demonstrate ethical and professional behavior.
- Competency 2: Engage diversity and difference in practice.
- Competency 3: Advance human rights and social, economic, and environmental justice.
- Competency 4: Engage in practice-informed research and research-informed practice.
- Competency 5: Engage in policy practice.
- Competency 6: Engage with individuals, families, groups, organizations, and communities.
- Competency 7: Assess individuals, families, groups, organizations, and communities.
- Competency 8: Intervene with individuals, families, groups, organizations, and communities.
- Competency 9: Evaluate practice with individuals, families, groups, organizations, and communities.

Bachelor of Science Major in Social Work – Admission Process

Applicants seeking admission to the Social Work program are expected to evidence personal characteristics and professional conduct consistent with the National Association of Social Workers (NASW) Professional Code of Ethics.

Prospective applicants who meet eligibility criteria for admission to the university will be admitted to the Social Work program. Students are expected to maintain an overall 2.5 GPA. Students that have a GPA under 2.5 will be placed on probation. (See the UI&U Probation Policy for B.A./B.S. Students.)

Admission Criteria

The UI&U Social Work Admission Committee will evaluate applications for admission to the major. Students are expected to meet the following criteria:

- Possess computer capabilities to access the required electronic communications services on a regular basis.
- Demonstrate suitability for the social work profession, values and responsibilities base as evidenced through the social work application essay.
- Agree to the SOW Program Admission Acknowledge Statements.
- Meet with the Social Work Admissions Committee on an as-needed basis.

Social Work Admissions Committee Review

The UI&U Social Work Admissions Committee is comprised of the Social Work program chair and field director. The Social Work Admissions Committee has the responsibility to review student admissions applications. The committee meets periodically to review all Social Work admission applications. Applications are accepted at the beginning of the fall, spring and summer terms. The admissions committee will review students' applications and send notification of the admissions status (i.e., accepted, conditional or denied) within five to 10 business days following a confirmed decision. Some applications may require an interview based on the discretion of the social work admissions committee.

Required General Education Courses for SOW majors

GBIO 225	GBIO 225 From Healthy to Ill and Vaccines to Epidemics (3 cr.) (Prerequisite for SOW 322)
GSTA 221	GSTA 221 Statistics for the Professional (3 cr.) (Prerequisite for SOW 370)
GPSY 120	Essential Topics of Psychology (3 cr.) (Prerequisite for SOW 322, SOW 323)
GSOC 101	Understanding Our Social World (3 cr.) (Prerequisite for SOW 255)

Core Courses in the Social Work Major (four credits unless otherwise noted)

SOW 101	Introduction to Social Work (3 cr.)
SOW 255	Introduction to Social Welfare Policy (3 cr.) (Prerequisite: GSOC 101)
SOW 322	Human Behavior and the Social Environment I and II (16 weeks) (Prerequisites: GBIO 225, GPSY 120)
SOW 323	Generalist Practice I: Social Work Practice with Individuals (Prerequisite: GPSY 120)
SOW 324	Generalist Practice II: Social Work Practice with Families (Prerequisite: SOW 323)
SOW 350	Generalist Practice III: Social Work Practice with Groups, Communities, and Organizations (Prerequisite: SOW 323)
SOW 327	Ethical Issues in Social Work
SOW 329	Multicultural Issues in Social Work
SOW 370	Research Methods in Social Work I (Prerequisite: GSTA 221)

SOW 470	Research Methods in Social Work II (Prerequisite: SOW 370)
SOW 450	Social Welfare Policy Analysis
SOW 471	Pre-Field Education (2 cr.)
SOW 487	Social Work Field Practicum I (Corerequisite: SOW 489)
SOW 488	Social Work Field Practicum II (Corequisite: SOW 491)
SOW 489	Social Work Field Integrative Seminar I (2 cr.) (Corequisite: SOW 487)
SOW 491	Social Work Field Integrative Seminar II (2 cr.) (Corequisite: SOW 488)

All core courses in the major are satisfied by a grade of C or higher.

Electives in Social Work (four credits unless otherwise noted)

SOW 190	Special Topics (1-4 credit hours)
SOW 490	Advanced Special Topics (1-4 credit hours)

Electives in Social Work may be accepted when appropriate to the major. Acceptable electives may include special topics or independent study arranged by the student in consultation with the student success coach and social work program chair. The elective must be documented in the approved degree audit prior to registration. **The Union Institute & University Bachelor of Science Major in Social Work program does not grant social work course credit for life experience or previous work experience.**

Social Work Field Practicum

Field education is the Social Work signature pedagogy. Students will have applied learning of course content to prepare for generalist social work practice by the completion of Field Placement, a 400-hour internship experience with accompanying Field Seminar courses. The field education courses are:

SOW 471	Pre-Field Education (2 cr.)
SOW 487	Social Work Field Practicum I (4 cr.) (Corequisite: SOW 489)
SOW 488	Social Work Field Practicum II (4 cr.) (Corequisite: SOW 491)
SOW 489	Social Work Field Integrative Seminar I (2 cr.) (Corequisite: SOW 487)
SOW 491	Social Work Field Integrative Seminar II (2 cr.) (Corequisite: SOW 488)

Field Education Eligibility

Field placements are initiated and approved by the field education director. While the program welcomes suggestions from students, only the field education director establishes a formal agency contact and partnership (see Field Education Manual for more details).

Students must complete a 400-hour field practicum: SOW 487 and SOW 488 Field Practicum courses and SOW 489 and 491 Field Seminar courses within a single term (32 weeks).

All field education courses must be satisfied by a satisfactory grade of C or higher.

Eligibility to Enter Field Education

To enter field education, students must submit a field application and meet the following criteria:

- Demonstration of satisfactory academic progress (SAP) by the end of the session preceding field placement with an overall grade point average (GPA) of 2.50 or better.
- Participate in an individual interview with the field education director.
- Adhere to UI&U Student Code of Conduct.
- Affirm intent to adhere to the NASW Code of Ethics.
- Submit proof of professional liability insurance coverage.

Bachelor of Science Major in Social Work – Transfer of Credits Policy

The Social Work program transfer credit policy is aligned with the CSWE Policy Standards. The Social Work program chair recommends the acceptance and approval of eligible transfer credits to the program's curriculum and degree requirements. Only transfer credits from accredited CSWE undergraduate social work programs are accepted as applicable transfer credits for UI&U Social Work program requirements.

Pre-professional social work credits earned at a regionally accredited Ohio public college, community college, or university participating in the State of Ohio articulated Transfer Assurance Guide (TAG) are eligible for transfer credits.

Students may be required to provide a course syllabus to determine whether transfer course content is equivalent to the UI&U Social Work program. The program stipulates conditions for acceptance of credits in transfer based on the evaluation of social work course equivalencies by social work faculty content experts. The Bachelor of Science (B.S.) program awards credit based on semester hours.

Social work majors will, in most cases, have 64 transfer credits accepted. This is because of the minimum 120 credit hours for degree completion, and there are 56 credits required to fulfill the UI&U SOW major requirements. There is flexibility in raising this number when a student has any of the four general education SOW prerequisites accepted as transfer credit, or the student attended a CSWE-approved institution and completed acceptable SOW transfer courses as determined and approved by the Social Work program chair.

Social Work Licensure

To qualify for licensure, students must pass the Association of Social Worker Boards (ASWB) bachelor's social work licensing examination. Students must apply to their respective State Counselor, Social Worker and Marriage and Family Therapist Board for pre-approval to sit for the bachelor examination. For information about preparing to take the social work licensing examination contact: Association of Social Work Boards: <http://www.aswb.org>.

Program Costs for 2020-2021

Program: Bachelor of Science with a Major in Social Work
Total Credit Hours: 120
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021

Approximate No. of Weeks in Academic Program: 128		
CIP Code: 44.0701		
Tuition (Per Credit): \$545.00/Credit Hour Credits for Degree: 120	Tuition Cost: \$65,400.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$44 part time/\$88 full time	+ \$880 for 10 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$6,000 for 10 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (120 Credits x \$545) + (\$880 Tech Fee + \$6,000 Est. Books)**	= \$72,280.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$545) + (\$88 Tech Fee + \$600 Est. Books)**	= \$7,228.00	
+ + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,228.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Undergraduate Course Descriptions

NOTE: General education curriculum courses are listed with a course prefix beginning with “G” (for general education) in this alphabetical list of course descriptions.		
[Department PREFIX] #100/200/300/400	Independent Studies	(variable 1-4 credit hours)
Most B.S./B.A. majors provide independent study offerings. If offered by the major, independent studies may be taken up to two times. An independent study course may be proposed by the student in order to complete an in-depth study of a topic not covered by current course offerings. Independent Study is a formalized learning experience that is completed through a learning agreement, under the supervision of a university faculty member. Learning agreements must be proposed and approved by the faculty member in advance of registration. Students are limited to two (2) independent-study courses per department prefix and course number. Refer to the specific major for the acceptance or not of independent studies.		
[Department PREFIX] #190/290/390/490	Special Topics	(variable 1-4 credit hours)
Special Topics are individualized special interest courses selected by the student, working with a faculty member. Most B.S. majors provide for special topics courses. Students are limited to one to two special topics courses per department prefix and course number. Refer to the specific major for the acceptance of special topics courses.		

Effective for 2019-2020, each undergraduate class (except for Social Work [SOW] classes) that was previously offered as a fixed four credit hours has changed to a three credit hours class with a +1-credit-hour supplemental course component corequisite. The 1-credit-hour requirement is purposefully designed to be supplemental to the 3-credit-hour class. Students will register for a 3-credit-hour course and the co-requisite 1-credit-hour supplemental companion. The 3-credit-hour course may not be taken without the 1-credit corequisite, unless either course needs to be repeated. And, the 1-credit-hour corequisite cannot be taken without the 3-credit-hour course, unless being repeated.

ACC	235	Financial Accounting	3+1 credit hours
This is an introductory course on the accounting cycle with emphasis on the preparation and interpretation of primary financial documents including: income statement, balance sheet, and cash flow statements. The course focuses on procedures related to journalizing, posting, adjusting, closing accounting entries, and preparing financial statements. The course also explains how financial statements provide information on company performance and company valuation. Prerequisite: BUS 101. Corequisite: ACC1 235, 1 credit hour.			
ACC	236	Managerial Accounting	3+1 credit hours
The course focuses on the analysis and interpretation of accounting concepts and on the internal use of accounting information in the managerial decision-making process especially in planning and control operations. Prerequisites: BUS 101 & ACC 235. Corequisite: ACC1 236, 1 credit hour.			
BUS	101	Introduction to Business	3+1 credit hours
The course is directed toward the recognition and understanding of how businesses operate in both the United States and in global environments. It covers the basic aspects of opening a business, discusses the management techniques of leadership, motivation, and employee empowerment. The course also presents necessary business information on financial			

management, the forms of business ownership, and entrepreneurship. The basic concepts of human resource management, the ethical and social responsibility issues facing today's business manager, and the necessity of producing quality goods and services are discussed in detail. Corequisite: BUS1 101, 1 credit hour.			
BUS	232	Business Law	3+1 credit hours
The course provides an overview of how federal, state, and local laws impact corporations, entrepreneurs, small businesses, and not-for-profit organizations. It focuses on the origin and nature of business law, the UCC, contracts, negotiable instruments, intellectual property, and computer law, as well as the legal definition of crimes and torts. Prerequisite: BUS 101. Corequisite: BUS1 232, 1 credit hour.			
CBC	110	Computer Basic Concepts	3+1 credit hours
The course introduces computer concepts. It emphasizes the use of email; the Internet, including social media websites/communities, forums and various search engines; and Microsoft Office business applications. Includes concepts of conducting research via the Internet, communicating gathered information and creating documents and presentations using business applications for inclusion within a Learning Management System. Students must provide their own software (Microsoft Office version 2010 for Windows or version 2011 for Mac) or may use the computer lab at any Union Institute & University center. Corequisite: CBC1 110, 1 credit hour.			
CHD	225	Introduction to Technology Skills for Early Childhood Educators	3 credit hours
This course will provide pre-professional educators the opportunities to understand technology starting from learning basic computer literacy skills through applying technology directly to the classroom. This course is designed around four modules that progress in rigor from an exploration of theoretical concepts to a more hands-on experiential application. Students will develop technology skills while exploring best practices, thereby encouraging students to think in creative ways to include technology that is appropriate to children's development.			
CHD	303	Multicultural Issues in Child Development	3+1 credit hours
In this course, students will explore child development from a comparative perspective, considering race, gender, and disabling conditions as dimensions of diversity. Students will examine cross-cultural research and challenge the contemporary theories of child development and the implications for educational theory and practice. Students will examine cultural and family factors that shape and influence the contexts in which children develop. They will also participate in the development of multicultural curriculum activities, materials, and environments for children with a special emphasis on applying multicultural education principles to curriculum planning. Corequisite: CHD1 303, 1 credit hour.			
CHD	304	The Exceptional Child	3+1 credit hours
This course covers an analysis of the wide spectrum of abilities and disabilities of the special needs child, as these needs range from education needs to parent and family needs. The course focuses on understanding the child and will integrate information on the specific needs of the person that include learning disabilities, emotional and behavioral disorders, communication disorders, hearing impairment, visual impairment, physical disabilities, and giftedness (often not thought of as a component to the area of special needs). Corequisite: CHD1 304, 1 credit hour.			
CHD	305	The Integration of Developmental Domains, Theory, & Practice	3+1 credit hours
In this course, students will integrate their foundational knowledge of children's characteristics and needs, from birth through adolescence, with the multiple perspectives and theories on child			

development and learning. Students will analyze multifaceted perspectives on children and families in order to inform practice. Corequisite: CHD1 305, 1 credit hour.			
CHD	306	Transforming Learning Standards into Achievement	3+1 credit hours
In this course, students will explore how to meet children's individual needs that reflect developmental knowledge, essential content knowledge, and local and state educational standards for learning. Students will create appropriate and challenging environments for children's academic and personal success. Corequisite: CHD1 306, 1 credit hour.			
CHD	307	Constructing Reciprocal Relationships with Families and the Community	3+1 credit hours
In this course students will examine the importance of involving the family and the community in the child's development and learning. Students will learn how to support and engage families and communities through respectful, reciprocal relationships. An emphasis will be placed on embracing and valuing the diverse and complex characteristics of the family and community. Corequisite: CHD1 307, 1 credit hour.			
CHD	308	Development of the Adolescent	3+1 credit hours
This course analyzes the biosocial, cognitive, psychosocial, and growth of the self that occurs during the phase of human development that is commonly referred to as adolescence. Students will investigate some definitions of puberty and a historical understanding of adolescence. Students will gain an understanding of the adolescents in their home, school, and social environment. A more comprehensive analysis of adolescent intellectual, brain, physical, and social development will be available that may help us explain the many stereotypes cast onto adolescent life. This course also investigates theories, scientific evidence, and personal insight. This course finally challenges misconceptions, misperceptions, misrepresentations, and the misreading of adolescent development, especially those relating to raising and living with adolescents and our relationships with them. In challenging our basic ideas and beliefs, we come to find the fictions inherent in them and more importantly come to a much different understanding of this time of human development. Corequisite: CHD1 308, 1 credit hour.			
CHD	404	Learning through Play	3+1 credit hours
In this course students will explore play as a primary context for children's learning. Students will discuss the intentional play process and the role of creativity in order to develop a broader repertoire of effective and intentional teaching strategies. Students will learn to create support for coaching children and assessing meaningful play. Corequisite: CHD1 404, 1 credit hour.			
CHD	405	The Art and Science of Assessing Children and Families	3+1 credit hours
In this course, students will analyze the goals, benefits, and uses of assessment. Students will learn how to use effective and appropriate assessment tools using a variety of documentation and data collection strategies. Students will implement assessment data to develop appropriate strengths-based goals, curriculum, and teaching strategies for each child. Additionally, students will explore the process of assessing partnerships with families and colleagues to build effective learning environments. Corequisite: CHD1 405, 1 credit hour.			
CHD	406	Professional Practices	3+1 credit hours
In this course, students will review ethical standards and professional guidelines for working with children and families. Students will learn the value of engaging in informed advocacy, as well as continuous, collaborative learning to inform practice. Students will review how to use technology effectively as a professional resource with children and peers. Students will experience the process of integrating knowledgeable, reflective, and critical perspectives in child development. Corequisite: CHD1 406, 1 credit hour.			

CHD	407	Cognitive Development of the Child and Adolescent	3+1 credit hours
This course is designed to support scientific study of children from conception to adolescence, including intellectual changes and processes that a child experiences and a focus on the development of thought, language, emotions, personality, and social relationships. The principles and theories that underlie child learning are also emphasized. Corequisite: CHD1 407, 1 credit hour.			
CHD	412	Language Development of the Child	3+1 credit hours
This course provides an analysis and evaluation of central concepts, theories, current issues, and research evidence in the development of language and cognition in human beings. The material in this course relies on current and accessible accounts of current views on how thinking and language develop during childhood. Starting from infancy the course explores key aspects of cognitive language development in childhood and adolescence, evaluating brain architecture and function along with the social and cultural bases of learning. Corequisite: CHD1 412, 1 credit hour.			
CHD	414	Working with Young Dual Language Learners	3+1 credit hours
The purpose of this course is to examine the development of dual language learners (DLL) in the context of language and literacy. Students will survey a variety of developmentally appropriate and culturally responsive strategies that support second-language acquisition. Students will also reflect on the value of the home language and children's diverse linguistic and cultural experiences. Corequisite: CHD1 414, 1 credit hour.			
CHD	415	Sensory Development Challenges & Opportunities in the Classroom	2 credit hours
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.			
CHE	101	Introduction to Chemistry	3-4 credit hours
This course introduces the student to fundamental principles and laws of chemistry. Basic concepts of the structure, properties, interactions, and changes of matter and energy both qualitatively and quantitatively as well as an introduction to different branches of chemistry, such as organic chemistry and biochemistry (for Secondary Education majors – Science Concentration).			
CJM	302	Research and Management Analysis Techniques for Criminal Justice Managers	3+1 credit hours
This course examines research methodologies that are utilized by criminal justice managers to design and evaluate criminal justice programs. The focus of the course will be the interpretation of data, problem analysis, and clarification of social problems, confidentiality, decision-making, policy formation and evaluation. Corequisite: CJM1 302, 1 credit hour.			
CJM	303	Applied Ethics in Criminal Justice	3+1 credit hours
This course covers applied ethical theories against the backdrop of criminal justice policy, action and management, and employee decision-making. Accepted standards applicable to criminal justice organizations and professionals are used to examine such topics as ethical systems; social change; values and norms; cultural diversity; use of force; use of discretion; corruption, and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process and recommend management responses to			

organizational ethical dilemmas and individual ethical lapses. Corequisite: CJM1 303, 1 credit hour.			
CJM	304	The Role of Criminal Justice in Terrorism	3+1 credit hours
This course employs a criminal justice framework for the analysis and evaluation of terrorist groups and individuals, terrorist origins, goals, dynamics, ideologies and counterterrorism. The course will include a discussion of the task of defining terrorism, an exploration of the history and causes of terrorism (both internationally and domestically), the structure and organization of terrorist groups, an overview of the methods and weapons of terrorists, and public policies, strategies and approaches for combating and preventing terrorism. Corequisite: CJM1 304, 1 credit hour.			
CJM	306	Supervision in the Criminal Justice Field	3+1 credit hours
This course examines the role of the first-line supervisor in law enforcement organizations, including the managerial responsibilities a supervisor is often called upon to handle. The class will address leadership, power, communication, personnel matters, decision-making, and many other related topics. The impact and importance of effective leadership on employee development, morale, and motivation will be a particular focus of study. Corequisite: CJM1 306, 1 credit hour.			
CJM	307	Criminal Justice Management and Administration	3+1 credit hours
Utilizing a managerial and administrative perspective, this course studies the protocols and techniques for modern police administration. Topics will include organizational tasks, policy issues, functions of police management, executive roles, budgeting, contemporary issues, and leadership concepts. Corequisite: CJM1 307, 1 credit hour.			
CJM	308	Management of Fatal Officer-Involved Shootings	1 credit hour
This course examines the management responsibilities during the investigation of fatal officer involved shootings. The course will explore supervisory and managerial roles in the administrative review of fatal shootings. The criminal and civil ramifications of fatal shootings will be discussed.			
CJM	309	Drugs in Society	3+1 credit hours
This course examines the multifaceted topic of drugs in society. The course analyzes the four most pivotal areas of the problem, including drug culture, impaired drivers, drug trafficking, and drug control policy. The foundation of the course compares and contrasts the debate on legalization and decriminalization of illicit drugs. Additional topics include the influence of gangs, organized crime, and foreign drug trafficking organization on society. Corequisite: CJM1 309, 1 credit hour.			
CJM	315	Police Accountability and the Criminal Justice Manager	2 credit hours
This course explores the theoretical and practical issues of police accountability and reform in policing agencies. It examines and compares various strategies and systems in place throughout policing today: early intervention systems, citizen oversight, police auditing, use of force review, vehicle pursuit tracking, and consent decrees. The role of the police manager in the various systems and strategies will be examined and analyzed.			
CJM	316	Managing Mental Health Interagency Task Forces	1 credit hour
This course examines the formation, management and delivery of mental health interagency task forces to aid persons with mental illness. The course will focus on the police manager's role in managing such an interagency task force.			

CJM	317	Human Sex Trafficking as a Global Phenomenon	3+1 credit hours
<p>This course examines contemporary issues in domestic and global human sex trafficking from perspectives in criminal justice. This course compares and contrasts factors in human smuggling, slavery, and illicit economies that impact supply and demand in the sex industry. A unique feature of the course will evaluate how those people employed in the sex trade move through the criminal justice system labeled as both victims and defendants. The course will conclude with an analysis of the link between human and drug trafficking. Corequisite: CJM1 317, 1 credit hour.</p>			
CJM	320	Capital Punishment	2 credit hours
<p>This course examines the issues surrounding the use of the death penalty in the United States. The course will analyze the relationship between capital punishment and the U.S. Constitution, current debates on the issue, and historical controversial decisions made in death penalty cases.</p>			
CJM	321	Criminological Theories	3+1 credit hours
<p>This course explores the nature, causes, and control of crime and delinquency. Comparing and contrasting relevant criminological theories, the course provides an explanation of criminal behavior and the debate on inmate re-entry into the community. Analyzing the relationship between victims and offenders provides the foundation for understanding why there is an unequal distribution of crime within society. Corequisite: CJM1 321, 1 credit hour.</p>			
CJM	325	The Impact of Social Media on Criminal Justice Organizations	2 credit hours
<p>This course explores the opportunities and challenges for criminal justice organizations that use social media. The course examines social networking issues in public relations, criminal investigations, and internal personnel matters.</p>			
CJM	330	Gangs and Gang Subcultures	3+1 credit hours
<p>This course examines the subculture of criminal gangs in the United States. The course will compare and contrast both traditional and non-traditional gangs. Topics include gang identification, organization, and gang behavior, combined with a study of aggression factors and group dynamics. Corequisite: CJM1 330, 1 credit hour.</p>			
CJM	331	Managing Regional Gang Task Forces	3+1 credit hours
<p>This course explores the planning, implementation, and management of regional gang task forces. Analyzing the partnership between street gangs and international drug trafficking organizations, the course examines the multifaceted challenges facing law enforcement and corrections to disrupt criminal enterprises that are causing violence in American communities. The course concludes with a presentation of a task force plan to a panel of professional police managers. Corequisite: CJM1 331, 1 credit hour.</p>			
CJM	409	Contemporary Issues in Criminal Justice Management	3+1 credit hours
<p>This course presents a comprehensive management perspective and overview of contemporary issues and problems associated with the criminal justice system. The course provides an in-depth examination of current and vital issues in criminal justice such as current research trends, policy development, implementation and review, liability issues, personnel as well as political and ethical obligations involving social justice. Corequisite: CJM1 409, 1 credit hour.</p>			
CJM	410	Criminal Justice Management Information Systems	3+1 credit hours

<p>This course concentrates on the introduction and use of technology in the management of criminal justice data and systems. The student examines the issues and impacts on criminology and the criminal justice system caused by the availability and usage of technological advancements. It will also survey the trends and uses of modern technology in police response, criminal investigations, communications, response to major incidents and the administration of management and personnel data. It will examine problematic issues, impact on current laws, jurisdiction, and the potential unintended consequences of technology in criminal justice management. Corequisite: CJM1 410, 1 credit hour.</p>			
CJM	412	Fiscal Management for Criminal Justice Organizations	3+1 credit hours
<p>This course examines the theory and practice of budgeting in the public setting. It analyzes the evolution of the budget from a simple line item to more complex performance systems. It prepares the student to participate in the public policy discussion, the complicated budget process, and the politics of this process as various groups struggle for limited resources. The course will emphasize grant writing as an integral tool of the budget process and fiscal management. Corequisite: CJM1 412, 1 credit hour.</p>			
CJM	413	Critical Incident Management	3+1 credit hours
<p>This course examines the historical, theoretical and practical aspects of managing critical incidents including terrorist related, man-made, or natural events and law enforcement's responsibilities and responses to such events. It explores and discusses topics such as incident command structure, interagency cooperation among local, state, and federal government agencies in emergency situations, crisis intervention, the Department of Homeland Security, NIMS, and the National Response Plan. Corequisite: CJM1 413, 1 credit hour.</p>			
CJM	415	Managing Elder Abuse Investigation and Prevention Programs	3 credit hours
<p>This course examines the formation, organization, and management of an elder abuse prevention and investigation program. Program responsibilities for the investigation and detection of physical abuse, neglect, and fiduciary abuse will be studied. Strategies for preventing elder abuse will be identified and discussed.</p>			
ECS	230	Foundations of Child Growth and Development	3 credit hours
<p>This course offers students a foundation in the concepts and principles of child growth, from a developmental as well as an educational perspective. The course offers students an overview of developmental theory and research and the implications for practical application in various educational or childcare settings. In order for students to become knowledgeable as early childhood practitioners, they will explore the major theories of child development regarding the physical, social, cultural, emotional, cognitive, and language domains of child growth and learning.</p>			
ECS	280	Infant Toddler Programming	3+1 credit hours
<p>Infant Toddler Programming is the study of the physical, social, emotional, cognitive, and language development of young children ages birth to 36 months. The application of these developmental principles to the design and implementation of the developmentally-appropriate practices in the care, guidance, and development of the child is a major component of this course. Corequisite: ECS1 280, 1 credit hour.</p>			
ECS	308	Understanding Health and Safety Issues in Young Children	3+1 credit hours
<p>This course will provide comprehensive information in the areas of health, nutrition, safety, and physical movement that the students will need to know and apply in various early care and learning settings. Strategies and projects in health and nutrition, as well as movement exercises</p>			

and games will be emphasized. The expectation is that the practitioner will provide learning experiences for children's development of positive lifestyle behaviors. Corequisite: ECS1 308, 1 credit hour.			
ECS	310	Professional Ethics for Early Childhood Studies	3+1 credit hours
This course introduces the development of integrity, responsibility, ethical and legal practices that are integral to respect for all multicultural members served in an early childhood/educational setting. The course will include an orientation to professional practices associated with organizations that advocate for children and their families. Corequisite: ECS1 310, 1 credit hour.			
ECS	315	Multicultural Issues in Early Childhood Education	3+1 credit hours
This course will examine dimensions of diversity in child development using a comparative perspective. A focus will be on cultural and family factors that shape and influence the contexts in which children develop. The development of multicultural activities, materials, literature and environments for children will be reviewed with a special emphasis on applying multicultural education principles to curriculum planning. Corequisite: ECS1 315, 1 credit hour.			
ECS	320	Exceptional Child	3+1 credit hours
This course examines atypical growth and development in the young child. Attention will focus on understanding exceptionalities, disorders, and conditions that place a child at risk. There will be additional emphasis on law, early identification, and services for young children and families with particular attention to Autism Spectrum Disorder. Corequisite: ECS1 320, 1 credit hour.			
ECS	326	Early Language & Emergent Literacy in Early Childhood	3+1 credit hours
This course offers students the foundation for understanding that lifelong literacy is established during the early childhood years. According to research, "emergent literacy and language acquisition skills precede the ability to read and write and influence later literacy skills development." Focus will be on an extensive review of research on programs to promote language and emergent literacy in early childhood care and education settings for children ages 0 - 8. Interventions and proven programs will be reviewed and examined. Corequisite: ECS1 326, 1 credit hour.			
ECS	406	Curriculum Development for Early Childhood Programs	3+1 credit hours
This course will focus on the design of curriculum and instructional practices that promote optimal learning and development in young children. Strategies for integrating developmentally appropriate curriculum across content areas, creating lesson plans and units of study, and engaging this age group of children in activities will be addressed. Corequisite: ECS1 406, 1 credit hour.			
ECS	408	Administration & Supervision of Child Development Programs	3+1 credit hours
This course examines the guiding principles and practices for administering an early care and education program. Students will be introduced to licensing and accreditation standards as well as the legal and professional benchmarks that govern administration. A focus will be on human resource management in the early childhood setting to include the selection, management, and development of staff. Fiscal structures and community outreach programs, as well as exploring child advocacy issues and policies. Corequisite: ECS1 408, 1 credit hour.			
ECS	409	Guiding & Counseling the Child	3+1 credit hours

<p>In this course, students will research developmentally appropriate child guidance techniques, including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children will be covered. Emphasis will be on promoting family involvement and investigating cultural influences on child guidance. Note: Students taking this course will be required to participate in direct classroom observation and related field experiences. Corequisite: ECS1 409, 1 credit hour.</p>			
ECS	413	Observation, Assessment & Evaluation of the Child	3+1 credit hours
<p>This course examines a variety of methods for systematic assessment that support the learning of young children. The course is designed to survey a variety of assessment methods including observations, checklists, rating scales, and individually-administered testing instruments. Focus will also be on the development of an assessment plan, utilization of appropriate methods, adaptation of curriculum to meet individual needs, and involvement of families throughout the assessment process. Corequisite: ECS1 413, 1 credit hour.</p>			
ECS	415	Administrative Leadership in Early Childhood Programs	3+1 credit hours
<p>This course explores the nature of leadership in the early childhood setting. Emphasis will be on qualities that define effective leadership and the impact of communication and interpersonal skills. Students will examine: decision-making, team development, effective meetings, family and community partnerships, and child advocacy policies. Corequisite: ECS1 415, 1 credit hour.</p>			
ECS	417	Sensory Development: Classroom Strategies	1 credit hour
<p>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.</p>			
ECS	419	Reading in Early Childhood Classroom: Instruction & Materials	3+1 credit hours
<p>This course will focus on current research-based practices for differentiated reading instruction at preschool level of development and the practitioner's role in selecting materials and strategies that lead to proficiency in reading. Students in this course will examine the components needed for a balanced program of phonics, semantics, and syntactics in the teaching of reading as well as strategies for selecting and evaluating materials for reading and writing. Corequisite: ECS1 419, 1 credit hour.</p>			
ECS	430	Multicultural Education and Administration	3+1 credit hours
<p>The course will address administrative practice within an environmental context of expansive diversity. Students will review the challenges and opportunities associated with multiculturalism as they relate to staffing, organizational leadership, stakeholder communication and development, fundraising, and receipt of services. Corequisite: ECS1 430, 1 credit hour.</p>			
ECS	498	Capstone Portfolio in Early Childhood Education	3+1 credit hours
<p>This capstone course aligns university and early childhood studies major outcomes and competencies with national standards. It is structured on the National Association for the Education of Young Children (NAEYC) Standards (birth through age eight) designed to prepare teachers and other professionals to work in the field of early childhood education and care. In addition, students are introduced to the National Board for Professional Teaching Standards (NBPTS) core propositions that form the foundation for the entire teaching profession in</p>			

<p>promoting knowledge, skills, dispositions, and beliefs that represent excellence in teacher preparation and practices. Further focus will be on the NBPTS Early Childhood Generalist Standards (ages 3 through 8). A professional portfolio representing a theoretical understanding and a demonstration of practical application through evidence-based documentation will be created. Corequisite: ECS1 498, 1 credit hour.</p>			
ECSE	325	Working Collaboratively with Early Childhood Families and Children with Special Needs	3 credit hours
<p>The course is designed to assist early childhood professionals with development of skills and knowledge that will enable them to work cooperatively and effectively across multiple social systems, including working with families and children with special needs. Students will learn to develop more effective and equitable programs of family and community engagement. Planning, implementing, and creating community partnerships will be discussed.</p>			
ECSE	335	Educational Management Strategies for Early Childhood Special Needs Children	3 credit hours
<p>This course is designed to offer pre-service teachers strategies identified as best practices in classroom and behavior management. Areas of study will include time management, organizing and selecting appropriate materials, structuring classroom space, transitions and other arrangements for early childhood special education classrooms. Federal and state laws as they refer to the legal processes for all teachers, including teachers of students with disabilities will be reviewed. Students will explore the use of Functional Behavioral Assessments as they pertain to young children with behavioral concerns.</p>			
ECSE	420	Prescriptive Assessment and Evaluation Strategies for Young Children with Exceptionalities	3 credit hours
<p>This course focuses on the formal and informal assessment and evaluation procedures used in different settings for children with special needs. The screening process, eligibility determination criteria, and methods of diagnosis will be reviewed. Various types of assessment instruments common to education will be identified. Knowledge gleaned from diagnostic and prescriptive assessments will guide the student to understand how assessment is used to plan programs for young children with special needs.</p>			
ECSE	425	Interdisciplinary Team Dynamics in Early Childhood Special Education	3 credit hours
<p>Laws governing special education children, require schools and families work collaboratively to develop an educational plan for children with special needs, generally in the form of an Individual Education Plan. Interdisciplinary teams, which may include parents, teachers, administrators, and other professionals, have become the norm in schools today. This course will examine the dynamics of interdisciplinary team skills, the purpose for collaboration, and the factors that must be present to make collaboration successful at an early childhood level, and for children with special needs.</p>			
ESCE	435	The Inclusive Classroom in Early Childhood Special Education Settings	3 credit hours
<p>This course is designed to provide early childhood pre-service teachers with techniques for evaluating, monitoring, and helping students to participate and gain skills in a variety of educational settings, with a focus on inclusive classrooms. Writing, planning, and implementing Individualized Education Plans (IEP's) and Individual Service Family Plans (ISFP's) for special needs children in the early childhood setting will be an important part of the course. Additionally, selection of instructional practices, strategies, and materials that reflect individual learning</p>			

needs and creation of appropriate learning environments for students with disabilities, including students with Section 504 Accommodation Plans will be emphasized.			
EDU	307	Sequential Developmental Skills and Concepts of Reading	3-4 credit hours
This course will focus on the foundations of research-based theories that lead to an understanding of the major components of the reading process. Students will enhance their skills by practicing a variety of techniques and strategies to improve reading instruction. Emphasis will be placed on integrating practice with theory while giving the student practical experiences with the development of reading instruction.			
EDU	308	Recognition and Diagnosis of Reading Problems	3-4 credit hours
In this course, the pre-service teacher will become familiar with a variety of formal and informal assessment measures which may be used in recognizing and formulating diagnosis for students with reading difficulties. Students will gain experience in assessing, diagnosing, and providing instructional recommendations for students and will acquire an understanding of how reading develops.			
EDU	309	Methods and Materials to Improve Reading Performance	3-4 credit hours
This course is designed to provide the student with the knowledge of how to “prescribe, differentiate instruction, and utilize appropriate strategies and materials based upon scientifically-based reading research in order to increase reading performance.” This course will address the learning needs of all students including those with differing profiles, with disabilities, and from diverse populations.			
EDU	317	Psychological and Sociological Foundations of Education	3-4 credit hours
This course combines the two fields of psychology and education. It is the scientific study of human beings and the principles by which learning can be increased by education. This course will present principles for prospective teachers to consider as they analyze situations and make decisions. This course also serves as a foundational course outlining the sociological influences on educational policy in American society.			
EDU	322	Content and Methods of Teaching Music in the Elementary School	3-4 credit hours
This course is designed to teach music to students in the elementary grades (K-6). Teaching the methodology of basic music skills to elementary students is the basic premise of this course. The objectives outlined by the Sunshine State Standards will be utilized in lessons and implemented in planning actual preparation for class participation. Students will also review the Florida state guidelines for elementary teacher majors and the music competencies.			
EDU	323	Content and Methods of Teaching Art in the Elementary School	3-4 credit hours
This course is designed to teach art to students at the elementary level (K-6). Teaching the methodology of art skills to elementary students is the basic premise of this course. The objectives outlined by the Sunshine State Standards will be utilized in lessons and implemented in planning actual preparation for class participation.			
EDU	324	Content and Methods of Teaching Health and Physical Education in the Elementary School	3-4 credit hours
This course covers the content, knowledge, and methodology needed to teach health and physical education. Additionally, this course utilizes the Sunshine State Standards in lesson development and class preparation, as well as the Florida state guidelines for elementary teachers and health and physical education competencies.			

EDU	325	Content and Methods of Teaching Mathematics in the Elementary School	3-4 credit hours
This course will focus on methods of teaching mathematics to elementary children. Students will explore a variety of techniques and reflect on approaches most applicable to teaching and learning. During this course students will experience that there are many ways to teach mathematics and that there are various ways for students to solve mathematical situations or problems.			
EDU	326	Content and Methods of Teaching Language Arts in Elementary School	3-4 credit hours
This course is designed to teach the pre-service teacher a variety of skills to select and utilize content and materials including children's literature to enhance the language and writing skills of K-6 students. It analyzes curriculum objectives, learning outcomes, benchmarks, and instructional methods. The students are expected to write lesson plans for reading/literature, composition, oral/listening skills, and study skills. Assigned reading will give the student a perspective of, and knowledge about, teaching language to the elementary school-age child.			
EDU	327	Content and Methods of Teaching Science in the Elementary School	3-4 credit hours
This course explores the methods and strategies for teaching science in the elementary school classroom. It examines methods for selection, presentation, and organization of appropriate and effective science units at the elementary level. In addition, the use of such techniques as demonstrations, laboratory experiments, hands-on activities, and other materials will be discussed.			
EDU	328	Content and Methods of Teaching Social Studies in the Elementary School	3-4 credit hours
This course is designed to cover the content, knowledge, and methods of teaching social studies in the elementary classroom (K-6). The areas stressed are history, geography, government, civics, and economics. Study of appropriate content, methodology and assessment will be reviewed.			
EDU	330	Classroom Management	3-4 credit hours
This course is designed to introduce the student to various educational practices used by teachers to maintain an orderly classroom environment. It will analyze classroom management as discipline, as a system, and as instruction. The course will present various classroom management programs. Students will analyze statutory requirements for professionals and create classroom management plans for their future careers.			
EDU	331	Foundations and Practices in Teaching Reading	3-4 credit hours
In this course students examine the scientifically-based reading research and the components of the state of Florida's formula for reading success. Emphasis will be placed on knowledge of emergent literacy as well as instructional methods, characteristics of difficulties associated with emergent literacy, and prevention and intervention of reading difficulties.			
EDU	334	Educational Assessment	3-4 credit hours
This course introduces the student to the concept of assessment in education and the importance of assessment as a measurement of progress for schools, teachers, and individual students. It will show the importance of using data to diagnose learning progress and to prescribe an individual plan for academic success. The student will analyze real data and draw conclusions for use with lesson planning.			
EDU	335	Effective Instructional Practices	3-4 credit hours

The focus of this course will include: the theory and practice of strategies used by effective teachers; instructional techniques needed to enhance learning; attitudes; skills and competencies to plan and implement lessons; and theories of learning. Pre-service teachers will develop a repertoire of skills on how to deliver effective instruction. They will observe and practice a range of instructional techniques as part of a field experience requirement.			
EDU	337	Methods of Teaching Secondary Mathematics	3-4 credit hours
This course is designed to equip the pre-service teacher with the knowledge and skills needed to effectively teach secondary school mathematics grades 6-12. Students will explore a variety of techniques and topics applicable to the most current research in teaching and learning. The course will also examine different learning modalities, instructional strategies, and the use of technology to design and deliver effective lessons, aligned to state and national standards.			
EDU	341	Methods of Teaching Secondary Science	3-4 credit hours
This course explores the methods and strategies for teaching life, physical, and environmental sciences in the secondary school classroom. It examines methods for selection, presentation, and organization of appropriate and effective science units at the secondary level. Various learning styles and approaches to presenting scientific material will be introduced. In addition, the use of such techniques as demonstrations, laboratory experiments, hands-on activities, field trips, technological resources, and other materials will be discussed.			
EDU	342	Methods of Teaching Secondary Social Science	3-4 credit hours
This course is designed to prepare the student to teach Social Science in the secondary classroom. The student will analyze the Sunshine State Standards for grades 6-12. The student will note that the curriculum contains objectives in the areas of history, geography, economics, and civics. The student will use a variety of media to plan lessons for meeting these objectives. The student will be expected to observe classes in a secondary school.			
EDU	343	Methods of Teaching Language Arts in Secondary School	3-4 credit hours
This course is designed to prepare the student to teach English in the secondary classroom. The student will analyze the Sunshine State Standards for grades 6-12. The student will note that the curriculum contains objectives in the areas of reading, composition, listening, speaking, and critical thinking. The student will use a variety of media to plan lessons for meeting these objectives. The student will be expected to observe classes in a secondary school.			
EDU	346	Curriculum Development of Secondary Science	3-4 credit hours
This course will explore various theories, principles, and practices related to Secondary Science curriculum content and delivery. It familiarizes the student with the historical, ideological and philosophical bases of curriculum theory, curriculum change and development, and organization of learning experiences. It will also survey current trends in educational development and instruction nationally and in the local school districts.			
EDU	496	Capstone Workshop: Student Teaching Seminar	3 credit hours
This course is designed to assist those students who choose to complete their student teaching as their capstone learning experience. It will explore techniques needed to enhance their work with students in the classroom. This is a seminar-style course that will explore current research and how it applies to the actual classroom experience. The outcomes will be reflected in the outcomes of the individual major.			
EDU	497	Contemporary Perspectives on Classroom Organization	3-4 credit hours

This course is designed to assist those students who choose to complete their programs with this course as their capstone learning experience. It will explore techniques needed to enhance working with students in the classroom. This course will explore current research and how it applies to the actual classroom experience. The creation of a portfolio will demonstrate the student's preparedness for classroom teaching.			
EDU	499	Capstone Student Teaching	9 credit hours
The Student Teaching Capstone Experience matches each student with a clinical educator who has the training and expertise to work with student teachers. The clinical educator in conjunction with the university's coordinator of student teachers work collaboratively to provide hands-on, day-to-day experiences that will prepare the student to practice skills in the classroom. Educator evaluation techniques are used to observe and monitor student progress. Students are required to keep a reflective journal of their experiences which is submitted as part of the final portfolio in the EDU 496 class.			
ENG	322	British Literature I	3-4 credit hours
This course examines literary masterpieces of the British Isles from Beowulf to the Elizabethan Age. It takes a chronological view of different periods in British literature, analyzes the common themes and genres of these periods, and surveys selected works from these periods (for Secondary Education majors – English Concentration) .			
ENG	323	British Literature II	3-4 credit hours
This course examines literary masterpieces of the British Isles from the post-Elizabethan Age to the present. It takes a chronological view of different periods in British literature, analyzes the common themes and genres of these periods, and surveys selected works from these periods (for Secondary Education majors – English Concentration) .			
ENG	331	American Literature	3-4 credit hours
This course examines literary masterpieces of American literature. It takes a chronological view of different periods in American literature, analyzes the common themes and genres of these periods, and surveys selected works from these periods (for Secondary Education majors – English Concentration) .			
ENG	335	Children's Literature	3-4 credits
This course will focus on a comprehensive view of children's literature. The student will become acquainted with the literature available for children in the various media of communication and will develop and practice techniques for introducing literature to children.			
ENG	345	The Short Story	3-4 credit hours
This course is designed to familiarize the student with the short story genre. The student will read short stories from various ages and countries and be able to discuss plot, characterization, setting, conflict, protagonist/antagonist relationships, and universal themes (for Secondary Education majors – English Concentration) .			
ENG	380	Advanced English Grammar	3-4 credit hours
This course is designed to prepare the student to teach grammar skills in the secondary education classroom. The student will recognize the reasons behind grammatical conventions. Topics such as verb tense, correcting sentence errors, tone and voice, noun/pronoun/verb agreement, case, and diction are emphasized (for Secondary Education majors – English Concentration) .			
ENG	391	Oral Interpretation	3-4 credit hours
This course is an elective alternative to the required public speaking course. The student will take established speeches and works of poetry and learn oral interpretations strategies for performing these works. The student will perform these works live and/or on tape (for Secondary Education majors – English Concentration) .			

ENG	424	Shakespeare and His Plays	3-4 credit hours
This course is designed to familiarize the student with the poetry and dramatic works of William Shakespeare. It will discuss the effects of Shakespeare on the Elizabethan Age. The student will read and compare three of his famous dramatic works (for Secondary Education majors – English Concentration) .			
ESE	321	Foundations of Exceptional Student Education	3-4 credit hours
This course provides an overview of the history, laws, prevention, and medical aspects of disabilities. The programming needs of children from ages 3 to 21 will also be explored. Characteristics of classification of children with disabilities, intervention and educational services, and current trends and issues will be explored.			
ESE	322	Assessment of Exceptional Students	3-4 credit hours
This course focuses on the assessment and evaluation of ESE students. The screening process, eligibility determination criteria, and methods of diagnosis will be reviewed. Various types of assessment instruments common to Exceptional Student Education will be identified.			
ESE	327	Language Development and Learning	3-4 credit hours
This course focuses on typical language development in children, as well as the investigation of atypical speech and language disorders. The assessment of individual problems and programming for their remediation within the context of a regular classroom will be emphasized. A review of a variety of assistive technology and augmentative communication systems for facilitating communication will be examined.			
ESE	331	Educational Management of Exceptional Student Education	3-4 credit hours
This course is designed to teach students how to assess, plan, and implement positive behavioral supports for ESE students across educational settings. Various models of positive behavior management will be considered, and students will explore the use of Functional Behavioral Assessments.			
ESE	333	Teaching Personal and Social Skills to ESE	3-4 credit hours
This course is designed to teach students how to select appropriate instructional materials and procedures for teaching adaptive life skills. Included is an introduction to observation, ecological assessments, and family interviews as well as other student information sources. Exploration of the skills necessary to assist students with disabilities to engage in self-determination and self-advocacy will be presented.			
ESE	336	Individualized Education Plans: Planning & Implementing	3-4 credit hours
This course is designed to provide students with techniques for guiding the writing of individualized education plans (IEP) and/or individualized family service plans (ISFP) for children with disabilities. The main focus will be to understand the legal and ethical requirements, the selection of instructional practices, strategies, and materials that reflect individual learning needs, as well as the creation of appropriate learning environments. An overview of the Response to Intervention (RTI) Plans as a pre-referral strategy for children referred for Special Education Intervention will be reviewed.			
ESE	337	Transition Planning	3-4 credit hours
This course will focus on stages of career development and identify the essential domains of transition planning. Essentials of working with students and families to identify family preferences for post-school outcomes will be emphasized. Identification of resources to assist students with disabilities to function effectively in a variety of environments will also be a primary focus of this course.			

ESE	338	Family, School, and Community Collaboration	3-4 credit hours
This course will identify the purposes and functions of professional and advocacy organizations; will identify models of support for providing assistance to families; and will provide the opportunity to review the research and knowledge base of collaborative strategies for working with a variety of educational professionals to assist students with disabilities.			
ESE	339	Instructional Practices in Special Education	3-4 credit hours
This course examines research-based strategies for accommodating and modifying curricula. A focus will be on designing effective instructional procedures for students with special needs who are being served in diverse educational settings. Strategies for working with disabled children in inclusive classrooms, as well as in other Least Restrictive Environments (LRE) will be included.			
ESM	320	Critical Incident Management and Response	3+1 credit hours
This course is designed to immerse the student in the principles of critical incident management. Special attention will be given to the emergency services agencies as complex and dynamic organizations. Emphasis will be placed on planning and preparation and application of the Incident Command System. The role of the Critical Incident Manager is to use a variety of resources, techniques, and skills to reduce the probability and impact of extreme incidents, and to restore operations quickly should an emergency occur. Corequisite: ESM1 320, 1 credit hour.			
ESM	321	Incident Command System	2 credit hours
This course is designed to immerse the student in the levels of FEMA's incident command system and to successfully complete training that provides four levels of credential for ICS. ICS focuses on the role of the critical incident manager to use a variety of resources, techniques, and skills to reduce the probability and impact of extreme incidents, and to restore operations quickly should an emergency occur. This course will support the lessons taught in ESM 320 by explaining the importance of using ICS while working at a disaster. It will also build on the lessons in ESM 320 by enhancing the student's ability to understand common ICS terminology. Prerequisite: ESM 320.			
ESM	401	Fiscal Management for Emergency Services Administrators	3+1 credit hours
This course will present the processes of budget preparation for emergency services administrators, including comparative analysis of major-line-item expenses, contractual, and consultative items. It will examine the problems of governmental funding, service and equipment cutbacks, cost comparison and accessibility of federal grants. Corequisite: ESM1 401, 1 credit hour.			
ESM	403	Emergency Services Administration	3+1 credit hours
This course presents an overview of organizational and management practices in emergency services. It covers management principles and techniques, supervision and leadership styles, motivation, morale, and organizational behavior. It will prepare students for future leadership positions within their respective public service agencies. Corequisite: ESM1 403, 1 credit hour.			
ESM	405	Legal, Economic, and Ethical Issues in Emergency Services	3+1 credit hours
This course provides an overview of the legal, strategic, political, economic, ethical, and human issues encountered in the management of disasters or major traumatic public events. This knowledge gives the emergency administrator a realistic view of the issues to expect in a			

disaster, how to plan accordingly, and how to manage resources and people more effectively in emergency situations. Corequisite: ESM1 405, 1 credit hour.			
ESM	406	Social Dimensions of a Disaster	3+1 credit hours
This course provides an overview of the legal, strategic, political, economic, ethical, and human issues encountered in the management of disasters or major traumatic public events. This perspective gives the emergency administrator a realistic view of the issues to expect in a disaster, in order to plan accordingly and to manage resources and people more effectively. Corequisite: ESM1 406, 1 credit hour.			
ESM	410	Contemporary Issues in Emergency Services Management	3+1 credit hours
This course examines major issues and current events that have or will have a significant impact on the field of Emergency Services Management. In-depth analysis of contemporary issues such as catastrophic events, public health and disasters, or homeland security issues will be the focus of this course. Corequisite: ESM1 410, 1 credit hour.			
ESM	412	Natural Disasters and Defense Planning	3+1 credit hours
This course covers the impact of natural and man-made disaster emergencies on defense planning and details the role of various public safety agencies in such events. It analyzes how different factors (i.e., building standards, geographical location, economy, communications) play a significant role in disaster preparedness. Corequisite: ESM1 412, 1 credit hour.			
ESM	422	Emergency Services Technology	3+1 credit hours
This course concentrates on the introduction and use of technology in public safety and examines a variety of issues, including the impact of technology on emergency response systems. It also surveys the trends and uses of modern technology in emergency response, investigations, communications and response to major incidents. It will examine problematic issues and the potential unintended consequences of technology in emergency services. Corequisite: ESM1 422, 1 credit hour.			
ESM	440	Homeland Security	3+1 credit hours
This course focuses on a comprehensive and up-to-date overview of homeland security. It will examine threats to homeland security, including natural and technological disasters, as well as intentional threats of domestic and international terrorism, including weapons of mass destruction. Students review the roles and responsibilities of government agencies, non-government organizations, and individual citizens in homeland security. Corequisite: ESM1 440, 1 credit hour.			
ESM	442	Terrorism and Extremism	3+1 credit hours
This course explores the motivation, tactics, and targeting trends of terrorist and extremist groups by evaluating potential threats and identifying appropriate countermeasures to protect the community. The course will assess the effectiveness of federal and state laws as they pertain to terrorist groups and crimes. Using case studies and discussions, the course will examine groups ranging from radical religious fundamentalists to environmental extremists, and other special interest groups. Corequisite: ESM1 442, 1 credit hour.			
ESM	444	Weapons of Mass Destruction: Forms & History	3+1 credit hours
This course examines how nuclear, biological, and chemical weapons offer terrorists and rogue states a powerful selection of tools to gain an advantage against their adversaries. This course provides a detailed look at history, capabilities, and tactics while exploring options available to both attacker and defender. The course reviews the range and characteristics of weapons, effective employment, and potential impacts – all of which are critical considerations in defending communities. Corequisite: ESM1 444, 1 credit hour.			

FOR	310	Forensic Science Management	3+1 credit hours
<p>The field of forensic science is complex, structured and based on scientific discovery. The management of forensic science professionals or laboratories can be challenging. Incorrect analysis or the contamination of a crime scene can severely affect a criminal investigation. The quality and timeliness of forensic science examinations are a critical part of the criminal justice system. This course will examine the various legal, technical and administrative issues related to the overall management of a forensic science unit, laboratory or professional. Students will be exposed to the American Society of Crime Laboratory Directors (ASCLAD) certification process, with an emphasis on quality control measures. Real life case studies will also be discussed and analyzed during this course. Corequisite: FOR1 310, 1 credit hour.</p>			
GANT	110	Who Are We: An Introduction to Anthropology	3 credit hours
<p>This course provides a broad introduction to anthropology and its sub-disciplines: cultural, biological, and linguistic anthropology, and archaeology. As the study of human diversity across time and space, anthropology takes a holistic and cross-cultural comparative approach to the study of humans. The course will explore the biological and cultural aspects of what it means to be human. Students will think critically and creatively by applying the anthropological perspective to their own cultural beliefs and to contemporary global problems (satisfies general education credit in the Social Systems and Behavioral Science domain).</p>			
GANT	220	Folklore of Childbirth	3 credit hours
<p>This course will explore folklore related to birth in social and cultural settings, as well as procedures surrounding childbirth in traditional and contemporary communities. The course requires students to think critically about other cultures and their own personal cultural values and practices through an ethnographic lens. In a global world, and throughout the mosaic of the United States, it is important to be able to understand other cultures (satisfies general education credit in the Social Systems and Behavioral Science domain).</p>			
GART	115	A Visual Adventure	3 credit hours
<p>This is an introduction to the visual arts and explores what visual art is, who makes it, and why it is made. Students will develop their own aesthetic values through exposure to many varied works of visual art, concepts and artists. Various critique theories will be introduced for the purpose of providing students with the basics to express their opinions, understanding, and appreciation for the many styles and forms of creative visual expression (satisfies general education credit in the Creation and Criticism of the Arts domain).</p>			
GART	120	Ethics of Documentary Film	3 credit hours
<p>Documentaries are what we typically consider non-fiction films. These films present aspects of the world around us by conveying truths, insights, and perspectives according to the filmmaker's point of view. They try to educate and persuade. Documentaries may record historical events or may help us see timely issues in need of attention. We will watch documentary films and critically analyze the bias and agenda of the filmmakers. We will also consider the role of ethics in documentary film (satisfies general education credit in the Creation and Criticism of the Arts domain).</p>			
GART	125	Humor in the Visual Arts	3 credit hours
<p>This course will focus on humor in the visual arts from a variety of perspectives, including cultural, social, and historical. The course will investigate how humor in the arts has evolved throughout time, and whether its purpose is just for entertainment or if it plays other roles. Students will investigate multiple types of humor in the visual arts. An additional +1-credit-hour option is available as a studio component. The one-credit studio component will include biweekly assignments utilizing basic artistic techniques focused on</p>			

humor (satisfies general education credit in the Creation and Criticism of the Arts domain).			
GBIO	201	Biological Warfare: Weaponizing the Field of Biology	3 credit hours
This course explores topics in biology, immunology, bacteriology, virology, epidemiology and chemistry. Through the course, students will learn about human immune response, and the life cycle of bacteria and viruses through the exploration of various biological agents that have the potential to be used as weapons against the human race. Additionally, the chemistry of specific agents and the body's biological response to these agents will be examined. The ethics and economics of prevention, intervention, treatment and prevention will be covered. The role of various governmental and medical agencies will also be explored (satisfies general education credit in the Observation and Analysis of the Natural World domain).			
GBIO	225	From Healthy to Ill and Vaccines to Epidemics	3 credit hours
This course presents an introduction to the human body and health and outlines how a microorganism or body imbalance can quickly cause an illness. The course also presents the concepts of vaccinations and how their use has reduced infectious disease in the U.S. and globally. Moreover, the course will address how education around the world relates to relationships between vaccines and epidemics. General topics include cells, human tissues, organs and organ systems, genetics, microbiology, pathology, immunology and epidemiology (satisfies general education credit in the Observation and Analysis of the Natural World domain).			
GCHM	230	Buffers and Decomposition	3 credit hours
This course presents an introduction to the fundamental concepts of chemistry and their biological functions. Topics to be presented in this course include units of measurements, atomic structure, chemical bonds, and chemical reactions such as synthesis and decomposition. In addition, the properties of the various states of matter — solids, liquids and gases — will be introduced. Stoichiometry and acid-base chemistry with a focus on buffering will also be presented in the course. Emphasis will be placed on relating this information to biological systems and the ethical responsibilities faced when conducting innovative research (satisfies general education credit in the Observation and Analysis of the Natural World domain).			
GECO	221	Government and Economics – Macroeconomics	3 credit hours
Macroeconomics examines the economy as a whole and offers a perspective on how government economic policies affect daily life. The course focuses on: inflation, unemployment, the business cycle, the market system, fiscal policy, supply and demand, the balance of trade, comparative advantage, and money and banking. It also compares Keynesian and Classical economic theories as they relate to U.S. macroeconomic policy (satisfies general education credit in the Social Systems and Behavioral Science domain).			
GECO	222	The Impact of Personal Choices – Microeconomics	3 credit hours
This course introduces microeconomics from the viewpoint of scarcity & non-price determinants, which studies how individuals make decisions and choices under conditions of scarcity. The course focuses on the concepts of individual market behavior, rational self-interest, cost-benefit analysis, the role of supply and demand in the determination of value resource allocation and similar concepts (satisfies general education credit in the Social Systems and Behavioral Science domain).			
GEG	101	Introduction to Geography	3-4 credit hours

<p>This course provides an introduction to peoples, places, and environments and the relationship between geography and events of the past and present. It focuses on the relationship between location and economics. Students identify the processes that influence political divisions on the planet and use critical thinking skills to infer how geography affects political circumstances (for Secondary Education majors – Social Science Concentration).</p>			
GENV	205	From Garbage to Greenhouse Gases: Understanding the Impact of Today's Society on the Environment	3 credit hours
<p>This introductory-level science course covers topics in the fields of biology, ecology, and physical science. The focus of the course is the changing state of the environment with regard to global climate change, natural resource depletion and exploitation, population issues, pollution sources, and waste management practices. The course also explores resource management and conservation efforts to reduce the impact of the negative forces adversely affecting various environments on earth. Using the scientific method, students will complete analytical assignments using multiple data sources (satisfies general education credit in the Observation and Analysis of the Natural World domain).</p>			
GGEO	125	From Big Bang Theory to Climate Change: The Science Behind the Theories	3 credit hours
<p>This introductory-level physical science course combines concepts from geology, oceanography and meteorology to explain the science behind major theories including climate change theories. Topics include earth processes such as tectonics, earthquakes, volcanoes, global climate change, hurricanes, and coastal processes including erosion (satisfies general education credit in the Observation and Analysis of the Natural World domain).</p>			
GGEO	220	Geology of Natural Disasters: Tsunamis, Earthquakes & their Social Implications	3 credit hours
<p>This course will explore the science of the geologic processes behind a variety of natural disasters, including but not limited to, earthquakes, volcanoes, landslides, tsunamis, floods and tornados along with researching their impacts on societies (satisfies general education credit in the Observation and Analysis of the Natural World domain).</p>			
GHIS	110	Civil Rights in the United States	3 credit hours
<p>This course is a survey of Civil Rights in the United States from the founding documents (such as Declaration of Independence, Constitution, Bill of Rights, 13th-15th amendments) to the present day. Through histories, biographies, literature, music and film, the course will examine the changes in civil rights and related social movements over time, as well as achievements and persistent challenges. This course will also address how to evaluate and analyze historical sources (satisfies general education credit in the Civilization and Human Legacy domain).</p>			
GHIS	205	The History of American Social Welfare	3 credit hours
<p>This course will examine the evolution of American public aid from its roots in Elizabethan Poor Law to 21st century welfare programs offered by churches, charities and government. Students will learn about and research the concept of "worthy poor," reforms to institutions such as orphanages and penitentiaries, the ever-shifting response to immigrants, the influence of abolition and the civil rights movements, and benefits to veterans and their families. The course will conclude with students examining their own perceptions in light of historical trends (satisfies general education credit in the Civilization and Human Legacy domain).</p>			
GHIS	220	Political History of the Modern Middle East	3 credit hours

<p>This course will examine some of the major developments in the political history of the modern Middle East, from World War I and the breakup of the Ottoman Empire nation states to the present. Though the geographical focus is on the Arab Middle East, we will also look at neighboring areas (Turkey, Israel, Iran) in order to offer a broader perspective. We will examine, in part, topics such as the emergence of nationalism and radical Islam, the creation of a new states system, the role of outside powers and the influence of oil (satisfies general education credit in the Civilization and Human Legacy domain).</p>			
GLIT	155	International Crime Fiction	3 credit hours
<p>This course will examine the genre of crime fiction as it has developed and continues to develop, internationally. Particular attention will be given to the sub-genres of the independent detective novel and the police procedural novel, not only in matters of character, plot, setting and style, but also in terms of various cultural similarities and differences encountered in the readings (satisfies general education credit in the Civilization and Human Legacy domain).</p>			
GLIT	160	Literature as an Expression of the Human Experience	3 credit hours
<p>This course introduces students to the major elements of literature through works of original fiction, poetry, and drama. It provides a preliminary overview to the interpretative approaches to literature and to some of the specialized terms, such as metaphor, structure, and symbol that will help students articulate their thoughts and observations about what they read. Furthermore, this course will expand students' knowledge of the human condition and cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought (satisfies general education credit in the Civilization and Human Legacy domain).</p>			
GLIT	225	Introduction to Modern Irish Literature	3 credit hours
<p>This course will examine the impact of social upheaval in 20th century Ireland, including the six counties of Northern Ireland, through the literature of its greatest modern writers. As Ireland slowly emerged from an isolated colonial possession, to an independent nation, participating in the global discourse on economy, poverty, emigration, gender issues, terrorism and peace, its literature also began to look outward, to look beyond its borders and to incorporate the challenges of modern life into its own national discourse. The literary works to be reviewed will focus on how the authors pushed the boundaries of thought and challenged their nation to embrace the modern world (satisfies general education credit in the Civilization and Human Legacy domain).</p>			
GLIT	230	Latino American Literature	3 credit hours
<p>This course is designed to immerse students in various literary works by Latino authors. Through readings in fiction, non-fiction and poetry, students will examine the contemporary experience of Latino Americans. Emphasis will be on topics that contribute to individual and community identity such as employment, immigration, education, and religion. This multidisciplinary course explores how literature provides a unique lens into the Latino American experience. The course also investigates the lifestyles of younger Latino generations and the attempt to reconcile traditional cultural values with American societal demands and expectations (satisfies general education credit in the Civilization and Human Legacy domain).</p>			
GMAT	105	Contemporary Mathematics	3 credit hours
<p>This course focuses on the development of quantitative reasoning and analytical thinking skills. It covers a wide range of mathematical topics that have general applications in everyday life, as well as specific application toward upper-level courses requiring the development and interpretation of qualitative and quantitative information. The areas covered are college-level</p>			

foundational topics in number theory, algebra, probability and statistics, consumer math, and basic geometry (satisfies general education credit in the Quantitative Reasoning domain) .			
GMAT	115	College Algebra	3 credit hours
This course covers topics such as simplifying expressions, order of operations, polynomials, factoring, solving and graphing equations and inequalities, rational expressions, and quadratic equations and functions. Its purpose is to help students understand how algebra is used to solve real-world problems and to assist them in developing problem-solving and critical thinking skills (satisfies general education credit in the Quantitative Reasoning domain) .			
GMUS	105	Sounds and Meaning in the 20th Century	3 credit hours
This course is designed to introduce students to the fundamental elements of music through an examination of the evolution of music and musical instruments in the 20th century. Through critical listening exercises, cultural and scientific readings, and in-class demonstrations, students will learn concepts such as Timbre, Sound Recording and Studio Production, Rhythm and Form, Improvisation, Genre Fusion, and Musical Borrowing. Students will study the application of these concepts as found in the British Psychedelic Movement of the late 1960s, Electronic Music and EDM, Music of the Baroque Period, Jazz and West African Funk from the 1970s (satisfies general education credit in the Creation and Criticism of Arts domain) .			
GPSY	120	Essential Topics of Psychology	3 credit hours
This course is an overview of essential topics within the field of psychology. Through critical analysis of topics, students will explore and study various aspects of psychology including memory and cognition; language; emotion and motivation; human development; stress and health; personality; pathology; and psychological therapies. Learning about the application of the scientific method is emphasized as students examine psychological concepts through multidisciplinary lenses, while also relating the topics to everyday life (satisfies general education credit in the Social Systems and Behavioral Science domain) .			
GREL	150	Contemporary World Religions	3 credit hours
This course will explore contemporary practices in world religions and their impact on global society. Following a review of historical foundations, students will examine current news and events, modern films, and pop culture to understand expressions of individual religious experience (satisfies general education credit in the Civilization and Human Legacy domain) .			
GSBS	110	Stone Tablets to Twitter: A Social History of Communications	3 credit hours
In an effort to understand the meaning and implications of the information age, this course will examine the significant cultural, political, and economic consequences of digital technology, with a particular focus on social media. The last few decades have brought enormous technological changes, particularly in the ways people gather information and communicate with each other. The course will investigate the origins and implications of “new” media such as the alphabet, printing press, telegraph, photograph, radio, and television, and apply these analytical tools to the Internet and Facebook (satisfies general education credit in the Social Systems and Behavioral Science domain) .			
GSBS	220	Human Misunderstanding: Sources and Solutions	3 credit hours
This course studies the basics of human communication, with particular emphasis on the conflict that can result from non-productive communication strategies. It surveys communication from the solo (self-talk), two person (dyad), small group, rhetorical, and cultural system perspectives (satisfies general education credit in the Social Systems and Behavioral Science domain) .			

GSOC	101	Understanding Our Social World	3 credit hours
<p>Sociology is the scientific study of human society and social behavior. The sociological perspective is based on the ability to connect one's personal experiences to larger social and historical forces. This perspective helps reveal the patterns that exist in society and enables us to connect them to our lives. In this introductory course, students will apply the sociological perspective to a variety of social phenomena (e.g., family, education, neighborhoods, religion, inequality, race, and gender) and learn to think critically about aspects of society that are taken for granted (satisfies general education credit in the Social Systems and Behavioral Science domain).</p>			
GSOC	215	Society Through Popular Media	3 credit hours
<p>This course introduces key sociological theories and practices through the lens of popular American media. Students will learn to see the way American society and its media reflect and reinforce its values and cultural biases in popular media. Students will use the intellectual tools of sociology to explore various aspects of the social world as they are (re)presented by different types of American popular media. This includes (but is not limited to) television, film, podcasting, music, and stand-up comedy. Students will develop their sociological imaginations as well as critical thinking skills by using the core concepts of sociology to critique representations of the social world shown in popular culture and entertainment (satisfies general education credit in the Social Systems and Behavioral Science domain).</p>			
GSTA	221	Statistics for the Professional	3 credit hours
<p>This course covers the basic statistical concepts of probability, data distributions, sampling, testing for differences in sample means, and understanding variation. It is designed for students in the professional majors. Emphasis is placed on practical work applications, continuous improvement of work processes, and the display and interpretation of data used in professional organizations to test for predictability. The ethical use of numbers is stressed (satisfies general education credit in the Quantitative Reasoning domain).</p>			
GWRI	101	The Writer Within	3 credit hours
<p>We write to be understood; to be understood, we must write well. To accomplish this goal, students must first discover the writer within themselves. In this introductory college composition course, students will identify subject matter by reflecting on who they are through personal experiences and observations. Students will use the writing process to discover who they are as learners and who they are as a part of a community. Additionally, they will use various genres in order to explore and write about their identity, work on developing a command of the language, and be introduced to the basics of research and documentation (satisfies general education credit in the College Writing domain).</p>			
GWRI	102	Designing an Effective Research Paper	3 credit hours
<p>This course builds on the student's composition and critical analysis skills to further develop core writing practices while introducing elements of library and internet research. Readings, course activities and assignments focus on writing as a process. Students will engage in topic research and source evaluation, thesis creation, organization and development of ideas, and the editing process. Students will use APA/MLA style and demonstrate academic integrity (satisfies general education credit in the College Writing domain). Prerequisite: GWRI 101.</p>			
GWRI	202	Writing in Your Field of Study	3 credit hours
<p>Students will advance their writing ability by utilizing critical thinking skills to create an academic paper and write persuasive essays that reflect their personal field of study. This course is designed for the student who either wants to re-acquaint with academic writing or to polish writing skills. Designed for the student who has previously completed core writing requirements,</p>			

this course will continue to study writing as a process, as a means of organizing thoughts, and as a form of communication. The student will review the APA/MLA writing style and be able to cite primary and secondary sources in their own field of study (satisfies general education credit in the College Writing domain). Prerequisite: GWRI 102.			
HIS	103	Western Civilization 1500-1815	3+1 credit hours
This course covers the period of Western Civilization from the end of the Renaissance to the Age of Napoleon. It includes such topics as the Protestant Reformation and Catholic Counter-Reformation, French Absolutism and English Parliamentary Monarchy, the early Industrial Revolution in Great Britain, the French Revolution and the rise and fall of Napoleon Bonaparte. It also addresses other political, economic, and cultural developments during this period (for Secondary Education majors – Social Science concentration). Corequisite: HIS1 103, 1 credit hour.			
HIS	104	Western Civilization 1815-Present	3+1 credit hours
This course covers the period of Western Civilization from just after Napoleon's fall to the present time. It includes such topics as Victorian England's industrial growth and its expanding colonial empire, the unification of Germany and its conflict with France, World War I, the rise of Communism and Fascism, World War II, the Cold War, and present day challenges (for Secondary Education majors – Social Science concentration). Corequisite: HIS1 104, 1 credit hour.			
HIS	321	American History: Federalist Period	3-4 credit hours
This course covers American history from 1775 through 1820. This period of United States history focuses in detail on the influence that the Federalist Papers had on the way we constructed our constitution up to the party system by which we govern the United States today. Historical content focuses on political, economic, and social events in relation to America from those early years (for Secondary Education majors – Social Science concentration).			
HIS	322	American History: Reconstruction	3-4 credit hours
This course will delve into that period in American history known as the Reconstruction. Reconstruction was the attempt from 1865 to 1877 in U.S. history to resolve the issues of the American Civil War, when both the Confederacy and slavery were destroyed. Reconstruction addressed the return to the Union of the secessionist southern states, the status of the leaders of the Confederacy, and the constitutional and legal status of the Negro Freedmen. Violent controversy erupted over how to tackle those issues, and by the late 1870s Reconstruction had failed to equally integrate the Freedmen into the legal, political, economic and social system (for Secondary Education majors – Social Science concentration).			
HIS	325	African History	3-4 credit hours
This course covers the history of Africa from colonization to the present. It focuses on the colonial roots of the various countries and their fight for independence. It emphasizes the interrelatedness of Africa with the rest of the world (for Secondary Education majors – Social Science concentration).			
HIS	342	Latin American History	3-4 credit hours
This course covers the history of Latin America from colonization to the present. It focuses on the colonial roots of the various countries and their fight for independence. It emphasizes the interrelatedness of Latin America with the rest of the world (for Secondary Education majors – Social Science concentration).			
HPM	310	Hospitality Financial Management	3+1 credit hours
This course emphasizes development and use of financial statements and provides an overview and understanding of the need for budgets and budgeting. This course emphasizes the development and use of standards and calculations of actual costs used for budgeting and			

financial management of the various cost centers located within a hotel operation. Corequisite: HPM1 310, 1 credit hour.			
HPM	315	Hospitality Management Legal Environment	3+1 credit hours
This course will address legal issues within the hospitality industry. It will discuss industry rights and responsibilities. Topics will include contracts, business entities, ethics, safety codes compliance issues, and employment equity. Corequisite: HPM1 315, 1 credit hour.			
HPM	415	Hospitality Management: Contemporary Issues	3+1 credit hours
The course uses the case study method to provide students with insight to address contemporary management issues affecting hospitality managers such as diversity, leadership, and empowerment programs. Corequisite: HPM1 415, 1 credit hour.			
HRM	316	Employee Selection & Staffing	3+1 credit hours
This course addresses principles and techniques of staffing the workplace. It includes strategies and practices utilized in staffing, planning, recruiting, and selection. Topics covered include job analysis, recruitment, and selection. Corequisite: HRM1 316, 1 credit hour.			
HRM	323	Human Resource Management	3+1 credit hours
This course examines the functions of recruitment, selection, development, training, supervision, and compensation of human resources in today's organizations. It focuses on the development of knowledge and the application of personnel/human resources management processes. Also covered is an understanding of the key functions, role, and value of human resources management within organizations. Prerequisites required only for students pursuing the HRM concentration: BUS 101, HRM 316, HRM 340. Corequisite: HRM1 323 1, credit hour.			
HRM	340	Diversity in the Workplace	3+1 credit hours
As it is important for organizations to understand, value, appreciate, and effectively manage diversity dynamics in today's global work environment, this course examines the challenges and opportunities for effective management of a diverse workforce. It explores a broadened view beyond the traditional concepts of diversity such as gender, sexual orientation, age, culture, race, and disability to include such topics as leveraging diversity for economic value. Corequisite: HRM1 340 1, credit hour.			
LDR	115	Leadership and Spirituality	3+1 credit hours
The goal of this course is to discuss and present leadership and spirituality and explore the relationship between them from Eastern and Western perspectives, especially as they impact both the leader, who casts the vision, and the followers, who are empowered to create a mission, for positive service in society. Corequisite: LDR1 115, 1 credit hour.			
LDR	330	Leadership and Community	3+1 credit hours
This course will provide an overview and analysis of community development, structure, and management, and an examination of how leaders work to enhance their capacity to problem solve in their communities by reviewing contemporary leadership theory. Elements such as social change, ethics and value systems, attitudes, politics, and personal agendas influence community leaders. Corequisite: LDR1 330, 1 credit hour.			
LDR	335	Leadership Development	3+1 credit hours
The primary goal of this course is to equip students with the self-knowledge, context understanding and relational skills needed to become an effective leader in a variety of organizations and in the greater society. Leadership is influence in service of a common purpose and can be an upward, downward or lateral influence. The emphasis of this course will be on the five practices of exemplary leadership which students will be applying to their			

own career fields, business, nonprofit, government, healthcare, military, etc. Refining communication skills will be an integral part of the course. Corequisite: LDR1 335, 1 credit hour.			
LDR	340	Nonprofit Leadership	3+1 credit hours
This course covers the elements of a nonprofit organization that leaders must understand. The course will examine how nonprofit leadership is influenced by factors such as funding, board governance, program development, evaluation and assessment, human resources, public and media relations, client services, government entities, politics, and partnerships and collaborations. Corequisite: LDR1 340 1 credit hour.			
LDR	345	Leadership: An Arts and Humanities Perspective	3+1 credit hours
The primary goal of this course is to reach beyond the social sciences in the study of leadership. This course draws from the works of great philosophers, authors, and artists across the ages, providing an arts, humanities and ethics perspective on leadership. The course is organized around a five-component leadership model which explores the leader, the follower, the goal, the environmental context and the cultural context. By organizing the contributions of seminal figures into these five components, the course promotes a multidimensional approach to understanding leadership in a complex and diverse world. Prerequisite: LDR 335 and Corequisite: LDR1 345, 1 credit hour.			
LDR	402	Leadership and Ethics	3+1 credit hours
The primary goal of this course is to equip students with an understanding of the various ethical situations leaders routinely encounter. Therefore leadership ethics will be presented from different perspectives, including: philosophy, political science, psychology, and business to provide the student a well-rounded grasp of ethical decision-making. The course outlines the ethical responsibilities that leaders and followers have for each other, for their organization and for society as a whole. Finally, the course examines the unique ethical challenges faced by political leaders as they deal with foreign policy issues and face alternatives all of which may have dubious ethical consequences. Corequisite: LDR1 402, 1 credit hour.			
LDR	404	Leadership and Change	3+1 credit hours
The course focuses on how leaders use and apply change theories to craft and execute strategic management decisions. The course introduces best practices for leading and implementing change that addresses: leadership types of power, leader / follower relations, effect of relationships on corporate culture, employee resistance to change, and methods to assure that change will be successful. In addition, the course will help students explore how to manage change and implement creative change within their environments. Corequisite: LDR1 404, 1 credit hour.			
LDR	410	Negotiation and Conflict Resolution	3+1 credit hours
This course will explore why the areas of conflict negotiation, management, and resolution skills are important for students. Minimization and management of conflict are important to the success of leaders to enable them to achieve their goals. In addition, this course will focus on the nature of conflict and examine beliefs, attitudes, and behaviors that are related to conflict. Corequisite: LDR1 410, 1 credit hour.			
LDR	420	Strategic Planning for Leaders in Public and Nonprofit Organizations	3+1 credit hours
The course stresses the importance of strategic planning as an essential skill for leaders who intend to impact organizational effectiveness and bring about change. Universally applicable models and theories for strategic planning will provide the foundation for creating a vision and mission in a socially responsible organization. Corequisite: LDR1 420, 1 credit hour.			

LDR	430	Leadership: Global and Diverse Perspectives	3+1 credit hours
The primary goal of this course is to equip students with the skills, awareness and knowledge necessary to be effective leaders in multicultural/global settings. The course begins by exploring cultural variables and their implications for communication, negotiation, and for building the relationships necessary in multicultural enterprises. Students then connect these cultural variables to various world regions while exploring how traditional leadership theories may be adapted for these diverse settings. Finally, the course uses systems thinking to emphasize the organizational and individual learning required to turn diversity from being a problem to becoming a strategic asset. Corequisite: LDR1 430, 1 credit hour.			
LDR	450	Leadership Capstone	3+1 credit hours
Leadership Capstone is for students in the undergraduate organizational leadership degree program. Students will complete a field study or approved project designed to investigate current trends in leadership and leadership research. Students will complete a thesis statement and Literature Review Matrix during the first eight-weeks and present their final product in seminar format to fellow classmates and the instructor during the second eight-weeks of the course. To be taken in the student's final term of enrollment to complete the Organizational Leadership major. Corequisite: LDR1 450, 1 credit hour.			
MAT	201	Calculus I	3-4 credit hours
The goal of this course is to introduce the student to the basic concepts of single variable calculus. The topics covered will include rates of change and slope, limits, derivatives, chain rule, graphs and continuity, derivatives of exponential and logarithmic functions, implicit differentiation, and integration. Knowledge of functions and basic mathematics skills are a prerequisite for this course (for Secondary Education majors – Mathematics concentration).			
MAT	202	Calculus II	3-4 credit hours
The goal of this course is to continue the study of calculus with topics in integral calculus and applications of integration. The topics covered will include integration, applications of definite integrals, principles of integral evaluation, and infinite series. Knowledge of functions and basic mathematics skills are prerequisites for this course (for Secondary Education majors – Mathematics concentration). Prerequisite: MAT 201 or MAT 307.			
MAT	205	Geometry	3-4 credit hours
This course is designed to give a broad preparation in elementary geometry, as well as closely related topics of a slightly more advanced nature. The style of presentation and the format are designed to incorporate a flexible methodology for the teaching of geometry at the secondary-school level. Basic arithmetic skills (multiplication, division, fractions, and percentages) are prerequisites for this course (for Secondary Education majors – Mathematics concentration).			
MAT	226	Trigonometry	3-4 credit hours
The goal of this course is to introduce the student to the subject of trigonometry. The course will cover basic trigonometric identities and functions, inverse functions, double-angle, half-angle identities, trigonometric equations, Law of Sines and Cosines, polar coordinates, and graphs (for Secondary Education majors – Mathematics concentration).			
MAT	304	Linear Algebra	3-4 credit hours
This course is designed to introduce the topic of linear algebra. Topics include matrices and their applications; simultaneous linear equations and elementary operations; linear dependence; vector space; rank and inverses; inner products and best approximations; numerical solutions of simultaneous linear equations; eigenvalues and eigenvectors; iterative			

methods for calculating eigenvalues; and systems of linear equations (for Secondary Education majors – Mathematics concentration).			
MAT	305	History of Mathematics	3-4 credit hours
History of Mathematics is a course designed specifically to cover the history behind the topics typically covered in an undergraduate math curriculum. This course examines the influence early number systems play on today's understanding of mathematics principles: Egyptian, Greek, and other ancient civilizations right on up through more modern Euclidian Theory and Fibonacci and ending with modern 20th century developments (for Secondary Education majors – Mathematics concentration).			
MAT	306	Discreet Mathematics	3-4 credit hours
Discrete math, also called finite mathematics, is the study of mathematical structures that are fundamentally discrete, that is not supporting or requiring the notion of continuity. This course will examine countable sets, such as integers, finite graphs, and formal languages. We will also examine how discrete mathematics has become popular in recent decades because of its applications to computer science. Concepts and notations from discrete mathematics are useful to study or describe objects or problems in computer algorithms and programming languages (for Secondary Education majors – Mathematics concentration).			
MAT	307	Business Calculus	3-4 credit hours
The goal of this course is to continue the study of math with topics in Business Calculus that include topics in Finance Mathematics and an introduction into Mathematical Analysis. The topics covered will also include: Differential Calculus using polynomial, exponential and logarithmic functions, and its application to optimization; integral calculus with area and probability applications. Knowledge of functions and basic mathematics skills are prerequisites for this course (for Secondary Education majors – Mathematics concentration).			
MCH	140	Medical Terminology	2 credit hours
Medical terminology is the language specific to the medical industry. This course focuses on the word construction and meaning that characterize medical language.			
MCH	150	Human Anatomy and Physiology	3+1 credit hours
This course covers essential elements of human anatomy and physiology, the relationship and function of anatomy and physiology, homeostasis and the role that each of the body systems plays in maintaining it, and the functions of cells and tissues in the body. Corequisite: MCH1 150, 1 credit hour.			
MCH	220	Foundations of Maternal Child Health	3+1 credit hours
This course is the foundation of the Maternal Child Health: Human Lactation major, focusing on the issues that contribute to the development of the competent lactation care provider. Students will investigate social, cultural, and ethical issues that contribute to infant and maternal health. This evidence-based course includes an integrated approach to breastfeeding and human lactation within the broader context of the health of women and children. Corequisite: MCH1 220, 1 credit hour.			
MCH	223	Lifecycle Nutrition	3+1 credit hours
This course examines the impact of nutrition on human health; the processes of digestion, absorption and metabolism; the nature and composition of carbohydrates, fats, proteins and micronutrients; the characteristics of a healthy diet and weight control. The student will also explore the role of nutrition in pregnancy, lactation, infancy, childhood, and the adult life cycle. Students will have the opportunity to assess their diet and activity. Corequisite: MCH1 223, 1 credit hour.			

MCH	250	Pre-Internship Planning	2 credit hours
<p>This course prepares Maternal Child Health: Human Lactation students for the clinical practice experiences (Internship or Practicum) required for successful completion of the MCH: Human Lactation degree. Students will explore health communication issues relevant to working in a clinical site, identify and secure clinical placement(s), and complete required preparation per placement site. (This class is a prerequisite to MCH 460. Students who transfer to UI&U with the IBCLC certification will have the requirement of MCH 250 waived. Such students cannot choose to take MCH 250 as an elective.)</p>			
MCH	322	Research and Evidence in Maternal Child Health	3+1 credit hours
<p>Evidence-based practice in health care is an emerging model for examining the validity of common practices in health care. This course uses a hierarchy of evidence to guide students in the first two terms in the research process on specific issues in maternal child health, and to integrate evidence into clinical practice. (Must be taken in the first or second term of enrollment.) Corequisite: MCH1 322, 1 credit hour.</p>			
MCH	323	Maternal-Infant Nutrition	3+1 credit hours
<p>This course explores international public health perspectives and recommendations regarding the role of nutrition from preconception through pregnancy, the postpartum period, and early childhood. Students will also examine current nutrition trends affecting women and children. Prerequisite: MCH 223. Corequisite: MCH1 323, 1 credit hour.</p>			
MCH	324	Skills & Strategies for Breastfeeding Problem Solving	3+1 credit hours
<p>This course explores the clinical skills and strategies used to solve breastfeeding issues. Students examine and apply a problem-solving model to case studies involving complex issues by collecting history, describing assessment, distinguishing symptoms from problems, and proposing and evaluating solutions for identified problems. Prerequisite: MCH 220. Corequisite: MCH1 324, 1 credit hour.</p>			
MCH	325	Social and Cultural Issues in Health Care	3+1 credit hours
<p>Through readings and critical examination, the student will explore social and cultural issues in health care related to disparities of care, ethics, systems of power, social justice and diversity in health care systems. Through analysis and self-reflection, students will consider ways providers can enhance community health through improved communication and relationships between themselves and families as they work in the field of Maternal Child Health. Corequisite: MCH1 325, 1 credit hour.</p>			
MCH	327	Birth Outcomes: Joys and Sorrows	3+1 credit hours
<p>This course explores classic and current research surrounding the impact that conception, pregnancy, labor and childbirth may have on the development of the maternal child relationship. This course will explore the transformational aspects of birth as well as the consequences of pregnancy and birth events through theories of grief and loss including infertility, perinatal loss, childbirth interventions and unexpected birth outcomes. Corequisite: MCH1 327, 1 credit hour.</p>			
MCH	328	Developing a Community-Based Support System	3+1 credit hours
<p>This course will address the characteristics, organizational skills and clinical skills necessary to open and successfully operate community-based support for maternal child health. Existing models will be presented and evaluated for their advantages, disadvantages, potential client populations and settings for women and young children. Students will examine legal and ethical</p>			

issues, professional standards and practical skills that need to be considered for developing a community support system. Corequisite: MCH1 328 1 credit hour.			
MCH	329	Perspectives in Professional Lactation Support	3+1 credit hours
This course is designed to meet the unique needs of the Professional Lactation Supporter as well as those intending to enter the field. Focusing on the policies, principles and practices that constitute the field of evidence-based breastfeeding and human lactation care, students will investigate and appraise historical and contemporary issues within the context of becoming a competent, self-reflective practitioner in a global, interdisciplinary community. Prerequisites: MCH 220, MCH 322. Corequisite: MCH1 329, 1 credit hour.			
MCH	380	Mood Disorders in the Perinatal Period	3+1 credit hours
This course describes the causes, consequences of and treatment options for postpartum mood disorders. It will describe the three-part stress response, and how maternal stress and inflammation increase the risk of depression and other mood disorders. In addition, a range of complementary and alternative treatments will be described and the impact of treatment on breastfeeding will be discussed. Corequisite: MCH1 380, 1 credit hour.			
MCH	388	Applications in Maternal Child Health	2 credit hours
This course examines the professional, academic, and social significance of Maternal Child Health: Human Consulting Lactation. The course has an applied component that is designed by the student in collaboration with the instructor. Application occurs in developing an educational product for expectant/breastfeeding families or the care providers serving childbearing families. Other coursework examines health care systems and social and ethical factors impacting the delivery of lactation care in the United States. Prerequisites: MCH 220, MCH 322. Note: This course can replace the internship/practicum requirement for graduation from the MCH program upon approval of program director. (This course will meet the internship/practicum requirement for MCH majors who live in a state without internship options.)			
MCH	429	Infant and Child Growth and Development	3+1 credit hours
The growth and development of infants and children are explored in this course beginning with influences on healthy development in the prenatal phase, continuing through birth to adolescence. Normal stages are examined at each phase of the life cycle from conception to adolescence. Health promotion and cultural implications of health care during this span are emphasized. Corequisite: MCH1 429, 1 credit hour.			
MCH	460	Internship I in Maternal Child Health	2 credit hours
This internship provides the student with the opportunity to gain practical experience as a lactation professional. Students will complete and evaluate clinical hours in breastfeeding counseling of the mother-baby dyad, under the supervision of an on-site, experienced lactation professional, as well as an experienced academic lactation professional. Theoretical foundations and experiences are designed to develop lactation assessment, client management and documentation competencies. Experiences may include observation of counseling sessions, discussions with mentor, supervised practice sessions, documentation of cases, and evaluation of achievement of mastery. This internship course is offered in two parts, each involving completion of 150 hours of direct breastfeeding education and counseling conducted by the student under the guidance of a board-certified (IBCLC) mentor. Prerequisites: MCH 220, MCH 250, MCH 322. Note: The only hours that may be counted toward the total requirement are those during which the student is directly participating in observation counseling, educating, and documenting breastfeeding care to pregnant and			

parenting mothers. ("Documenting" refers to writing/typing the clinical documentation required by the hosting site, and not to time spent journaling interactions for this course.)

Successful completion of Internship I and II is required of students who intend to qualify for the International Board of Lactation Consultant Examiners (IBLCE) exam via Pathway 2 upon graduation from this degree program.

Successful completion of Internship I, documenting completion of the first 150 clinical hours toward pathway 2, is a prerequisite for Internship II.

MCH	461	Internship II in Maternal Child Health	2 credit hours
-----	-----	--	----------------

This course provides the student with the opportunity to gain additional practical experience as a lactation professional. Students will complete clinical hours in breastfeeding counseling of the mother-baby dyad, under the supervision of an on-site, experienced lactation professional, and reflect upon the experience with an academic lactation professional. Theoretical foundations and experiences are designed to develop lactation assessment, client management and documentation competencies. Experiences may include observation of counseling sessions, discussions with mentor, supervised practice sessions, documentation of cases, and evaluation of achievement of mastery. **Prerequisites: MCH 220, MCH 250, MCH 322, MCH 460.**

Note: The only hours that may be counted toward the total requirement are those during which the student is directly participating in observation counseling, educating, and documenting breastfeeding care to pregnant and parenting mothers. ("Documenting" refers to writing/typing the clinical documentation required by the hosting site, and not to time spent journaling interactions for this course.)

Successful completion of Internship I and II are required of students who intend to qualify for the International Board of Lactation Consultant Examiners (IBLCE) exam via Pathway 2 upon graduation from this degree program.

Successful completion of Internship I, documenting completion of the first 150 clinical hours toward pathway 2, is a prerequisite for Internship II.

MCH	480	Power and Societal Inequities in Maternal and Child Health	2 credit hours
-----	-----	--	----------------

This course explores the disparities of care that exist within health care. Students will examine economics, gender, education, sexual orientation, race, and abilities in relation to quality of medical care and access to medical care. Students will consider their own assumptions and biases and think critically about how assumptions impact care. Through interdisciplinary perspectives, the student will explore the structure and function of systems of power among individuals, communities, governmental and non-governmental organizations and international agencies relating to national and international health inequities. International issues of economics, emergencies, infectious disease and war will be discussed. **Prerequisites: MCH 220, MCH 322. An optional +1-credit-hour corequisite reading option is available – see your student success coach.**

MCH	481	Politics and Social Justice in Maternal Child Health	3+1 credit hours
-----	-----	--	------------------

This course explores sociologic, cultural, political, and economic forces affecting the practice of maternal child health, focusing on pregnancy, birth and breastfeeding. Focusing on social justice, the course includes national and international legislation, workplace accommodations, and economic, social and legal pressures. Through a biomedical ethics lens, students will examine their own personal place and responsibility in the global community. **Prerequisites: MCH 150, MCH 220, MCH 223, MCH 322. MCH 481 is to be taken in the student's final term of enrollment, and only after having completed all other courses in the program. Corequisite: MCH1 481, 1 credit hour.**

MGT	231	Principles of Supervision	3+1 credit hours
This course focuses on the first level of supervision and the knowledge, skills, and practices needed to effectively function as a supervisor in today's workplace. The course emphasizes supervisory, managerial, and leadership knowledge and skills, such as effective communications, problem solving, decision-making, empowering employees, conflict resolution, and positive discipline. Corequisite: MGT1 231, 1 credit hour.			
MGT	321	Principles of Management	3+1 credit hours
The course focuses on the new workplace and that managers must adopt new and different skills that are directed toward leading change, promoting a shared vision, developing teamwork, and fostering a learning environment to cope with today's global competition. The course also emphasizes the manager's traditional roles of planning, organizing, leading, and controlling. Other important topics such as ethical and social responsibility, organization change and development, employee empowerment, managing human resources, interpersonal communication, and decision-making are explored in detail. Prerequisite: BUS 101. Corequisite: MGT1 321, 1 credit hour.			
MGT	343	Operations Management	3+1 credit hours
The course focuses on concepts and practices of the management of operations in nonprofit, for-profit, and government organizations. Students develop critical thinking skills related to various operations management topics, including manufacturing and forecasting. Ethical operations will be emphasized, including social responsibility and sustainability, in order to operate effectively in a diverse and/or global environment. Prerequisite: GMAT 115 or GSTA 221. Corequisite: MGT1 343, 1 credit hour).			
MGT	344	Project Management	3+1 credit hours
This course covers concepts, tools, and techniques of Project Management. The goal is to provide the student with an understanding of: project planning, budgeting, scheduling, work breakdown structures, risk analysis, project monitoring, project control, project evaluation, and project completion or termination before the project is completed. The ethical and social implications of project management will also be explored. Corequisite: MGT1 344 1 credit hour.			
MGT	350	Management of Financial Resources	3+1 credit hours
The course focuses on the management of financial resources. It addresses: long-term investment decisions, cost of capital leverage, capital structure theory, working capital management, common stock, bond issuance, mergers and acquisitions, as well as short-term financing. The course also addresses how organizations use their financial resources to promote socially responsible and sustainability initiatives. Prerequisite: BUS 101. Corequisite: MGT1 350, 1 credit hour.			
MGT	351	Management Mistakes and Successes	3 credit hours
This course focuses on mistakes, and some successes, made by organization executives. These incidents stemmed from applying, or not applying, the four traditional managerial roles of planning, organizing, leading, and controlling. The course, through the use of case studies, will explore how mistakes happen and the ways to prevent them.			
MGT	420	Theory & Practice of Leadership	3+1 credit hours
In this course students will gain knowledge of leadership theory and its application to cases in a variety of management settings including business, non-for-profit, and government. The cases and the self-assessment instruments are designed to further develop students' critical thinking skills and their creative and innovative problem solving abilities. Special emphasis will be given to ethical practice including social responsibility, sustainability, and the cultural			

adaptability required for functioning effectively in a diverse and global environment. Corequisite: MGT1 420, 1 credit hour.			
MGT	425	Organizational Behavior & Culture	3+1 credit hours
Organizational Behavior is the study of what people think, feel, and do in organizations. It focuses on individual, team, group, and structural characteristics within organizations that influence both individual and organization behavior in various situations, e.g., leadership, motivation, conflict, negotiation, social responsibility, and sustainability. Corequisite: MGT1 425, 1 credit hour.			
MGT	434	Problem-Solving in Organizations	3+1 credit hours
This course investigates rational and intuitive problem-solving theories and approaches used by individuals and teams in business today, including several visualization techniques. It covers teams and teamwork and the rationale for establishing problem-solving teams. The course also explores the implications of various decision-making methods used in problem solving. Corequisite: MGT1 434, 1 credit hour.			
MGT	440	Social & Ethical Issues in Management	3+1 credit hours
In this course students will gain knowledge and develop critical thinking skills related to ethical decision-making for managers in a variety of settings including business, non-for-profit, and government. Students will study the stages of moral development and ethical theory, do a self-assessment, and apply ethical principles to case studies. Special emphasis will be given to ethical practice including social responsibility, sustainability, and the cultural adaptability required for functioning effectively in a diverse and global environment. Corequisite: MGT1 440, 1 credit hour.			
MGT	450	Strategic Management & Business Policy	3+1 credit hours
The course focuses on policy information and strategic management in the nonprofit, for-profit, and government sectors. It addresses problems and issues faced by managers through the case-study approach to emphasize the development of strategic, socially responsible, and sustainable decision choices made to address the issues impacting the organization. All Business Management core courses should be completed before enrolling in MGT 450. Corequisite: MGT1 450, 1 credit hour.			
MIS	322	Management of Organization & Technology	3+1 credit hours
This course provides students with an understanding of the issues surrounding the development and commercialization of new technologies. The student will focus on the concepts and frameworks for analyzing how organizations can create, commercialize, and capture value from technology-based products and services. Topics covered include technological change and how it affects competition between new and existing firms, strategies for firms competing in high-technology industries, and how to create and manage an innovative organization. Corequisite: MIS1 322, 1 credit hour.			
MIS	325	Systems Analysis and Design	3+1 credit hours
This course provides systematic methodologies for developing and analyzing information systems in organizations. Students will explore the value of working in teams on systems analysis and design tasks, and learn how to prepare systems analysis reports. Corequisite: MIS1 325, 1 credit hour.			
MIS	326	Database Management	3+1 credit hours
This course provides an introduction to concepts and principles of database management from a management perspective. This course will give future managers an understanding of			

physical and logical representations, data modeling, implementation, and data management. Corequisite: MIS1 326, 1 credit hour.			
MIS	327	Telecommunications – Networking	3+1 credit hours
This course combines the basic concepts of data communications, telecommunications, and networking with managerial aspects and practical applications. Students will cover a broad base of knowledge which includes legal, managerial, marketing, financial, and ethical dimensions to make appropriate business decisions. Corequisite: MIS1 327, 1 credit hour.			
MIS	328	Information Security	3+1 credit hours
This course covers technical and business aspects of information security. Students will study managerial aspects of securing computer networks and will understand IT controls in a business environment. Corequisite: MIS1 328 1 credit hour.			
MIS	330	e-Commerce Business Planning	3+1 credit hours
This course examines the basic framework required to establish and operate an e-commerce business. Topics include the process and responsibilities of incorporation; developing a business plan and defining marketing services; the process of responding to requests for proposals; proposal writing and tendering; drafting and interpreting contracts and the principles of contract law; costing and financial management issues; and professional development. Also, within this framework, students will examine the process of selecting and using business planning and operations software. Prerequisite: BUS 101. Corequisite: MIS1 330, 1 credit hour.			
MIS	420	Project Management & Change	3+1 credit hours
In this course, students will examine the managing of projects within an organizational context, including the processes related to initiating, planning, executing, controlling, reporting, and closing a project. Project integration, scope, time, cost, quality control, and risk management, as well as managing the changes in organizations resulting from introducing or revising information systems are studied. Identifying project champions, working with user teams, training and documentation, and the change management role of the information systems specialist are considered. Prerequisite: MIS 325. Corequisite: MIS1 420, 1 credit hour.			
MIS	422	Managing Information Resources	3+1 credit hours
This course explores managerial and technical issues facing IS professionals. Students will explore how organizations respond to the challenges of information systems management and cover issues such as selection and management of human and technical resources, ethics, privacy, intellectual property, and knowledge management. Prerequisite: MIS 325. Corequisite: MIS1 422, 1 credit hour.			
MKT	321	Principles of Marketing	3+1 credit hours
The course focuses on the marketing environment and the contemporary concepts and practices of marketing goods and services. The managerial aspects of marketing, specifically: planning, implementing, managing products, determining price strategies, distributing, promoting, advertising, and meeting customer demands are emphasized. Prerequisite: BUS 101. Corequisite: MKT1 321, 1 credit hour.			
MKT	380	Marketing Analysis & Strategies	3+1 credit hours
This course will provide an overview of contemporary marketing concepts, practices, and strategies while exploring the fundamentals and managerial aspects of the marketing process. Emphasis is placed on the marketing environment and effective management of that environment. Prerequisite: MKT 321. Corequisite: MKT1 380, 1 credit hour.			
MKT	426	Global Marketing	3+1 credit hours
This is a case-based course in global marketing management designed to develop global marketing research and analytical skills. This course will help the student handle marketing			

strategy issues across national and cultural boundaries. Prerequisite: MKT 380. Corequisite: MKT1 426, 1 credit hour.			
MKT	430	Market Research	3+1 credit hours
This course is designed to help students to examine the role and methodology of market research in the business environment. Students will explore the use of data collection, evaluation and presentation methods, and examine the decision-making process used to generate market research information. Prerequisite: MKT 380. Corequisite: MKT1 430, 1 credit hour.			
PHI	301	Philosophy of Science	3-4 credit hours
In this course, students will explore models of science and their theoretical components found in natural, chemical, and physical sciences. They will examine science on a philosophical level as well as the works of scientists throughout history. Various approaches to scientific inquiry will be introduced (for Secondary Education majors – Science concentration).			
PHS	301	Meteorology	3-4 credit hours
This course provides a quantitative introduction to the Earth's atmosphere. Topics include tropical and mid-latitude weather, clouds and convection, solar and infrared radiation, general circulation and climate, and an overview of meteorological dynamics (for Secondary Education majors – Science concentration).			
POS	201	American Government	4 credit hours
This course is designed to introduce the student to the structure and function of the United States government. Knowledge about the U.S. Constitution and political culture is then applied to develop critical thinking skills about American politics and legal society (for Secondary Education majors – Social Science concentration).			
PSY	209	The Helping Relationship	3 credit hours
This course will focus on the cultivation of the identity and values of an effective helping professional. It will focus on foundational counseling skills as well as an orientation to ethically and socially responsible behavior in professional and personal settings. A collaborative class atmosphere, self-reflection, and skills for personal growth will form the context for the development of effective skills. Case examples, role-play, and ethical dilemma problem-solving will be used to explore these topics in contexts of social and cultural diversity. Students will become familiar with the formal regulations that govern professional ethics in psychology and begin to embrace the values that contribute to positive outcomes in work settings and in building a society responsive to multicultural and global concerns.			
PSY	229	Child Development: Contexts for Growth	3 credit hours
This course will examine the theory and research on psychological development of children and adolescents, particularly as it relates to relational contexts that foster growth and resilience. Changes in physiological, cognitive, and affective processes will be examined, and the role of family and society as the context for child development will be explored. Topics include temperament, attachment, learning, social development, family, ethnic and cultural influences, moral development, and development of identity.			
PSY	230	Adult Development: Perspectives on Human Flourishing	3 credit hours
This course will examine theory and research on adult development with a special emphasis on insights drawn from positive psychology. It will explore the developmental tasks of adulthood, and explore the transitions involved in parenting, career development, and aging well. It will consider a variety of theoretical and practical questions, including: What are the developmental opportunities of adulthood and late life? What are the factors the lead to			

happiness and well-being in adulthood? What is the impact of diversity issues on adult experience?			
PSY	235	Research Methods in Psychology	3 credit hours
This course will focus on quantitative and qualitative research methods. Students will learn to evaluate research designs and interpret psychological research data. They will learn ethical issues related to research with human subjects and examine controversies in this area.			
PSY	316	Social Psychology	3 credit hours
This course provides an overview of the major concepts and research in the field of social psychology. Social Psychology investigates how the individual's thoughts, feelings and behaviors are influenced by social context. Course topics will include: social self-concept; social judgment and attitudes; conformity and obedience; intergroup relations; prejudice and stereotyping; and aggression and pro-social behavior. The course will emphasize the application of social psychological concepts to better understand social problems and experiences in everyday life.			
PSY	329	Psychology of Women	3 credit hours
This course will examine the psychology of women. It will focus on theories and research regarding women and gender and will examine social, cultural, and historical factors that influence women's lived experiences. A global perspective will be used to explore issues of diversity and the role of women in shaping the discipline of psychology.			
PSY	350	Personality Theories: Frameworks of Understanding in Psychology	3 credit hours
This course will provide an overview of theories of personality, particularly as they apply to the field of counseling. Major personality theorists will be presented in their biographical and historical contexts, providing students with an understanding of the evolution of counseling and psychotherapy as a field. Emphasis will be placed on the interaction between sociocultural context and our understanding of human nature so that students will be able to critically evaluate social and cultural bias within theory.			
PSY	351	Abnormal Psychology: Explorations through Film	3 credit hours
This course is designed to help students examine conceptions of abnormal and normal behavior along several dimensions. These dimensions include social and historical influences on our views of abnormality and psychological health, as well as current clinical formulations and controversies. Social and cultural dimensions will be explored through the medium of film and its role in shaping our views of psychopathology. The psychiatric classification of psychopathology will be studied, including theories around etiology, treatment strategies and controversies.			
PSY	352	Community Psychology: Cultural and Global Perspectives	3 credit hours
This course will focus on research and theory in community psychology with an emphasis on the global context. Community Psychology seeks to understand human problems in a social context, with an emphasis on addressing complex social issues such as marginalization, racism, globalization and poverty, gender and power, heterosexism, and the effects of global climate change on human communities. It focuses on collaborative research and action, promotion of social competencies, well-being, and prevention at individual and community levels. We will explore how community psychologists use multicultural perspectives to contribute to prevention of psychological problems and promotion of individual and community strengths in the United States and around the world.			

PSY	353	Criminal Behavior	3 credit hours
This course examines theories of criminal behavior. Biological, psychological, sociological and developmental theories will be explored. The relationship between mental illness and violent criminal behavior will be explored in the context of psychological and legal viewpoints on mental illness. Approaches to treatment and rehabilitation will also be examined.			
PSY	354	Alcohol and Drug Abuse Counseling	3 credit hours
In this seminar participants will explore the psychological theories of counseling most prominent in substance abuse treatment including the stages of change, motivational interviewing, and cognitive behavioral therapy. Participants will engage in experiential learning activities such as video or audio taped role-plays with a focus on developing specific counseling skills based on these theories.			
PSY	355	Art Therapy: Theories and Methods	3 credit hours
This course will address the basic principles of history, theory, and practice of art therapy. Course content includes historical and theoretical perspectives of art therapy, clinical illustrations, and experiential material. Students will read and discuss articles related to the history and practice of art therapy. The use of visual art materials as a tool for psychological intervention and treatment will be explored. Students will experiment with art materials in order to understand the material process of how art can be used therapeutically and will develop an art-related product as a final project summarizing their understanding of the field of art therapy.			
PSY	356	Forensic Psychology	3 credit hours
This course provides an examination of the field of forensic psychology. It evaluates applications of psychology to the criminal justice system including the areas of investigative psychology, law enforcement responses, psychology and the courts, forensic assessment, and correctional psychology. It will also provide an in-depth survey of the relationship between violence and mental disorders and focus on the criminal justice system's handling and treatment of the mentally ill.			
PSY	357	Military Psychology	3 credit hours
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 health care 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 credit hours
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.			
PSY	402	Organizational Psychology	3 credit hours
This course applies organizational psychology theories to topics which include organizational structure, motivation and job satisfaction, organizational communication, characteristics of leadership, and personnel selection, training and appraisal.			
PSY	440	Mindfulness-Based Therapies	3 credit hours

<p>In recent years, the contemplative traditions of Asia have influenced Western psychology's understanding of the mind. This course will explore this cross-fertilization of ideas about human development and psychological healing. We will focus specifically on Buddhist psychology and its relationship to Western approaches to psychotherapy. How does Buddhist psychology understand human suffering and what are the implications for psychological healing related to this understanding? What is the influence of Western conceptions of self and identity on this emerging approach to personal and spiritual development? In addition to these questions, we will explore new secular approaches to mindfulness training and the empirical research that supports these therapeutic approaches.</p>			
PSY	441	Altruism, Empathy and Compassion	3 credit hours
<p>This course will explore the psychology of empathy, altruism and compassion. We examine the evidence for empathy in primates and other animals, study how empathy and altruism develops in children, learn about the neurobiological dimensions of compassion, and explore the role of empathy and compassion in psychotherapy and healing. Finally, we examine the full flowering of compassionate action in case studies of compassionate exemplars. Through a multidisciplinary exploration of these topics students explore the implications of "selflessness" and examine how our underlying assumptions about human nature shape pathways of human development and human possibility.</p>			
PSY	442	Life Stories and Spiritual Development	3 credit hours
<p>This seminar will examine spiritual development as a central theme in adult development. It will explore this theme by studying life stories of all kinds – from everyday acts of self-narration found in web blogs and video diaries, to some of the great spiritual autobiographies of the last century. The first half of the seminar will explore how we create meaning and identity through the stories that we receive and tell about our lives. The second half of the seminar concentrates on reading and analyzing spiritual autobiography as a genre specifically centered on the quest for meaning. We will learn about key elements in the analysis of spiritual life stories and engage in a process of introspection and reflection on our own life stories.</p>			
PSY	443	Counseling: Theories and Practices for the Skilled Helper	3 credit hours
<p>This course will focus on the primary schools of thought within the field of psychotherapy: psychodynamic, cognitive behavioral, humanistic, family systems. Students will learn the underlying assumptions of each orientation, and their corresponding methods. Students will be introduced to foundational counseling skills and practical applications counseling methods.</p>			
PSY	499	Capstone Portfolio: Self-Assessment and Reflection on Learning	3 credit hours
<p>In this course students will complete the capstone portfolio, which will include a compilation of work accomplished in the major and a self-reflective paper involving reflection and assessment of one's own learning. Students will be guided through a series of self-reflective exercises that will enable them to place their study of psychology in the context of their lives, future aspirations, and social/global concerns. Students in a concentration track will have the opportunity to examine their learning through the lens of their concentration. We will focus on methods of organizing, assessing and conveying learning in relation to the learning outcomes.</p>			
SCI	322	Oceanography	3-4 credit hours
<p>This course introduces students to the various aspects of the world's oceans: composition of seawater and the ocean's layered structure. Students will look at the formation of oceanic plates and the geology of the ocean floor. The course will include a discussion of the history of oceanography, and students will compare and contrast ocean waves, ocean circulation, and ocean currents as they relate to the continental shelves and coastlines (for Secondary Education majors – Science concentration).</p>			

SOW	101	Introduction to Social Work	3 credit hours
This course introduces the history, evolution, and purpose of the social work profession and examines professional values, knowledge base, processes and skills for generalist social work practice. Emphasis is given to the ecological framework for understanding the scope of social work practice at the micro, mezzo, and macro levels.			
SOW	255	Introduction to Social Welfare Policy	3 credit hours
This course introduces the historical and conceptual foundations of social welfare policy and social programs in the United States. Emphasis is given to the concepts, principles, competing values, ideas, beliefs and human diversity issues that shape policy development and influence the decision-making and implementation of social welfare programs and services. The course examines the dual nature of social workers' roles, both as contributors to social welfare policy development and as macro social work change agents. Prerequisite: GSOC 101.			
SOW	322	Human Behavior and the Social Environment (I & II) - 16 weeks	4 credit hours
HBSE Part I (8 weeks): This foundational course, the first in a two-part sequence, focuses on the lifespan approach to examine the biological, social, cultural, psychological, and spiritual systems that influence behavior, normal development, health, and well-being from conception to adolescence. Ecological/systems theories focus on the "person-in-environment" as the context for biopsychosocial assessment and exploring the impact of human diversity, oppression, social and economic inequality. Prerequisites: GBIO 225 and GPSY 120.			
HBSE Part II (8 weeks): This foundational course, the second in a two-part sequence on the life span, examines the biological, social, cultural, psychological, and spiritual variables that influence individual development and adaption from young adulthood to later adulthood.			
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, ethics, 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, group, and the larger environment. The process of the therapeutic relationship is examined developmentally from engagement to termination. Prerequisite: GPSY 120.			
SOW	324	Generalist Practice II: Social Work Practice with Families	4 credit hours
The course introduces the generalist/strengths perspective, family life cycle, assessment factors, and various structural, strategic, theoretical and evidence-based models and interventions for culturally-competent social work practice with families and extended family/natural support systems. Prerequisite: SOW 323.			
SOW	327	Ethical Issues in Social Work	4 credit hours
The course introduces the value base and ethical standards of social work professional practice derived from the Code of Ethics for Social Workers (National Association of Social Workers, 1999). Students will examine personal values and gain knowledge of the dimensions of ethical decision-making, apply guidelines for ethical reasoning and resolving ethical dilemmas related to social workers' obligations to clients, colleagues, society, social work profession, society, and the practice setting. The course focuses on ethical practices and activities, including privacy and confidentiality, legal duties, client rights, civil rights, informed consent, professional judgment, competence, impairment, social welfare, and political action.			
SOW	329	Multicultural Issues in Social Work	4 credit hours

<p>This course provides a theoretical framework to explore diversity as it relates to ethnocultural, socioeconomic, social structures, and 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.</p>			
SOW	350	Generalist Practice III: Social Work Practice with Groups, Communities and Organizations	4 credit hours
<p>The course applies the generalist/empowerment perspective in examining roles, relationships, and communication skills for working with groups, communities, and organizations, including the use of the planned change process – a systematic model guiding assessment, planning, problem-solving, and intervention techniques in macro social work practice. Prerequisite: SOW 323.</p>			
SOW	370	Research Methods in Social Work I	4 credit hours
<p>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.</p>			
SOW	450	Social Welfare Policy Analysis	4 credit hours
<p>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.</p>			
SOW	470	Research Methods in Social Work II	4 credit hours
<p>The course, the second 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 and identification of the stages of scientific inquiry, focusing on concepts, terminology and topics in problem formulation development of research questions or hypotheses, research designs, methods of data collection, statistical tests, and data analysis. Prerequisite: SOW 370.</p>			
SOW	471	Pre-Field Education	2 credit hours
<p>This field pre-practicum course prepares students about the administrative and educational requirements to enter into social work field education (field practicum and field seminar). The course provides expectations for social work professional behaviors, interviewing skills, career exploration, resume development, and inter-professional collaboration. Students will have a working understanding of the Field Education Manual, NASW Code of Ethics and Council of Social Work Education Core Competencies. Students' professional interests for field practicum will be identified and procedures for arranging field placement will be actualized.</p>			
SOW	487	Social Work Field Practicum I	4 credit hours
<p>This course, Part I of a two-course sequence, integrates the theoretical and conceptual foundation of classroom instruction with practice methods, training, and skills for generalist social work practice. Students will demonstrate the core components through placement within a qualified practice setting, and complete a minimum of 200 practicum hours under the</p>			

supervision of a licensed social worker with an advanced degree in social work. Corequisite: SOW 489.			
SOW	488	Social Work Field Practicum II	4 credit hours
Part II of the two-course field practicum requirement. This course integrates the theoretical and conceptual foundation of the classroom instruction with practice methods, training, and skills for generalist social work practice. Students will continue a weekly schedule of field education within a qualified organization, and complete a minimum of 200 practicum hours under the supervision of a licensed social worker with an advanced degree in social work. This course places primary emphasis on evaluation of the student's professional effectiveness, mastery of the core competencies, and readiness to engage in evidence-informed practice. Corequisite: SOW 491.			
SOW	489	Social Work Field Integrative Seminar I	2 credit hours
The Social Work Field Integrative Seminar is designed to guide the student's integration of social work theory with field instruction for beginning generalist social work practice. The course is required for students enrolled in the field education component of the UI&U Undergraduate Program in Social Work. An interactive group setting, the seminar provides a confidential venue for processing practicum experiences and evaluating professional effectiveness. Corequisite: SOW 487.			
SOW	491	Social Work Field Integrative Seminar II	2 credit hours
The Social Work Field Integrative Seminar is required for students enrolled in Field Practicum II. The Integrative Seminar is designed to guide student's integration of social work theories, knowledge, skills, values, and cognitive and affective processes with their agency field practicum. The course provides a confidential venue for processing field practicum experiences, identifying oneself as a professional social worker, and evaluating learning application with the Council of Social Work Education Core Competencies. Corequisite: SOW 488.			
SPE	201	Public Speaking	3-4 credit hours
This course is designed to give the student a full understanding/appreciation of the techniques and approaches to public speaking. The student will discriminate between good and poor speeches, will understand the planning required to deliver a good speech, and will deliver speeches for different purposes and audiences (for Secondary Education majors – English concentration).			

MASTER OF ARTS DEGREE PROGRAMS

- Master of Arts with a Major in Clinical Mental Health Counseling
- Master of Arts

MASTER OF ARTS WITH A MAJOR IN CLINICAL MENTAL HEALTH COUNSELING (MA-CMHC)

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

Director: Rosalyn Brown Beatty, Ph.D., LPC, NCC

This program is permitted to be offered in a hybrid format with travel residency requirements to Cincinnati, Ohio. Please check with a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 21-1014 Mental Health Counselors; 21-1019 Counselors, All Other; 21-1015 Rehabilitation Counselors; 21-1012 Educational, Guidance, School, and Vocational Counselors; 21-1091 Health Educators; 21-1013 Marriage and Family Therapists; 21-1099 Community and Social Service Specialists, All Other.

Program Overview

Credits to Degree: 60 semester hours (academic year: 32 weeks; program length: 112 weeks*).

Maximum Transfer Credits: Up to 12 semester hours.

Calendar: The academic year equals two terms for a total of eight months.

Enrollment Dates: Aug/Sept (Fall), Jan (Spring), and April/May (Summer).

Minimum Time to Degree: 24 months*.

Maximum Time to Degree: 60 months from the original date of enrollment.

Full-time Status: Nine semester credits per term.

Part-time Status: Six semester credits per term.

**Note: It is possible for a student to complete the program in 96 weeks, or six terms. For example, if a student registered for nine credits in fall term, nine credits in winter term, and 12 credits in summer term, then this would earn 30 credits every three terms.*

Academic Program Contact Information

MA-CMHC Program

Cincinnati Academic Center

Union Institute & University

440 E. McMillan Street

Cincinnati, OH 45206

Toll-free: 800.861.6400

Program website: <https://myunion.edu/academics/masters/clinical-mental-health-counseling>.

Students should refer to the "MA-CMHC Student Handbook" for a more in-depth description of the blended delivery model of education, course sequence checklist, mandatory on-site residencies, and requirements for the practicum and internship field experiences. Additional

critical information regarding scholarship, research, and preparation for entry into professional practice upon graduation is included in the handbook.

The “MA-CMHC Student Handbook” is available on the program’s CampusWeb group page. Access to this page is for current students only.

Program costs and fee schedule are available on the UI&U website at <https://myunion.edu/future-students/funding-your-future/>

Program Mission Statement

The UI&U Master of Arts with a major in Clinical Mental Health Counseling (MA-CMHC) Degree Program provides educational opportunities and services to diverse adult populations with distinct and varied needs. Using multiple modalities of education delivery, Union Institute & University actively seeks to identify and reach those underserved by traditional graduate education.

The mission of the MA-CMHC program is to educate and train students in preparation to become professional counselors, functioning as competent and ethical practitioners and educators in a variety of clinical, educational, and workplace settings using evidence-based and best practices, who are informed consumers of research. The program specifically emphasizes the importance of multicultural competence and social responsibility in the practice of professional counseling.

Program Philosophy

The MA-CMHC program’s conceptual framework aligns with the mission of the larger institution in the promotion of high quality, accessible, innovative, brief-residency programs for adult students across the country and even throughout the world. The program subscribes to a practitioner-scholar training model that includes seminal thinking on evidence-based practices and reflects a culture of competence view in which learning and skill acquisition are the products of a sequential, organized, and supervised educational experience that prepares the student for practice as a counseling professional.

The program employs a developmental training approach where expectations of minimum competency increase as students progress through the sequence of coursework, supervised clinical practice, and completion of other requirements including the capstone project. Congruently, students are evaluated and assessed at different stages of their development. Graduates of the program are thus expected to be able to function as competent and ethical professional counselors, capable of providing mental health services to individuals, groups and organizations, consistent with the goals as specified below.

Program Description

The MA-CMHC program is a competency-based, practitioner-scholar training program aligned with national credentialing and state licensing standards and designed to meet the needs of students who wish to:

- Advance their career in the mental health field.
- Obtain advanced education and training while maintaining their current family, community, and social responsibilities and connections.
- Pursue licensure/certification as a professional counselor.

- Seek preparation for doctoral work in counseling, or a closely related field.

The program’s distributed learning model consists of online coursework; live/synchronous class sessions between students and faculty using advanced technology; and face-to-face, on-ground academic experiences. The on-ground academic experiences are held twice annually at an academic center (exact dates and location are published in advance), and include such learning activities as faculty-led workshops, supervised clinical training, guest speakers from the community, student scholarly presentations, advisor groups, practicum/internship seminars, and a combination of formal and informal faculty-student and student-student interactions.

The program requires the completion of 60 credits delivered on a trimester schedule and is offered with full- and part-time options to meet the needs of working professionals. There are three entrance points annually: August/September (Fall), January (Spring), and April/May (Summer). Students may complete all degree requirements in approximately two years (six or seven terms) of full-time study (a minimum of nine (9) credits per term), while students desiring more time may opt for a longer program. The maximum time allowed for degree completion is five (5) years from the original date of admission.

The program offers instruction in core curricular areas, an optional Alcohol and Drug Abuse Counseling Certificate (see “Certificate of Alcohol and Drug Abuse Counseling” below), and supervised practicum and internship experiences as required by state and national agencies and credentialing bodies. Working with a team of qualified faculty who hold graduate degrees and possess relevant practitioner experience, students engage in scholarly inquiry, examination of traditional and current literature, theory, and research in the counseling field, and engage in supervised practice.

Students are guided in their professional development and socialization to the field of clinical mental health counseling through intensive, formal faculty-student contact that occurs both face-to-face and at a distance. Students are provided with comprehensive evaluation and assessment of their interpersonal competence and professional dispositions at regular intervals throughout the program. In addition, students are offered numerous opportunities to provide formalized feedback to the program to ensure continuous quality improvement.

Learning Outcomes and Competencies

University Learning Outcomes and Master’s Level Competencies

The goals and objectives of the MA-CMHC program are consistent with the mission, vision, core principles, and values of Union Institute & University, as adopted by the UI&U Board of Trustees. These include a focus on communication, critical and creative thinking, ethical and social responsibility, and social and global perspectives, and apply to all programs at UI&U, though individual programs may extend or adjust them for greater specificity. University learning outcomes and competencies are assessed at the university level, utilizing data from multiple components of the MA-CMHC program, on a two-year cycle per outcome.

University Outcomes	Master’s-Level Competencies
I. Communication	Construct coherent and organized written documentation using standard English.

<p>Express and interpret ideas clearly, using a variety of written, oral, and/or visual forms.</p>	<p>Analyze, critique, and synthesize scholarly literature in the field.</p> <p>Critically reflect on experience related to acquired knowledge.</p> <p>Consistently document sources using appropriate academic citation style.</p>
<p>II. Critical & Creative Thinking</p> <p>Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.</p>	<p>Analyze a variety of scholarly perspectives, ideas, and/or theories.</p> <p>Connect an understanding of theory with practice.</p> <p>Initiate new practice or draw new conclusions based in a field-related theoretical understanding.</p>
<p>III. Ethical & Social Responsibility</p> <p>Express ethical and social implications in one's social, professional, artistic, and/or scholarly practice.</p>	<p>Examine the ethical values or social and cultural practices related to the student's focus of study.</p> <p>Relate ethical or social and cultural implications to a broader context.</p> <p>Act on or envision a plan for acting on a theoretical understanding of ethics in the field of interest and recognize one's own social responsibility to individuals, groups, and communities.</p>
<p>IV. Social & Global Perspectives</p> <p>Articulate a perspective on power in the world and one's own place in the global community.</p>	<p>Demonstrate knowledge about the ways oppression, power, and privilege can be presented at individual, cultural, and societal levels.</p> <p>Exhibit ongoing critical reflection on attitudes, beliefs, and values regarding oppression, power, and privilege.</p> <p>Maintain ongoing awareness of how one's own position may unintentionally repeat experiences of oppression, power, and privilege in interacting with others.</p>

MA-CMHC Program Goals, Objectives, and Competencies

The MA-CMHC program includes a set of goals, objectives, and competencies specific to its training model. The two primary goals of the program are:

- Educate and train students in preparation to become licensed professional counselors, functioning as competent and ethical practitioners and educators in a variety of clinical, educational, and workplace settings using evidence-based and best practices, who are informed consumers of research.
- Foster awareness of one's own position in a global community, understanding issues of social justice and social responsibility to individuals, groups, and communities in order to competently and respectfully provide services to diverse client populations, as well as to be agents of social change.

The program has designated the following objectives to meet its goals:

1. Relationship and Reflective Practice

Students will acquire the knowledge, skills, and attitudes to develop effective, respectful, and caring interpersonal relationships with clients, students, and professionals in a range of settings. They will become self-reflective practitioners, aware of their own biases, limitations and power differentials.

Competencies of Relationship include:

- a. Describe and interpret ethical and legal standards in all aspects of professional activities.
- b. Develop and effectively maintain therapeutic relationships, with a respect for and appreciation of individual and cultural differences.
- c. Establish and maintain effective professional relationships with colleagues, supervisors, members of other disciplines, consumers, and community organizations with a clear understanding of professional boundaries.
- d. Demonstrate a commitment to personal and professional growth engaging in regular self-reflection regarding multiple professional roles and the effective use of supervision.

2. Research and Evaluation

Students will develop the knowledge, skills, and attitudes for critical thinking as consumers of research, with the ability to apply research, evaluation, and scholarship to the practice of clinical mental health counseling.

Competencies of Research & Evaluation include:

- a. Critically evaluate research literature and apply it to a broad range of clinical settings.
- b. Demonstrate appropriate levels of knowledge in the broad scientific areas of human behavior, including learning, psychopathology, social bases of behavior, human development, and counseling theories.
- c. Utilize scientific inquiry skills (research methodologies, basic descriptive and inferential statistics, and appraisal approaches) to design and implement a research study and/or evaluate the effectiveness of a program.
- d. Demonstrate competency in scientific inquiry in the process of lifelong learning and service to the profession and community.

3. Assessment and Diagnosis

Students will develop the knowledge, skills, and attitudes necessary to perform competently and ethically when using various methods of psychological and educational assessment such as standardized tests and clinical interviewing. They will be able to accurately interpret the results of those assessments and to plan interventions considering the latest evidence-based treatments available. Students will effectively communicate their results and recommendations to both consumers and professionals.

Competencies in Assessment include:

- a. Understand assessment theories and practice and the nature and use of appraisal and diagnostic techniques and other methods of assessment.
- b. Competently and ethically be able to interview clients and select, administer, and score various psychological and educational assessment instruments.
- c. Accurately interpret and integrate assessment findings, taking into consideration the cultural and personal characteristics of the clients.
- d. Effectively communicate the results of assessment findings in written and oral form.

4. Intervention

Students will develop the knowledge, skills, and attitudes to conceptualize, plan, explain, implement, and evaluate intervention approaches that are appropriate to the clients' needs, taking into account the personal, interpersonal, and cultural contexts, and the current research.

Competencies in Intervention include:

- a. Utilize evidence-based practices in the conceptualization and planning of treatment approaches.
- b. Consider the social and biopsychosocial factors, as well as diverse cultural and personal characteristics, contexts, and settings in treatment planning and intervention.
- c. Demonstrate adequate clinical skills and judgment needed to effectively implement and modify counseling strategies and interventions.
- d. Demonstrate the ability to assess treatment effectiveness, utilizing appropriate client feedback, supervisory input, and outcome measures.
- e. Critically evaluate self in the counselor role.

5. Education and Consultation

Students will develop the knowledge, skills, and attitudes to understand and effectively design and implement educational programs and consultations with clients and colleagues.

Competencies in Education and Consultation include:

- a. Demonstrate knowledge of the basic and evolving principles and procedures in consultation with a broad range of individuals, groups, programs and organizations.
- b. Demonstrate the necessary skills and attitudes to competently provide consultation as a mental health professional.
- c. Demonstrate knowledge of the roles of an educator and consultant as distinguished from other professional roles.

6. Individual and Cultural Diversity

Students will develop the knowledge, skills, and attitudes to provide professional services to individuals, groups, and communities from diverse backgrounds and to engage in ongoing critical reflection on issues of race, ethnicity, oppression, power, and privilege in the practice of clinical mental health counseling.

Competencies of Social Justice & Individual and Cultural Diversity include:

- a. Be aware of and monitor the influence of own cultural and personal background in all areas of professional practice.
- b. Be aware, knowledgeable, respectful, and appreciative of the experiences of diverse racial, cultural, and ethnic minority groups.
- c. Develop and provide culturally competent services to individuals, groups, and organizations, seeking appropriate consultation when relevant.
- d. Routinely identify issues of social injustice in own professional practice.
- e. Actively engage in addressing issues of social injustice in professional activities.
- f. Recognize the importance of multicultural competence as a lifelong learning process for self as a professional counselor.

Program Accreditation and Professional Certification/Licensure

UI&U is accredited by the [Higher Learning Commission](#). For information regarding the meaning of accreditation, see the section of this catalog on “Institutional Accreditation, Authorizations, and Memberships” or visit <https://myunion.edu/about-union/accreditation/>.

While no program can guarantee licensure or certification to any individual, numerous external regulatory and state credentialing/licensing requirements for professional counselors were used in the design of the MA-CMHC program. These include academic course requirements shared by states and stipulations made by national credentialing bodies for specific types of national certification. Prospective clinical mental health counseling students should review their state’s licensing requirements before matriculating into licensure-bound studies at Union Institute & University.

The MA-CMHC program at Union Institute & University is accredited by the [Council for Accreditation of Counseling and Related Educational Programs \(CACREP\)](#). The program was initially awarded accreditation as of January 12, 2018. The current expiration date is March 31, 2022. Following submission of the program’s interim report due in November 2021 and upon favorable review by the board we will be permitted to continue our accreditation status for an additional four years. Accreditation status must be renewed on a regular basis.

National counselor certification from [National Board of Certified Counselors \(NBCC\)](#) demonstrates to the public and employers that the counselor has met the national standards set by the counseling profession. It is not a license to practice. In some states, holding a national certification can assist the counselor in obtaining a state license. National certification travels with the counselor no matter the state or country of residence. The flagship national certification offered by NBCC is the NCC (National Certified Counselor), and it is the largest national counselor certification in the world. The requirements for national counselor certification include: a master’s degree in counseling, or with a major study in counseling, from a regionally accredited institution; 3,000 hours of counseling experience and 100 hours of supervision both over a two year post-master’s time period; and a passing score on the National Counselor Examination (NCE).

A state license in counseling is literally permission from a particular state to practice counseling or to call oneself a licensed counselor. Some states have a single license and some have a two-tiered system. The names of state licenses vary from state to state. Some examples are LPC, LCPC, LPCC, LMHC, LPCMH, LCMHC, LPC-MH. Though requirements for licensure vary from state to state, all require some combination of: a master's degree; counseling experience and supervision; and a passing score on the NCE and/or NCMHCE. Some require a mental health jurisprudence exam of that state.

Note: Completion of the MA-CMHC degree does not automatically qualify students for certification or licensure in their respective states. Students should consult the appropriate state or national regulatory agency regarding licensure or certification requirements and processes for application. The ultimate responsibility regarding licensure or certification remains with the individual student and not with the institution.

Transfer Credit Policy

By petition, a student may be allowed to transfer up to 12 graduate credits from a regionally accredited institution into the program of study, under the following conditions:

- A request to transfer acceptable graduate credits was made at the time of enrollment as part of the application process.
- All transfer graduate-level credits were earned in the past five years from a regionally accredited institution of higher education with a grade of B or better in each course under consideration.
- Transfer credits that were earned as part of a previous completed degree or certificate will not be accepted in transfer toward the MA-CMHC degree. For example, no credits used toward an earned master's degree will be accepted for graduate credit at UI&U.
- An exception to the maximum 12 graduate transfer credits exists for non-degree students who complete part or all of the Alcohol and Drug Abuse Counseling (ADC) Certificate. See "Certificate of Alcohol and Drug Abuse Counseling" below for more information. These UI&U non-degree graduate-level certificate hours will be evaluated on a case-by-case basis for internal transfer acceptance toward the MA-CMHC degree.
- The transfer credits are deemed by the director or their designee to be applicable and relevant to the degree requirements in effect at the time of the request.
- Transfer credit from a quarter system institution will be converted to semester hours.
- All transfer credits that are accepted toward the MA-CMHC degree are used to determine the remaining maximum time frame in the program.
- No clinical courses, where counseling skills, client interaction, and clinical competencies are supervised and evaluated will be accepted in transfer toward the MA-CMHC degree.
- It is recognized that the program will not accept transfer credits if one or more of the aforementioned conditions are not met.

Applicants wishing to learn prior to admission about the acceptance of transfer credit should submit official transcripts from a regionally accredited institution, a Transfer Request Form, and a description of each course to be credited to the director for approval.

All requests for acceptance of transfer credits are handled individually. The following process will be followed in petitioning for and the approval of transfer of credits:

1. Submit Transfer Credit Request Form (available from the program office) to the director of the MA-CMHC program prior to the beginning of the first term. This must include the

original course syllabus for each course being considered for transfer and any other pertinent or requested materials.

2. The director will review the petition and all supporting materials. The submitted material must demonstrate that the prior coursework meets at least 75% of the course content offered by the program, as evidenced in the current course syllabus.
3. The director, in consultation with the faculty content expert (if needed), will make a final determination and notify the student of the transfer decision.
4. If accepted for transfer, the director will submit formal notification to the registrar and to the student's academic advisor.

Transferability of Credit: Students should be aware that decisions about acceptance of credit in transfer are up to the receiving institution. There is no guarantee that credits earned while enrolled in UI&U's MA-CMHC program will be accepted by another educational institution.

Certificate in Alcohol and Drug Abuse Counseling

SOC Codes: 21-1011 Substance Abuse and Behavioral Disorder Counselors; 21-1023 Mental Health and Substance Abuse Social Workers; 21-1093 Social and Human Service Assistants; 21-1092 Probation Officers and Correctional Treatment Specialists; 11-2031 Public Relations and Fundraising Managers; 21-1012 Educational, Guidance, School, and Vocational Counselors; 33-3051 Police and Sheriff's Patrol Officers; 25-3011 Adult Basic and Secondary Education and Literacy Teachers and Instructors.

The Certificate in Alcohol and Drug Abuse Counseling is intended to help professionals acquire discipline-related specialized knowledge and skills in substance abuse counseling. To accommodate a variety of individual needs, the university offers a stand-alone certificate for professionals interested in pursuing graduate-level education hours which meet some states' education requirements, enabling eligibility to apply for credentialing as alcohol and drug abuse counselors. The non-degree graduate certificate allows individuals to earn required education hours for certification without having to enroll in the M.A. degree program. Degree-seeking students may pursue this type of certificate concurrently while progressing through their graduate program in clinical mental health counseling.

The certificate program comprises six graduate-level courses integrated within the MA-CMHC curriculum that cover the 270 hours of education/training in the required chemical dependency specific content areas. Completion of the certificate enables students to apply for credentialing as alcohol and drug abuse counselors in the following states: Vermont, Ohio, Kentucky, Indiana, Pennsylvania, and New Hampshire. Non-degree certificate applicants may enroll in courses individually or in pursuit of the certificate. Applicants are invited to attend the MA-CMHC residencies each academic term (see Master of Arts with a major in Clinical Mental Health Counseling). The required courses for the certificate are offered in a one-year sequence enabling a student to finish within that time frame.

- Minimum time frame for completion to qualify for financial aid is two semesters (32 weeks).
- Minimum/maximum number of credit hours: 18.
- Maximum time to earn the certificate: two years.
- Full-time status: six credit hours; half-time status: three credit hours.
- Total number of credits/hours required for Certificate in Alcohol and Drug Abuse Counseling completion: 18 credits/270 education hours earned through completion of the entire six-course sequence.

Full-time status in the certificate program is six semester hours.

To obtain the certificate, enrollment in the following core MA-CMHC courses is required. Note: these courses are coded COUN when offered within the degree CMHC program:

ADC 501 Counseling Theory and Practice	3 credits/45 hours
ADC 507 Group Work and Therapy	3 credits/45 hours
ADC 512 Psychopharmacology for Mental Health and Addictive Disorders	3 credits/45 hours
ADC 518 Substance Abuse/Addictive Disorders	3 credits/45 hours
ADC 520 Substance Abuse Counseling with Addicted Populations	3 credits/45 hours
ADC 530 Assessment, Diagnosis, and Treatment Planning of Addictive Disorders	3 credits/45 hours

ADC course descriptions are found with the MA-CMHC program section of this catalog.

Students who earn certificate credits or complete the non-degree certificate and are later admitted to the UI&U Master of Arts with a major in Clinical Mental Health Counseling will be allowed to transfer the course credits earned (with a B or better) in the certificate program toward the MA-CMHC degree program.

Minimum / Maximum Program Length

The maximum amount of time allotted for a student to earn the Alcohol and Drug Abuse Counseling Certificate is two (2) years whether completing the program on a full-time basis, on a combination of full-time and less than full-time, or entirely on a less than full-time basis. Students who do not complete the certificate requirements within the two-year 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.

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 ADC certificate uses the standard Financial Aid SAP policy as the default academic SAP policy.** The graduate SAP requirements of a 3.0 GPA and 66.7% 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 the Office of Financial Services.

Registration and Tuition Policies

Students enrolled in the MA-CMHC will select courses according to course offerings appropriate for the student's year in the program, which have been verified by the faculty advisor against the student's program course checklist and degree audit. The program course checklist prescribes a curriculum that is graded and sequential with courses to be taken in years one and two. The curriculum also includes electives that will support meeting the student's national credentialing and state licensure requirements.

New students will be assessed a one-time LiveText e-portfolio fee, plus shipping and taxes (where applicable) in their first term of enrollment. LiveText provides the student with a mechanism for organizing and tracking their learning experiences and supports the program's efforts to plan goals, assess student progress, and strengthen program quality. The one-time LiveText fee, charged upon registration, is a five-year license to use the program's e-portfolio system.

Full-time status is nine semester hours and part-time status is six semester hours in any given term. As noted earlier, it is possible for a student to complete the program in 96 weeks, or six terms, if registered for nine credits in fall term, nine credits in spring term, and 12 credits in summer term. This would earn 30 credits every three terms.

- Registration is required prior to the start of each 16-week term.
- Students are encouraged to register for a minimum of nine credits in their first term. Program options of less than nine credits may be considered beyond the first term with prior approval from the director.
- Registration follows approval of tuition payment agreements by the Business Office and receipt of a student approved registration agreement form.
- Tuition is due on the first day of each new term. The tuition and registration policies for each program are published annually on the university's website.
- Students with past due balances must obtain financial clearance from the Business Office prior to registration for a new term.
- Students register in CampusWeb through web registration. Registration is initiated by the student and must be approved by the faculty advisor or director. When web course registration closes for a term, any changes to registration must be approved by the program director.
- 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.
- A student's web registration must be approved by the program before financial aid will be disbursed.
- For financial aid purposes only, COUN 521 Capstone Project (zero credits) is equivalent to three credit hours. COUN 521 is a fee-based course. COUN 522 Capstone Writing Extension (zero credits) carries no equivalency credit and is not eligible for financial aid. COUN 522 is a fee-based course.
- All questions regarding registration and course offerings should be directed to the director in the MA-CMHC program office and not the Office of Admissions. All questions regarding financial aid status or eligibility should be directed to the Office of Financial Services.
- Drop/add deadlines are for academic purposes only. ALL REFUNDS DUE TO DROPPED OR WITHDRAWN COURSES ARE PROCESSED ACCORDING TO THE Drop/Add and Program Withdrawal policies below.

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.

Drop/Add and Program Withdrawal

Drop/Add Policy

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:** course may be added for 15 days from the start of the term. Courses may be dropped for 30 days from the term start date. Courses dropped after 30 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, the date of an email request, or the date a phone call is received by the student success coach or the Registrar's Office.
- **Academic withdrawal policy:** Students may withdraw through the last day of the term by notifying the university in writing prior to the last day of the term.

Drop/adds can impact continuing financial aid eligibility. Financial aid adjustments are based on federal guidelines. Students should contact the Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop any courses. All drop/add requests must be approved by the student success coach.

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 term/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.

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

Schedule of Adjustments	
Week One	100%
Week Two	100%
Week Three	75%
Week Four	50%
Week Five and Thereafter	0%

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 following:
 - The date the student notifies the university.
 - The ending date of the previous term if the student fails to register for a new term.
 - 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 their designated campus

official. The designated campus official is the student's 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 withdrawal 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.

Adjustments of Tuition and Fee Charges for Program Withdrawals

Adjustments of tuition and fee charges for program withdrawal 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 program length, 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%.

- If a student withdraws after completing 60% of the program length, 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 will not be 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. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

**Drop/Add and Program Withdrawal for the
Alcohol and Drug Abuse Counseling Certificate**

Drop/Add Policy

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.

- **Drop/add deadline:** The drop/add deadline is 30 days from the term start date, or 15 days from the eight-week session start date. Courses dropped after 30 days/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, the date of an email request, or the date a phone call is received by the student success coach or the Registrar's Office.
- **Academic withdrawal policy:** Students may withdraw through the last day of the term by notifying the university in writing prior to the last day of the term.

Drop/adds can impact continuing financial aid eligibility. Financial aid adjustments are based on federal guidelines. Students should contact the Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop any courses. All drop/add requests must be approved by the faculty member, program director, or their designee.

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 term/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.

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

Schedule of Adjustments		
	Full Term	Session
Week One	100%	100%
Week Two	100%	50%
Week Three	75%	25%
Week Four	50%	0%
Week Five and Thereafter	0%	0%

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 following:
 - The date the student notifies the university.
 - The ending date of the previous term if the student fails to register for a new term.

- 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 their designated campus official. The designated campus official is the student's 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 withdrawal 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.

ADJUSTMENTS OF TUITION AND FEE CHARGES FOR PROGRAM WITHDRAWALS

Adjustments of tuition and fee charges for program withdrawal 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 program length, 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%.

- If a student withdraws after completing 60% of the program length, 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 will not be 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. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

Satisfactory Academic Progress Review

UI&U governs that all 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.

SAP Qualitative Component

The SAP qualitative components include all of the following:

- A student must maintain a minimum cumulative grade point average of 3.00 (on a 4.00 scale).
- A student must achieve no less than 3.00 (on a 4.00 scale) in any given term.
- A student may repeat only once a course in which a grade of less than B was received.
- A student must not earn a second grade of less than B in any course, regardless of when that grade was earned.

If a student fails to meet any of the above conditions, the student will be placed on academic probation for one term. (See "Academic Probation" below.) If a student's progress remains unsatisfactory at the end of the probationary period, the student may be recommended for dismissal from the program.

SAP Quantitative Component

The SAP quantitative component includes a maximum time frame (five years from the original date of enrollment) and minimum earned credit hour completion requirements (60 semester hours) in order to complete the MA-CMHC program within the expected time frame. If a student fails to meet either of these criteria, the student may be recommended for dismissal from the program.

Comprehensive Reviews

At regular intervals, student success coaches review their advisees' overall programs and progress toward degree and competency requirements. The purposes of the comprehensive reviews are as follows:

- Identify areas of strength and weakness and assist students in resolving potential problems in academic or clinical performance, and interpersonal, professional, and/or ethical behavior.
- Provide feedback to the student regarding progress toward the MA-CMHC degree in relation to the stated goals, objectives, and competencies.
- Assess readiness for practicum and/or internship, when applicable.

A special review may be called to address any issues that are noted in the context of the competency review or the competency review form, 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.

Academic Probation

Faculty advisors, in consultation with the director and core faculty, 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 student success coach to develop a plan for returning to good academic standing and regularly thereafter (a minimum of twice per month). 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 recommended to the vice president for academic affairs for dismissal from the MA-CMHC program. Under special circumstances, and only upon review and approval from the director, the monitoring period may be extended an additional term 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.

In addition, the Office of Financial Services will be notified of the student's probationary status. Financial aid recipients must make satisfactory academic progress toward a degree in order to receive institutional, federal, and/or state aid. Questions about financial aid status should be directed to the Office of Financial Services.

A student who is making satisfactory academic progress by the end of the probationary term will be removed from academic probation and financial aid warning.

Retention, Remediation and Dismissal Policy

The Master of Arts in Clinical Mental Health Counseling (MA-CMHC) faculty has a systemic process in place to use student assessment data in retention, remediation, and dismissal from the program. A special review may be initiated at any time by any faculty member or the student through a written request to the director. There are some reasons for initiating a special review, including perceived or experienced deficits; concern about a student's academic, professional/clinical, or personal/interpersonal functioning; an alleged ethical violation; and/or substandard performance. Continuation in the MA-CMHC program is contingent not only upon successful completion of academic coursework but also on the student's personal/emotional stability, interpersonal skills, professional dispositions and abilities to engage in practice. A special review may be called to address any of these issues and develop a retention or remediation plan or recommend or require dismissal from the program.

As part of the service to our students, we strive to work with the student to remediate to enable opportunities where personal, academic and professional growth can take place. This first step is through engagement between the faculty member and student within a course, or through the faculty advisor from another experience (residency conferences). This first step can occur without formal recourse unless the event involves more serious concerns or occurs beyond one course/experience.

Serious concerns or concerning experiences happening beyond more than one course/experience are brought before the faculty, and a Special Review Form is submitted to the director of the program. In the process of the special review, and in any other instances where the faculty determines that a student is unable to engage in professional training or perform professionally related activities competently or poses a threat to self or others, the faculty has the right and professional responsibility to obtain and evaluate personal information according to the American Counseling Association's Code of Ethics. A special review is a collaborative process between faculty and the student with the goal of developing a remediation plan that fosters the student's success in the program. Refusal to participate in the special review or

failure to meet any of the objectives of the remediation plan constitutes grounds for immediate suspension or recommendation for dismissal from the program, regardless of which stage the student has reached in the program. The final decision on student dismissal due to refusal/failure to progress in the remediation place is made by the program director with approval by the provost/vice president of academic affairs.

Retention Procedure

The faculty are committed to the successful progression of students academically, personally and professionally. Retention interventions are guided by faculty based on interactions with students in class and at residency, academic struggles, student skills/dispositions assessments and comprehensive reviews. Advisors and faculty continuously monitor students to be able to intervene with retention efforts as necessary.

Specific concerns regarding students is first brought to the program faculty as a whole at faculty meetings. These discussions are documented. If appropriate informal retention is conducted with the student's faculty advisor or the specific course faculty member. However, if deemed necessary by the faculty as a whole or by the program director, an official remediation plan will be initiated through scheduling a special review meeting. This is also assuming immediate removal based on university policies is not warranted at that time.

Remediation Procedure

Should any student be at risk of academic deficiencies, professional/clinical skills deficiencies or concerns regarding personal growth and behavior, a faculty member will initiate a special review meeting. Additionally, a special review is automatically called when a student experiences any one of the following:

- Incomplete grades in consecutive terms or in two or more courses in a given term.
- Professional concern by any practicum or internship supervisor in any of the competency domains or causes for concern noted in evaluation reports.
- Making insufficient progress on capstone project or receives "U" for COUN 521 Capstone I or COUN 522 Capstone II.
- Failure to complete required hours in practicum or internship.
- Excessive absences from Residency weekend activities.
- Violation of program and/or institutional policies, such as breach of the Academic Integrity Policy, Student Code of Conduct, not attending residency, etc.
- Concerns evidenced by comprehensive evaluations, professional disposition evaluations and/or faculty observations in courses.

At the special review meeting the areas of concern are discussed among the faculty, student and program representative. The student is encouraged and expected to be collaborative in the process. A written plan is created by all parties involved that outline the goals, objectives, criteria to meet the objectives, and the timeline for goal completion.

Objectives included in plans are typically structured around the areas of academic, professional and personal growth remediation. Sample objectives included in plans are:

Academic Performance/Competency Remediation Objectives

- Meeting with the Office of Student Success (Writing Center/Disability Services).
- Alternative assignments as outlined by faculty/program director (additional assignments/reflection papers; skills lab attendance; ethical understanding).
- Repeat course(s).

- Additional advising meetings.
- Complete ethics training/workshop.

Professional Responsibilities and Ethical Behavior Remediation Objectives

- Repeat course(s).
- Additional supervision sessions with clinical faculty/field experience supervisor.
- Removal and/or reassignment from field experience site.
- Attend continuing education workshops/training on skill topics.
- Additional supervision sessions with advisor, faculty and/or field experience supervisor.
- Alternative assignments as outlined by faculty/program director (additional assignments/reflection papers; skills lab attendance).
- Additional skills-building assignments (written/skills lab).
- Additional advising meetings.

Personal Growth/Behavior Remediation Objectives

- Attend professional counseling.
- Additional advising meetings.
- Additional supervision sessions with advisor, faculty and/or field experience supervisor.
- Reflective writing.
- Writing letters of personal responsibility/personal growth.

The remediation plan is agreed upon and signed by all parties at the meeting, and a copy is placed in the student file. The student and their advisor will monitor progression and completion of goals.

Dismissal Procedure

Dismissal from the MA-CMHC program can occur with violations of university policy, repeated violation of the academic integrity policy, and violation of the counseling programs policy. Additionally, grounds for dismissal/administrative withdrawal may include, but are not limited to, the following:

- Failure to meet the terms of academic probation and/or a special review remediation plan. Discovery of false application information subsequent to admission. Administrative withdrawal will result in forfeiture of all charges paid and academic credits earned.
- Failure to comply with the ACA Code of Ethics or the NBCC Code of Ethics.
- Recommendation of the special review committee.
- Two grades of U (Unsatisfactory) in any courses.
- Failure to complete program requirements within the established time limits.
- Failure to meet minimal criteria for the practicum/internship level of training.
- Confirmed and/or repeated violation of program and/or institutional policies.

Dismissal from the program is a last resort option and is taken very seriously. Should dismissal occur the student's MA-CMHC faculty will document evidence that lead to this decision. The program director will inform the student of the decision with the support and approval from the provost/vice president of academic affairs. The student will have a right to review and appeal this decision as outlined by university policy.

Readmission after Dismissal for Unsatisfactory Academic Progress or Conduct

A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want to return to the university must reapply and be accepted after a program director's or program chair's review on a case-by-case basis.

A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

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 (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 the Office of Financial Services.

Grading Policy

The assessment of academic skills is a critical component of the MA-CMHC program's model of ongoing evaluation of goals and competencies essential to student progress and preparation for professional counselor practice. The evaluation and grading criteria for each course taken will be described in detail in the course syllabus. The evaluation of academic skills may include examinations, scholarly papers, presentations, case studies, participation in class discussions, and observation of skills at residencies scheduled each term.

Instructors are required to submit final grades to the Registrar's Office via CampusWeb within 14 days of the end of the term. Exceptions may be made with prior approval from the director.

The MA-CMHC program uses a four-point grading scale (A, B, C, S, and U), with all grades other than U, I, W/WU, or N resulting in award of credit for the course. The following grade summary provides definitions for each grade that may be found in a student's registration record.

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

Grade	Criteria
A	The student's work demonstrates outstanding understanding of the course material, and the student's performance across measures is considered superior or outstanding. The student will receive credit for the course. 4.00 Quality Points
B	The student's work demonstrates clear understanding of the course material and a level of competence which meets all of the course expectancies in a satisfactory manner. The student will receive credit for the course.

	<p>3.00 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.</p> <p>2.00 Quality Points</p>
U	<p>Unsatisfactory indicates that the course was attempted but unsuccessful. No credit is granted.</p> <p>At the discretion of the instructor, this course grade may be awarded when one or more of the following apply:</p> <ul style="list-style-type: none"> • Student has missed more than half of synchronous class sessions. • Student consistently fails to complete course assignments. • Student consistently fails to produce written work of the quality expected of the student's stage of professional development. • Student is erratic in meeting deadlines. • Student's work is considered marginal by curricular and/or professional standards. <p>U may also indicate that an I was automatically changed to a U after outstanding work for a course was not completed within the prescribed term period or of satisfactory quality to warrant credit.</p> <p>0.00 Quality Points</p>
I	<p>Incomplete may be assigned if a course is not completed within the enrollment period. The faculty may assign an I grade permitting an additional term to complete outstanding coursework. See "Incomplete Grade Policy" for this program.</p> <p>When an activity previously graded as Incomplete (I) is not successfully completed within one academic term, the I grade will automatically convert to a U grade by the registrar. No credit is earned for the I grade until it is converted to the final grade.</p> <p>0.00 Quality Points and does not calculate into the GPA.</p>
W/WU	<p>W indicates a student withdrew from a course before the term was concluded. No credit is granted. W is assigned if a student attends/engages in a course and subsequently officially withdraws from that course. WU may be assigned if the withdrawal occurs after the 30-day deadline and faculty attests that the student has not met academic standards (earning less than a C) according to the course syllabus in the withdrawn course.</p> <p>0.00 Quality Points and does not calculate into the GPA.</p>
N	<p>N indicates no grade has been reported for a course at the conclusion of the term. N is a temporary code, which converts to one of the above codes once the necessary program information has been reported to the Registrar's Office. No credit is granted for a course as long as it is coded with the N.</p> <p>0.00 Quality Points and does not calculate into the GPA.</p>
S	<p>The Capstone course is graded on a Satisfactory/Unsatisfactory basis.</p>

	0.00 Quality Points and does not calculate into the GPA.
--	---

Note: For more information, refer to the Attendance & Engagement Policy in this catalog.

NE	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.
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.

Incomplete Grade Policy

Students are expected to complete all coursework requirements by the end of each registered term in order to receive a grade and academic credit for the term. If unable to do so, the student may petition for an incomplete (I) grade from the faculty instructor. Incompletes (I) can be awarded only when all of the following conditions are met:

- Illness, accident, or other unusual extenuating circumstances beyond the student's control make it impossible for a student to complete required coursework during the term in which they are enrolled in the course.
- The student has completed at least two-thirds (67%) of the required coursework in the registered course.
- The student has a passing grade in the registered course at the time of the petition.

The granting of an Incomplete is at the discretion of the course instructor. A grade of Incomplete (I) must be requested by the student by the deadline for faculty to submit grades. No petitions for Incomplete will be considered if submitted after the term has ended. An Incomplete may not be requested as a means of obtaining a higher grade in the course if a student is not meeting course requirements and standards. When an Incomplete is recorded, the student must satisfactorily complete all required coursework prior to the end of the next enrolled term. (However, in cases when the successful completion of one course is a prerequisite to another course or to another step in the program, such as practicum, internship, or capstone, the instructor may insist on a shorter time frame or the program may prohibit registration for the subsequent course until requirements for the prerequisite has been met.) If the coursework is not satisfactorily completed by the end of the next term, the grade will automatically be converted to an Unsatisfactory (U) grade and posted by the registrar.

It is the student's responsibility to initiate a petition for an Incomplete (I) grade with the course instructor by completing, signing, and dating a Petition for an Incomplete Grade form. The petition includes a supporting rationale for the request, a list of outstanding coursework, and a plan/timeline for completing those assignments. It is expected that the student discuss their request for an Incomplete (I) with the course instructor at least two weeks before filing the petition. Medical documentation may be requested for students petitioning for an Incomplete due to medical concerns. The filed petition may be approved or denied by the course instructor.

If approved, the instructor submits the signed petition to the director and submits a grade of I to the Registrar's Office. Upon satisfactory course completion, the instructor completes a grade change request form from the registrar.

Repeating of Courses

Students receiving an Unsatisfactory (U) grade in any required course must repeat the course at their own expense. If the U course is an elective, the student is permitted to register (and pay) for another elective course in order to fulfill the requisite 60 semester hours degree completion requirement.

If a student has two grades of C on their transcript, and is permitted to remain in the program, the third C will require that one of the three courses be repeated with an earned grade of B or better. A student is allowed no more than two standing C grades in any courses applied toward the MA-CMHC degree completion requirement.

It is important to note that some state licensing boards and credentialing bureaus will not accept for licensure/certification courses in which a grade of less than B was earned. Students should consult the appropriate state or national regulatory agency regarding licensure or certification requirements and processes for application. The ultimate responsibility regarding licensure or certification remains with the individual student and not with the institution.

Program Features

Academic Calendar

The academic calendar defines an academic year to be two 16-week terms. Union Institute & University operates the MA-CMHC program on a 16-week term system for 12 months a year. There are three entrance points: Fall (August/September), Spring (January) and Summer (April/May), and students register before the beginning of each term.

Minimum/Maximum Program Length

The minimum time to degree completion in the MA-CMHC program is two years, or six terms, if taking nine credits each term with additional three credits every third term. More typical is a seven semester program, earning a minimum of nine credits per term. The MA-CMHC program is a 60 semester credit program.

The maximum amount of time allotted for a student to earn the MA-CMHC degree is five years. Students who do not complete the degree requirements within the five-year maximum time frame may be subject to academic dismissal from the program. Under special circumstances, and only upon review and approval from the director, the maximum program length may be extended. Such an extension must be initiated by the student, with the support of at least one faculty member, in a formal written request sent to the director within 30 days of the date of notification of program expiration. After accepting such a request, an ad hoc committee will be formed to conduct a formal academic program review to determine the feasibility of the extension with respect to the best interests of the student, the program, and the university. The decision made by this committee is final and any recommendations enforceable. If granted a program extension, failure to complete all requirements within the extended time period(s) will result in automatic dismissal from the program. A student may appeal the decision or recommendations made by this committee. See "Student Complaints and Appeals" for more information.

Delivery Model

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

While the MA-CMHC program understands the value of distance education for adult students, it also recognizes the need for counselors-in-training to have primary interpersonal experiences with faculty and other mental health practitioners in courses, training experiences, and in the overall process of socialization to the professional field of counseling.

Thus, the 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. Students enrolled in the MA-CMHC program complete course requirements through a combination of online courses, with synchronous and asynchronous learning activities, and mandatory on-site residencies twice annually at an academic center (see "Residency Requirements"). This model is designed to support counseling instruction, 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.

The program presents courses in an organized, sequential manner with each term and year building upon prior learning experiences. Online courses can be accessed 24/7 and include structured units that need to be completed within specific time frames as indicated in the course syllabi. These courses include full-featured communication resources, allowing for both synchronous and asynchronous interaction between and among students and faculty. Online courses include learning outcomes clearly stated in the syllabus, live and/or recorded presentations, class discussions, faculty interactions, links to readings in the UI&U Library, exams, threaded discussions, faculty office hours, etc.

In addition to courses, students engage in supervised clinical training experiences (see practicum and internship), as well as facilitate clinical case conferences and complete a capstone project.

Communication

Program faculty and administrators make every effort to respond to student communications within 24 to 48 hours. Faculty post and maintain office hours in which they are readily available to answer questions or otherwise assist students throughout the term.

Residency Requirements

On-site residencies are a critical component of the MA-CMHC program and are mandatory program functions. *Students are required to attend scheduled residencies, including all planned program activities, in any term in which they are enrolled.* This requirement applies to all full-time and part-time students. Failure to meet residency requirements, or excessive absences from planned residency activities, may result in recommendation for dismissal from the program.

Residencies are held two times per year (typically fall and summer) for five days each at a designated academic center. Residencies are typically held Wednesday through Sunday but are subject to change. Annual residency schedules are made available to students upon enrollment (and published in the “MA-CMHC Student Handbook” and on the program’s group page in CampusWeb) in order for students to adequately plan for their attendance.

Residencies include a variety of structured and unstructured, theme-based counseling instruction such as course-based and advanced topic presentations, research seminars, applied skill workshops, role play and modeling activities, cohort engagement, and time with faculty and advisors, all designed to support the student in engaging with theory and practice. Sample residency themes might include “Intervention and Ethics” (fall) and “Assessment and Social Justice/Advocacy” (summer). Regardless of the theme, the activities comprise the necessary interactions to *promote student development and professional socialization*, as well as to have faculty *engage in comprehensive and direct assessment* of each student’s knowledge, skills, and attitudes in their areas of clinical, academic, research, and ethical and legal functioning, as well as their personal and professional well-being, interpersonal competence, and ability to engage in professional practice. In the context of these activities, there are also ample opportunities for informal interactions for faculty and students to establish personal and professional relationships.

Curriculum

The distributed learning model of education and training provides a structured sequence of courses which address foundation theory, skills, and professional ethical practice guidelines in Year I (or the first-half of a student’s program), followed by advanced coursework and field experience in Year II (or the second-half of a student’s program) which builds upon core competencies in assessment, counseling, consultation, and specialized elective clinical areas. The practicum and internship in clinical mental health counseling are the culminating component of professional training and provide students the opportunity to apply and refine skill proficiencies learned as part of the university training program. The capstone project is designed to provide students with the opportunity to explore in-depth a topic relevant to applied professional practice in the helping profession, while demonstrating an understanding of inquiry-based learning, research and evaluation, and scholarly writing expectations at the graduate level.

Alternate elective courses in the form of directed study may be substituted to meet specific state credentialing/licensing requirements. A plan of study, including but not limited to, course description, learning objectives, required readings, assignments, and methods of evaluation, will be developed for the student by program faculty.

Course descriptions can be found at the end of the MA-CMHC section of the catalog.

MA-CMHC Degree Checklist (60 credits):

Required Courses (48 cr.)

COUN 501	Counseling Theory and Practice	3
COUN 502	Psychopathology: Diagnosis, Assessment/Treatment	3
COUN 504	Helping Relationships	3
COUN 505	Professional Orientation and Ethics	3
COUN 506	Human Growth and Development	3
COUN 507	Group Work and Therapy	3
COUN 508	Appraisal and Diagnostic Techniques	3

COUN 509	Treatment Modalities	3
COUN 510	Social Bases of Behavior & Cultural Diversity	3
COUN 511	Career and Lifestyle Development	3
COUN 513	Research Methods & Program Evaluation	3
COUN 516	Clinical Consultation	3
COUN 519	Tests and Measurements	3
COUN 521	Capstone Project	0*
COUN 531	Practicum	3
COUN 542	Internship I	3
COUN 543	Internship II	3

Elective Courses (12 cr.) – Elective offerings are subject to change.

COUN 512	Psychopharmacology for Mental Health & Addictive Disorders	3
COUN 514	Family Therapy	3
COUN 515	Crisis Intervention	3
COUN 517	Human Sexuality for Counselors	3
COUN 518	Substance Abuse/Addictive Disorders	3
COUN 520	Substance Abuse Counseling With Addicted Populations	3
COUN 522	Capstone Writing Extension (if required)	0*
COUN 523	Military Culture: Enhancing Clinical Competence	3
COUN 524	Treatment of Behavioral Health Issues in Veterans and Their Families	3
COUN 525	Diagnosis of Disorders Occurring in Childhood & Adolescence	3
COUN 529	Biological Bases of Behavior	3
COUN 530	Assessment, Diagnosis, and Treatment Planning for Addictive Disorders	3
COUN 544	Internship III (if required)	3

***CAPSTONE PROJECT (COUN 521)**

COUN 521 Capstone Project is a non-credit course that is considered the equivalent of three credit hours of academic work for financial aid purposes. COUN 521 is a fee-based course (see Tuition and Fee Schedule).

***CAPSTONE WRITING EXTENSION (COUN 522)**

COUN 522 Capstone Writing Extension is a non-credit course and does not have credit hour equivalency for financial aid purposes. COUN 522 is a fee-based course (see Tuition and Fee Schedule). COUN 522 does not qualify for loan deferral; students will be reported as registered less than half-time to external agencies.

COUN 521 and COUN 522 may not be taken concurrently.

*Fee-based program component

Note: COUN 522 Capstone Writing Extension cannot be used to fulfill the 12-credit elective requirement.

Curricular Sequence

A student is expected to complete coursework in a graded and sequential manner consistent with a developmental model of education and training. Foundational coursework in a student's first year, or first-year equivalent, is followed by advanced coursework in their second year, or second-year equivalent.

Foundational Courses

COUN 501	Counseling Theory & Practice
COUN 502	Psychopathology: Diagnosis, Assessment/Treatment
COUN 504	Helping Relationships
COUN 505	Professional Orientation & Ethics
COUN 506	Human Growth & Development
COUN 507	Group Work & Therapy
COUN 508	Appraisal & Diagnostic Techniques
COUN 509	Treatment Modalities

Advanced Courses

COUN 510	Social Basis of Behavior & Cultural Diversity
COUN 511	Career & Lifestyle Development
COUN 513	Research Methods & Program Evaluation
COUN 516	Clinical Consultation
COUN 519	Tests & Measurement
COUN 521	Capstone Project
COUN 531	Practicum
COUN 542	Internship I
COUN 543	Internship II

Elective
Elective
Elective
Elective

Curriculum Review Committee

The Curriculum Review Committee is comprised of three persons, two of whom must be the director (or their designee) and a faculty member. The purpose of this committee is two-fold: (1) to discuss/review proposed changes to the curriculum and other program requirements and submit recommendations for approval to the graduate dean and Faculty Council Academic Review Committee (FC-ARC), if applicable; and (2) to review data from program assessment, communicate results to students/faculty, and make recommendations for improvement.

Practicum and Internship

All students must complete the required 700 clinical training hours. Practicums and Internships are graded on a letter grade basis. Because of the importance of the practicum and internship experiences, the program has prepared a separate “MA-CMHC Internship Handbook,” outlining all program requirements and necessary forms. The handbook delineates the parameters of site searches and application process, supervision contracts, evaluations, and documentation of the experience.

Practicum and internship seminars, coinciding with the online courses of the same name, are conducted weekly throughout the term to offer students the opportunity to share their training experiences with peers and faculty. The internship coordinator or designated faculty facilitates these seminars and assists students with addressing questions, concerns, and procedures, along with aiding their professional development as counselors-in-training.

Practicum (COUN 531): Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum ten-week academic term. Each student’s practicum includes all of the following:

- At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty (e.g., internship coordinator), a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.
- An average of 1 ½ hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.
- The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum. COUN 531 is graded on a letter grade basis, not "S/U" grading.

Internship in Counseling (COUN 542-544): A student must receive approval from the internship coordinator prior to applying for internship. After a student's successful completion of all foundational coursework (COUN 501, 502, 504, 505, 506, 507, 508 and 509) and practicum training, the internship coordinator conducts a review of the student's record, including academic, clinical, professional and interpersonal development. After a satisfactory completion of this review, the student is deemed ready to begin internship.

The supervised internship in counseling is designed to integrate theoretical understanding with direct hands-on exposure to praxis and to practice the skills of counseling in an applied setting under the supervision of an experienced practitioner. The program requires completion of a supervised internship of 600 clock hours, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor. Each student's internship includes all of the following:

- At least 240 clock hours of direct service, including experience leading groups.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the on-site supervisor.
- An average of 1 ½ hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member (e.g., internship coordinator).
- The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
- The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of their interactions with clients.
- Evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

Students must complete 300 hours of internship per term at a site approved by the internship coordinator in order to complete a minimum of 600 hours. Total internship hours to be completed for the program may vary based on state credentialing and licensing standards. All aspects of counseling practice – appraisal, therapeutic intervention, and consultation – will receive exposure in this experience. The site supervisor and internship coordinator will closely monitor the training activities of the student throughout the internship and will ensure that all internship activities are appropriate to the field of counseling. The site supervisor and internship

coordinator will also formally evaluate the progress of the student. Expected outcomes include student submission of an internship log and reflective essay that chronicles their growth and development of core competencies, as well site supervisor formative and summative evaluations. The student also has the opportunity to formally evaluate their supervisor and overall training experience.

Capstone Project (COUN 521)

The capstone project must be completed by the student's final (or next-to-final) term of the program. This scholarly paper allows each student to research, develop, and present scholarly writing on a specific topic of interest that is relevant to their objectives in the field of counseling. In some instances, students may wish to research and develop a paper on a specific subject for which they already have experience and knowledge. The important point is to conduct a comprehensive literature review and *integrate the new information and research*. All capstone topics must be pre-approved by the faculty capstone supervisor.

The capstone project also allows students an opportunity to present critiques about theories and theorists. If a student chooses to critique one or more theories, it is expected that strong and persuasively written positions, with supporting empirical evidence, will be featured in the paper.

The capstone project will be evaluated along several dimensions important for graduate-level writing. In order to earn satisfactory credit (i.e., grade of S), students must demonstrate a level of proficiency of at least three on the four-point evaluation criteria. See "MA-CMHC Student Handbook" for more information. Students will make a final oral presentation of their capstone project during a residency prior to graduating.

A student who has made satisfactory progress on the capstone project (COUN 521) but has not completed the requirement may register for COUN 522 Capstone Writing Extension. A grade of I will be assigned to COUN 521, and the student will have until the end of the following term to complete the capstone; otherwise, a grade of U will be assigned to COUN 521, and the student will be required to repeat the course.

Counselor Preparation Comprehensive Examination (CPCE)

The CPCE is researched, developed, and distributed by the Center for Credentialing and Education (CCE), an affiliate corporation of the National Board for Certified Counselors (NBCC). It is a required component of the MA-CMHC program and is typically taken during a residency corresponding to the student's COUN 543 Internship II term. The CPCE addresses the eight NBCC common core curricular areas, including human growth and development; social and cultural foundations; helping relationships; group work; career and lifestyle development; appraisal; research and program evaluation; and professional orientation and ethics.

Feedback from the results of the CPCE benefits the student and the program. For the student, the exam stimulates student integration of knowledge learned throughout the curriculum and gives the student comparative feedback on their strengths/weaknesses in the core curricular areas. For the program, the exam provides an objective, psychometrically sound measure of student knowledge and functioning in various curricular areas; promotes longitudinal program self-study; and compares program results to national data.

Graduation

When all program requirements have been completed, the student must formally apply for award of the degree by submitting an application form, including all requisite forms (see "MA-

CMHC Student Handbook” for graduation forms). The director will review the academic file, notifying the student of any deficiencies that must be remedied. If all records are in order, the director will recommend to the registrar awarding of the degree (see graduation policy below). The MA-CMHC degree will be awarded only after all academic, financial, research, and clinical program requirements have been successfully completed, including:

- A minimum cumulative grade point average of 3.00, or by program approval.
- Successful completion of the practicum, internship, and capstone project/presentation requirements.
- Met at least minimum standards of competencies related to each program objective, as measured by course grades, comprehensive reviews, assessment rubrics, progress reports and supervisor evaluations, capstone feedback, CPCE scores, and the graduation self-assessment.
- All financial obligations to the institution have been met and all library resources borrowed have been returned.
- Required graduation forms have been completed and submitted to the director (see description below).

Graduation Policy

Following the director’s review, all academic and financial records are audited. The academic record is reviewed in the Registrar’s Office; the Office of Financial Services checks the status of financial aid, if applicable; and the Business Office audits the financial records (student account). Graduation is approved and the degree awarded when all academic and financial obligations to the university have been met. The conferral date is the last day of the month in which the program approves the student for graduation. The final transcript and a diploma will be released when all academic and financial clearances have been completed.

Commencement

Students who have graduated with their M.A. degree or plan to graduate by the end of the term when the ceremony is held, are invited to participate in the National Commencement Ceremony held in Cincinnati, Ohio. Participants in the commencement ceremony must be registered for the current term when the ceremony will be held, submit a Petition to Participate in the Commencement form, and plan to have all academic requirements met by the end of the term when the ceremony is held.

Course Descriptions

Below are descriptions for required and elective courses. Course prefixes used for this program are COUN with #500 level courses. ADC is the prefix for the Alcohol and Drug Counseling Certificate courses. Courses are three semester credit hours.

COUN/ADC 501 Counseling Theory and Practice **3 credits**

This course includes study of major theories (e.g., Psychodynamic, Humanistic, Behavioral, Transpersonal, Personality), approaches, and procedures in counseling and psychotherapy; historical and cultural contexts; case conceptualizations and applications with various client populations; specific counseling approaches used in contemporary therapeutic systems (e.g., Cognitive Behavioral Therapy, Psychoanalysis, Family Systems, Solution Focused Therapy, Rational Emotive Therapy) and their respective limitations; and ethical and professional issues associated with counseling theories and practices.

COUN 502 Psychopathology: Diagnosis, Assessment/Treatment **3 credits**

This course includes study of the etiology and categorization of pathological behavior patterns; historical, sociopolitical, medical, behavioral, and epidemiological approaches to the systematic description of psychological disorders; use of the current version of the DSM/ICD in differential diagnosis; potential alternatives to the existing system; the roles of assessment and treatment planning in intervention; and the use of related services, intake interviews, and psychological reports.

COUN 504 Helping Relationships **3 credits**

This course includes study of the basic building block skills that are fundamental to the counseling process as well as the collaborative nature of the helper-client relationship. A three-stage model that drives the client problem-managing and opportunity-developing action phases will be examined: (1) helping clients tell their stories; (2) helping clients determine what they need and what they want; and (3) helping clients develop strategies to accomplish their goals. The basic helping skills, including non-verbal and reflecting skills, will be considered.

COUN 505 Professional Orientation and Ethics **3 credits**

This course includes the study of ethical issues in a variety of settings, including the moral and legal bases for ethical codes; guidelines for human service professionals; personal values and biases as related to the counseling relationship and ethical and professional conduct, standards, and practices; strategies for personal and professional self-evaluation and professional development; the counselor as advocate for clients and for the profession; conflicts among client, counselor, and societal, legal, and cultural values; and methods and practices for recognizing and resolving ethical dilemmas. Relevant state and national standards for counselor preparation, certification, and licensure will be examined.

COUN 506 Human Growth and Development **3 credits**

This course examines the course of human development through the lifespan as well as the interaction between genetic, biological, and environmental factors. Emphasis is placed on psychological, sociological, and physiological approaches; human behavior (normal and abnormal); personality theory and learning theory; and the nature and needs of individuals at all developmental levels.

COUN/ADC 507 Group Work and Therapy **3 credits**

This course includes study of the basic elements of group process and dynamics as well as strategies and methods commonly used to facilitate group therapy sessions. Therapeutic factors

contributing to group effectiveness will be covered, as well as the characteristics and practices of effective group leaders. Ten theoretical approaches and key concepts to group counseling will be included, as well as the application of these theoretical models to group work. The historical and cultural context in which these theories were developed, as well as the ethical and professional implications of employing these paradigms in practice, will be considered. The course includes a practice component requiring ten hours of group counseling participation.

COUN 508 Appraisal and Diagnostic Techniques

3 credits

This course explores appraisal of the individual through testing and includes the basic principles of assessment and diagnosis, development of a framework for understanding the individual, methods of data gathering and interpretation, classification of psychological and educational tests, and the study of individual differences with consideration of ethnic, cultural, and gender factors. Ethical and legal considerations in assessment will also be addressed.

COUN 509 Treatment Modalities

3 credits

This is a course in the practice of counseling, and is the third in a three-course counseling intervention series. The course covers the process of treatment of mental and emotional disorders from diagnostic assessment to case conceptualization, treatment planning, intervention, outcomes assessment and referral. The course emphasizes the application of evidence-based approaches in an ethical and multicultural-competent way. *Prerequisites: COUN 501 and COUN 504.*

COUN 510 Social Basis of Behavior and Cultural Diversity

3 credits

This course includes study of a number of advanced topics in multicultural counseling, including cultural, ethnic, and group processes, sex roles, organizational behavior, group dynamics, status role, and attribution theory. Socially inherited and transmitted patterns of pressure, expectations, and limitations learned by individuals will be considered. Issues and trends in a pluralistic society will be examined. Major ethnic groups are studied along with counseling, social justice, and advocacy approaches appropriate to each. Emphasis will be placed on understanding cultural diversity including, but not limited to, facilitating awareness of attitudes and beliefs that may negatively impact relationships with persons who are sensitive to issues of discrimination. Theories of multicultural counseling, identity development, pluralistic trends, and systems-oriented intervention strategies (couple, family, group, and community) are considered. Counselor cultural self-awareness and the role of counseling in eliminating biases, prejudice, oppression, and discrimination are emphasized.

COUN 511 Career and Lifestyle Development

3 credits

This course includes study of the skills and knowledge needed to help clients consider a wide array of career and lifestyle choices. The application of career development theory and research in counseling and educational settings will be considered. Emphasis will be placed on the relationship between career choice and lifestyle, sources of occupational and educational information, approaches to career decision-making processes, and career exploration techniques.

COUN/ADC 512 Psychopharmacology for Mental Health and Addictive Disorders

3 credits

This course provides an introduction to the principles of pharmacology, particularly the interaction of chemistry and biology to produce behavior, and the use of psychotropic medications for a range of populations and disorders. This will include an examination of the pharmacological features of different drugs, including: drug interactions; the basic physiology underlying the pharmacology; and the psychological impact of medications in therapeutic

contexts. Also addressed will be a review of regulatory and governmental control issues, and the role of the psychologist in collaborating with physicians and other primary healthcare providers. This course is not intended to prepare the student for a primary role of prescribing, administering, or overseeing the use of medications.

COUN 513 Research Methods and Program Evaluation

3 credits

This course includes study that provides an understanding of types of research methods, basic descriptive and inferential statistics, and ethical and legal considerations in research. The fundamentals of program evaluation will also be considered. Emphasis will be placed on an understanding of the steps involved in designing and implementing a research design as well as how to evaluate the effectiveness of programs using both qualitative and quantitative methods.

COUN 514 Family Therapy

3 credits

This course examines the intervention techniques and major theories, models, and schools of couples and family therapy. The course employs a systemic perspective to consider both traditional and recently developed family treatment models, including empirically supported treatment approaches. Ethical, gender, and cultural competency issues related to family therapy are explored.

COUN 515 Crisis Intervention

3 credits

This course involves the study of the theories and principles of crisis intervention as applied to therapeutic strategies for treatment; scientific bases of various approaches to crisis intervention including short-term, long-term, and telephone counseling methods; community and societal crisis; interventions with diverse clinical populations; professional skills for intervening, prevention techniques; evaluation of services; and the roles and responsibilities of others participating in crisis intervention. Important videos will be used in order to help demonstrate various crisis counseling skills (i.e. applying theory into practice). Differences and similarities between crisis counseling and traditional counseling approaches will be examined.

COUN 516 Clinical Consultation

3 credits

This course presents theory and practice concerning consultation and management including organizational assessment and analysis, diversity within organizations, group dynamics, systems theory, managing resistance, and intervention theory. Students develop practical skills in organizational consultation and training including conducting meetings, making presentations, entering and analyzing organizations, team building, executive coaching, transition management, and diversity training. The course also provides skills needed for clinical consultation to schools, community agencies, and organizations.

COUN 517 Human Sexuality for Counselors

3 credits

This course includes studies of the diverse nature and constructs of human sexuality, sexual dysfunction and counseling strategies; multidimensional perspectives of human sexuality including biological, behavioral, cultural, social, psychological, and clinical factors; the role of the human service practitioner as influenced by values, beliefs and biases about human sexuality; developing the capacity of counselors to recognize and manage personal responses and needs in counseling settings.

COUN/ADC 518 Substance Abuse/Addictive Disorders

3 credits

This course provides an introduction to the nature of addictive disorders, and the historical and societal aspects of addiction problems and their treatment; specific drugs of abuse and the neurophysiology of addiction; addiction across the lifespan, and substance abuse prevention and intervention with at-risk populations; assessment and diagnosis of addiction, and the use of

screening instruments and tests; conceptual models of substance use and addiction (e.g. moral, medical, biopsychosocial); gender, sexual orientation, race, ethnic, culture, and social class differences and their implications for the assessment and treatment of addiction; co-morbidity of substance abuse and mental health disorders; behavioral addictions (e.g. internet, shopping, gambling, sexual addictions); and an introduction to treatment approaches (e.g. mutual help groups, CBT, Motivational Interviewing), treatment planning, treatment settings, and levels of care.

COUN 519 Tests and Measurements

3 credits

This course includes studies of the theory and practice of psychological assessment; psychological testing and measurement theory; clinical and practical aspects of administration and interpretation of individual and group standardized tests of mental ability and personality; and the use of assessment procedures in diagnosis and treatment planning. Emphasis will be given to an understanding of procedures for developing and evaluating instruments and specific threats to psychometric quality. Professional standards for test development and use and the legal and ethical issues as established by the American Counseling Association and the National Board of Certified Counselors will be addressed. *Prerequisite: COUN 508.*

COUN/ADC 520 Substance Abuse Counseling with Addicted Populations

3 credits

This course addresses counseling procedures and strategies with addicted populations, focusing on prevention, intervention, relapse prevention, and recovery. Theories linked with addiction to biological, psychological, and other factors will be evaluated critically with an emphasis on developing effective recovery and relapse prevention. Evidence-based approaches and ethical and legal issues related to chemical dependency counseling are emphasized. Multicultural and ethical components are integrated.

COUN 521 Capstone Project

0 credits

The capstone project is designed to be a culminating scholarly product that is typically 30-35 pages in length. The purpose of this paper is to provide students with the opportunity to explore a topic relevant to applied professional practice in the helping profession in greater depth, while demonstrating an understanding of inquiry-based learning, research, and scholarly writing expectations at the graduate level. The student is required to present their capstone project to the student body during a residency weekend. COUN 521 Capstone Project is a non-credit course that is considered the equivalent of three credit hours of academic work for financial aid purposes. COUN 521 is a fee-based course (see Tuition and Fee Schedule).

COUN 522 Capstone Writing Extension

0 credits

This is a writing extension for students who have made satisfactory progress on the capstone project but need an additional term to complete it. COUN 522 Capstone Writing Extension is a non-credit course and does not have credit hour equivalency for financial aid purposes. COUN 522 is a fee-based course (see Tuition and Fee Schedule). COUN 522 does not qualify for loan deferral; students will be reported as registered less than half-time to external agencies.

COUN 521 and COUN 522 may not be taken concurrently.

COUN 523 Military Culture: Enhancing Clinical Competence

3 credits

This course is designed for students who want to develop a better understanding about how the military works and who comprises the armed forces. It provides an overview of military culture to include its history, organizational structure, core values, branches of the service, mission, and operations, as well as the differences between the active and reserve components. Students will acquire greater competency in working with service members by learning military culture and

terminology, and by discussing how aspects of the military culture impact behaviors and perspectives.

COUN 524 Treatment of Behavioral Health Issues in Veterans and their Families

3 credits

This course is designed for students who want to gain a better understanding of treatment approaches for service members and their families. It covers effective treatments for PTSD and discusses their implementation with service members, veterans and their families. It will focus on how to meet this population's unique needs, from conducting a thorough assessment to choosing an appropriate psychosocial or pharmacological treatment. Additional topics addressed are clinical issues and co-occurring problems that can arise in this population, such as traumatic brain injury and substance abuse, along with strategies for dealing with them.

COUN 525 Diagnosis of Disorders Occurring in Childhood & Adolescence

3 credits

This course reviews the etiology, diagnostic criteria and developmental course of the mental and emotional disorders most commonly diagnosed during childhood and adolescence. Students learn how to conduct diagnostic assessments, develop case formulations, and how to diagnose children and adolescents using the current version of the *Diagnostic and Statistical Manual of Mental Disorders* (DSM). Corresponding *International Classification of Diseases* diagnoses will be reviewed.

COUN 529 Biological Bases of Behavior

3 credits

This course examines physiological influences on normal and abnormal human behavior including the role of the central nervous system, sensory processes, memory, neurobiology, and psychopharmacology. The course focuses on recent developments in the field that are most relevant to the practice of counseling, particularly recent findings in neuroplasticity and epigenetics.

COUN/ADC 530 Assessment, Diagnosis & Treatment Planning for Addictive Disorders

3 credits

This course focuses on addictive disorder diagnosis, assessment and treatment planning competencies. Clinical evaluation (screening, assessment) and treatment planning instruments and other methods are reviewed and practiced, including screening for co-occurring mental health problems. Referral and treatment plan implementation are also discussed. Treatment approaches, including utilizing different theoretical orientations and interventions (e.g., psychological, medical and social models) are discussed.

COUN 531 Practicum

3 credits

This course is designed for students to complete a supervised clinical experience in a clinical mental health counseling setting. During that time, the student is expected to increase their competence in the areas of basic interviewing, assessment, and counseling skills. Furthermore, the student will be made more aware of the ethical, legal, and professional issues inherent in the counseling process. The student is provided practical, on-the-job, supervised and evaluated field experiences that provide the foundation for internship experiences. Practicum duties will be performed under the supervision of an on-site supervisor who must be approved by the internship coordinator.

Students are required to complete 100 clock hours, with 40 hours minimum being direct service at an approved site. Students will work under the supervision of a site supervisor and attend an average of 1.5 hours of group supervision with Counselor Education faculty. The practicum must be completed prior to internship.

COUN 542, 543, 544 Internship in Counseling I, II and III**3 credits**

This course is designed for students to complete a post-practicum supervised clinical experience in a clinical mental health counseling setting. During this time the student will refine and enhance basic counseling skills or student development knowledge and skills, and integrate and authenticate professional knowledge and skills related to program objectives. All aspects of counseling practice – individual counseling, group counseling, appraisal, therapeutic intervention, and consultation – will receive exposure in this experience. Students must lead or co-lead a counseling or psychoeducational group during the internship experience. Internship duties will be performed under the supervision of an on-site supervisor who must be approved by the internship coordinator.

Students are required to complete 600 clock hours (300 per term), with 240 hours minimum being direct service at an approved site. Students will work under the supervision of a site supervisor and attend an average of 1.5 hours of group supervision with Counselor Education faculty. *Prerequisites: COUN 501, 502, 504, 505, 506, 507, 508, 509 and COUN 531 Practicum.*

Program Costs for 2020-2021

Program: Master of Arts in Clinical Mental Health Counseling		
Total Credit Hours: 60		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 96		
CIP Code: 51.1508		
Tuition (Per Credit): \$810.00/Credit Hour Credits for Degree: 60	Tuition Cost: \$48,600.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$528 for 6 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$3,600.00 for 6 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (60 Credits x \$810) + (\$528 Tech Fee + \$3,600 Est. Book + LT \$192 + CP \$1,000)**	= \$53,920.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (9 Credits x \$810) + (\$88 Tech Fee + \$600 Est. Book)**	= \$7,978.00	
+ + Non-refundable STRF charges - {\$0.00 per \$1,000.00}		
<u>Residency Requirement:</u> Two residencies required per year, held in Cincinnati, Ohio.		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$7,978.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Program Costs for 2020-2021

Program: Alcohol & Drug Abuse Counseling Certificate		
Total Credit Hours: 18		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 51.1501		
Tuition (Per Credit): \$460.00/Credit Hour Credits for Degree: 18	Tuition Cost: \$8,280.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (18 Credits x \$460) + (\$264 Tech Fee + \$1,800 Est. Book)**	= \$10,344.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$460) + (\$88 Tech Fee + \$600 Est. Book)**	= \$3,448.00	
+ Gainful Employment + Non-refundable STRF charges - (\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$3,448.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

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 for Applied Nutrition and Dietetics Major: 47 semester hours (academic year = 48 weeks, program length = 80 weeks); maximum 60 semester hours.

Credits to Degree for all other M.A. Majors: 36 semester hours (academic year = 48 weeks, program length = 64 weeks); maximum 60 semester hours.

Transfer Credits for Applied Nutrition and Dietetics Major: No internal or external transfer credits will be accepted.

Transfer Credits for all Other M.A. Majors: 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: For the Applied Nutrition and Dietetics major full-time students can complete the degree in six terms/24 months. For the other M.A. majors, 16 months (for students with no transfer credits) eight 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 a student success coach 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>

Majors

- Applied Nutrition and Dietetics
- Education
- Health and Wellness
- Human Lactation Studies

The following M.A. majors are suspended for new enrollments beginning Fall 2020:

- Creativity Studies
- History and Culture
- Leadership, Public Policy, and Social Issues

- Literature and Writing

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

Any required M.A. program approvals or requests for policy exceptions are to be directed to the program director and the associate vice president for academic affairs.

M.A. Degree Program Mission Statement

The mission of the M.A. program is to provide an education focused on experiential and individualized learning at the graduate level in a variety of academic disciplines to students who are underserved by traditional graduate education.

Philosophy

The fundamental philosophy of the program is based on principles set forth by the progressive Vermont educator, John Dewey (1859–1952). Three of his principles, experiential learning, respect for the individual student, and a democratic approach to learning, have been central precepts of the program since its inception.

The relationship between actual experience and education is a central tenet of the program. By focusing on experience, there is a continual interaction between one's inner subjective self and the outer objective environment. Libraries and online learning spaces provide rich resources but need to be supplemented and tested by wider experience. The program aims at scholarship rooted in ordinary experience that may extend, illuminate, and even transform ordinary experience.

Respect for the individual is built into the program's design. After providing foundational learning in academic scholarship and in the student's chosen major area, the program offers opportunities for individualized learning, allowing the student to tailor the course of study to meet unique personal and professional goals and objectives. In this way, the educational process has the potential to unlock each student's potential for new vision, new forms of art, and new forms of justice that might contribute to the betterment of this world.

In line with the program's commitment to individuality is a commitment to the democratic arrangements that maximize freedom, especially freedom to search, to question, and to discuss. The program recognizes that scholarship is a cooperative enterprise, constructed among individuals who affirm each other's rights, learn from each other's points of view, and appreciate mutual responsibilities.

M.A. Major Descriptions

- **Applied Nutrition and Dietetics (DIET)**
SOC Codes: 29-1031 Dietitians and Nutritionists; 29-2051 Dietetic Technicians; 21-1094 Community Health Workers; 21-1091 Health Educators.

The major in Applied Nutrition and Dietetics provides coursework and experiential learning experience in Clinical Nutrition, Food Service Management, Community

Nutrition, and Leadership. The Applied Nutrition and Dietetics major blends a high-level graduate degree and experiential learning to offer the student an opportunity to study and develop exceptional skills to provide nutrition care to a variety of populations.

- **Creativity Studies (CRST)**

(This major is suspended for new enrollments beginning Fall 2020.)

SOC Codes: 27-3043 Writers and Authors; 25-1123 English Language and Literature Teachers; 41-3011 Advertising Sales Agents; 11-2021 Advertising, Marketing, Promotions PR, and Sales Managers; 11-1000 Top Executives; 25-2050 Special Education Teachers; 19-3051 Urban and Regional Planners; 33-3021 Detectives and Criminal Investigators; 11-1021 General and Operations Managers.

Creativity is a vital human resource that exists in all populations, ethnicities, and cultures. Although cultures influence the expression of creativity by what is valued, supported, or suppressed, humans continue to create, even in the most dire circumstances. All culture, in its many varied forms, is the result of accumulated acts of creativity and the urge to create may be one the defining characteristics of humanity. Students in the Creativity Studies concentration will explore major theories of the source, nature, and development of creativity from ancient Greece to the present. The creative person, the creative process, and the creative product will be examined from multiple perspectives. The study of creativity is inherently interdisciplinary with major contributions from the fields of philosophy, psychology, education, the arts, and religion.

- **Education (EDUC)**

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 M.A. 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.

- **Health & Wellness (HWEL)**

SOC Codes: 21-1094 Community Health Workers; 21-1091 Health Educators; 11-9111 Medical and Health Services Managers; 17-2111 Health and Safety Engineers, Except Mining Safety Engineers and Inspectors; 29-9011 Occupational Health and Safety Specialists; 21-1022 Healthcare Social Workers; 25-9030 Instructional Coordinators.

The major in Health & Wellness provides a comprehensive understanding of the health-related issues facing the world today. Students are trained to empower others to take control of their health and implement and maintain healthy behaviors. The MA-HWEL major provides a strong foundation in theory and research methods with evidence-based practice, health promotion, and public education. Students design their own focus in fields such as Complementary and Alternative Medicine (CAM) or Health Education.

- **History & Culture (HISC)**

(This major is suspended for new enrollments beginning Fall 2020.)

SOC Codes: 19-3093 Historians; 19-4061 Social Science Research Assistants; 39-7011 Tour Guides and Escorts; 25-4010 Archivists, Curators, and Museum Technicians; 25-1125 History Teachers, Postsecondary; 19-3094 Political Scientists; 11-1031 Legislators; 27-3041 Editors.

History & Culture is a broad major encompassing many possibilities for fields of study, questions to ask, and approaches to take. The MA-HISC major draws from a wide range of disciplines including: history, anthropology, historical studies, area and cultural studies, archeology, women's studies, art history, peace and justice studies, museum studies and many more. Some of us are interested in postmodern theory, others in language, others in social history or feminist scholarship, and still others in ethnography, to name a few. The range of topics and approaches enhances our larger conversation and stimulates thoughts that we might not have otherwise had!

- **Human Lactation Studies (LACT)**

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, health care ethics, evidence-based practice, and experiential learning.

- **Leadership, Public Policy & Social Issues (LPPS)**

(This major is suspended for new enrollments beginning Fall 2020.)

SOC Codes: 11-1021 General and Operations Managers; 19-3094 Political Scientists; 25-1065 Political Science Teachers, Postsecondary; 27-3031 Public Relations Specialists; 11-1031 Legislators; 11-9030 Education Administrators; 27-3031 Public Relations Specialists; 25-9030 Instructional Coordinators; 11-9111 Medical and Health Services Managers.

The Leadership, Public Policy & Social Issues major addresses pressing problems and issues facing our societal institutions — public, private and nonprofit. Through a multidisciplinary perspective, students enhance their understanding of these related disciplines. Students develop a sound knowledge of foundational theory and appropriate research methods. Specific areas such as policy analysis, decision-making and effective leadership are examined. Students learn about the formulation of public policy, gain historical and cultural perspectives on social movements, examine the interaction of social change with legal and ethical issues, and examine the role of leadership in creating and facilitating this change. In keeping with the university's mission, ethical leadership and social responsibility are stressed throughout the curriculum.

- **Literature & Writing (LITW)**

(This major is suspended for new enrollments beginning Fall 2020.)

SOC Codes: 27-3043 Writers and Authors; 25-1123 English Language and Literature Teachers; 27-3041 Editors; 19-3094 Political Scientists; 19-3093 Historians; 41-3011 Advertising Sales Agents; 11-2021 Advertising, Marketing, Promotions PR, and Sales Managers.

The Master of Arts major in Literature & Writing provides the opportunity for intensive study in a variety of literary and related fields in the English language. Students explore how literature intersects with contemporary, historical and cultural forces and examine critical theory as it relates to their area of interest. The structure of the program gives its students considerable flexibility in choosing the focus of their studies. Students can pursue their literary interests, from the Renaissance to Rap and from Chaucer to Toni Morrison. Although our Master of Arts is not a creative writing degree, this major does allow students to incorporate their own creative writing into their study.

Learning Outcomes and Competencies

The goals and objectives of the M.A. program are consistent with the mission, vision, core principles, and values of Union Institute & University. The following university outcomes/M.A. competencies and M.A program outcomes/competencies are regularly assessed both at the university level and at the program level.

University Outcome	M.A. Competencies
<p>I. Communication:</p> <p>Express and interpret ideas clearly, using a variety of written and oral and/or visual forms.</p>	<p>CONSTRUCT coherent and organized written documentation using standard English.</p> <p>ANALYZE, CRITIQUE, and SYNTHESIZE scholarly literature in the field.</p> <p>REFLECT critically on experience related to acquired knowledge.</p> <p>DOCUMENT sources consistently using appropriate academic citation style.</p>
<p>II. Critical and Creative Thinking:</p> <p>Use different modes of disciplinary and interdisciplinary inquiry to explore ideas and issues from multiple perspectives.</p>	<p>ANALYZE a variety of scholarly perspectives, ideas, and/or theories.</p> <p>CONNECT an understanding of theory with practice.</p> <p>INITIATE new practice or draw new conclusions based in a field-related theoretical understanding.</p>
<p>III. Ethical and Social Responsibility:</p>	<p>EXAMINE the ethical values and social and cultural practices related to the student's focus of study.</p>

Express ethical and social implications in one's social, professional, artistic and/or scholarly practice.	<p>RELATE ethical or social and cultural implications to a broader context.</p> <p>ACT on or ENVISION a plan for acting on a theoretical understanding of ethics in the field of interest and recognize one's own social responsibility to individuals, groups, and communities.</p>
<p>IV. Social and Global Perspectives:</p> <p>Articulate a perspective on power in the world and one's own place in the global community.</p>	<p>DEMONSTRATE knowledge about the ways oppression and social inequities can be presented at individual, cultural, and societal levels.</p> <p>EXHIBIT ongoing critical reflection on issues of race, ethnicity, oppression, power, and privilege in one's own life.</p>
MA Program Outcomes	Competencies
<p>V.1. Knowledge Base:</p> <p>Demonstrates knowledge of the scholarly conversation (evolution of ideas, major debates, theories, methods, and/or approaches) related to the field(s) of study.</p>	IDENTIFIES one or more major debates, theories, methods, and/or approaches within the field(s) of study.
<p>V.2. Application and/or Experiential Learning:</p> <p>Academic inquiry is informed by application and/or experiential learning.</p>	REFLECTS on how applied and/or experiential learning informs inquiry.

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.
- No external credits will be accepted toward the Applied Nutrition and Dietetics major.
- No external transfer credits will be accepted in the Health Education certificate program.

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 M.A. 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 internal transfer credits may be transferred from the Health Education Certificate to the M.A. program.
 - No more than 12 credits may be transferred from the Leadership in Public Service certificate to the M.A. program.
 - No more than 12 credits may be transferred from the Cannabis Studies certificate to the M.A. 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 six credits may be transferred from an internal UI&U program to the M.A. program, and no more than 12 internal credits and external transfer credits combined will be accepted.
- No internal credits will be accepted in the Applied Nutrition and Dietetics major.

In no case will enrollment in the program be less than eight 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.

Program Accreditation and Professional Certification/Licensure

IBLCE Pathway 2

The Union Institute & University 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 14 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 a supervised clinical practice 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 prerequisite courses.
- Submit a signed Articulation Agreement for the internship location
- Maintain a minimum grade point average of 3.00.
- Submit vaccine records.
- Submit criminal identification and investigations record checks.
- Submit proof of professional liability insurance coverage in the amount of \$1 million per occurrence and \$3 million aggregate; more if required by the placement location.
- Submit proof of health insurance coverage.
- Submit proof of automobile insurance coverage, where applicable.
- 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 supervised clinical practice internship will be assessed a non-refundable internship fee of \$125 when enrolled in LACT 528.

There are additional requirements for the IBLCE exam that 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.

Applied Nutrition and Dietetics Major

Beginning in 2024, a master's degree will be required in order to gain candidacy to sit for the Registered Dietitian Nutritionist (RDN) Examination. Union Institute & University's Master of Arts with a major in Applied Nutrition and Dietetics is an accredited graduate demonstration program under the Future Education Graduate Model Accreditation Standards. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) released the *Future Education Model Accreditation Standards* for programs in nutrition and dietetics (www.eatrightpro.org/FutureModel). These accreditation standards integrate didactic coursework with supervised experiential learning in a competency-based curriculum designed to

prepare nutrition and dietetics practitioners for future practice. Program graduates will be eligible to take the Commission on Dietetics Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist (RDN).

Registered Dietitian Nutritionists (RDNs) are the world's leading experts in the use of food and nutrition to promote health and prevent and/or manage disease. RDNs work in a variety of settings including but not limited to hospitals, private practice, public health departments/clinics, food service operations, hunger relief agencies, nonprofit organizations, schools and universities. Many states and U.S. territories have provisions that regulate the dietetics profession and associated titles (e.g. dietitian and nutritionist) and as such require state licensure and certification of dietitians. Please be sure you are educated on the regulations in your state or U.S. territory. Further information can be found here: <https://www.cdrnet.org/state-licensure>.

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza
Suite 2190
Chicago, IL 60606-6995
Phone 800.877.1600 ext. 5400
E-mail: acend@eatright.org
www.eatright.org/ACEND

Degree Earned

Upon completion of UI&U's Future Graduate Program students will receive a Master of Arts with a major in Applied Nutrition and Dietetics degree. Students are to have successfully completed all M.A. program course requirements, including 47 semester credit hours of courses, with a cumulative grade point average of at least 3.0, and all university degree requirements to be eligible to be reviewed as a candidate for graduation and receive a verification statement.

Verification Statement

Verification statements required by ACEND will be issued to all students who successfully earn a Master of Arts with a major in Applied Nutrition and Dietetics degree. Forms will be processed promptly following the registrar's confirmation of the student's degree noted to the student's record, typically within one month following graduation. Four signed copies of the Verification Statement will be sent to the home address listed in the student's official record. The student will be required to add their birth date and mother's maiden name to the form before it is provided to the Academy or a state licensing board. In addition to the Verification Statements, all documentation will be sent to the Commission on Dietetic Registration after confirmation of the degree, typically within one month following graduation.

Eligibility to Enter Dietetics Experiential Learning Placement

Students are responsible for planning, securing, and completing all experiential learning requirements in their own community.

To enter into an Experiential Learning Placement, students must submit an Experiential Learning Application & Affiliation Agreement prior to enrolling in their first term in the Master of Arts program.

Students must also meet the following criteria:

- Submit a signed Affiliation Agreement for all Experiential Learning Placement locations.
- Maintain a minimum grade point average of 3.00.

- Submit vaccine records.
- Submit criminal identification and investigations record checks.
- Submit drug test if required by placement location.
- Submit proof of professional liability insurance coverage in the amount of \$1 million per occurrence and \$3 million aggregate; more if required by the placement location.
- Submit proof of health insurance coverage.
- Submit proof of automobile insurance coverage, where applicable.
- Adhere to the Union Institute & University Policies Governing Student Conduct.

Complaints and Grievances

The program director of the Applied Nutrition and Dietetics major will manage complaints and grievances from students and preceptors. These records along with the resolution and action will be filed for a period of seven years. Students are encouraged to discuss all issues with the program director first. Students should follow the university policies and procedures for Student Complaints and Appeals described in this catalog. Preceptors should follow the procedures described in the Preceptor Agreement they sign with the university. If students or preceptors have complaints about noncompliance with ACEND accreditation standards, and they feel they are not resolved in a timely or satisfactory manner using the above procedures, students or preceptors can file a complaint with ACEND. Retaliation against individuals who file grievances under this procedure or who otherwise participate in the grievance process is prohibited.

Assessment

The Master of Arts program follows the UI&U Assessment Cycle for university and program outcomes. This includes summative assessment by the program and by students. The program director of the Applied Nutrition and Dietetics major will also perform summative assessment each summer semester using course rubrics for all courses in the major.

Registration

Master of Arts students will select courses following the Course of Study described below or their Preliminary Program of Study which is agreed upon by the student, the faculty advisor, and the program office.

- Registration is required prior to the start of each 16-week term.
- Students with a past due balance must obtain financial clearance from the Business Office prior to the term's start date.
- Full-time enrollment status in the Master of Arts is defined as nine credits per term. Students may also enroll with part-time status (six credits per term). Tuition is prorated accordingly. Refer to the current registration and tuition policies for more information.
- Tuition is due on the first day of each new term. The tuition and registration policies for each program are published annually on the university's website.
- Students register in CampusWeb through web registration. Registration is initiated by the student following consultation with the faculty advisor or assistant director and must be approved by the faculty advisor. When web course registration closes for a term, any changes to registration must be approved by the program office.
- 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.

- A student's web registration must be approved by the program before financial aid will be disbursed.
- All questions regarding registration and course offerings should be directed to the student's faculty advisor or the assistant director in the M.A. program office and not the Admissions Office. All questions regarding financial aid status or eligibility should be directed to the Office of Financial Services.

Drop/Add and Withdrawal Policy

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 eight-week session start date if applicable.

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:** Course may be added for 15 days from the start of the term. Courses may be dropped for 30 days from the term start date. Courses dropped after 30 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, the date of an email request, or the date a phone call is received by the faculty advisor or the Registrar's Office.
- **Academic Withdrawal Policy:** Students may withdraw through the last day of the term by notifying the university in writing prior to the last day of the term.

Drop/adds can impact continuing financial aid eligibility. Financial aid adjustments are based on federal guidelines. Students should contact the Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop any courses. All drop/add requests must be approved by the faculty advisor, the program director, or their designee.

Adding or dropping courses by the published deadline may alter the student's tuition charges for the term 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 term.
- If the number of credit hours dropped is greater than the number added, tuition will be adjusted for the difference per Schedule of Adjustments.

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

Schedule of Adjustments	
Week One	100%
Week Two	100%
Week Three	75%
Week Four	50%
Week Five and Thereafter	0%

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 following:
 - The date the student notifies the university.
 - The ending date of the previous term if the student fails to register for a new term.
 - 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, after consultation with their designated campus official. The designated campus official is the student's faculty advisor. 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 the designated campus official. Verbal withdrawal requests are only accepted from a student to the 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.

Adjustments of Tuition and Fee Charges for Program Withdrawals

Adjustments of tuition and fee charges for program withdrawal 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 program length, 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%.

- If a student withdraws **after completing 60%** of the program length, 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 will not be 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. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

Satisfactory Academic Progress Review Policy (SAP)

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 the Office of Financial Services and the Registrar's Office of any student who is administratively withdrawn for academic reasons.

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 the student success coach to develop a plan for returning to good academic standing. The student is also referred to the Office of Student Support Services 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 Support Services.

Readmission after Dismissal for Unsatisfactory Academic Progress or Conduct

- A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want

to return to the university must reapply and be accepted after a program director's or program chair's review on a case-by-case basis.

- A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

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 (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 the Office of Financial Services.

Grading Policy

All M.A. major and certificate courses registered and attempted each term are ultimately evaluated on a plus/minus (+/-) letter grade system. Letter grades A, A-, B+, B, and U are used to document the overall completion of courses each term, and several other grading codes are used to indicate the specific status of each course at any time. All courses registered will receive one of the following grade/status codes at the conclusion of each term. The following summary provides definitions for each grade or status that may be found in a student's registration record.

The evaluation and grading criteria for each course taken will be described in detail in the course syllabus. The criteria may include scholarly papers, presentations, participation in class discussions, case studies, and examinations, as well as professional and ethical behavior with instructors and classmates and at clinical or experiential learning sites.

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

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

Grade	Criteria
A	Academic work reflects impressively thorough and 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 and to develop persuasive arguments based on original thinking. 4.0 Quality Points
A-	Criteria for A work not fully met. 3.70 Quality Points

B+	Criteria for B work is more fully met. 3.30 Quality Points
B	Academic work reflects accurate grasp of major concepts, theories, and prevailing knowledge; abundant evidence of capability to offer informed analysis of extant knowledge and ideas; clear capability to synthesize and apply key information from prevailing knowledge; appropriate critiques of extant theories and knowledge; considerable demonstration of capability to develop and logically present own judgments. 3.0 Quality Points
U	Academic work reflects insufficient capability to comprehend and accurately present ideas and information; superficial and unpersuasive critiques; little evidence of capability for original thinking. Unsatisfactory performance is defined as any performance less than a B. A “U” grade should be given only on the basis of less than satisfactory work and should not be given because a student has not been present in a seminar. (In such a case, a V attendance indicator should be given.) 0.0 Quality Points
W	Withdrawal: Student initiated withdrawal from a seminar or the program. Withdrawal from the program discontinues connection to university passwords and accounts.
I	Academic work reflects substantial completion (at least 67%) of the learning activities assigned but additional time needed beyond the end of the enrollment period in which to successfully achieve and document all learning results. Refer to the program’s Incomplete Grade Policy in this catalog. Students must initiate a request for an Incomplete grade by completing the Petition For An Incomplete Grade Request Form, which indicates work to be completed. Such requests must be approved by the program director. Students have until the end of the next term to convert I grades to final grades, even if the student withdraws in the I extension term. If the student has not satisfactorily completed the work by the end of the extension, the I grade will be converted to a U grade. The U grade will be posted automatically by the registrar when an activity previously graded as Incomplete (I) is not successfully completed within specified program timelines. No credit is earned for the I grade until it is converted to the final grade. 0.00 Quality Points and does not calculate into the GPA.
N	N indicates no grade has been reported for a course at the conclusion of the term. N is a temporary code that converts to one of the above codes once the necessary program information has been reported to the Registrar’s Office. No credit is granted for a course as long as it is coded with the N.

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

NE	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.
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.

Incomplete Grade Policy

Students are expected to complete all coursework requirements by the end of each registered term in order to receive a grade and academic credit for the term. If unable to do so, the student may petition for an Incomplete (I) grade from the faculty instructor. Incompletes (I) can be awarded only when **all** of the following conditions are met:

- Illness, accident, or other unusual extenuating circumstances beyond the student's control make it impossible for a student to complete required coursework during the term in which they are enrolled in the course.
- The student has completed at least two-thirds (67%) of the required coursework in the registered course.
- The student has a passing grade in the registered course at the time of the petition.

The granting of an Incomplete is at the discretion of the course instructor. A grade of Incomplete (I) must be requested by the student and the petition completed by the day grades are due for the term. An Incomplete may not be requested as a means of obtaining a higher grade in the course if a student is not meeting course requirements and standards. When an Incomplete is recorded, the student must satisfactorily complete all required coursework prior to the end of the next term. However, in cases when the successful completion of one course is a prerequisite to another course or to another step in the program (e.g., practicum, internship, or capstone), the instructor may insist on a shorter time frame, or the program may prohibit registration for the subsequent course until requirements for the prerequisite have been met. If the coursework is not satisfactorily completed by the end of the next term, the grade will automatically be converted to an Unsatisfactory (U) grade and posted by the registrar.

It is the student's responsibility to initiate a petition for an Incomplete (I) grade with the course instructor by completing, signing and dating a Petition for an Incomplete Grade form. The petition includes a supporting rationale for the request, a list of outstanding coursework, and a plan/timeline for completing those assignments. It is encouraged that the student discuss the request for an Incomplete (I) with the course instructor prior to the deadline for filing the petition. Medical documentation may be requested for students petitioning for an Incomplete due to medical concerns. The filed petition may be approved or denied by the course instructor.

If approved, the instructor submits the signed petition to the assistant director and submits a grade of I to the Registrar's Office. Upon satisfactory course completion, the instructor completes a grade change request form from the registrar.

Program Structure

Program Length

The Master of Arts is a minimum 36-semester hour program. Students who complete 36 credits of M.A. 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 (internal transfer credits only), the Certificate in Leadership in Public Service, the Cannabis Studies Certificate, or from a combination of internal and external transfer credits, can complete the M.A. degree in 12 months or three terms. Students who transfer in 18 credits from one of the graduate certificates can complete the M.A. degree in eight months, or two terms. Students in the Applied Nutrition and Dietetics major complete 47 credits of M.A. coursework and take a minimum of 24 months, or six terms, to complete the degree. The Master of Arts program allows students to exceed 36 or 47 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, the student success coach, and the program director.

Orientation

Students enrolling in the program for the first time participate in an online orientation session. They have the opportunity to introduce themselves to fellow students and faculty, learn about the history of the university and the program, and are instructed on how to access and use the university library. The orientation also introduces the student to the online learning management system within the Brightspace portal used by the university.

Course of Study for All M.A. Degree Students Except Applied Nutrition and Dietetics (DIET) & Pathway 2 Human Lactation Studies (LACT)

Effective Fall 2020

Students who choose to take nine credits per term , normally take the following courses over four terms:	Students who choose to take six 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 Applied Nutrition and Dietetics

Effective Fall 2020

Students who choose to take <i>nine credits per term when they begin the program</i> , normally take the following courses over six terms:	Students who choose to take six or seven <i>credits per term</i> , normally take the following courses over seven terms:
First Term DIET 530 Foundations in Dietetics Practice (3 cr.) MAP 508 Elements of Scholarship (3 cr.) HWEL 592 Anatomy & Physiology (1 cr.) HWEL 594 Medical Terminology (1 cr.)	First Term DIET 530 Foundations of Dietetics Practice (3 cr.) MAP 508 Elements of Scholarship (3 cr.)
Second Term DIET 531 Food Science (3 cr.) DIET 532 Human Metabolism (3 cr.) DIET 540 Food Systems I (3 cr.)	Second Term HWEL 592 Anatomy & Physiology (1 cr.) MAP 509 Research Methods (3 cr.) DIET 532 Human Metabolism (3 cr.)
Third Term DIET 550 Medical Nutrition Therapy I (3 cr.) MAP 509 Research Methods (3 cr.) DIET 541 Food Systems II (3 cr.)	Third Term HWEL 594 Medical Terminology (1 cr.) DIET 531 Food Science (3 cr.) DIET 540 Food Systems I (3 cr.)
Fourth Term DIET 551 Medical Nutrition Therapy II (3 cr.) DIET 620 Advanced Research Methods (3 cr.) DIET 560 Community and Public Health Nutrition (3 cr.)	Fourth Term DIET 541 Food Systems II (3 cr.) DIET 550 Medical Nutrition Therapy I (3 cr.)
Fifth Term DIET 570 Leadership (3 cr.) DIET 628 Thesis I (3 cr.)	Fifth Term DIET 560 Community and Public Health Nutrition (3 cr.) DIET 551 Medical Nutrition Therapy II (3 cr.)
Sixth Term DIET 629 Thesis II (6 cr.)	Sixth Term DIET 570 Leadership (3 cr.) DIET 620 Advanced Research Methods (3 cr.)
	Seventh Term DIET 628 Thesis I (3 cr.) DIET 629 Thesis II (6 cr.)

Course of Study for Pathway 2 LACT Human Lactation Studies

Effective Fall 2020

Students who choose to take nine credits per term when they begin the program , normally take the following courses over five terms:	Students who choose to take six 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.)

It is possible to register for a different number of credits in successive terms as determined in consultation with the student success coach and the program office.

Course Prefixes

Elements of Scholarship and Research Methods are taken by all students, regardless of major area and have the designated prefix **MAP**. The prefixes for all other courses reflect the student's major.

- DIET Applied Nutrition and Dietetics
- CRST Creativity Studies
- EDUC Education
- HWEL Health and Wellness
- HISC History and Culture
- LACT Human Lactation Studies
- LPPS Leadership, Public Policy and Social Issues
- LITW Literature and Writing

Courses

Courses with the numbers 620, 628, 629, and 630 are offered in all eight M.A. majors. Courses with the numbers 512, 513, 521, 522, 525, and 526 are offered in all majors except LACT and DIET. All other course numbers are unique to their particular major.

MAP 508 Elements of Scholarship

3 credits

This course immerses students in the scholarly process with reference to their major. The three units cover (1) the construction of knowledge and conceptual frameworks; (2) the development of scholarly thinking, including critical and creative modes of thought and techniques of analysis; and (3) the stages of master's-level academic writing. Throughout, the course emphasizes academic integrity and responsible use of knowledge, including competency in using academic style(s) pertaining to field.

MAP 509 Research Methods

3 credits

This course provides the skills and knowledge necessary to conduct an inquiry-based, master's-level research study. The course will explore philosophical frameworks, literature review, and research design (problem statement, research questions or hypotheses, data collection and analysis tools) as well as other key aspects of academic research (reliability and validity, ethics, and social relevance). The three major research methods, Qualitative, Quantitative, and Mixed, are examined in relation to the student's focus of interest. This course sets the foundation for Advanced Research Methods.

CRST 512 Disciplinary Foundations I

3 credits

This course is designed to provide graduate-level breadth of knowledge in creativity studies. What creativity is, where it comes from, and how it manifests have long been topics of intense human interest, and written texts examining these issues can be found in all historical periods going back as far as 2500 BCE. We will explore representative texts from ancient Greece to the present including philosophical treatises, sacred texts, poetry, personal essays, memoirs, literary and artistic criticism, and scientific studies. The historical authors include such individuals as Aristotle, Plato, Montaigne, Thomas Hobbes, Jean Jacques Rousseau, William Wordsworth, Ralph Waldo Emerson, Friedrich Nietzsche, and T.S. Eliot. In addition to the historical sources, students will read James Kaufman's "Creativity 101" which provides an overview of numerous contemporary theories and ideas about creativity.

CRST 513 Disciplinary Foundations II

3 credits

The second part of Disciplinary Foundations focuses on the ideas of two creativity theorists – David Bohm and Mihalyi Csikszentmihalyi. Basic concepts in creativity studies will be covered

including the Four Ps (creative person, creative process, creative product, and the creative place), the role of motivation, dark or malevolent creativity, Big-C and little-c creativity, artistic and non-artistic creativity, everyday creativity, systems theory and flow.

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 M.A. work.

HISC 512 Disciplinary Foundations I **3 credits**

Disciplinary Foundations I provides grounding in theories, scholars, evolution of thought, and approaches to inquiries within fields related to history and culture. In collaboration with faculty mentor, student develops an individualized plan of study that sets forth the focus of inquiry, possibilities for experiential learning to inform academic study, and preliminary bibliography.

HISC 513 Disciplinary Foundations II **3 credits**

Disciplinary Foundations II explores advanced concepts in history and culture including ethical and social implications of scholarly practice as well as perspectives on social justice related to development of questions, epistemological difference, and absent or silenced narratives.

HWEL 512 Disciplinary Foundations I **3 credits**

Starting with topics related to personal health, the student will consider issues relating to physical health, psychological health, social health, intellectual health, spiritual health and environmental health. Changing behavior to achieve better health will be explored through models of health behavior change. Students working toward a degree in Health and Wellness will have individual interests within the field of health and wellness. This course will give students an opportunity to begin to examine their own topic in detail, using the theories and models that are discussed at a broader level throughout this course.

HWEL 513 Disciplinary Foundations II **3 credits**

This course will explore advanced concepts in health and wellness, beginning with health care ethics and the universal principles of ethics and application of these principles to practice and health care topics. This course will also explore the social justice issues relating to health and health care delivery, including disparities of care.

LACT 513 Disciplinary Foundations II (for non-Pathway 2 Human Lactation Studies Students) **3 credits**

This course will explore advanced concepts related to human lactation, beginning with the universal principles of ethics and application of these principles to lactation practice. This course will also explore the social justice issues relating to health care delivery and lactation support, including disparities of care.

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.

LPPS 512 Disciplinary Foundations I: Foundations in Public Policy and Social Issues **3 credits**

This course is designed to give students a strong foundation in public policy and social issues. It is structured around Larry Gerston's book, *Public Policymaking in a Democratic Society*, which is available as an e-book in the Union library. I have chosen this book because it takes a service and applied learning approach, asking you to choose your own topic and then exploring public policy issues through that lens: policy processes, issue identification, policy formulation, advocacy and to some extent policy implementation and evaluation. As you read, you will be doing these aspects of public policy formation for yourself, so you will have both a theoretical and pragmatic understanding as you move on to the second half of the course.

LPPS 513 Disciplinary Foundations II: Foundations in Leadership **3 credits**

This course builds on DF I and provides you with a broad overview of leadership studies. We begin with the well-known case study of Dr. Martin Luther King Jr. at Birmingham Jail, which provides a touchstone for the rest of the course. In the second week, we will step back and get an overview of leadership studies as a whole. In subsequent weeks, we will explore the evolution of leadership theories, do a leadership self-assessment, and identify leadership topics of interest for future study. Upon completing the course, you will have a strong sense of the field of leadership studies and which aspects are most compelling and useful to you.

LITW 512 Disciplinary Foundations I: Introduction to Literature and Your Field **3 credits**

This first part of Disciplinary Foundations introduces students to some broad conversations about literature. The course starts by looking at the context and content of recent conversations about literature: why it matters, the canon, and genre. Students will learn how to do an annotated bibliography entry, a skill they will use on every source they read this semester. In the second week, the student will do a deep exploration of their field, identifying the key works they should read, whether they are influential in the field or central to the student's area of interest. The syllabus that students create this week will be the substance of the rest of their coursework. In the third week, students will step into the waters of literary theory, reading about the major schools and beginning to apply them to the reading. Students will continue this project in depth through the end of Disciplinary Foundations I.

LITW 513 Disciplinary Foundations II: Joining the Scholarly Conversation **3 credits**

This second part of Disciplinary Foundations is dedicated to making the student aware of the scholarly conversation around their chosen field. Having established the key texts in their field in Disciplinary Foundations I, students will explore more important texts, as well as the way that scholars have understood and interpreted them. They will read literary criticism in the first part of the course, as a prelude to writing it themselves in the second half. At the end, students will submit a cumulative annotated bibliography of all the works they have read in their field to date, as well as Preliminary Plan of Study that maps out the path they will take through the rest of the program.

Preliminary Program of Study Agreement

By the end of their second term, each M.A. student is required to complete a Preliminary Program of Study in collaboration with their 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 Agreement form, and it will be filed with the program office. Any changes must be approved by the student's success coach and the program office.

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.

[Major Prefix] 521 Field of Study I **3 credits**

The course provides graduate-level depth of scholarship pertaining to the student's chosen field of study within the student's major. Each student works one-on-one with a faculty mentor and the course content is individualized for each student. The student and instructor collaboratively identify a specific field of study for the student and the title of that field of study goes on the student's transcript, e.g., Art, Faith and Divine Inspiration; Public History; Women's Studies; Archaeology; African Diaspora Studies; Postpartum Depression, Alternative Wellness; Graphic Novels as Literature; or Female Victorian Authors. The student and instructor develop an Individualized Learning Component that supplements the course syllabus and identifies concepts, theories, notable authors and key texts in the chosen field to be examined, as well as assignments to be accomplished by the student. Emphasis is on student initiative, guided reading and learning, and regular and frequent one-on-one communication between student and instructor. *Prerequisites: Disciplinary Foundations I and II.*

[Major Prefix] 522 Field of Study II **3 credits**

A continuation of 521 Field of Study I. *Prerequisite: Disciplinary Foundations I and II*

[Major Prefix] 525 Applications I **3 credits**

This course provides an opportunity for the student to begin applying the knowledge that has been gained in prior courses. Each student works one-on-one with a faculty mentor and the course content is individualized for each student. The student and instructor collaboratively develop an Individualized Learning Component that supplements the course syllabus and identifies activities and expectations specific for that student. Examples of experiential and/or applied learning activities may include: developing a K-12 or undergraduate course (drafting lesson plans or a syllabus, preparing lectures or workshop, etc.); developing a childbirth education curriculum; undertaking a series of structured visits to museums, health facilities, or other institutions; undertaking a creative project (a series of short stories, essays, or art works); conducting specialized research to gather data for the upcoming thesis (conducting archival research or conducting surveys and interviews, etc.); or, preparing and delivering conference presentations. At the end of the term, the student offers substantive reflection on how learning activities undertaken during the term inform the student's academic study.

[Major Prefix] 526 Applications II **3 credits**

This course may serve as continuation of 525 Applications I or may involve a different but comparable project.

[Major Prefix] 527 Applications**6 credits**

An examination of the professional, academic, and social significance of the student's study. The course may have an applied component and is designed by the student in conjunction with an instructor.

LACT 528 Applications I: IBLCE Pathway 2 Internship**3 credits**

Prerequisite for LACT 528: LACT 520.

LACT 529 Applications II: IBLCE Pathway 2 Internship**3 credits**

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

DIET 530 Foundations in Dietetic Practice**3 credits**

This course is designed to build a solid foundation in dietetic practice. The course will cover the history of the dietetics field, scope of practice of dietitians, health care ethics, theories of adult learning, and basic counseling skills. The foundational knowledge gained in this course will be built upon through future courses in dietetics program.

DIET 531 Food Science**3 credits**

This course explores the chemical composition of food, physical and chemical changes in food associated with household and industrial preparation techniques, definition of standard products, and appropriate assessment techniques for judging food quality.

DIET 532 Human Metabolism**3 credits**

This course will focus on human nutrition and metabolism with an emphasis on the functional and regulatory roles of macronutrients and micronutrients. Students will be guided through an exploration of recent scientific literature in the areas of nutrition and biochemistry and the ways one informs the other. Finally, we will consider how several human diseases arise from defects in metabolic pathways, and we will review papers in the scientific literature on several diseases linked to altered metabolism.

DIET 540 Food Systems I**3 credits**

This course provides a comprehensive approach to foodservice management, to provide graduate students with both didactic content and experiential "hands-on" experience in their selected food service setting. This course will have a specialized focus in quality menu planning, quantity food production, and food delivery based on the specialized needs of target populations within a healthcare facility. The course will also emphasize food quality, sanitation and safety, and provide an overview of food procurement, equipment selection and institutional kitchen layout and design. This course will emphasize application within a health-care facility, simulated case studies and relevant projects.

DIET 541 Food Systems II**3 credits**

This course is the second of two courses, which provides a comprehensive approach to food service management, to provide graduate students with both didactic content and experiential "hands-on" experience in their selected food service setting. This course will have a specialized focus in management and leadership principles in food systems management, quality food production and evaluation, human resource and financial management of food service systems, application of principles of food safety and sanitation, and optimization of sustainability in food systems management. The course will also include marketing of food service, maintenance of knowledge in the area of compliance with accreditation, health department and legislative regulations, and management of vulnerabilities in the food supply chain. Students will be

expected to apply and demonstrate an understanding of the local food environment and agricultural practices and processes. This course will emphasize application within a health care facility, visits to local food systems organizations and settings, simulated case studies and relevant projects. *Prerequisite: DIET 540 Food Systems I.*

DIET 550 Medical Nutrition Therapy I

3 credits

This course introduces nutrition as a disease therapy and the role of the clinical dietitian as a member of the health care team. Topics covered include nutrition screening and assessment, medical records documentation, and basic dietary modifications. *Prerequisite: DIET 532 Human Metabolism and HWEL 594 Medical Terminology.*

DIET 551 Medical Nutrition Therapy II

3 credits

A study of the use of diet in preventing illness and as a means of treating disease. Emphasis is on the nutrition care process, diagnosis, implementation, & monitoring. Clinical rotations allow students to apply what is learned. *Pre-requisite: DIET 550 Medical Nutrition Therapy I.*

DIET 560 Community and Public Health Nutrition

3 credits

This course will cover the study of human nutrition and health problems from a global and community perspective; programs and policies related to nutrition at local, state, and federal levels including preventive nutrition or wellness, and approaches and techniques or effective application and dissemination of nutrition knowledge in the community.

DIET 570 Leadership

3 credits

The course presents leadership theories and organizational management models while providing students the opportunity to apply these theories through experiential learning and to enhance leadership development through self-assessment exercises. Included in the course are identification of leadership competencies and challenges, the skills needed for the successful management of organizations and people, and the role of mentorship in shaping the next generation of leaders.

HWEL 591 Biology

1 credit

This course presents an introduction to the human body and health and outlines how a microorganism or body imbalance can quickly cause an illness. The course also presents the concepts of vaccinations and how their use has reduced infectious disease in the U.S. and globally. Moreover, the course will address how education around the world relates to relationships between vaccines and epidemics. General topics include cells, human tissues, organs and organ systems, genetics, microbiology, pathology, immunology and epidemiology.

HWEL 592 Anatomy & Physiology

1 credit

This course covers essential elements of human anatomy and physiology, the relationship and function of anatomy and physiology, homeostasis and the role that each of the body systems plays in maintaining it, and the functions of cells and tissues in the body.

HWEL 593 Infant/Child Growth and Development

1 credit

The growth and development of infants and children are explored in this course beginning with influences on healthy development in the prenatal phase, continuing through birth to adolescence. Normal stages are examined at each phase of the life cycle from conception to adolescence. Health promotion and cultural implications of health care during this span are emphasized.

HWEL 594 Medical Terminology**1 credit**

Medical Terminology is the language specific to the medical industry. This introductory course focuses on the word construction and meaning that characterizes medical language through a study of root words, prefixes and suffixes. This course focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology and pathology of disease are discussed, yet no previous knowledge of these topics is necessary.

[Major Prefix] 620 Advanced Research Methods**3 credits**

This course provides the student with in-depth knowledge of research methods appropriate to the chosen field of study. The student writes a substantial thesis proposal.

Prerequisite: Elements of Scholarship and Research Methods.

Culminating Courses

To conclude the course of study for the Master of Arts degree, the student writes a thesis. All students completing the master's degree will present their thesis to the graduation conference committee for its approval.

Thesis

[Major Prefix] 630 Thesis**9 credits**

A substantial research and writing project that includes extended critical exposition. The thesis stands as the culmination of a student's study and provides evidence that university outcomes and competencies have been met.

Prerequisites: All core courses and Advanced Research Methods.

[Major Prefix] 628 Thesis I

Prerequisite: Advanced Research Methods.

3 credits**[Major Prefix] 629 Thesis II****6 credits**

These two courses divide the content of Thesis over two terms. Thesis I and Thesis II may be taken simultaneously or consecutively. If taken consecutively, Thesis I is a prerequisite to Thesis II. Prerequisite: Advanced Research Methods.

Program Completion Extension (PCX 503/506/509)**0 credits**

If additional time is needed to complete the thesis, a student may register for Program Completion Extension (PCX 503, 506 or 509) based on the credit hours assigned to the final thesis course(s). This extension allows for an additional four (4) months to complete the thesis, approved by the thesis advisor and the program office. The extension maintains the student in a registered active status but at zero (0) credit hours. Students registered in PCX are not eligible to receive federal financial aid. The Registrar's Office will report students on this extension as registered less than half-time during the next scheduled report to external agencies; therefore, students on financial aid and students with prior loans in a deferment status will begin to have their loans processed for repayment by their lenders. A non-refundable fee based on the thesis credit hours is charged for enrollment in Program Completion Extension.

Commencement and Graduation

Students who have graduated or plan to graduate by the term ending in August of each year are invited to participate in their regional commencement ceremony (Florida or California) or the National Commencement Ceremony held in Cincinnati, Ohio. Participants in the

commencement ceremony must submit a Petition to Participate in Commencement form and have met all academic requirements for the M.A. degree.

Students must successfully complete all M.A. program requirements with a minimum cumulative grade point average of 3.0 and all university degree requirements to be eligible to be reviewed as a candidate for graduation. The Registrar's Office issues Master of Arts graduates their diploma and transcripts after all academic, degree, and financial requirements are fulfilled.

Program Costs for the M.A. Majors in 2020-2021

Program: Master of Arts in Applied Nutrition & Dietetics		
Total Credit Hours: 47		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 80		
CIP Code: 24.0101		
Tuition (Per Credit): \$748.00/Credit Hour Credits for Degree: 47	Tuition Cost: \$35,156.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$440 for 5 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$3,000 for 5 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (47 Credits x \$748) + (\$440 Tech Fee + \$3,000 Est. Book)**	= \$38,596.00	*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 \$1,000.00)		
<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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Program Costs for 2020-2021

Program: Master of Arts with a Major in Education		
Total Credit Hours: 36		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 13.0101		
Tuition (Per Credit): \$748.00/Credit Hour Credits for Degree: 36	Tuition Cost: \$26,928.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$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 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 \$1,000.00)		
<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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Program Costs for 2020-2021

Program: Master of Arts with a Major in Health & Wellness		
Total Credit Hours: 36		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 64		
CIP Code: 24.0101		

Tuition (Per Credit): \$748.00/Credit Hour Credits for Degree: 36	Tuition Cost: \$26,928.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$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 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 \$1,000.00}		
<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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Program Costs for 2020-2021

Program: Master of Arts with a Major in Human Lactation Studies		
Total Credit Hours: 36		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 64		
CIP Code: 24.0101		
Tuition (Per Credit): \$748.00/Credit Hour Credits for Degree: 36	Tuition Cost: \$26,928.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$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 term	

ESTIMATED* COST FOR ENTIRE PROGRAM: (36 Credits x \$748) + (\$352 Tech Fee + \$2,400 Est. Book)**	= \$29,680.00	*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	
+ Internship Fee (1 Time Only): + \$125 (Pathway 2 Students), + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

The following cost table is for M.A. Majors that are suspending new enrollments beginning Fall 2020: Creativity Studies, History & Culture, Leadership, Public Policy & Social Issues and Literature & Writing.

Program Costs for 2020-2021

Program: Master of Arts with Majors in Creativity Studies, History & Culture, Leadership, Public Policy & Social Issues, Literature & Writing		
Total Credit Hours: 36 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 64 Weeks		
CIP Code: 24.0101		
Tuition (Per Credit): \$748.00 / Credit Hour Credits for Degree: 36 minimum credits	Tuition Cost: \$26,928.00	Prorated upon cancellation or withdrawal. 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	
ESTIMATED* COST FOR ENTIRE PROGRAM: (36 Credits x \$748) + (\$352 Tech Fee + \$2,400 Est. Book)*	= \$29,680.00	*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	

Book)**		
Non-refundable STRF charges – (\$0.00 per \$1,000.00)		
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 TranscriptsPlus® / \$12 via Registrar’s Office, Return Check Fee: \$25.

Certificates Administered by the M.A. Program

The M.A. program administers the following certificate programs:

- Cannabis Studies Certificate
- Health Education Certificate
- Leadership in Public Service Certificate
- Graduate Certificate in Creativity Studies
- Graduate Certificate in Health & Wellness
- Graduate Certificate in History & Culture
- Graduate Certificate in Social Justice
- Graduate Certificate in Literature & Writing

All relevant M.A. program policies, as contained in this catalog, apply to the certificates administered by the M.A. program. This includes, but is not limited to, the policies regarding registration, grading, incompletes, student financial aid satisfactory progress, and satisfactory academic progress review.

Transfer Credit

For policies regarding the transfer of certificate credits to the M.A. program, see the section dealing with internal transfer credits in the M.A. program section of this catalog. For policies regarding the transfer of credits to the certificates, see the individual certificate sections below.

Drop/Add and Withdrawal Policy for M.A. Certificates

Drop/Add Policy

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:** Drops are accepted through 30 days from the term start date for 16-week certificate programs. Drops are accepted through 15 days for certificates that are offered in two eight-week sessions. Adds are accepted 15 days from the 16-week term or eight-week session start date. Courses dropped after 30 days/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, the date of an email request, or date phone call is received by the faculty advisor or the Registrar's Office.

- **Academic Withdrawal Policy:** Students may withdraw through the last day of the term by notifying the university in writing prior to the last day of the term.

Drop/adds can impact continuing financial aid eligibility. Financial aid adjustments are based on federal guidelines. Students should contact the Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop any courses. All drop/add requests must be approved by the faculty advisor, program director, or their designee.

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 term/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.

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

Schedule of Adjustments		
	Full Term	Session
Week One	100%	100%
Week Two	100%	50%
Week Three	75%	25%
Week Four	50%	0%
Week Five and Thereafter	0%	0%

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 following:
 - The date the student notifies the university.
 - The ending date of the previous term if the student fails to register for a new term.
 - 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, after consultation with their designated campus official. The designated campus official is the student's faculty advisor. 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 withdrawal 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.

ADJUSTMENTS OF TUITION AND FEE CHARGES FOR PROGRAM WITHDRAWALS

Adjustments of tuition and fee charges for program withdrawal 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 program length, 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%.

- If a student withdraws **after completing 60%** of the program length, 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 will not be 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. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

Certificate in Cannabis Studies

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.

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 12-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 12 credits to the M.A. program for further independent research in any of the M.A. program majors except Human Lactation Studies and Applied Nutrition and Dietetics.

Curriculum and Delivery: The curriculum consists of four three-credit courses 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 16-week term having two eight-week sessions.

Courses

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 U.S.-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.

Transfer Credits

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

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.

Program Costs for 2020-2021

Program: Graduate Certificate in Cannabis Studies		
Total Credit Hours: 12		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 32		
CIP Code: 01.0103		
Tuition (Per Credit): \$460.00/Credit Hour Credits for Degree: 12	Tuition Cost: \$5,520.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term	+ \$176 for 2 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,200 for 2 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (12 Credits x \$460) + (\$176 Tech Fee + \$1,200 Est. Book)**	= \$6,896.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$460) + (\$88 Tech Fee + \$600 Est. Book)**	= \$3,448.00	
Non-refundable STRF charges - {\$0.00 per \$1,000.00}		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$3,448.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Certificate in Health Education

SOC Codes: 21-1091 Health Educators; 25-1071 Health Specialties Teachers; 29-9011 Occupational Health and Safety Specialists; 11-9111 Medical and Health Services Managers; 21-1094 Community Health Workers; 31-1011 Nursing, Psychiatric, and Home Health Aides; 21-1023 Mental Health and Substance Abuse Social Workers; 17-2111 Health and Safety

Engineers, Except Mining Safety Engineers and Inspectors; 19-2041 Environmental Scientists and Specialists, Including Health.

With the increase in chronic diseases specifically related to modifiable lifestyle factors and the rising cost of health care, the need for individual and community education related to the prevention of diseases and the promotion of health care is paramount. The fully-online Certificate in Health Education is a graduate-level health education program designed to provide current health professionals with the knowledge and skills to design, implement, and evaluate health promotion activities, initiatives, and programs related to a variety of health issues at all levels of the socioecological model – intrapersonal, interpersonal, institutional, community, and public policy. This program of study emphasizes the understanding and application of the theories and planning models that address individual and community health. This certificate program fulfills the academic requirements for eligibility to take the examination for the Certified Health Education Specialist (CHES) credential and prepares students for the CHES exam.

- Minimum time frame for completion to qualify for financial aid is two semesters (32 weeks).
- Minimum number of credit hours: 15; maximum number of credit hours: 25.
- Maximum time to earn the certificate: two years.
- Full-time status: six credit hours; half-time status: three credit hours.
- No external transfer credit is accepted in the Health Education Certificate.

Seven Responsibilities of Health Educators

The courses in this certificate program are aligned with National Commission for Health Education Credential's Seven Areas of Responsibility for Health Educators. The seven areas of responsibility are a comprehensive set of competencies and sub-competencies defining the role of the health education specialist. These responsibilities were verified through the 2010 Health Educator Job Analysis Project and serve as the basis of the CHES exam. The seven areas are as follows:

1. Assess Needs, Assets, and Capacity for Health Education.
2. Plan Health Education.
3. Implement Health Education.
4. Conduct Evaluation and Research Related to Health Education.
5. Administer and Manage Health Education.
6. Serve as a Health Education Resource Person.
7. Communicate and Advocate for Health and Health Education.

Source: www.nchec.org.

Minimum number of credits required to earn the certificate is 15 semester hours; however, students may elect to earn up to 25 credits in order to meet minimum qualifications to become eligible to pursue the CHES certification. Students must complete four required courses and at least one three-credit elective to earn the certificate. Each course is eight weeks long, and with continuous enrollment, the program can be completed within one academic year.

Minimum / Maximum Program Length

The maximum amount of time allotted for a student to earn the Health Education Certificate is two (2) years whether completing the program on a full-time basis, on a combination of full-time and less than full-time, or entirely on a less than full-time basis. Students who do not complete the certificate requirements within the two-year 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.

Health Care Certificate - Required Courses

HEC 501 Foundations of Health Education

3 credits

This course introduces the student to concepts and models fundamental to Health Education and Health Promotion including: Healthy People 20/20, the Certified Health Education Specialist (CHES) process, historical/theoretical/philosophical foundations, roles, responsibilities, worksite settings, policy and programming challenges. Students will examine the determinants of health, wellness, and illness across the lifespan as well as environmental, sociocultural factors, health misinformation and quackery, e-patient and informatics, consumer protection, and economic factors that influence health care practices.

HEC 502 Health Behavior: Theory and Applied Methodology

3 credits

This course studies the determinants influencing health behavior, health behavior theories, and applied methodology. Future directions of the profession, exploration of policy and programming challenges, and opportunities in strategic public health issues will be examined.

HEC 503 Health Promotion Program Planning and Development

3 credits

This course provides requisite skills to conduct a community needs assessment, plan effective health promotion programs, advocacy, and how to set SMART goals for evaluation for programs in various community and worksite settings.

HEC 504 Implementation, Promotion, and Evaluation of Health Programs

3 credits

This course provides requisite skills to design (including methods and materials), promote, present (including communication skills), and implement health promotion programs consistent with specified program goals and objectives. This course includes information on instrument development, data collection, basic data analysis, program monitoring, impact of assessment, measurement of efficiency, and report writing.

Elective Options

HEC 505 Health Education Resource Development, Grant Writing, and Fundraising

3 credits

This course will teach techniques and skills for identifying sources of funding, and developing effective proposals for external resources will be explored. This course will also provide instruction and hands-on experience in the preparation of a grant or fundraising proposal.

HEC 506 Multicultural Competence in Health Education and Promotion

3 credits

This course will examine the behaviors, attitudes, and policies necessary for health education professionals to work effectively in cross-cultural settings. This course will also cover determinants of health behaviors and health disparities, acceptance, tolerance, and respect for diverse cultures and beliefs.

HEC 507 Nutrition in Health Promotion and Disease Prevention

3 credits

This course provides an introduction of nutrition principles that are central to promoting health and preventing chronic diseases. Included is material on community nutrition programs and fundamentals of nutrition care delivery. The course will also provide a forum for discussion of nutrition topics pertinent to today's society.

HEC 508 Applied Epidemiology in Health Education**3 credits**

This course provides an overview of principles and methods of contemporary epidemiological practice. Epidemiological investigation and research are discussed with an emphasis on application of epidemiological methods in health education, health promotion, and disease prevention practice.

HEC 509 Readings in Health Education/Health Promotion**1 credit**

Students will read and provide written critiques of contemporary research and scholarly health education/health promotion articles.

Program Costs for 2020-2021

Program: Graduate Certificate in Health Education		
Total Credit Hours: 15		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 51.2207		
Tuition (Per Credit): \$460.00/Credit Hour Credits for Degree: 15	Tuition Cost: \$6,900.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (15 Credits x \$460) + (\$264 Tech Fee + \$1,800 Est. Book)**	= \$8,964.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$460) + (\$88 Tech Fee + \$600 Est. Book)**	= \$3,448.00	
Non-refundable STRF charges - {\$0.00 per \$1,000.00}		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$3,448.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Leadership in Public Service Certificate

SOC Codes: 11-1021 General and Operations Managers; 19-3094 Political Scientists; 25-1065 Political Science Teachers, Postsecondary; 27-3031 Public Relations Specialists; 11-1031 Legislators; 11-9030 Education Administrators; 27-3031 Public Relations Specialists; 25-9030 Instructional Coordinators; 11-9111 Medical and Health Services Managers; 21-1099 Community and Social Service Specialist.

The Leadership in Public Service Certificate (CLPS) is an eighteen (18)-credit interdisciplinary program providing professionals with an ethical framework to apply the principles of Dr. Martin Luther King Jr.'s nonviolence to public administration within one's career, job site, and in representing one's agency in interaction with the public. Students benefit from a basic understanding of key intellectual and historical developments through which Public Administration became a formalized, structural government vehicle for administering governmental responsibilities and commitments. CLPS graduates develop a framework for cultural proficiency and for applying cultural power within Public Administration, as well as an analysis of public service based on an understanding of the role of tension and points of unity between differences of race, class, culture, age, national origin and geographic location.

The curriculum consists of six (6), three-credit courses. All courses are eight weeks in length, and two eight-week sessions constitute a 16-week term. Full-time students take one course every eight-week session and can complete the program in three consecutive terms (one calendar year). The program includes coaching sessions for all students with specified faculty to enhance their personal and professional development. These coaching sessions are 30-60 minute phone or in-person meetings between the student and each of their faculty members in each course, to be arranged by the student. All courses are delivered fully online. Students who wish to complete the program have the necessary time and schedule to finish within this framework. The courses will be offered in a sequential manner with all courses offered each term; students can therefore enter at the beginning of each term and complete the program in sequence.

The following topics/foundational areas will be embedded throughout the program curriculum: foundations/fundamentals of public administration/service, public policy (analysis), human resources/personnel management/human relations, ethics, and strategic management/planning. There will be a specific emphasis in the program on the teachings and work of Dr. Martin Luther King Jr. and Cesar Chavez.

Minimum/Maximum Program Length

The maximum amount of time allotted for a student to earn the Leadership in Public Service Certificate is two (2) years whether completing the program on a full-time basis, on part-time basis, or a combination of full and part time. Students who do not complete the certificate requirements within the two-year 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.

Learning Outcomes

- Outcome 1: Demonstrate comprehensive understanding of theories, concepts and practices related to public administration and public service in general.
- Outcome 2: Utilize critical thinking and problem-solving skills in the public service realm.

- Outcome 3: Differentiate ways to incorporate values of non-violence, social change, and racial and economic justice in creating effective solutions in administering agencies, policies, and programs.
- Outcome 4: Apply professional ethics and integrity with attention to diversity and multicultural perspectives in all decision-making processes.
- Outcome 5: Provide information clearly in all oral and written communication to stakeholders.

Courses

CLPS 501 Principles of Nonviolence in Public Service

3 credits

This course studies the application of Kingian nonviolence as a method of moral and ethical force in the context of public service. This class focuses on the use of power to get someone to stop doing something or to do something. It focuses on working within one's career, job site, and in representing one's agency in interaction with the public.

CLPS 502 Social Relations and the Role of Public Service

3 credits

One role that public administration plays in society is the management of the social relations. While public administration manages people, its central role is to manage the multiple tensions, conflicts and points of unity between different groups of people based on race, class, culture, age, nationality and geographic location. These tensions and conflicts are managed internally, as human resources, and externally, as an agency's relationship to the community.

CLPS 503 Transformational Change in Public Service Agencies

3 credits

This course investigates the possibility that public service can participate in the positive transformation of society. Course materials put forth the idea that, by definition, public service plays a role of maintaining the status quo. Nonviolence studies suggest that public service, through strategic planning and public policy analysis, is an integral part of positive social change.

CLPS 504 Personal Transformation through Public Service

3 credits

Public administration develops within bureaucracy, which can discourage creativity and a sense of purpose. This class focuses on an examination of traditional models and, utilizing critical thinking and problem-solving skills, alternatives to bureaucratic methods and ideas, and offering creative, proactive approaches to all areas of public service.

CLPS 505 History of Public Administration

3 credits

This course provides an understanding of the foundations of public administration based on the defining of eras in which public administration and its role in U.S. society have changed since the closing decades of the 19th century. This history focuses on applied ethics in the effort to develop public service as a social benefit.

CLPS 506 Developing Cultural Identity and Awareness within Public Administration

3 credits

Dr. King defines cultural identity as the conduct, character, and consciousness inherent in such activities as literature, theater, dance, poetry, sports, song, rituals, art, and religion. It is separate and distinct from economic and political power. Individuals that possess cultural power "speak for the group." Public administration fails to promote and develop cultural identity and power within its own agencies and among the public. Nonviolence assists in developing in public policy pluralist expressions of culture that unify and serve the needs of all.

Program Costs for 2020-2021

Program: Certificate in Leadership in Public Service		
Total Credit Hours: 18 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 40 Weeks		
CIP Code: 52.0213		
Tuition (Per Credit): \$460.00 / Credit Hour Credits for Degree: 18 minimum credits	Tuition Cost: \$8,280.00	Prorated upon cancellation or withdrawal. 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> (18 Credits x \$460) + (\$264 Tech Fee + \$1,800 Est. Book)*	= \$10,344.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$460) + (\$88 + \$600)*	= \$3,448.00	
Non-refundable STRF charges – (\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$3,448.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

The Five M.A. Graduate Certificates

The five graduate certificates are graduate-level programs of study designed to provide eighteen (18) credits of substantive coursework in five disciplinary areas. The certificates are designed to provide the qualifications needed to teach in these areas at the undergraduate level for those who hold a master's degree in a different area. The five separate certificates are identical to each other in structure, purpose, and policies. It is the subject matter of the coursework for each that differs. The five certificates correspond to majors in the M.A. program and the coursework from the M.A. program curriculum. The Graduate Certificate in Social Justice uses the coursework from the M.A. major in Leadership, Public Policy, and Social Issues (LPPS).

The Graduate Certificate in Creativity Studies

SOC Codes: 27-3043 Writers and Authors; 25-1123 English Language and Literature Teachers; 41-3011 Advertising Sales Agents; 11-2021 Advertising, Marketing, Promotions PR, and Sales Managers; 11-1000 Top Executives; 25-2050 Special Education Teachers; 19-3051 Urban and Regional Planners; 33-3021 Detectives and Criminal Investigators; 11-1021 General and Operations Managers.

The Graduate Certificate in Health & Wellness

SOC Codes: 21-1094 Community Health Workers; 21-1091 Health Educators; 11-9111 Medical and Health Services Managers; 17-2111 Health and Safety Engineers, Except Mining Safety Engineers and Inspectors; 29-9011 Occupational Health and Safety Specialists; 21-1022 Healthcare Social Workers; 25-9030 Instructional Coordinators.

The Graduate Certificate in Health & Wellness will not qualify one to sit for the International Board of Lactation Consultant Examiner's (IBLCE) Pathway 2 certification examination. The M.A. program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to offer a Master of Arts degree that prepares a student to sit for that exam. The graduate certificate itself is not part of the CAAHEP accreditation and therefore does not qualify one to sit for the exam.

The Graduate Certificate in History & Culture

SOC Codes: 19-3093 Historians; 19-4061 Social Science Research Assistants; 39-7011 Tour Guides and Escorts; 25-4010 Archivists, Curators, and Museum Technicians; 25-1125 History Teachers, Postsecondary; 19-3094 Political Scientists; 11-1031 Legislators; 27-3041 Editors.

The Graduate Certificate in Social Justice

SOC Codes: 11-1021 General and Operations Managers; 19-3094 Political Scientists; 25-1065 Political Science Teachers, Postsecondary; 27-3031 Public Relations Specialists; 11-1031 Legislators; 11-9030 Education Administrators; 27-3031 Public Relations Specialists; 25-9030 Instructional Coordinators; 11-9111 Medical and Health Services Managers.

The Graduate Certificate in Literature & Writing

SOC Codes: 27-3043 Writers and Authors; 25-1123 English Language and Literature Teachers; 27-3041 Editors; 19-3094 Political Scientists; 19-3093 Historians; 41-3011 Advertising Sales Agents; 11-2021 Advertising, Marketing, Promotions PR, and Sales Managers.

Transfer Credit in The Graduate Certificates

External Transfer Credit

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

- The program will determine the acceptance of transfer credit.

- No external transfer credit is accepted in the Health Education Certificate.
- 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, Excluding the M.A. Program

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

- The program will determine the acceptance of internal transfer credit.
- Up to six graduate-level transfer credits may be accepted.
- To qualify for acceptance, such credits must:
 - Be graduate-level courses.
 - 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.

Internal Transfer Credits from the M.A. Program

An M.A. student who has not completed the M.A. degree may transfer up to 18 credits from the courses 512/513, 521/522, and 525/526 toward the graduate certificate in the same major. A student who has completed the M.A. degree, may not seek a graduate certificate in that major.

Students cannot be simultaneously enrolled as a student in both the M.A. program and a graduate certificate program.

Students who were admitted into the M.A. program as degree students but who find themselves unable to complete the degree may petition the program director for a certificate if they have successfully completed the required 18 credits needed for the certificate in their major.

Minimum/Maximum Program Length

The maximum amount of time allotted for a student to earn a graduate certificate is two (2) years. Students who do not complete the certificate requirements within the two-year 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.

Course of Study for all Graduate Certificate Students:

	Students normally take the following courses over three terms or 12 months.
Term 1	Disciplinary Foundations I 512 (3 cr.) Disciplinary Foundations II 513 (3 cr.)
Term 2	Field of Study I 521 (3 cr.) Field of Study II 522 (3 cr.)
Term 3	Applications I 525 (3 cr.) Applications II 526 (3 cr.)

Creativity Studies Certificate Program Costs for 2020-2021

Program: Graduate Certificate in Creativity Studies		
Total Credit Hours: 18		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 05.0209		
Tuition (Per Credit): \$748.00/Credit Hour Credits for Degree: 18	Tuition Cost: \$13,464.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (18 Credits x \$748) + (\$264 Tech Fee + \$1,800 Est. Book)**	= \$15,528.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$748) + (\$88 + \$600)*	= \$5,176.00	
Non-refundable STRF charges - {\$0.00 per \$1,000.00}		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$5,176.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Health & Wellness Certificate Program Costs for 2020-2021

Program: Graduate Certificate in Health & Wellness		
Total Credit Hours: 18 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 40 Weeks		
CIP Code: 51.0001		
Tuition (Per Credit): \$748.00 /Credit Hour Credits for Degree: 18 minimum credits	Tuition Cost: \$13,464.00	Prorated upon cancellation or withdrawal. 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> (18 Credits x \$748) + (\$264 Tech Fee + \$1,800 Est. Book)*	= \$15,528.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (6 Credits x \$748) + (\$88 + \$600)*	= \$5,176.00	
Non-refundable STRF charges – (\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$5,176.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

History & Culture Certificate Program Costs for 2020-2021

Program: Graduate Certificate in History & Culture		
Total Credit Hours: 18 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 40 Weeks		
CIP Code: 30.2601		
Tuition (Per Credit): \$748.00 / Credit Hour Credits for Degree: 18 minimum credits	Tuition Cost: \$13,464.00	Prorated upon cancellation or withdrawal. 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	
ESTIMATED* COST FOR ENTIRE PROGRAM: (18 Credits x \$748) + (\$264 Tech Fee + \$1,800 Est. Book)*	= \$15,528.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
ESTIMATED* CHARGES FOR CURRENT PERIOD: (6 Credits x \$748) + (\$88 + \$600)*	= \$5,176.00	
Non-refundable STRF charges – (\$0.00 per \$1,000.00)		
Residency Requirement: None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$5,176.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Social Justice Certificate Program Costs for 2020-2021

Program: Graduate Certificate in Social Justice		
Total Credit Hours: 18		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 30.0000		
Tuition (Per Credit): \$748.00/Credit Hour Credits for Degree: 18	Tuition Cost: \$13,464.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 / Term	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per term	
ESTIMATED* COST FOR ENTIRE PROGRAM: (18 Credits x \$748) + (\$264 Tech Fee + \$1,800 Est. Book)**	= \$15,528.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
ESTIMATED* CHARGES FOR CURRENT PERIOD: (6 Credits x \$748) + (\$88 + \$600)*	= \$5,176.00	

Non-refundable STRF charges - {\$0.00 per \$1,000.00}

Residency Requirement: None

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$5,176.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

Literature and Writing Certificate Program Costs for 2020-2021

Program: Graduate Certificate in Literature and Writing		
Total Credit Hours: 18		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 23.1401		
Tuition (Per Credit): \$748.00/Credit Hour Credits for Degree: 18	Tuition Cost: \$13,464.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this
Technology Fee (Per Term): \$88 / Term	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per term	
ESTIMATED* COST FOR ENTIRE PROGRAM: (18 Credits x \$748) + (\$264 Tech Fee + \$1,800 Est. Book)**	= \$15,528.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
ESTIMATED* CHARGES FOR CURRENT PERIOD: (6 Credits x \$748) + (\$88 + \$600)*	= \$5,176.00	
Non-refundable STRF charges - {\$0.00 per \$1,000.00}		
Residency Requirement: None		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$5,176.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

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

Associate Vice President for Academic Affairs: Arlene Sacks, Ed.D.
Program Director: Nadine C. Wheat, Ph.D., M.B.A.

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 a student success coach 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.

MBA 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.

Optional Concentration: Cybersecurity.

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 for MBA: Business Management

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 MBA with a major in Business Management and the MBA with a major in Business Management and an optional concentration in Cybersecurity (each total 36 semester hours) are designed to develop action-oriented managers and leaders who can lead themselves and others to effective business solutions. The programs are 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 programs seek 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, allowing the people and organization to reach their highest potential.

A unique feature of the UI&U MBA program is that it allows students to earn 18 credit hours in Business Management core courses and 18 credits in a concentration area (nine credits in a specialized concentration area, plus nine credits in MBA elective courses). In addition to completing the core course requirements, students have the opportunity to enroll in the first concentration offered in the MBA program, Cybersecurity.

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

MBA: Cybersecurity Concentration

The MBA with a major in Business Management 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. Students selecting the Cybersecurity concentration are required to complete the MBA core courses, nine credit hours in specialized cybersecurity courses, plus nine credits in MBA course electives.

The Internet has opened-up a world of information that lies at the fingertips of everyone with a computer, smartphone or any device that has 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 are needed to develop 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 application 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 eight-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.

MBA Curriculum

36 Semester Credit Hours Total

Core Courses – 18 semester credits

MBA 505 Strategic Management and Organizational Changes	3 Credits
MBA 506 Financial and Accounting Management	3 Credits
MBA 507 Ethics in Context	3 Credits
MBA 508 Management and Leadership	3 Credits
MBA 509 Strategic Marketing Management in a Digital Age	3 Credits
MBA 520 Capstone	3 Credits

Elective Courses – 18 semester credits

MBA 510 Organizational Behavior	3 Credits
MBA 511 Cross-Cultural Business Communications	3 Credits
MBA 512 Global Business Management	3 Credits
CYS 501 Intro to Enterprise Information Security	3 Credits
CYS 502 Governance and Compliance	3 Credits
CYS 503 Information Security Program Management	3 Credits

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 student success coach 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 student success coach 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 student success coach also conducts any reviews with their advisee. Please note that while a student can always consult with their student success coach, 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 student success coach.

Registration is completed online via CampusWeb in web course registration and submitted to the student success coach 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 student success coach. When web registration closes, any registration changes need to be approved by the student success coach and submitted to the Registrar's Office.

- A student's registration through web registration must be approved by the student success coach 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 student success coach 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 eight-week session. Courses may be dropped during the first 15 days of an eight-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, the date of an email request, or the date a phone call is received by the student success coach or the Registrar's Office.
- **Academic Withdrawal Policy:** Students may withdraw through the last day of each session by notifying the student success coach 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 Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop any courses. All drop/add requests must be approved by the student success coach. **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 eight-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 following:
 - The date the student notifies the university.
 - The ending date of the previous session if the student fails to register for a new session.
 - 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, after consultation with their 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 withdrawal requests are only accepted from a student when made 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 eight-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. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the

withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

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 student success coach 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 nine 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.
(<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.
 - 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, student success coaches 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 student success coach 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 coursework 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.

Readmission After Dismissal for Unsatisfactory Academic Progress or Conduct

A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want to return to the university must re-apply and be accepted after a program director's or program chair's review on a case-by-case basis.

A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

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 the Office of Financial Services.

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 time frame 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% 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 instructor and/or student success coach.

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 and 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-	Criteria for B work not fully met. 2.70 Quality Points
C+	Criteria for C work is more fully met. 2.30 Quality Points
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% 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% of the course teleconferences and/or 25% 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% of the academic work. • Student is chronically ineffective in managing either their time or other resources for completing coursework. <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 coursework 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 are developed which includes the learning activities to be followed and assignments to be completed. 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 hours earned. 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>
V	<p>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.</p>

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 coursework.

Incompletes (I) are awarded when illness, accident, or other serious extenuating life or work circumstances make it impossible for students to complete required coursework 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% of the course with a passing grade. (When less than 50% 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 are developed (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 the 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

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. Students 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 require that managers need additional skills than just the above to meet organization needs.

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 students examine marketing from a value creation perspective, they will learn to evaluate the competitive advantage and marketplace potential of the unique goods and services their 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. Students 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 university's 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 as well as the exploration of the challenges faced by experienced management. As such, this is a not a course to address financial management, inventory, specific operational management, or product development as these issues are covered in 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 ensure that students craft their 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 effectively in managing the needs and resources of people and cultural systems, and *who* becomes a collaborative engager of the work one 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 plan. 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.

Program Costs for 2020-2021

Program: Master of Business Administration		
Total Credit Hours: 36		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 3/2/2020 = Winter/Spring 2020; 5/4/2020 = Summer 2020; 9/3/2020 = Fall 2020		
Approximate No. of Weeks in Academic Program: 64		
CIP Code: 52.0201		
Tuition (Per Credit): \$600.00/Credit Hour Credits for Degree: 36	Tuition Cost: \$21,600.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per 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

<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (12 Credits x \$600) + (\$88 Tech Fee + \$600 Est. Book)**	= \$ 7,888.00	INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
+ + Non-refundable STRF charges - {\$0.00 per \$1,000.00)		
<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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

MASTER OF SCIENCE IN HEALTH CARE LEADERSHIP (MS-HCL)

Associate Vice President for Academic Affairs: Arlene Sacks, Ed.D.
Program Director: Kim Byas, Ph.D., MPH, FACHE

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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 11-9111 Medical and Health Services Managers; 11-3000 Operations Specialties Managers; 11-9151 Social and Community Service Managers; 11-1020 General and Operations Managers; 11-3120 Human Resources 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: None. The MS-HCL program does not accept external transfer credits toward the degree requirements. An exception may be made for some applicable internal Union Institute & University courses to be an internal transfer with the approval of the program director. Six (6) credits are the maximum allowable internal transfer credits.

Formats: Distance learning (online). Cohort model with a virtual learning community.

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.

Minimum Time to Degree: 12 months/ **Maximum time to degree:** 4 years.

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

Major for the Program: Health Care Leadership.

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

Program Mission and Vision

- Transform individuals into ethical and creative health care leaders.
- Foster critical thinking and solution-oriented approaches for transforming the health care model into a system that promotes wellness and health.
- Facilitate a transformative learning environment where professionals, students and mentors collaboratively envision, build, and implement interdisciplinary solutions to complex economic, political, and social challenges.
- Provide individualized mentoring and attention for each student.

Program Learning Outcomes

- Critique how policy language contributes to health care inequities.
- Critique the scholarly literature in health care leadership.
- Propose innovative solutions to challenges identified in the health care leadership literature.
- Formulate ethical and socially-just alternatives that address challenges facing health care leaders and organizations.
- Evaluate challenges facing health care leaders and organizations.
- Relate ethical or social and cultural implications of leadership within health care.
- Analyze how power and privilege shape global health care practices and challenges.
- Appraise how one's own leadership position may unintentionally contribute to oppression, power and privilege in health care.

Philosophy for the Master of Science with a Major in Health Care Leadership

Over 50 years ago, Union Institute & University was formed to support adult learners in acquiring leadership skills to be more effective change agents in their local communities. Over this time, Union Institute & University created a proven practice-based curriculum that prepares leaders from various segments within communities and from different organizations. This successful curriculum incorporates leading concepts and practices of transformational leadership that foster social change through ethical and creative leadership.

Using the insights gained over the past 50 years in innovative adult learning, Union Institute & University designed the Master of Science with a major in Health Care Leadership to emphasize leadership skills needed today as health care undergoes profound transformation due to social circumstances, technological innovation, and policy changes. In the midst of this disruption and innovation, health care can no longer focus just on medical care. In fact, there is now consensus that “health” is more significantly determined by social conditions such as access to education, jobs, and housing. Therefore, health care organizations and health care systems need to drive transformation and innovation by addressing social, environmental, and cultural conditions that determine well-being and longevity.

Because each community is unique and because each geographic area requires a targeted-approach, there is no single solution that can be applied. Through the MS-HCL program, Union Institute & University will support individuals in being creative about developing unique solutions

matched to the local community, health care organization, and health needs of that community. To accomplish this, health care professionals agree that an entirely new set of skills are required for individuals that work and lead health care organizations. Rather than focusing on technical competence and business managerial skills, health care organizations are looking for individuals who have both creativity and the ability to innovate while being grounded in community values and ethics. Based on its historical commitment to ethical and creative leadership and based on its successful accomplishment of its mission, Union Institute & University offers this through the Master of Science in Health Care Leadership program.

Program Description

To successfully lead today's health care systems into the future, emerging leaders need more than technical management expertise. They need people skills and leadership insights that catalyze organizational transformation and social change. In effect, leaders need to be change agents within their own complex organizations—all the while being cognizant of the dynamic and turbulent external environments that impinge on their organization.

The Master of Science in Health Care Leadership (MS-HCL) program trains students to lead financially successful organizations under circumstances in which there are no historical precedents for the pace of change and the depth of transformation. At the same time, health care leaders must maintain ethical standards and preserve the founding mission of their respective health care organizations. Therefore, the MS-HCL program will provide the necessary mentoring, knowledge, and skills in health administration and management, as well as foster creativity, ethics, leadership, and social entrepreneurship. With these critical skills, students completing the MS-HCL program will be well prepared to achieve success for their organizations.

The MS-HCL program will offer the most important determinant of long-term leadership success: mentoring. Mentors will guide and demonstrate through example how to understand one's own skills, limitations, and ambitions while fulfilling the needs of the health care organization. Mentors will also be able to model how to maintain positive working relationships with all of the key stakeholders connected to that health care organization—including community members, employees, board members, and patients.

Program Delivery Model/Minimum-Maximum Time Frame

- Fully-online and intended to be a full-time program of study with completion possible in 12 to 18 months.
- Students take two courses in sequence per 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. For specifics on part-time enrollment at six credit hours (with program approval), see Non-Registration / Part-Time Status Policy below.

New Student Orientation

To become familiar with the online course environment, it is important to watch a tutorial to help orient you to the CampusWeb course management platform. New students should go to Union Institute & University's New Student Orientation page:

https://campusweb.myunion.edu/ICS/Student_Orientation.jnz. Through this tutorial, you will learn about the basics of what is needed to get started as a UI&U student, such as the following.

- Using the Common Login to Access CampusWeb, Student Email and UI&U Library
- General Navigation of CampusWeb and Brightspace
- How to Access Your Student Email
- General Course Navigation
- Course Email
- Collaboration-Forums
- Coursework Assignments

Registration

Union Institute & University operates its MS-HCL program on a three-term, 12-month academic year calendar. The academic terms are identified as fall, spring, and summer. MS-HCL students register three times a year before the beginning of each term.

New students will be assessed a one-time LiveText e-portfolio fee in their first term of enrollment. LiveText provides the student with a mechanism for organizing and tracking their learning experiences and supports the program's efforts to plan goals, assess student progress, and strengthen program quality. The one-time LiveText fee, charged upon registration, is a five-year license to use the program's e-portfolio system.

Registration is completed online on CampusWeb in web course registration and submitted to the program advisor for approval. Instructions are found on the MS-HCL website and on the web registration site.

- Students register prior to the start of each term in CampusWeb through web registration. 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 with past due balances must obtain financial clearance from the Business Office prior to the term start date.**

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.

Due to the nature of the MS-HCL program's modular design, interrelationships of course topics, and instructional style, full-time students must register for two courses during an eight-week session. The MS-HCL program is a three-module cohort program with 12 courses. Students follow the established course sequence.

The first day of the initial term is the matriculation date throughout the student's graduate program. The registration process and forms found online are initiated by the student. Direct registration questions to the MS-HCL program advisor.

Tuition is due on the first day of each new term. The tuition and registration policies are published annually on the university's website and are also included in this catalog. Payment of tuition is handled with the Business Office. For questions contact the Business Office. Students with past due balances must obtain financial clearance from the Business Office prior to registration for a new term.

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 or the date of 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 Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop any courses. All drop/add requests must be approved by the student success coach.

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 term/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 eight-week session.

To receive a tuition adjustment students must drop individual courses according to the following schedule:

Schedule of Adjustments	
Week One	100%
Week Two	50%
Week Three	25%
Week Four and After	0%

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 following:
 - The date the student notifies the university.
 - The ending date of the previous term if the student fails to register for a new term/session.
 - 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, after consultation with their 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 withdrawal 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 Cohort Rate

Tuition and fees remain the same for each new cohort group (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 and then requests reinstatement or readmission in a subsequent academic year.

Student's Right to Cancel

Students have the right to cancel an enrollment agreement and receive a 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 eight-week session start date if applicable.

Adjustments of Tuition and Fee Charges for Program Withdrawals

Adjustments of tuition and fee charges for program withdrawal 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 program length, the amount of tuition refunded to the student is calculated as follows:

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

of days in session or term

For example, if a student withdraws on day #11 in a 56-day session, the % refunded is 80%

- If a student withdraws **after completing 60%** of the program length, 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 will not be 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

Students in the MS-HCL are expected to take 12 credits (two courses per session; four courses per 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 term must submit a written request to the program director outlining the reason(s) for the request prior to registration. Upon approval by the program director, 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 six credit hours per term during the program.
 - Students must take both courses during the first session of their first two terms simultaneously (501 & 502 and 503 & 504, respectively).

Non-Registration Policy

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 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 term without an approved plan will be considered to have withdrawn from the program and will need to conform to the UI&U Reinstatement / Readmission Policy. Students will be assigned to a new cohort matching their progress in the program and assume the new cohort's per-credit-hour tuition rate if any of the following criteria are met:

- Does not register for a course or drops more than one course in a 16-week term.
- Withdraws from the program and requests to be reinstated or readmitted.
- Fails to register for one academic term and requests to be reinstated or readmitted.

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

A student for various life or work reasons may need to not register (NR) for a session or term. If a student decides not to register:

- It is recommended that the student discuss that decision with the MS-HCL program director, and
- The program director is to be notified in writing outlining the reason for not registering and when registration in the program will resume.

Program Withdrawal

Tuition is partially reversed or refunded when students withdraw completely from the program prior to the end of the third week of a session. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal.

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.

Degree Requirements

Online Learning Environment/Courses

The university uses Brightspace for online course delivery and thus students access their courses via the Brightspace online management system. Each course is eight weeks in length and is assigned three graduate credits (unless otherwise specified). Students in the MS-HCL program typically take two courses concurrently.

Typically, instructors will assign readings from a textbook and/or scholarly journal readings, along with other educational materials such as PowerPoints, video clips, or pre-recorded or live lectures. There is also typically an online discussion forum within each course, where students interact with one another and with the instructor in order to deepen the understanding of the assigned material. Faculty assign grades based on criteria established for each assignment as outlined in the syllabus. Timely submission of work is a program expectation. Students should become familiar with each of their courses on Brightspace and know the expectations for each course. Each course will include a comprehensive syllabus that serves as the contract for the course and includes the learning outcomes and how these will be evaluated through the coursework.

Synchronous, online class meetings/webinars using advanced audio-visual conferencing technology are an important part of each course, and attendance at these is expected. These webinars require telephone, computer, and webcam connections for optimal engagement in the class meeting. These meetings provide the opportunity for important student-faculty and student-student interactions for the purpose of presenting new material, discussing course assignments and readings, and highlighting or clarifying learning concepts. Attendance at these is expected, and students are required to notify their professor in advance if they are unable to attend for some reason. Many instructors will record the meetings for students to view later, if unable to attend. Typically, online class meetings last from 60-90 minutes but can vary

depending on the course. Instructions for access to the online class meetings is provided in each course syllabus and reiterated on the course page.

Curriculum Sequence

The MS-HCL program adopts a cohort model, where students matriculate through a course sequence of required courses together as a cohort of peers. Below is the typical sequence of courses. Electives may be offered in the future and specific electives are not guaranteed to be offered each term (based on faculty availability and student interest).

Time Period	Curriculum Component	Time Period	Curriculum Component
Year 1 Semester A	Courses	Year 1 Semester A	Courses
Session 1	HCL 501 Health Care Leadership	Session 2	HCL 503 Health Care Policy/Advocacy
Session 1	HCL 502 Ethics in Health Care Settings	Session 2	HCL 504 Design Research
	HCL 550 Mentorship	16 Weeks	
Time Period	Curriculum Component	Time Period	Curriculum Component
Year 1 Semester B	Courses	Year 1 Semester B	Courses
Session 1	HCL 505 Program Evaluation	Session 2	HCL 508: Economics/Financial Management
Session 1	HCL 506 EHR & Information Systems	Session 2	HCL 510: Marketing and Communication/Disruptive Innovation Technology
	HCL 550 Mentorship	16 Weeks	
Time Period	Curriculum Component	Time Period	Curriculum Component
Year 1 Semester C	Courses	Year 1 Semester C	Courses
Session 1	HCL 507 Health Informatics: Role & Purpose	Session 2	HCL 511 Social Entrepreneurship
Session 1	HCL 509 Organizational Research, Analytics and Innovative Solution Building	Session 2	HCL 512 Capstone
	HCL 550 Mentorship	16 Weeks	

MS-HCL PROGRAM MODULES WITH COURSE DESCRIPTIONS

MS-HCL Course Descriptions for Term I

HCL 501 Health Care Leadership (3 credits)

There is no blueprint or a formula for transforming hospitals and health care systems from a focus on sick care model to one that is focused on wellness. Even more daunting is successfully leading complex health care organizations within community settings with stakeholders who have either conflicting or missing views on mission and vision for today's health care organizations. Under these current circumstances, leadership of health care systems and hospitals or even leadership within a department and a service line of a hospital requires creativity and innovation guided by a commitment to serving the needs of both the health care organization and the community. Therefore, this course is designed to examine roles and responsibilities of health care leadership; foster critical thinking about health care systems and organizational dynamics; survey the major schools of thought about leadership; and facilitate self-assessment and introspection about leadership that is tied to mentoring with senior health care leaders who can guide a personal and professional leadership development plan.

HCL 502 Ethics in Health Care Settings (3 credits)

While acknowledging the importance of legal statutes, principles of bioethics, and the role of compliance, this course will focus on the need for individuals working in any health care setting and for health care organizations to clearly articulate an ethical framework. This course examines the role of ethics in decision making processes within health care settings; emphasize the need for developing an ethical framework that reconciles competing values and a mindsets; and prioritizes how dwindling resources can be fairly allocated among a competing segment of health care stakeholders. Furthermore, this course will enable health care leaders to appreciate the complexities and the transformational nature of health care.

HCL 503 Health Care Policy/Advocacy (3 credits)

This course employs an interdisciplinary approach to health policy as it examines the social, environmental, economic and political factors that shape disease and health across societies. We will explore the role of the state and civil society in promoting health and providing care and consider the ways in which structural factors create and maintain health inequities and health disparities including those relating to race, ethnicity, gender, sexual orientation and social class. Students will learn how to use policy analysis and advocacy strategies to influence health policy decisions at the local, state, national or international level.

HCL 504 Design Research (3 credits)

The Design Thinking research method is an interdisciplinary approach to addressing challenges by applying the 4C's—collaboration, creativity, critical thinking, and communication—in order to develop new solutions to persistent health care problems. For too long, health care problems have been narrowly framed and conceptualized. As a result, the solutions that have emerged have been limited in scope. Design thinking is the methodology that may be used to introduce innovative, imaginative ways to the process of problem solving in order to produce results that are broad-ranging, impactful, and more relevant to the situation on hand. Health care professionals are challenged to continually redesign today's health care environment, which has been caught in the throes of rapid technological and consumer-driven changes. This course provides an overview of the design-thinking framework for health care management and innovation; uses case studies to examine issues related to health care management, innovation

and practice; and explores alternate pathways to problem solving in an industry that—historically—has been slow to change. Theory and practice will be seamlessly brought together to critically examine the emerging landscape of health care in the 21st century.

MS-HCL Course Descriptions for Term II

HCL 505 Program Evaluation (3 credits)

Within this course, students will incorporate skills in examination of multiple frameworks and methods used in designing program evaluations on a variety of policy issues including health and the environment. There is a focus on methods of evaluating program effectiveness, particularly within a changing health care industry and in light of social innovation and creative approaches to measuring program efficacy, as well as the fundamentals of types of program evaluation, designing program evaluation related to outcome data and ethical, political and cultural challenges when conducting program evaluation. A focus will be on health care development models, particularly those which are evidence driven in a variety of fields (such as public health, mental health, etc.) as these are important aspects of creative and strategic leadership within the health care field.

HCL 506 EHR & Information Systems (3 credits)

Electronic Health Records (EHRs) automate the activities of health care clinicians throughout health care systems, including physicians, nurses, physician assistants and health care administrative staff. The use of EHRs presents both challenges and benefits to patients and staff, including the collection and management of data, HIPAA requirements and security, integration across systems and facilities, and the overall changes in roles and responsibilities of health care staff and leaders. This course will focus on understanding EHRs and health informatics, uses of technology, collection of data, and obtaining the skills to successfully manage those who utilize these systems. This will include developing a robust understanding of the role and function of information technology in operations and the ability to analyze and evaluate information to support decisions or recommendations.

HCL 508 Economics/Financial Management (3 credits)

This course extends the concepts and insights addressed in HCL 503. With changing health care economics and reimbursement methods both on local and national levels, health care leaders must maintain an understanding of their internal financial management and be knowledgeable of how their organization organizes and reports financial data. Management and negotiation of insurance contracts, managing third party payers and addressing different and identifying innovative payment streams (in private and/or public sectors) is an important aspect of health care leadership. This will enable them to make financial decisions regarding the cost-effectiveness of their organization and understand the broader environment of funding health care services. This course will focus on foundational and advanced economic and financial management theories, principles and methods in health care financial management, as well as examine reimbursement methodologies, cost allocation strategies, and risk sharing.

HCL 510 Marketing and Communication/Disruptive Innovation Technology (3 credits)

This course provides students with a thorough understanding of traditional and non-traditional marketing methods (such as social media) enabling them to manage the development and deployment of their business models. This will include the overall design, development and implementation of marketing strategies commensurate with their strategic plan to lead within health care organizations. The course will review the role of the disruptive innovation model and how these approaches specifically apply to health care allowing them to attract new consumers while continuing to support their existing clientele.

MS-HCL Course Descriptions for Term III

HCL 507 Health Informatics: Role & Purpose (3 credits)

Leaders within health care organizations, whether they manage for-profit, nonprofit or government organizations, must be business savvy while being socially responsible. Accessing available information and understanding that data works to drive improvements in health care and demonstrate efficacy to payers is a crucial aspect of health care leadership. In light of global economic strategies and world health care trends, this course addresses complex issues pertaining to organizational operations, financial management, and organizational performance within the health care industry. Central to this examination is the use of organizational research and statistics in forecasting, strategic planning, problem solving, critical decision making and innovation. This course will help students better understand the existing data related to population health and to build upon this data to impact issues of health care disparities within the population and how to meet the needs of the community served.

HCL 509 Organizational Research, Analytics and Innovative Solution Building (3 credits)

Organizational analytics that draw upon quantitative and qualitative data is critical for leading and successfully analyzing health care operations, making decisive decisions, and innovatively solving problems. Building upon work in HCL 506 and HCL 507, this course synthesizes the learning about research methods throughout the program, as well as further prepares students to develop and utilize various forms of data collection, statistical analysis, and reporting to make organizational decisions and the needed changes to health care organizational operations, with a focus on developing leadership skills to enhance creative solutions to problems within the health care field.

HCL 511 Social Entrepreneurship (3 credits)

Social entrepreneurship is emerging as an aspect of organizational leadership that is important within the health care field, as these methods help address social and environmental challenges. Social entrepreneurship marries the business realities of health care organizations and the need to contribute to the social good. Effective leaders are challenged to fulfill a mission of addressing the needs of the surrounding community and social environmental challenges while also operating organizations in a fiscally responsible manner. More than ever, health care leaders are charged with finding opportunities and stepping beyond the traditional profit-driven business models and engaging in innovative problem-solving approaches. This course will introduce these concepts and tools needed to operate in today's health care landscape while encouraging students to find ways to fulfill the health care needs of a population while also engaging in sustainable economic practices.

HCL 512 Capstone (3 credits)

The MS-HCL program invites students to identify a problem related to their own real-world organization or experiences and work on generating innovative solutions to address this problem by generating practical, applied and creative strategies. Work is ongoing throughout the program and culminates with a graduate level capstone project that demonstrates one's knowledge and practical skills in the field of health care leadership and addressing the health care problem they have been grappling with over the course of the program. The project draws upon and integrates conceptual and analytical work throughout the program. The capstone project is designed to engage in research and analysis that describes one's own perspective on health care leadership and how today's leader enables health care organizations to operate effectively and creatively to meet both short term and long-term challenges.

HCL 550 Mentorship (0 credits)

Students register for this course each term to coincide with the mentorship experience. It is expected that students meet or have contact with their mentors at least monthly. Mentor meetings will focus on developing ideas and social processes, as well as financial perspectives important to support and create change. Other key foci will be on developing the personal and interpersonal skills necessary in creating change and developing into an effective leader. Methods of mentoring may include discussion, case study analysis, development of strategic plans, addressing competencies and responding to semi-structured prompts. Students will be expected to create a summary of each meeting, documenting the process and progress of the mentoring experience. This work will be documented in an e-portfolio, which will allow the university to follow the progress of the mentor relationship and the student's developmental progress, is tied to program competencies and will serve as a culminating artifact at the end of the program.

Mentorship Requirement/E-Portfolio

The mentorship component of the Master of Science with a major in Health Care Leadership Program is a central strategy in connecting the course-based learning to real world scenarios. The mentoring relationship provides an opportunity to develop and expand one's skills as health care leaders and professionals. Requirements, expectations and the procedures for selecting, arranging and evaluating mentorship arrangements are described below.

Mentor Qualifications:

Qualified mentors will be experienced in the health care field and have a solid understanding of the many needs of developing leaders. They must demonstrate a willingness and excitement to participate in the professional growth of emerging leaders.

Whereas faculty work with students to develop knowledge and content within courses, the focus of the mentor will be on developing the professionalism and applying their knowledge to the real world, which is essential to leadership success. Requirements include the following:

- Must be currently working as a health care professional/leader.
- A minimum of 10 years working experience in the field.
- Willingness and ability to commit to one year of working with a mentee, while maintaining at minimum once per month contact via telephone or in-person with the student, and providing feedback to the program at scheduled intervals.

Selection and Assignment of Mentors

There are two primary means of establishing the Mentor/Mentee relationship. The student may either be assigned a mentor through an established mentorship program (such as the ACHE Mentorship program) or they may identify a qualified individual who meets the Mentorship requirements and is approved by the Program Director or Mentorship Coordinator.

1. ACHE Mentorship Program

- Students may want to establish mentorship through national mentorship matching programs. The American College of Health Care Executives (ACHE) helps match mentees with mentors and has an established process of recruiting and vetting qualified mentor volunteers and matching them with protégés. While there is not a fee for the mentoring service, students do need to be members of ACHE in order to participate in the match. Students are responsible for any associated fees.

2. Student Selection (subject to program approval)

- If students wish to arrange for a mentor through their organization or other contact, they may explore this option. Potential mentors must complete a Mentor Profile (to include work history, geographic location, contact information, work history and experience, and why they want to engage in the mentoring process).
- The potential mentor must submit a current resume that reflects a minimum of 10 years of experience in the health care field and current employment as a healthcare professional/leader.
- A phone interview will be scheduled between the potential mentor and the Program Director or Mentorship Coordinator. The purpose of the phone call is to discuss expectations, establish rapport with the mentor and determine that the potential mentor is an appropriate match for the student (i.e. not engaged in a dual role relationship, etc.).

Structure of Mentorship Arrangement

Students will register for Mentorship each term (16 weeks); 0 credits. Each student is matched with a Mentor prior to beginning the program. In the case where a student is admitted to the program with little time before the term begins, a decision will be made to either defer to the following term or establish a mentor relationship with approval prior to (or as soon after) the beginning of the program, with the discretion of the program director.

Once a mentor is assigned, a Mentorship Agreement will be signed by the student, mentor and Program Director or Mentorship Coordinator. A “Mentorship Developmental Guide” with established objectives for each stage of the mentorship relationship will be given to the assigned mentor. Additional information and forms are available in the Mentorship Handbook. It is expected that students meet or have contact with their mentors at least once per month.

Mentor meetings will focus on developing ideas and social processes, as well as financial perspectives important to support and create change. Other key foci will be on developing the personal and interpersonal skills necessary in creating change and developing into an effective leader. Methods of mentoring may include discussion, case study analysis, development of strategic plans, addressing competencies and responding to semi-structured prompts.

Students will be expected to create a summary of each meeting, documenting the process and progress of the mentoring experience. This work will be documented in an e-portfolio, which will allow the university to follow the progress of the mentor relationship and the student’s developmental progress, is tied to program competencies and will serve as a culminating artifact at the end of the program. Each mentoring session entry should include the following.

- Agenda items or topics discussed
- Impressions or reflections on the meeting
- Items for future meetings or implementation

Evaluation/Feedback Process

- ***Initial Assessment:*** To gauge the longitudinal impact of mentorship on the student, each entering student will be expected to complete the ACHE self-assessment at the start and at the end of the program. Both the pre- and post-degree completion assessments will be part of the student’s e-portfolio.
- Furthermore, the entire cohort of mentees and mentors will be provided an orientation to the program and the crucial contribution of the mentoring program to the development of successful leadership skills.

- In addition, the Program Director or Mentorship Coordinator will contact both the mentor and the student within the first month of beginning the program to discuss the initiation of the mentoring. If any problems are identified they will be either remediated or if this is not possible/practical then the student will be reassigned to another mentor.
- **End of Term Assessments:** At the end of each 16-week term (fall, spring, summer), mentors and students will be asked to complete an evaluation of the mentorship process to date. Both will cosign the assessment and discuss any areas of concerns as well as areas of strengths. This feedback should be used to inform and improve the process. The assessment tool to be utilized is the most current version of the American College of Health Care Executives (ACHE) Competency Assessment Tool, which will be stored in the student's e-portfolio. The assessment will be reviewed by the Mentorship Coordinator or Program Director. If problems are identified, he or she will contact the mentor and the student and discuss any issues that need resolution.

Capstone Project

Overview of Capstone Project

The MS-HCL program concludes with a graduate level capstone project that demonstrates one's knowledge and practical skills in the field of health care leadership. The project draws upon and concludes conceptual and analytical work done during the program. The capstone project is designed to engage in research and analysis that describes one's own perspective on health care leadership and how today's leader enable organizations to operate effectively and creatively to meet both short term and long-term challenges.

Capstone Project Components

The MS-HCL Capstone Project has two components.

1. Strategic Health Care Leadership Perspective: a conceptual component on strategic leadership within the health care field.
2. Case Study Analysis: a practical application of problem solving related to a selected issue in health care.

Project Format Guidelines

The Capstone Project is completed within the HCL 512 course that is taken during the last term of the program and is a three-credit-hour course. The instructor of this course will oversee the process, meet with students regarding their individual projects, provide consultation and direction as needed and determine the final grade for the project.

Institutional Review Board

For those MS-HCL students who elect to undertake traditional research with human subjects (use of an experimental model) to be incorporated into their capstone, approval of the Institutional Review Board must be obtained. The Union Institute & University Institutional Review Board (IRB) must review and approve all research designs that involve human participants. Information on the IRB process is available at: www.myunion.edu/irb.

Student Evaluation of Faculty

Students provide input to faculty members regarding their effectiveness in a number of ways. At the completion of each academic course, students are invited to participate in a formal evaluation process, providing feedback about the course and the instructor. These evaluations

are anonymous and are completed online. Feedback involves quality ratings on many dimensions of the course and the instruction and allows students to provide written narrative comments on the helpful and less helpful aspects of each course. These course evaluations are read by the Program Director, with a goal of evaluating instruction and making improvements to coursework and teaching.

There will be a required mentor evaluation/feedback at the end of each term.

Satisfactory Academic Progress Standards

Satisfactory Academic Progress Review

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 MS-HCL program.

Academic Probation

Faculty in consultation with the program 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 and regularly thereafter (a minimum of twice per month). 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 recommended to the Provost/VPAA for dismissal from the MS-HCL program.

Under special circumstances, and only upon review and approval from the director, the monitoring period may be extended an additional term should there be evidence of academic improvement. Such an extension must be initiated by the student, with the support of the student's faculty and program advisor, in a formal written request sent to the MS-HCL program director.

In addition, the financial aid office will be notified of the student's probationary status. Financial aid recipients must make satisfactory academic progress toward a degree in order to receive institutional, federal, and/or state aid. Questions about financial aid status should be directed to the Office of Financial Services. A student who is making satisfactory academic progress by the end of the probationary term will be removed from academic probation and financial aid warning.

Readmission after Dismissal for Unsatisfactory Academic Progress or Conduct

A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want to return to the

university must re-apply and be accepted after a program director's or program chair's review on a case-by-case basis.

A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

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.

SAP Qualitative Component

The SAP qualitative components include the following.

- Students enrolled in the MS-HCL program are required to maintain a minimum 3.0 cumulative grade point average (GPA) in order to meet the qualitative component of the MS-HCL 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 assigned, a special review is called and the student will be placed on academic probation for one term. (See "Academic Probation" below.) If a student's progress remains unsatisfactory at the end of the probationary period, the student may be recommended for dismissal from the program.

SAP Quantitative Component

The SAP quantitative component includes a maximum time frame (four years from the original date of enrollment) and minimum earned credit hour completion requirements (36 credit hours) in order to complete the MS-HCL program within the expected time frame. Students enrolled in the MS-HCL program must successfully complete or earn 67% of all credit hours attempted in order to meet the quantitative component of the MS-HCL SAP policy. Credit hours for incomplete courses are counted in attempted credit hours. Credit hours for withdrawn courses are counted in attempted credit hours. If a student fails to meet either of these criteria, the student may be recommended for dismissal from the program.

Minimum/Maximum Time Frame

The MS-HCL program is a minimum of 12 full-time academic months of graduate study at Union Institute & University. The MS-HCL program is a 36-semester credit hour degree program. The maximum time frame 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 MS-HCL program must successfully complete or earn 67% of all credit hours attempted in order to meet the quantitative component of the MS-HCL. 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 MS-HCL 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, clinical presentations, and/or demonstrations of clinical skills. If course requirements are unclear, discuss them with the professor and/or academic advisor.

The MS-HCL 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.

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. 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	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. 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. 4.0 Quality Points
A-	Criteria for A work not fully met. 3.70 Quality Points

B+	Criteria for B work is more fully met. 3.30 Quality Points
B	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. 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. 3.0 Quality Points
B-	Criteria for B work not fully met. 2.70 Quality Points
C+	Criteria for C work is more fully met. 2.30 Quality Points
C	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: <ul style="list-style-type: none"> • Student has missed up to 15% 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>
S	HCL 550 Mentorship is graded on a Satisfactory/Unsatisfactory basis. Academic work receiving an S is equivalent to a B or better at the master's level. 0.00 Quality Points and does not calculate into the GPA.
U	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: <ul style="list-style-type: none"> • Student has missed more than 50% of the course teleconferences and/or 25% 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.

	<ul style="list-style-type: none"> • Student does not complete 60% of the academic work. • Student is chronically ineffective in managing either their time or other resources for completing coursework. <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 coursework during a session. 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. 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 session 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 hours earned. The MS-HCL 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 session for a student who neither attends nor engages in a registered class.</p>
V	<p>Vanished: A V attendance indicator will be assigned six weeks after the beginning of a session by the program director 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.</p>

Incomplete Grade Policy

If an MS-HCL 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 be granted an Incomplete (I) grade. The student will then have eight weeks following the session to complete the coursework. Incompletes (I) are awarded when illness, accident, or other serious extenuating life or work circumstances make it impossible for students to complete required coursework 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.

- A grade of Incomplete (I) must be requested by the student by the faculty's grade deadline at the end of the session.
- Incompletes are normally granted only when students have completed at least 67% of the course with a passing grade. (When less than 50% of a course has been completed, students will usually have to repeat the course, at the discretion of the instructor.)
- 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.
- 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.

Repeating of Courses

Students receiving an Unsatisfactory (U) grade in any required course must repeat the course. If the U course is an elective, the student is permitted to register (and pay) for another elective course in order to fulfill the requisite credit hours degree completion requirement. If a student has two grades of C on their transcript, and permitted to remain in the program, the third C will require that one of the three courses be repeated with an earned grade of B or better. A student is allowed no more than two standing C grades in any courses applied toward the MS-HCL degree completion requirement.

Graduation Requirements / Commencement

Graduation

Once all program requirements have been completed, the student must formally apply for award of the degree by submitting an application form, including all requisite forms. The program will review the academic file, notifying the student of any deficiencies that must be remedied. If all records are in order, the program will recommend to the registrar awarding of the degree. The MS-HCL degree will be awarded only after all academic, financial, research, and project related program requirements have been successfully completed, including:

- A minimum cumulative grade point average of 3.00;
- Successful completion of the capstone project, e-portfolio requirements;
- All financial obligations to the institution have been met; and
- Required graduation forms have been completed and submitted to the program director.

When all academic requirements for the degree have been met and final evaluations and forms for graduation have been provided to the Program Director, the student's graduation paperwork, and approved the student for graduation, the recommendation is reviewed by the Program Director and then sent to the university registrar with recommendations for graduation.

The conferral date is the last day of the month of the student's last term of registration. The final transcript and diploma will be released from the Registrar's Office when all academic and

financial clearances have been completed. UI&U does not award academic honors at graduation.

Commencement

MS-HCL graduates are invited to participate in their regional commencement ceremony (Florida or California) or the National Commencement Ceremony held in Cincinnati, Ohio. MS-HCL 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.

Eligible candidates to participate in a commencement ceremony will be mailed a Petition to Participate from the MS-HCL program advisor.

Program Costs for 2020-2021

Program: Master of Science in Health Care Leadership		
Total Credit Hours: 36		
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021		
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021		
Approximate No. of Weeks in Academic Program: 48		
CIP Code: 51.0701		
Tuition (Per Credit): \$600.00/Credit Hour Credits for Degree: 36	Tuition Cost: \$21,600.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (36 Credits x \$600) + (\$264 Tech Fee + \$1,800 Est Book + LT \$192)**	= \$23,856.00	*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 \$1,000.00)		
<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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (MSOL)

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

Program Director: Nadine C. Wheat, Ph.D., MBA

This program is permitted to be offered in a hybrid format to residents in Florida, 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 a student success coach to determine whether your state's regulations will allow you to enroll in this program.

SOC Codes: 11-1000 Top Executives; 11-1020 General and Operations 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; 11-9151 Social and Community Service Managers; 21-2011 Clergy.

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: None.

Formats: Distance learning (online) or Hybrid (online and face-to-face) delivery (in certain states). A hybrid delivery of the MSOL program will be offered if there is a minimum of six students for each new cohort. Cohort model with a virtual learning community.

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.

Minimum Time to Degree: 12 months.

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

Major for the Program: Organizational Leadership.

The annual program calendar, tuition and fees, and registration policies are available on the website at <https://myunion.edu/future-students/funding-your-future/>

Program Mission and Vision

- Couple business entrepreneurship with social innovation.

- Develop and empower innovative solution-building leadership for an interdependent world.
- 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 Learning Outcomes

The MSOL program enables students to:

- Develop a sustainable strategic management approach that is coupled with a proactive succession planning philosophy.
- Utilize leadership perspectives and skills in devising strategies that integrate social innovation and enhancement into an organization's goals, mission, culture, products, services, and community relationships.
- Devise management approaches and operational processes rooted in:
 - Organizational alignment principles.
 - Collaborative workforce engagement practices.
 - Meaningful work principles.
 - Organizational partnerships and knowledge networks.
 - Making critical decisions from a global perspective and understanding those decisions' ramifications including analyzing complex situations from an interdisciplinary perspective.
 - Building innovative solutions that benefit all stakeholders.
 - Implementing action plans and processes.
- Develop a professional image and work style grounded in leading with professional integrity and a sense of ethical organizational power.

Program Description

Building upon one's professional expertise and experience, the Master of Science in Organizational Leadership (MSOL) degree is an interdisciplinary program providing professionals with knowledge of current trends and practices in entrepreneurial leadership and socially responsive organizational behavior, while developing their skill set to innovatively lead high-performing organizational operations in challenging global, social, and business arenas. Students benefit from an in-depth curriculum and its critical focus on three forms of leadership: Innovative Leadership, Networking Leadership, and Analytical Leadership.

Issue and Solution Building Centric Learning

Throughout the program, students draw upon their own experience and utilize their workplace as a laboratory to understand concepts, critically examine issues, devise viable practices, and execute adaptive strategic plans. They are encouraged to work on actual issues they are facing in their organizations and explore potential ways to resolve them. In this manner, students are able to readily integrate their learning into their careers and current jobs.

When analyzing and developing the chosen professional and workplace issue, social ramifications and the wider community impact of the practice are also explored and integrated into the solution and/or new practice.

Transformative Learning Process

The program has a holistic and transformative learning approach. This method enables professionals to expand their leadership and performance by broadening and refining their knowledge, skill set, and professional confidence and character.

- Each course has learning objectives in three areas: **knowledge, skills, and professional confidence and character**. Particular attention is given to the development of students':
 - Systemic and integrative thinking skills.
 - Innovative and sustainable solution-building skills.
 - Collaboration and networking abilities.
 - Cultural sensitivity.
 - Sense of ethics and justice.
 - Socially responsive decision making skills.
- Integrative learning processes and activities are utilized to enable students to develop original concepts and practical applications and to more fully incorporate learning into their professional outlook and practices.

Integrative Systems Thinking Approach

At the core of the learning process are **systems thinking and analysis principles**. This perspective naturally flows from the program's interdisciplinary approach. When joining the above interdisciplinary analysis model with systems analysis, **an integrative solution-building approach** emerges which enables leaders to formulate forward-thinking strategies and sustainable action plans.

Applied Research and Application

Students learn research methodologies and approaches that can be practically applied in their professions. Instead of a single course focused on research methods, students learn research concepts and approaches and apply them throughout the program. Each course develops analytical and research skills, as well as explores methodologies through the varied types of analyses and assignments utilized to critically examine course concepts and issues.

Program Portfolio

The major course deliverable is the **Program Portfolio** consisting of designated artifacts from each course, each accompanied by a 1 to 2-page reflective statement as to why the portfolio achieved the outcomes of the course, how it related to you both personally and professionally, and its potential impact for your career in the future.

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 eight-week session, completing the 36 credit hours in 12 months. MSOL online students have three (3) synchronous online webinars for each course during each session.
- 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. For specifics on part-time enrollment, see Non-Registration / Part-time Status Policy below.
- Due to the modular design of the program and the interconnected instructional format of the courses, transfer credit is not permitted. If, in the future, concentrations are developed for the MSOL program, appropriate transfer credits may be considered and potentially applied to the concentration.

Instructional Delivery Models

The MSOL course-based instruction is delivered through either fully-online courses, or a blended/hybrid model (in certain states) using two or more delivery options, and/or in some cases, via faculty-guided directed study. 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 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.

Registration

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

Upon entry to the program, each student is assigned a student success coach 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 student success coach 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 coach also conducts any reviews with their advisee. Please note that while a student can always consult with their coach, 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 coach.

Registration is completed online on CampusWeb in web course registration and submitted to the coach for approval. Instructions are found on the MSOL website and on the web registration site.

- Students register prior to each term in CampusWeb through web registration. Registration is initiated by the student and must be approved by the student success coach. When web registration closes, any registration changes need to be approved by the coach and submitted to the Registrar's Office.
- A student's registration through web registration must be approved by the student success coach before financial aid will be disbursed.
- **Students with past due balances must obtain financial clearance from the Business Office prior to the term start date.**

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.

Due to the nature of the MSOL program modular design, interrelationships of course topics, and instructional style, full-time students must register for two courses during an eight-week session. Students enrolling part time develop a written plan of completion outlining how the student will complete the program term-by-term, with all registration requiring their coach’s approval (see below: Part-time Status).

The MSOL program is a three-module cohort program with a total of 12 courses and 36 credit hours. Students follow the course sequence as established. Registration is initiated by the student. Direct registration questions to the MSOL program office.

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 eight-week session. Courses may be dropped during the first 15 days of an eight-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, the date of an email request or phone call received by the student success coach or the Registrar’s Office.
- **Academic withdrawal policy:** Students may withdraw through the last day of each session by notifying their student success coach 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 Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop any courses. All drop/add requests must be approved by the student success coach.

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 eight-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 following:
 - The date the student notifies the university.
 - The ending date of the previous session if the student fails to register for a new session.
 - 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, after consultation with their 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.

TUITION COHORT RATE

Tuition and fees remain the same for each new cohort group (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.

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 eight-week session start date if applicable.

ADJUSTMENTS OF TUITION AND FEE CHARGES FOR PROGRAM WITHDRAWALS

Adjustments of tuition and fee charges for program withdrawal 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 program length, 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 percentage refunded is 80%.

- If a student withdraws **after completing 60%** of the program length, 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 will not be 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 MSOL 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 student success coach 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 nine credit hours per semester during the program.
 - Students must take both courses during the first session of their first two terms simultaneously (601 & 602 and 605 & 606, respectively).
 - 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 cohort matching their progress in the program and assume the new cohort's 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.
 - 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 MSOL program.

Annual Review

At the end of each 16-week term, student success coaches 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 MSOL degree.

A special review may be called by a student, director, or the coach 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 MSOL program are required to maintain a minimum 3.0 cumulative grade point average (GPA) in order to meet the qualitative component of the MSOL 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 MSOL program is contingent not only upon successful completion of academic coursework 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 to 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.

Readmission after Dismissal for Unsatisfactory Academic Progress or Conduct

A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want to return to the university must re-apply and be accepted after a program director's or program chair's review on a case-by-case basis.

A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

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 MSOL program is a minimum of 12 full-time academic months of graduate study at Union Institute & University. The MSOL program is a 36-semester credit hour degree program. The maximum time frame 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 MSOL program must successfully complete or earn 67% of all credit hours attempted in order to meet the quantitative component of the MSOL 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 MSOL 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, clinical presentations, and/or demonstrations of clinical skills. If course requirements are unclear, discuss them with the professor and/or student success coach.

In addition to a letter grade recorded on the transcript, students will receive a written evaluation by the course instructor (see the program handbook for the Student Academic Grade and Competency Evaluation Form, detailing evaluations of examination performance, classroom participation, leadership ability, interpersonal effectiveness, and/or writing and verbal communication skills). All narrative content will be related to specific goals, objectives and competencies, as specified in the course syllabus.

The MSOL 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	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. Academic work reflects thorough and 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. 4.0 Quality Points
A-	Criteria for A work not fully met. 3.70 Quality Points
B+	Criteria for B work is more fully met. 3.30 Quality Points
B	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. 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. 3.0 Quality Points
B-	Criteria for B work not fully met. 2.70 Quality Points
C+	Criteria for C work is more fully met. 2.30 Quality Points

<p>C</p>	<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% 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>
<p>U</p>	<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% of the course teleconferences and/or 25% 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% of the academic work. • Student is chronically ineffective in managing either their time or other resources for completing coursework. <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 coursework 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 hours earned. The MSOL 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>
V	<p>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.</p>

Incomplete Policy

If an MSOL 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 coursework.

Incompletes (I) are awarded when illness, accident, or other serious extenuating life or work circumstances make it impossible for students to complete required coursework 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% of the course with a passing grade. (When less than 50% 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

Upon successful completion of all academic MSOL program requirements, a minimum of 36 semester hours and a cumulative grade point average of 3.00, 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 final transcript and diploma will be mailed to the graduate when all academic and financial clearances have been completed.

Commencement

MSOL graduates are invited to participate in their regional commencement ceremony (Florida or California) or the National Commencement Ceremony held in Cincinnati, Ohio. MSOL 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 MSOL 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.

Program Format

The program is comprised of three integrated semester-long modules. The four courses that comprise each module, while individual courses, are interconnected and developed as a single unit. Instructors work as a team, critically examining and applying interrelated concepts and practices. Syllabi are written in a complementary fashion so topic discussions, issue analysis, and assignments span across the courses. The modules are:

- The Innovative Leader
- The Networking Leader
- The Analytical Leader

The 12 core courses are:

The Innovative Leader

- LDR 601 Leading Complex Organizations: An Entrepreneurial Perspective
- LDR 602 Professional Ethics: Organizational Integrity in an Age of Globalization
- LDR 603 Managing Talent: Engaging a Diverse Distributed Workforce
- LDR 604 Organizational Research, Analytics, and Innovative Solution Building

The Networking Leader

- LDR 605 Organizational Communication: Agile Organizational Structures, Social Networks, and Partnerships
- LDR 606 Leveraging Technology: Strategic Information, Communication, and Collaboration Systems
- LDR 607 Collaborative Work Environments: Telework, Teams, and Conflict Management
- LDR 608 Leading Knowledge Workers: Organizational Knowledge Sharing Cultures and Systems

The Analytical Leader

- LDR 609 Strategic Analysis and Operations in a Global Economy
- LDR 610 Organizational Development: Innovation, Change Management, and Design Thinking
- LDR 611 Responsible Organizational Governance
- LDR 612 Leading Strategically and Implementing Succession Planning Processes

Learning Community and Collaborative Professional Network

The MSOL program's learning process is not structured around faculty or professionals delivering concepts or training on best practices. It is founded in collaborative discovery, inquiry, experimentation and innovation.

The MSOL program is rooted in professionals becoming members of a distributed learning community and a professional network. MSOL students are peer learners who join scholars and other professionals in:

- An existing critical examination and conversation about entrepreneurial leadership, organizational innovation, current social and business challenges and issues.
- Practical efforts to address world concerns in a socially responsible way.

At the time of acceptance, students are oriented into this dynamic and ongoing community and network.

MSOL Program Modules with Course Descriptions

All courses are available in online format or for Florida residents in hybrid or online format.

Module 1 Theme: Innovative Leadership

Term I Session I

LDR 601 Leading Complex Organizations: An Entrepreneurial Perspective

Organizations continuously evolve to effectively operate in an interdependent global, social, and economic environment. Today's leader is called to be an integrative thinker who can envision the future, think outside-of-the box, and be willing to try alternative possibilities. With entrepreneurial leadership development as the focus, this course critically examines the networked nature and dynamics of contemporary organizations and the needed qualities and skills to innovatively lead them, manage their diverse workforces, orchestrate their inter-organizational partnerships, and establish vibrant community relationships.

LDR 602 Professional Ethics: Organizational Integrity in an Age of Globalization

As explored in LDR 601, organizational leaders face complex situations and make decisions that have long-term effects for a wide range of local and global stakeholders, including the environment and future generations. Through examining current organizational issues and challenges, this course examines how to practically analyze situations and make decisions grounded in professional ethical principles and strategies, organizational integrity, socially responsible practices, sustainability principles, social justice perspectives, and how to become a contributing community partner. Central to this course is the refinement and articulation of one's own professional code of ethics and the principles that guide it.

Term I Session II

LDR 603 Managing Talent: Engaging a Diverse Distributed Workforce

One of the greatest challenges for current leaders is to attract and retain highly talented and creative employees, as well as to manage them in a distributed work environment in a manner that engages them to fully utilize their expertise. With human resource management concepts and processes as the backdrop, this course discusses the essential collaborative managerial qualities, skills, strategies and practices needed to develop a dynamic, innovative and highly motivated workforce. Central to this discussion is the ethnically diverse nature of the workforce, how to lead across cultures, and ways to address the challenges posed by four generations with differing work styles working side by side.

LDR 604 Organizational Research, Analytics and Innovative Solution Building

Organizational analytics that draw upon quantitative and qualitative data is critical for leading and successfully analyzing operations, making decisive decisions, and innovatively solving problems. This course synthesizes the learning about research methods done throughout the program, as well as further prepares students to develop and utilize various forms of data collection, statistical analysis, and reporting to make organizational decisions and the needed changes to organizational operations.

Module 2 Theme: Networking Leadership

Term II Session I

LDR 605 Organizational Communication: Agile Organizational Structures, Social Networks, and Partnerships

Leading organizations today involves facilitating a web of internal and external networks that form as needed. With social networking and organizational partnerships as the backdrop, this course explores the dynamics of organizational communication and the advantages and disadvantages of hierarchical, relational, networking and culture-based approaches. Central to this exploration is enabling students to determine the appropriate organizational communication structures and communication processes needed for an organization to effectively function, be adaptive and innovative, and best serve its customers or clientele.

LDR 606 Leveraging Technology: Strategic Information, Communication and Collaboration Systems

Organizations are collaborative information enterprises that utilize technology to communicate and network people and partner with other organizations. Leaders must leverage technology and information to improve organizational performance. Building upon LDR 603 and LDR 605, this course explores the vital role technology plays in daily organizational decision-making, operations, teamwork, and supply chain management. Central to the discussion is how managers and information technology professionals can work together to design and implement effective information and collaboration systems that enable strategic business analysis and planning, increase workplace productivity, enhance worker performance, create dynamic knowledge management systems, and improve the quality of the work environment.

Term II Session II

LDR 607 Collaborative Work Environments: Telework, Teams and Conflict Management

Organizations are distributed enterprises with both human and technological infrastructures. With organizational collaboration as the backdrop, this course expands upon the distributed workforce concepts and issues examined in LDR 603, focusing on the challenges of managing a diverse distributed workforce utilizing various forms of technology. Central to this discussion is a critical examination of telework, the virtual office, distributed team configurations, group development in non-co-located work environments, team conflict resolution processes, and outsourcing strategies.

LDR 608: Leading Knowledge Workers: Establishing Organizational Knowledge Sharing Cultures and Systems

There has been a shift from an information age to a knowledge age. Innovative leaders create cultures that foster and reward knowledge sharing, generation and application. This course builds upon the Innovative Leadership Module and draws together the core concepts and competencies examined in the LDR 605, LDR 606 and LDR 607 courses. Its primary focus is on enabling students to expand their skills as leaders of knowledge workers. Central to this leadership development process are students expanding their networking skills. These networking opportunities enable knowledge sharing, ongoing learning, and the formation of communities of practice.

Module 3 Theme: Analytical Leadership

Term III Session I

LDR 609 Strategic Analysis and Operations in a Global Economy

Leaders, whether they manage for-profit, nonprofit or government organizations, must be business savvy while being socially responsible. In light of global economic strategies and world trends, this course addresses complex issues pertaining to organizational operations, financial

management and organizational performance. Central to this examination is the use of organizational research and statistics in forecasting, strategic planning, problem solving, critical decision making and innovation.

LDR 610 Organizational Development: Innovation, Change Management, and Design Thinking

To remain viable and resilient, organizations must continuously grow and, at times, even transform themselves into something new. Critical to this process is establishing a culture of innovation supported by entrepreneurial leadership that fosters ongoing learning, the ability to thoughtfully experiment, and a willingness to challenge the status quo. Integrating the organizational concepts, human resource management philosophies and leadership practices explored in the other Innovative Leadership Module courses, this course focuses on leading strategic organizational change and development, including utilizing design-thinking principles in envisioning and creating change, formulating strategies, and implementing organizational initiatives.

Term III Session II

LDR 611 Responsible Organizational Governance

Organizations, being legal entities and accountable civic members, must adhere to the regulations, laws, ordinances and policies that govern the society in which they reside. This is complex and challenging because organizations operate in a global arena with diverse standards. With current issues, laws and legal rulings as the backdrop, this course explores the principles of responsible organizational governance, discusses how organizational leaders can ensure that ethical governance processes and policies can be developed, communicated, and implemented, and how organizational decisions and operations can be properly monitored.

LDR 612 Leading Strategically and Implementing Succession Planning Processes

Strategic leaders make decisions that are aligned with the organization’s mission. Each decision moves the organization toward its target goals and serves its clientele. This course builds upon the preceding Innovative Leadership and Networking Leadership Modules and draws together the core concepts and competencies examined in the LDR 609, LDR 604 and LDR 611 courses. Its primary focus is on organizational strategic leadership models and practices fundamental to working in an interdependent global setting. Central to this concluding discussion is the exploration of sustainable strategic management principles, successful execution of strategic plans, and the value of grooming high-potential candidates for future organizational leadership opportunities.

Program Costs for 2020-2021

Program: Master of Science in Organizational Leadership
Total Credit Hours: 36
Enrollment Agreement Period: Academic Year July 1, 2020 – June 30, 2021
Start Date: 8/31/2020 or 10/26/2020 = Fall 2020; 1/4/2021 or 3/1/2021 = Spring 2021; or 5/3/2021 or 6/28/2021 = Summer 2021
Approximate No. of Weeks in Academic Program: 48
CIP Code: 52.0213

Tuition (Per Credit): \$600.00/Credit Hour Credits for Degree: 36	Tuition Cost: \$21,600.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$88 full time	+ \$264 for 3 terms	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$1,800 for 3 terms, \$600 per 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 \$1,000.00)		
<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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

DOCTORAL DEGREE PROGRAMS

DOCTOR OF PHILOSOPHY IN INTERDISCIPLINARY STUDIES

Provost/Vice President for Academic Affairs: Nelson Soto, Ph.D.

Interim Dean: Jennifer Raymond, Ph.D.

Program Overview

Credits to Degree: 66 semester hours (academic year: 52 weeks; program length: 156 weeks).

Transfer Credits: Up to nine semester credits..

Calendar: The academic year is defined as two terms. A term equates to six months. There are two six-month terms with enrollment dates in July and January.

Minimum Time to Degree: 36 months; maximum seven years.

Full-time Status: Nine semester hours.

Less than Full-time Status: Six semester hours.

Concentrations:

- Educational Studies
- Ethical and Creative Leadership
- Humanities and Culture
- Public Policy and Social Change

Certificate Programs available within the Ph.D. degree:

- Creative Writing
- Design Thinking
- Educational Leadership
- Ethics and Philosophy
- Executive Leadership
- Museum Studies
- Women's and Gender Studies

This program is permitted to be offered in a hybrid format with travel residency requirements. Please check with a student success coach to determine whether your state's regulations will allow you to enroll in this program.

Academic Program Location

Ph.D.

440 East McMillan Street

Cincinnati, OH 45206

Phone: 800.861.6400 ext. 1237

<https://myunion.edu/academics/doctoral/>.

The UI&U Doctor of Philosophy in Interdisciplinary Studies Student Handbook is available on CampusWeb at https://campusweb.myunion.edu/ICS/Offices/Office_of_the_Registrar/. Students should refer to the Ph.D. program handbook for a more in-depth description of requirements involving the comprehensive examination and proficiency review process and procedures, plus all phases leading up to the dissertation manuscript and dean's review.

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

Ph.D. Program History and Mission

Since its inception five decades ago, Union Institute & University's Ph.D. program has been committed to providing interdisciplinary and socially relevant doctoral education for adult students pursued within the context of a mentoring-based pedagogy and through the development of individualized programs of study and research.

The Ph.D. program's commitment to interdisciplinary and socially engaged knowledge remains a driving part of its mission and vision. The distinctive role of UI&U's Ph.D. program in American higher education, for now and the foreseeable future, is to retain its grounding in humanistic inquiry while bringing together recently developed and developing interdisciplinary fields of study in ways that draw from an advanced understanding of ethics, the creative process, and the problems and possibilities of institutional and social change. Union Institute & University's Ph.D. program offers a new generation of adult students advanced understanding of alternative intellectual and cultural traditions, while also providing these students with the foundations for thoughtful and creative engagement with fundamental dimensions of their individual and public lives.

Grounded firmly in the belief that students need to interrogate the knowledge base and approach to discovery of more than a single academic discipline, the foundations of the Ph.D. in Interdisciplinary Studies are:

- Commitment to academic excellence and advanced scholarship are expected at all levels of learning, research, teaching, and administration.
- All study is interdisciplinary.
- For matters of fact and value, a variety of views are at issue, and hence, there is a need to explore and acquire familiarity with a range of interpretations related to academic concentration areas and research.
- Intellectual inquiry and creative efforts are carried on within and are inseparable from social contexts.

In addition, the Union Institute & University Ph.D. in Interdisciplinary Studies emphasizes praxis, the co-involvement of theory and practice, through exploration of the several dimensions of this co-involvement while also providing an opportunity, through internships and other experiences, to engage theoretical understanding within the context of practical circumstances.

Transfer Credit Policy

Up to nine semester hour credits (the equivalent of three graduate-level courses) from a regionally accredited university or accredited by agencies recognized by both the Council for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE) are eligible to be reviewed by the dean's office for approval of transfer. The transfer courses must have been completed in the past ten years with an equivalent grade of B or higher. Courses from an earned master's degree are eligible for transfer.

A Transfer Credit Petition Form, official transcripts, and syllabi and/or course descriptions for courses considered for transfer must be submitted as part of the application package and must

reasonably demonstrate that the student has acquired knowledge parallel to that acquired in the Ph.D. program course. Union Institute & University reserves the right to apply, or not apply, acceptable transfer credit toward its degree requirements. In no case will transfer credit negate the 36-month minimum time for program completion. Union Institute & University operates on a semester credit hour system; therefore, courses taken at colleges operating on the quarter system are converted to semester credit hours.

Registration

Union Institute & University operates its Ph.D. program on a two-term, 12-month academic year calendar. Ph.D. program students are required to preregister each term prior to their onsite academic residency through web course registration via CampusWeb. When web course registration closes registrations are processed in the Ph.D. program office. The student's concentration chair, dissertation chair, or dean will approve registration based on the curriculum for the selected concentration.

The student's academic year is determined by the month of the initial academic residency (IAR). The first day of the term is the matriculation date throughout the student's program.

The sequence of courses for full-time registration is detailed in the section titled "Curriculum/Course of Study." The sequence of courses for less than full-time registration is developed in consultation with the student's concentration chair and follows the same sequence as the curriculum for full-time students. Students must register for at least six credit hours per term.

A maximum of 14 terms is allowed for completion of the program (including proficiency reviews and dissertation) for all students, including those registering for six credit hours per term. International students may not register for less than full time.

Registration for Extensions

Dissertation Supervision (DIS 780/781)

Students registered for RMTH 900 or MLK 900 (Dissertation) in term VI or the final term of coursework who do not complete the research and writing of the dissertation by the end of term six or the final term of coursework, must register for Dissertation Supervision. Dissertation Supervision is a non-credit course that is considered the equivalent of full-time academic work for registration status and for financial aid purposes. A student registered in Dissertation Supervision may not enroll in other course credits in the same term. Students may register for up to four dissertation supervision terms while completing research and writing of the dissertation. Any dissertation supervision beyond four terms must be approved by the dean's office. Dissertation Supervision after four registered terms is not eligible for financial aid. **In no case may a student exceed the seven-year maximum time-in-program.** The dissertation chair is expected to monitor the student's engagement for each DIS 780/781 term registered.

Program Completion Extension (PCX 799)

When a doctoral student reaches the end of their intended final term of full-time academic enrollment (last registered term or Dissertation Supervision) and needs additional time to prepare final documents for dean's review/approval, they are required to register for PCX 799 Program Completion Extension (0 credits) for the subsequent six-month term. In order for a student to have this six-month completion extension approved, the student must have

successfully completed all prior enrollment terms. The dean's office must approve PCX 799 registration.

Registration of PCX 799 is required as follows: The program completion extension affords a student additional time to respond to recommendations for edits as a result of the Dissertation Defense meeting or Dean's Review. A student registered for PCX 799 may not enroll in other course credits in the same term. Registration of PCX 799 will be for a six-month extension of the student's non-academic registration status so that final documents can be reviewed and approved. No more than two (2) extension terms will be approved. PCX 799 does not qualify for financial aid or loan deferral, and will be reported as registered less than half-time to external agencies.

Financial Aid Policy – Dissertation/Dissertation Supervision

Students may receive financial aid for up to five total dissertation terms including RMTH 900 or MLK 900 Dissertation and up to the first four terms of DIS 780/781 Dissertation Supervision (writing extension) terms. After four terms of DIS 780/781, while the student may receive special dean's approval to register for additional DIS 780/781 terms, they are ineligible for financial aid. The Office of Financial Aid Processing and Compliance cannot award or disburse federal aid after the fourth term of DIS 780/781.

Drop/Add and Program Withdrawal

Students can drop or add a course through web course registration. After web course registration ends, drop/adds may be done through the program office by completing the drop/add section of the PH.D. Change of Status form. The Change of Status form serves as an addendum to the original registration form and becomes a part of the official registration record. To receive a 100% tuition refund, students must drop individual courses no later than 14 days from the start of the academic term. Students are permitted to add courses during the academic residency as long as they attend all scheduled sessions. The effective date of a drop/add is either the date of postmark or the date the written or oral request is received in the program office or the Registrar's Office. Drop/adds can impact continuing financial aid eligibility, so students should contact the Office of Financial Services (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) immediately if they plan to drop courses to determine the effect, if any, on their financial aid status. All drop/add requests must be approved by the student's concentration chair. All course(s) dropped after 15 days from the start of the academic term will remain recorded on the student's registration record and a grade of W (for Withdrawn) will be posted to the grade field for each course dropped.

Dropping or adding courses by the published deadline may alter the student's tuition charges for the term in the following manner:

- If the number of credit hours added equals the number dropped there will be no change in 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.
- If the number of credit hours dropped is greater than the number added, an adjustment in tuition will be made.

There is no refund for a dropped course after the drop/add date.

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.

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.
- The ending date of the previous term if the student fails to register for a new term.
- 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, after consultation with their designated campus official. The designated campus official in the PH.D. program is the dean. 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 withdrawal 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.

Students who are withdrawing from the Ph.D. program should consult the Adjustments of Tuition and Fee Charges for Program Withdrawals.

Adjustments of Tuition and Fee Charges for Program Withdrawals

Adjustments of tuition and fee charges for program withdrawal 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 program length, 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%.

- If a student withdraws **after completing 60%** of the program length, 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 will not be 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. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

Satisfactory Academic Progress Review

First-Year Review

To identify recurring problems more clearly and to accurately assess a student's progress, the Ph.D. in Interdisciplinary Studies program has implemented a review process that traces the overall performance of first-year students across courses based upon specific criteria, which are deemed predictors of eventual success within the program. The goal of this review is to recognize and describe a student's potential academic deficiencies early on so as to provide meaningful narrative feedback and, if necessary, devise an intervention plan. All faculty members teaching courses in terms one and two will evaluate the respective academic strengths and weaknesses of each of their students based on the review criteria listed in the instrument. At the end of terms one and two respectively, faculty members will complete a First-Year Review Evaluation form for each of their students.

Following the end of each two-term cycle, a three-person initial review committee will carefully review the collected first-year review evaluation forms. The initial review committee is charged with three tasks: (1) noting recurring problems and/or weaknesses of individual students; (2) identifying individual students who have consistently failed to meet review criteria across courses and/or fail to show improvement over time; and (3) convening meetings with the faculty members who have taught the students thus identified to gauge the seriousness of the problem and to discuss possible intervention strategies. At the minimum, students whose work is considered deficient will receive short, written notifications pointing out which aspects of their academic work require special attention. If a student has received unsatisfactory grades and becomes the subject of an automatic special review, the deficiencies documented through the first-year review will serve as one basis for the special review.

Special Review and Academic Dismissal

Special reviews indicate that a student is at risk for not successfully completing the program. Special reviews may be initiated at any time by a faculty member by written request to the dean or by the dean him/herself. The student will receive notice that they are undergoing a special review. There are a number of reasons for initiating a Special Review, including: perceived or experienced deficits; concern about a student's academic, professional/clinical, or personal/interpersonal functioning; an alleged ethical violation; and/or substandard performance. A Special Review may be called to address any of these issues and develop a remediation plan or recommend or require dismissal from the program. A Special Review is automatically called when a student experiences any one of the following:

- The student is placed on academic probation when the cumulative GPA falls below 3.0.

- Student is not making satisfactory academic progress by the end of the probation period.
- The student has received a grade of C. Two C grades received in the program put the student at substantial risk for academic dismissal.
- The student does not pass a Proficiency Review.
- The student has received I grades in consecutive terms or in two or more courses in a given term.
- The student receives a grade of U (Unsatisfactory) or V (Vanished) in any course.
- The student receives a V (Vanished) or U (Unsatisfactory) in DIS 780 or DIS 781.
- Evidence that the student has violated program and/or institutional policies.
- The student's dissertation committee has not approved the dissertation proposal after four terms of dissertation supervision.
- There is evidence that the student has violated program and/or institutional policies, such as not attending a required academic activity.
- The student commits a breach of the Academic Integrity Policy and/or Student Code of Conduct.

Special Review Process

The dean will form a special review committee of faculty appropriate to the concern being reviewed. The committee will meet with the student and decide on a specific course of action and outcome. The results of the Special Review will include a time frame for addressing the specific issues and description as to how the student will address the situation, with a remediation statement prepared by the Special Review committee documenting the following:

- Description of the problem(s) that needs to be addressed
- Detailed plan, including timeline, for rectifying the identified problem(s)

The committee may choose no further action, or may recommend notice of warning or probation, or dismissal. Depending on the issue(s) requiring remediation, the committee may require the student to take any of the following actions and others:

- Retake a course.
- Take an additional course.
- Undertake independent study.
- Seek support from the Writing Center.
- Recommend or require psychotherapy.

In the process of the Special Review, and in any other instances where the faculty determine that a student is unable to engage in learning-related activities competently or poses a threat to herself/himself or others, the faculty has the right and professional responsibility to obtain and evaluate personal information. Within this context, the faculty may require a student to undergo a psychological evaluation or participate in psychotherapy. In these instances, the student would have the option of selecting a therapist who is not affiliated with the university, consistent with APA Ethical Standards. The dean or the dean's designee must approve of the provider of these services in advance, and the student is responsible for all fees associated with the evaluation and/or treatment. Refusal to participate in any mandated evaluation and/or treatment and/or refusal to authorize release of information from the evaluating or treating psychologist constitutes grounds for immediate suspension or dismissal from the program, regardless of which stage the student is at in the program. The committee may also recommend that the student be required to withdraw from the program for a specified period of time with specific contingencies. The Special Review may also specify an immediate required withdrawal or terms leading to a required withdrawal of the student, pending review by the vice president of academic affairs.

Readmission after Dismissal for Unsatisfactory Academic Progress or Conduct

A student dismissed from the university due to unsatisfactory academic progress may not enroll in any UI&U program or courses for a period of one year. Students who want to return to the university must reapply and be accepted after a program director's or program chair's review on a case-by-case basis.

A student dismissed for reasons of poor conduct has the right to review and appeal this decision as outlined by the applicable university policy. Ordinarily such dismissal is permanent; however, the program director, dean, or program chair will review requests for readmission on a case-by-case basis.

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 in which a student is enrolled.

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 the Office of Financial Services.

Grading Policy

The Ph.D. program uses a plus/minus (+/-) letter grade system. The syllabus for each course will specify the learning documentation to be completed for evaluation. The faculty assigned to each course will determine the extent to which proficiency is met and assign a final grade. Grades will be submitted via CampusWeb no earlier than 30 days before the term ends. Changes to grades will be made via CampusWeb. While the A, B, C, U (and S for ECL, EDST, HMS or PPS 891, Capstone Course; ECL, EDST, HMS or PPS 850 Individualized Study I; ECL, EDST, HMS or PPS 860, Individualized Study II; ECL, EDST, HMS or PPS 870, Individualized Study III; ECL, EDST, HMS or PPS 880, Individualized Study IV; MLK 800 Internship; MLK 892 Integrative Course; MLK 900, Dissertation; and RMTH 900, Dissertation) grades are used to document the overall completion of learning activities each term, several other grading codes (W, I) 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, I, and C may adversely affect a student’s satisfactory academic progress.

Grade	Criteria
A	Academic work reflects impressively thorough and 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 and to develop persuasive arguments based on original thinking. 4.0 Quality Points
A-	Criteria for A work not fully met. 3.70 Quality Points
B+	Criteria for B work are more fully met. 3.30 Quality Points
B	Academic work reflects accurate grasp of major concepts, theories, and prevailing knowledge; abundant evidence of capability to offer informed analysis of extant knowledge and ideas; clear capability to synthesize and apply key information from prevailing knowledge; appropriate critiques of extant theories and knowledge; considerable demonstration of capability to develop and logically present own judgments. 3.0 Quality Points
B-	Criteria for B work are not fully met. 2.70 Quality Points
C+	Criteria for C work are more fully met. 2.30 Quality Points
C	Academic work reflects adequate familiarity with key ideas and knowledge, although interpretations of key theories and concepts are occasionally incomplete and 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. 2.0 Quality Points
U	Academic work reflects insufficient capability to comprehend and accurately present ideas and information; superficial and unpersuasive critiques; little evidence of capability for original thinking. Unsatisfactory performance is defined as any performance less than C at the doctoral level. If a student is unable to complete 60% of the academic work in a course, the student will receive a U grade. 0.00 Quality Points
I	Academic work reflects substantial completion (at least 60%) of the learning activities assigned but additional time needed beyond the end of the enrollment period in which to successfully achieve and document all learning results. Students must initiate a request for an Incomplete grade with their instructor, by completing the Petition For An Incomplete Grade Form, which indicates work to be completed. Students have until May 15 for the term beginning in January or until November 15 for the term beginning in July to convert I grades from the previous term to final grades, even if the student withdraws in the I extension term. If the student has not satisfactorily completed the work by the end of the extension, the I grade will be converted to a U grade. No credit is earned for the I grade until it is converted to the final grade. 0.00 Quality Points and does not calculate into the GPA.

AU	Any learning activities in addition to the required 66 credit hours do not bear credit and must be registered for audit. Title IV Financial Aid is not available for audited courses. Courses may be audited on a space available basis as determined by the faculty and program director. Conditions or requirements for the audited class are determined by the faculty and the program director. 0.00 Quality Points and does not calculate into the GPA.
W	Academic work reflects the student has withdrawn from the program (either officially or unofficially) at a time when learning activities remain open. The W grade is also posted to indicate term registration that is dropped. 0.00 Quality Points and does not calculate into the GPA.
S	Academic work reflects satisfactory completion of all prescribed learning and is equivalent to B or better at the doctoral level on a standard letter grading scale. The S grade is used only for ECL, EDST, HMS or PPS 891 Capstone Course; ECL, EDST, HMS or PPS 850 Individualized Study I; ECL, EDST, HMS or PPS 860, Individualized Study II; ECL, EDST, HMS or PPS 870, Individualized Study III; ECL, EDST, HMS or PPS 880, Individualized Study IV; MLK 800 Internship; MLK 892 Integrative Course; MLK 900 Dissertation; and RMTH 900 Dissertation. 0.00 Quality Points and does not calculate into the GPA.

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

Ph.D. Program Grade Point Average (GPA)

The grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of quality hours earned (excluding when there is an S/U grade). To remain in good academic standing, the Ph.D. program requires a cumulative GPA of 3.00. When a student's GPA falls below 3.0, the student will be placed on academic probation. A student may remain on probation for two consecutive terms but will be subject to dismissal if the cumulative GPA remains under 3.0 after the second term on probation.

Incomplete Grade Policy

An incomplete grade may be requested by a student if the current academic work reflects substantial completion (at least 60%) of the learning activities assigned, but additional time is needed beyond the end of the six-month term to successfully achieve and document all learning results. Students must initiate a request for an Incomplete grade with their instructor, by completing the **Petition For An Incomplete Grade Form**, which indicates work to be completed. Students have four and one-half (4.5) months (the end of the next six-month term) to convert I grades to final grades, even if the student withdraws in the I extension term. If the student has not satisfactorily completed the work by May 15 for the term beginning in January or until November 15 for the term beginning in July, the I grade will be converted to a U grade. The U grade will be posted automatically by the registrar when an activity previously graded as Incomplete (I) is not successfully completed within specified program timelines. No credit is earned for the I grade until it is converted to the final grade.

Grade Appeal Process

Informal Resolution

Students with questions concerning the final course grade should immediately contact the course instructor to inquire about the issue as soon as grades are posted by the Registrar's Office. Students and faculty should make every effort to resolve questions about grades without seeking a formal grade appeal. The formal grade appeal is a last resort.

Formal Grade Appeal

If the student and course instructor do not reconcile differences informally, the student may appeal the course grade in writing to the dean. The responsibility for presenting the case for changing a course grade rests with the student making the appeal. A grade appeal can only be pursued if it is submitted in a timely manner and provides one or more valid grounds as well as supporting evidence.

Due Dates

Formal grade appeals must be submitted before the end of the term following the completion of the course (for example, appeals of a grade for the Jul-Dec term must be submitted before the end of the following Jan-June term).

Valid Grounds and Supporting Evidence

In line with established academic practices, the Ph.D. program recognizes the following three grounds as valid for a formal course grade appeal:

1. Failure to communicate coursework requirements, grading criteria (including any applicable penalties for late work, lack of participation, spelling or grammatical errors, inconsistent citation style, and failure to follow formatting guidelines), and/or grade distribution.
2. Failure to assess submitted assignments in accordance with the provided grading criteria.
3. Erroneous computation of final course grade in accordance with the stipulated grading policies.

In the written appeal to the dean, the student must 1) clearly state on which of these three valid grounds the appeal is based; and 2) provide supporting evidence (e.g., rubrics, syllabus, email exchanges, Brightspace posts, instructor feedback and evaluations, or graded assignment[s]).

Course grades cannot be appealed on the basis of perceived "personality conflicts" with the instructor, subjective assessment of assignments, teaching methodologies, attendance policies, appropriateness of grading criteria, grade weighting methods, or loss of eligibility for scholarships and financial aid.

Grade Appeal Committee and Recommendations

Once the written appeal has been received within the stipulated time frame (see above), the dean will inform the instructor that a formal appeal has been filed and appoint a three-member grade appeal committee from among the Ph.D. program's full- and half-time faculty.

The grade appeal committee is charged with ascertaining 1) if the appeal provides valid ground(s) and supporting evidence; and 2) whether these might merit a course grade adjustment. If no valid ground is evident, the committee may recommend that the appeal be rejected. If one or more valid grounds are apparent, but supporting evidence is missing or insufficient, the committee may request additional documentation from the student through the dean's office. If one or more valid ground(s) are apparent and evidence is provided that supports the appealing student's charges, the committee will request additional information and documentation from the instructor through the dean's office before determining whether a course grade adjustment appears to be warranted.

Final Decision

The committee will set forth all of its determinations and recommendations in writing to the dean. The dean will review the committee's report; share and, if necessary, discuss it with the instructor; and eventually make the final decision regarding the grade appeal.

Program Degree Requirements

(For students matriculating January 1, 2009 – July 1, 2014, see 2013-2014 university catalog).

- Interdisciplinary Foundational Courses (nine credit hours, three courses).
- Academic Writing and Critical Skills Courses (six credit hours, two courses).
- Core Knowledge Courses in Primary Concentration (six credit hours, two courses).
- Advanced Knowledge Courses in Primary Concentration (twelve credit hours, four courses).
- Research Methodology (nine credit hours, three courses).
- Electives (twelve credit hours, four courses) chosen from Ph.D. program course listings under supervision of the primary concentration chair.
- Individualized Studies (six credit hours, two courses). Students may choose two additional individualized studies as electives.
- Proficiency Review (formerly Comprehensive Examination) (three credit hours in Concentration Capstone Course; two Proficiency Review projects [research and foundations/area of concentration]).
- Dissertation (includes one to three, three-credit courses plus proposal, data collection, analysis and writing of the dissertation).

Concentration Areas

Students focus their studies in one of the four concentration areas:

NOTE: Ph.D. students that matriculated prior to July 1, 2018 will have "major" listed on official records. For students that matriculated on July 1, 2018 and forward, the term "concentration" will be used instead of major.

Educational Studies (EDST)

SOC Codes: 25-1000 Postsecondary Teachers; 11-9033 Education Administrators, Postsecondary; 25-9031 Instructional Coordinators; 25-2021 Elementary School Teachers, Except Special Education; 25-3011 Adult Basic and Secondary Education and Literacy Teachers and Instructors.

An exploration of complex issues in the fields of Pre K-12 and higher education. The concentration's core courses focus on social justice in education and the philosophical and historical foundations of education. Students will have opportunities to explore theories of teaching and learning (including adult education), the role of technology in education, diversity and multiculturalism, the dynamics of educational systems, educational law and policy, and other areas of interest. Students will learn to articulate various ways in which the meaning of purposes of education have been and continue to be socially constructed, and to explain power dynamics within educational institutions and systems, particularly in relation to marginalized people engaging those educational institutions and systems.

Ethical and Creative Leadership (ECL)

SOC Codes: 11-1000 Top Executives; 11-3120 Human Resources Managers; 21-2011 Clergy; 11-1031 Legislators; 55-1010 Military Officer Special and Tactical Operations Leaders; 11-2021 Advertising, Marketing, Promotions PR, and Sales Managers; 25-1010 Business Teachers, Postsecondary; 13-1111 Management Analysts; 11-1020 General and Operations Managers.

Our ECL concentration is unique in addressing all forms of leadership (top-down, bottom-up, executive, group-centered, participatory, servant leadership, transforming leadership, etc.), stressing values and their application, cultivating one's creative power and imagination, and connecting leadership philosophies to practical leadership experiences. Students approach leadership from a critical perspective, taking nothing as given or gospel, questioning assumptions and platitudes, interrogating power structures, learning from leadership failures, and co-constructing with peers and faculty new models of value-driven leadership for an uncertain future. The ECL concentration prepares students for leadership in a diverse multicultural world, strengthening their abilities to make social justice tangible.

Humanities and Culture (HMS)

SOC Codes: 25-1062 Area, Ethnic, and Cultural Studies Teachers, Postsecondary; 21-1020 Social Workers; 11-1031 Legislators; 27-3031 Public Relations Specialists; 25-1125 History Teachers, Postsecondary; 11-9141 Property, Real Estate, and Community Association Managers; 19-1061 Anthropology & Archeology Teachers, Post-Secondary; 27-3040 Writers & Editors; 11-9033 Administrators, University.

An exploration of critical ideas and ideals as developed by key individuals and groups within the intellectual life of different cultures; the sources of our beliefs and values as represented by alternative linguistic, religious, and secular approaches and traditions; historical and ongoing patterns of justice and injustice as reflected in theoretical ideas, public policies and social practices, economic concepts and institutions, and public constitutional precepts and political practices.

Public Policy and Social Change (PPS)

SOC Codes: 11-9151 Social and Community Service Managers; 19-3094 Political Scientists; 27-3031 Public Relations Specialists; 25-1065 Political Science Teachers; 19-3051 Urban and Regional Planners; 11-9141 Property, Real Estate, and Community Association Managers; 21-1020 Social Workers; 11-9030 Education Administrators; 19-3099 Social Scientists and Related Workers.

An exploration of the historical, economic, and social contexts of policy; the constitutional and legal framework of policymaking at the local, state, national, and international levels; the dynamics of politics and the policy process; the character of conflict and the bases and patterns of power relationships; approaches to conflict resolution; ideals and practices of democracy and

democratic decision-making; selected issues in public policy, such as education, criminal justice, health care, housing, employment, and immigration.

There will not be a secondary focus option for students that matriculate on or after 7/1/2018.

Designated Emphases

A Designated Emphasis is available to students enrolled in the Ph.D. program who matriculated after January 1, 2016. It is obtained through the successful completion of one to two emphasis core course(s), two to three advanced or special topics courses, the capstone Proficiency Review, and an original dissertation that is related to the Designated Emphasis.

The designated emphases listed below are established and offered by the Ph.D. program's four concentrations (EDST, ECL, HMS, PPS). Students typically attain an emphasis that is offered through their primary concentrations. Students seeking to obtain an emphasis outside of their concentration must request and receive the special permission of the chair of their concentration.

Course Requirements

A Designated Emphasis requires the completion of altogether four, three-credit hour courses (12 credit hours total) as detailed below.

Research and Committee Requirements

Proficiency review committees must include at least one faculty member with the requisite expertise to evaluate the students' knowledge related to the selected Emphasis. The Ph.D. dissertation topic must be related to the designated Emphasis and the Ph.D. Dissertation Committee must include at least one faculty with the requisite expertise to evaluate it from that perspective.

Emphasis in Social Justice Education (EDST) (12 credit hours)

Emphasis Core Course:

EDST 805 Special Topics: Advanced Issues in Social Justice Education (3 cr.)

Advanced Courses (choose three):*

EDST 821 Educating for Democracy and Social Justice: Critical Pedagogy and Pragmatism (3 cr.)

EDST 820 History of Higher Education and Social Justice (3 cr.)

EDST 826 Race, Racism, and Critical Race Theory in Education (3 cr.)

MLK/PPS 823 Public Policy and Social Justice (3 cr.)

EDST 805 Special Topics: Social Justice Education Subtitle (3 cr.)

EDST 829/PPS 829 Education Law, Policy, and Social Justice (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Educational Leadership (EDST) (12 credit hours)

Emphasis Core Course:

EDST 805 Special Topics: Advanced Issues in Educational Leadership (3 cr.)

Advanced Courses (choose three):*

EDST 875 Internship (in Educational Leadership context) (3 cr.)

ECL 822	Leadership and Change (3 cr.)
ECL 851	Art of Social Justice Leadership (3 cr.)
ECL/EDST 818	Design Thinking in Education and Leadership (3 cr.)
EDST 805	Special Topics: Educational Leadership Subtitle (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Leadership for Social Justice (ECL) (12 credit hours)

Emphasis Core Course:

ECL 813	Special Topics: Advanced Issues in Social Justice Leadership (3 cr.)
---------	--

Advanced Courses (choose three):*

ECL 804	Critical Leadership (3 cr.)
ECL/MLK/PPS 807	Women, Leadership, and Policy (3 cr.)
ECL 809	Leadership and Social Justice (3 cr.)
ECL 814	Leadership and Creativity (3 cr.)
ECL 816	Empathy, Dialog, and the Ethic of Care (3 cr.)
ECL 851	Art of Social Justice and Leadership (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Transformation and Leading in Organizations and Communities (ECL) (12 credit hours)

Emphasis Core Course:

ECL 813	Special Topics: Advanced Issues in Change Leadership (3 cr.)
---------	--

Advanced Courses (choose three):*

ECL/MLK 802/HMS 806	MLK and Social Change (3 cr.)
ECL 812	Leadership for a Complex World (3 cr.)
ECL/MLK 817	Protest, Social Movements, Social Change (3 cr.)
ECL 821	Community Based Leadership (3 cr.)
ECL 822	Leadership and Change (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Creative Writing (HMS) (12 credit hours)

Emphasis Core Courses (choose two):

HMS 808	Creative Writing I (3 cr.)
HMS 823	Creative Writing II (3 cr.)
HMS 816	Creative Writing III: Form & Genre (3 cr.)
HMS 820	Poetry & Healing (3 cr.)

Advanced Courses: (choose two)*

HMS 802	Memoir and Identity (3 cr.)
HMS 811	Global Women's Writing: Art, Culture, and Social Justice (3 cr.)
HMS/PPS 805	Poetry and Politics (3 cr.)
HMS/MLK 801	The Art of Protest (3 cr.)
ECL 814	Leadership and Creativity (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Ethics and Philosophy (HMS) (12 credit hours)

Emphasis Core Course:

FNDS 701 Ethics and Social Justice (3 cr.)

Advanced Courses (choose three, at least one from each area):*

A. Ethics

HMS 812 Philosophy and Social Ethics of Religion (3 cr.)

HMS 821 Ethics after Postmodernism (3 cr.)

HMS 815 Special Topics: Philosophy and Ethics Subtitle (3 cr.)

B. Philosophy

HMS 809 Critical Theory (3 cr.)

HMS 818 Pragmatism and Justice (3 cr.)

HMS/PPS 824 Democracy and Difference (3 cr.)

HMS 825 Critical Social Epistemology (3 cr.)

HMS 815 Special Topics: Philosophy and Ethics Subtitle (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Women's and Gender Studies (HMS) (12 credit hours)

Emphasis Core Course:

HMS 803 Gender, Identity, and Social Efficacy of the Constructed Self (3 cr.)

Advanced Courses:*

HMS 814 Gender, Sexuality, and Public Policy (3 cr.)

ECL/PPS/MLK 807 Women, Leadership and Policy (3 cr.)

HMS 815 Special Topics: Women's and Gender Studies Subtitle (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Social Policy (PPS) (12 credit hours)

Emphasis Core Course:

PPS 817 Special Topics: Advanced Issues in Social Policy (3 cr.)

Advanced Courses (choose three):*

PPS 812 Gender, Sexuality & Public Policy (3 cr.)

PPS 813 Critical Perspectives in Health Policy (3 cr.)

PPS 817 Special Topics: Social Policy Subtitle (3 cr.)

EDST 829/PPS 829 Education Law, Policy, and Social Justice (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Emphasis in Program Evaluation and Public Leadership (PPS) (12 credit hours)

Emphasis Core Course:

PPS 817 Special Topics: Advanced Issues in Program Evaluation and Public Leadership (3 cr.)

Advanced Courses (choose three):*

PPS 811 Program Evaluation (3 cr.)

ECL 812 Leadership for a Complex World (3 cr.)

ECL/PPS/MLK 807 Women, Leadership, and Policy (3 cr.)

PPS 817 Special Topics: Program Evaluation and Public Leadership Subtitle (3 cr.)

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Area of Specialization

Martin Luther King Jr. Studies (MLK)

Students enrolled in the Martin Luther King Studies specialization complete the same academic program as all students admitted to the program with at least twenty-five percent (25%) of their work in each course (excluding research and academic skills and writing courses) devoted to an exploration of the course's content in relation to the ideas, ideals, and practices of Dr. King. Additionally, MLK Studies students participate in a series of workshops at each academic residency that address various aspects of Dr. King's work and that are cumulatively credit bearing. Students also have a choice of electives for even more focused study into the intellectual, spiritual, moral, leadership, policy, and political issues addressed by Dr. King in his writing and political activities, and participate in an examination of the extensive scholarly literature that has developed regarding Dr. King's profoundly important intellectual, ethical, and public contributions.

It is expected that students enrolled in the MLK Studies specialization will complete, within a specific institutional context, three (3) or six (6) credits of an internship or related experience in which they examine and try to extend a central idea, ideal, or political/policy/leadership approach associated with the intellectual and creative legacy of Dr. King. They will also complete an integrative course.

Students completing the MLK Specialization are expected to develop a dissertation that expands, enriches, deepens, and/or analyzes an aspect or element of the MLK legacy. A wide variety of topics and foci meet these criteria. Scholarly inquiries that consider inclusion, economic justice, educational opportunities, social justice, fair housing, and criminal justice review are a few examples of the breadth of possibilities.

Ph.D. / Certificate Options

The seven certificates described below are embedded in the Ph.D. program curriculum and are available only to degree-seeking Ph.D. students. The certificates will be awarded in tandem with the completion of the Ph.D. degree.

Graduate Certificate in Ethics and Philosophy (12 credits)

The Graduate Certificate in Ethics and Philosophy is designed for students who wish to deepen their understanding of ethics and philosophy to complement their scholarly and professional development. The program of study offers a critical engagement with classic and contemporary texts and emphasizes using ethics and philosophy to promote social change through application

to current social issues and moral problems. Designed to provide students with the knowledge and skills necessary for integrating ethical reflection into their chosen area of study, the certificate develops critical thinking and the ability to write clearly and develop sound and rigorous arguments.

Curriculum

The Graduate Certificate in Ethics and Philosophy requires 12 credit hours, with one required course and three additional courses chosen from two areas, with at least one from each, as detailed below.

Required Course (three credits)

FNDS 701 – Ethics and Social Justice

Any three of the following courses, with at least one from each area (nine credits; each course is three credit hours)

A. Ethics

HMS 812 - Philosophy and Social Ethics of Religion

HMS 821 - Ethics after Postmodernism

HMS 815 - Special Topics: Ethics and Philosophy Subtitle

B. Philosophy

HMS 809 - Critical Theory

HMS 818 - Pragmatism and Justice

HMS/PPS 824 - Democracy and Difference

HMS 825 - Critical Social Epistemology

HMS 815 - Special Topics: Ethics and Philosophy Subtitle

Graduate Certificate in Creative Writing

The Graduate Certificate in Creative Writing is available to students enrolled in the Ph.D. program and can be completed without taking additional coursework. Comprised of two workshop-style creative writing courses and two advanced content courses, the twelve-credit Graduate Certificate in Creative Writing provides students with formal recognition of their coursework in creative writing as well as their dedication to creative writing as a craft, scholarship, and intellectual pursuit. Given the increased attentiveness to creative writing in fields such as education, leadership studies, sociology, psychology, and medicine, many students find this formal recognition of their scholarly-creative work to be a valuable credential in both academic and non-academic job markets.

Curriculum

The Graduate Certificate in Creative Writing requires 12 credit hours, six of which must be Creative Writing courses taken as electives, and six of which may be chosen from among an approved list of advanced courses.

6 Credits of Required Courses (Choose two of the following; each course is three credit hours.)

HMS 808	Creative Writing I
HMS 823	Creative Writing II
HMS 816	Creative Writing III: Form & Genre
HMS 820	Poetry and Healing

6 Credits of Required Advanced Courses (Choose two of the following:* each course is three credit hours.)

HMS 802	Memoir and Identity
HMS/PPS 805	Poetry and Politics
HMSMLK 801	The Art of Protest
HMS 811	Global Women's Writing: Art, Culture, and Social Justice
ECL 814	Leadership and Creativity

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Graduate Certificate in Women's and Gender Studies

The Graduate Certificate in Women's and Gender Studies (WGS) is available to students enrolled in the Ph.D. program and can be completed without taking additional coursework. This 12-credit hour certificate provides students with a formal recognition of their graduate-level coursework in, scholarly commitment to, and familiarity with the field of Women's and Gender Studies for those seeking employment in academic Women's and/or Gender Studies departments and/or community, nonprofit, government, corporate, or other professional tracks. Women's and Gender Studies serves as a theoretic and underpinning/foundation for students' dissertations and further research.

Curriculum

The Graduate Certificate in WGS requires 12 credit hours. In addition, candidates for the Women's & Gender Studies Certificate will be required to attend a minimum of four Women & Power Luncheons at the Ph.D. residency, and to present a project/reflective paper as the culminating contribution to the area at either the Women & Power Luncheon or a Conference Day panel with a WGS focus.

Courses (Choose four*):

ECL/PPS/MLK 807	Women, Leadership, and Policy
EDST 823	Gender and Education
HMS 803	Gender, Identity, and Social Efficacy of the Constructed
HMS 811	Global Women's Writing: Art, Culture, and Social Justice
HMS 850/860	Individualized Study (when used to conduct research in WGS)
PPS 812/HMS 814	Gender, Sexuality, and Public Policy

*With the advisor's and professor's approvals, a student may elect to substitute up to two alternate courses in which they pursue and document that at least 25 percent (25%) of the work for that course is devoted to the WGS focus.

Graduate Certificate in Design Thinking

The Graduate Certificate in Design Thinking is available to all students enrolled in the Ph.D. program. At its foundation, design thinking is more of a mindset in that it provides the confidence and creates an environment where everyone becomes a part of creating a more desirable future by taking action when faced with a difficult challenge. Design thinking is ultimately a methodology for innovation that combines creative and analytical approaches and requires collaboration across disciplines. This process draws from a variety of fields and combines them with ideas from the arts, tools from the social sciences, and insights from the business world. Teams learn this process together and then personalize it, internalize it, and apply it to their own challenges.

The purpose of the certificate is to equip interdisciplinary scholar-practitioners with knowledge, skills, and dispositions that allow them to:

- Leverage design thinking as a model for implementing positive changes in organizations, systems, and communities.
- Design and implement worthwhile actions that address real challenges for leaders in diverse fields.
- Dive deep into the practice of design thinking by participating in and leading experiential learning.
- Create expertise in leadership, entrepreneurship, social justice, creativity, ethnography, scenario planning, technology, sustainability, research design, and more.
- Pursue research on design thinking and related models of cooperative partnership as a forum for problem solving.

Curriculum

The Graduate Certificate in Design Thinking requires 12 credit hours from various concentrations, as detailed below.

Required Courses (Each course is three credit hours.)

6 credits, taken as electives

ECL 812	Leadership for a Complex World
ECL/EDST 818	Design Thinking in Education and Leadership

Any two of the following courses (Each course is three credit hours.)*

ECL 851	Art of Social Justice and Leadership
HMS 807	Visual Culture
PPS 811	Program Evaluation
MLK 800	Internship (when design principles employed to conduct Internship).
EDST 875	Internship (when design principles employed to conduct Internship).

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Graduate Certificate in Educational Leadership

The Graduate Certificate in Educational Leadership is available to all students enrolled in the Ph.D. in Interdisciplinary Studies program and will be of particular interest to students in the Educational Studies and Ethical and Creative Leadership concentrations. The purpose of this 12-credit-hour certificate is to provide a more focused lens through which Education and Leadership scholar-practitioners perceive and understand the highly complex nature of leadership in schools and institutions of higher education. By narrowing the focus, special emphasis will be on praxis and allow for enhanced opportunities that engage educational practitioners in real-life problem solving. While this graduate certificate focuses on leadership within schools and institutions of higher education, the attributes and skills which serve as its focus may be reframed and generalized for other professional settings.

Curriculum

The Certificate in Educational Leadership embedded in the Ph.D. degree program requires 12 credit hours. In addition, candidates for the certificate will be required to attend a minimum of four luncheons convened during Ph.D. Academic Residencies with a focus on assigned

readings to include topics such as: leading for social inclusion; building professional learning communities; evidence-based leadership within learning communities, cognitive science, and teaching and learning; human development and learning; and issues in higher education and student affairs. Candidates will also be required to make at least one presentation at these luncheons and participate in ongoing Brightspace group discussions.

The Certificate will include four components embedded in existing Ph.D. Education Studies and Ethical and Creative Leadership courses, thereby allowing students to investigate crucial dimensions of educational leadership specific to their leadership interests.

Courses offered in the Graduate Certificate in Educational Leadership include:

Required Courses: (3 credits each)

ECL 710 Foundations of Ethical and Creative Leadership
EDST 710 Education, Society, and Culture

May include any two: (3 credits each)*

ECL 822 Leadership and Change
ECL/EDST 818 Design Thinking in Education and Leadership
ECL/MLK/PPS 807 Women, Leadership, and Policy
EDST 823 Gender and Education
EDST/MLK 826 Race, Racism, and Critical Race Theory in Education
EDST 875 Internship

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Graduate Certificate in Executive Leadership

The Executive Leadership Certificate (ELC) is available to students enrolled in the Ph.D. program and can be completed by taking the three prescribed courses and the leadership project course. The 12-credit program provides students with formal recognition of their coursework in leadership and signals interest and preparation for upper-managerial leadership roles and responsibilities. The certificate acknowledges preparation that emphasizes focus on a deep understanding of leadership issues within nonprofit organizations, and especially those organizations where a focus on diversity, equity, and inclusion are important to organizational success.

Curriculum

The Certificate in Executive Leadership embedded in the Ph.D. degree program requires 12 credit hours, including one prescribed course, six hours selected from existing advanced courses, and one Leadership Project.

Required Course: (3 credits)

ECL 815 The Call to Lead: Critical Thinking and Ethical Leadership Development

Leadership Courses (6 credits)

Any two of the following advanced courses will fulfill this requirement (3 credits each):*

ECL 720 Ethical and Creative Leadership in Group Dynamics, Organizations and Society
ECL/MLK/PPS 807 Women, Leadership, and Policy
ECL 812 Leadership in a Complex World

ECL 821	Community Based Leadership
ECL 822	Leadership and Change
ECL 851	Art of Social Justice and Leadership
PPS 811	Program Evaluation

Required Leadership Project Course (3 credits)

ECL 855	Leadership Project: Living Case Study
---------	---------------------------------------

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

Graduate Certificate in Museum Studies

The Graduate Certificate in Museum Studies is available to all students enrolled in the Ph.D. in Interdisciplinary Studies program to gain a deeper understanding of what it takes to be an agile museum practitioner for the twenty-first-century museum—one who is always making connections and finding new possibilities in order to keep operations smooth, collections relevant, and visitors inspired. This 12-credit Certificate provides students with a formal recognition of their graduate-level coursework in, scholarly commitment to, and familiarity with the field of Museum Studies and for those seeking employment in cultural institutions, academic departments and/or community organizations, nonprofit, government, corporate or other professional tracks. This graduate certificate explores fundamental aspects of museum work. It provides students the skills and knowledge that are the basis for many aspects of museum work, including: museum management, collection care and maintenance, and exhibition and educational program development. It is an integrated program of study combining classroom instruction with an internship opportunity for direct on-the-job experiences.

Curriculum

The Graduate Certificate in Museum Studies requires 12 credit hours, and the courses need not be taken in a particular sequence.

Required Courses

6 credits (Each course is two credit hours.)

HMS 852	Professional Museum Internship
HMS 856	Museum Studies: The Nature of Museums
HMS 857	Museum Studies: The Nature of Museums II

One of the following courses (Each course is three credit hours.)*

EDST/ECL 818	Design Thinking, Education, and Leadership
HMS 807	Visual Culture
HMS/PPS 858	Art, Community and Development: Cultural Resources and Social Justice
ECL 851	The Art of Social Justice and Leadership
ECL 812	Leadership for a Complex World

*Additional courses to be determined by the Ph.D. in Interdisciplinary Studies program may be approved on a continuing basis.

One Special Topics (HMS 815) course

3 credits, taken as an elective

Special Topics courses are designed in consultation with the instructor and certificate program coordinator and will include the following subtitles:

- Collection Management--Registration and Conservation.
- Colonialism, Post-colonialism, Globalism, and Exhibition
- Curating Architecture
- Exhibition Planning and Design
- Museum Education
- Curating Contemporary Art
- Elective Studies in Art History
- Art of Collecting
- Museum Education and Archives/Memory Studies
- African American Identity and Visual Imagery

Program Delivery Model, Cohort-Based, Low-Residency Model

The academic year for the Ph.D. program is divided into two six-month terms: January 1 to June 30 and July 1 to December 31. At the beginning of every January and July new students and all returning students come together at an academic residency. The students move through the doctoral program as members of cohorts that are formed within and across the program's four concentrations. The cohort model leads to the formation of academic communities through regular and sustained interaction among students and between students and faculty.

The program incorporates a cohort model for delivery of its academic content. The program's academic content is delivered via a hybrid learning model that incorporates interdisciplinary study, the integration of theory and practice with a structured curriculum that allows for flexibility of student interests through electives, and individualized study. Except for the academic residencies, coursework in the program is delivered at a distance by way of synchronous and asynchronous modalities. Students work on individual and group projects. Students in the program have access to the university's library with electronic access to readings and resources. Faculty members deliver course content using audio and video presentations. Students and faculty have frequent contact through teleconferences and online discussions. Coursework is submitted electronically using electronic course sites.

Academic Year and Term

The academic year for the UI&U Ph.D. program is defined as two six-month terms in 12 months. The academic year is divided into two six-month terms: January 1 to June 30, and July 1 to December 31. Each doctoral student's academic year is based on the individual start date (initial academic residency). The first day of the term is the matriculation date throughout the student's program. Students register for specific learning activities each term based on program requirements. Full-time enrollment status is defined as registering for nine or more credit hours per term. Less than full-time enrollment status is defined as registering for at least six but less than nine credit hours per term.

Academic Year Registration Period:

Beginning in July 2019, the naming of the Ph.D. six month terms will change to

19-20 A – July 1 – December 31

19-20 B – January 1 – June 30

Minimum / Maximum Program Length

Union Institute & University defines the minimum amount of time for a student to complete and earn a doctoral degree as three academic years of full-time enrollment (36 months). There are no exceptions to the minimum time for completion of the program. It should be remembered that, although it is possible to complete the program within the minimum time required, time to completion is an individual consideration and is likely to be longer for the selected concentration. The time required to conduct and complete the dissertation research will vary widely. The degree program is 66 credit hours. Any learning activities in addition to the required 66 credit hours are non-credit bearing. The maximum amount of time allotted for a student to earn a doctoral degree is seven years, whether completing the program on a full-time basis, on a combination of full-time and less than full-time, or entirely on a less than full-time basis. Students who do not complete the degree requirements within the seven-year time frame will be subject to academic dismissal from the program. Maximum time allotted for completion does not include terms when the student is not registered or withdrawn from the program.

Academic Residency

Academic Residency Requirements

As a member of the Ph.D. program community, students have an important contribution to make to its growth. The program is designed so that the student's knowledge and experience, as well as that of other students, will be available to the community. Academic residencies provide formal opportunities for students to interact with faculty and other students in mutual sharing and learning. A variety of learning activities occur at academic residencies. In addition to the introductory meetings of the courses to be completed in the term, the residencies will include such activities as an overview of UI&U's administrative processes, lectures by visiting speakers, presentations, roundtable discussions and panels organized by students and faculty, academic advising, and presentation and discussion of dissertations. Networking and collaborative learning are essential features of the Ph.D. program educational process. Academic residencies are held at sites arranged by the program administration. Face-to-face academic residencies occur each January and July, while virtual mid-semester residencies (MSR) occur each March and September. Academic residencies may include, but are not limited to, the following activities:

Orientations: Presentation of, and ongoing updates of, academic requirements, policies, and procedures. Explanation of, and training related to, library resources, use of technology, the learning management system through the Brightspace portal, and related services.

Course Meetings: The face-to-face residencies will include an introduction of course syllabi, reading, and assignments, as well as preliminary discussion of course-related questions and themes. The MSR course meetings are a continuation of the seminar and a chance to check-in on progress.

Conference Day: Students and faculty present their scholarship and promote discourse around intellectual, professional, and social issues, followed by a required sequence of courses that are completed at a distance through online learning activities, emails, and telephone conversations.

Engagement with the Program Themes: Presentations by leading scholars and experiential/creative activities that include principle stances toward social justice, engaging difference, and creativity, while uniting theory and practice.

Community Building: New cohort orientation, evening faculty conversations, one-on-one meetings between faculty and students.

Social Justice Presentation: Speakers are invited to the MSR to present on a variety of interdisciplinary topics that relate to social justice.

Workshops: Students must select one virtual workshop to attend during the term. The workshops range from academic topics to research and writing skills development and career services and grant-writing information.

Academic Residency Attendance Policy

Students in the Ph.D. program must be present for both the face-to-face academic residency and virtual mid-semester residency for the first six terms in which they are enrolled. Students who have coursework beyond the sixth term are encouraged to attend course sessions remotely through web conferencing or have the option of attending those courses in person without being required to attend other residency activities. The daily schedule during the academic residencies is determined by the program administration. Attendance at all scheduled activities (unless indicated as optional) during in-person attendance at an academic residency is required for continuation in the program.

Students who miss a substantial number of academic residency activities (as determined by program administrators) and/or leave the residency early or arrive late without permission of the dean, will be required to sit out the term and/or will be administratively withdrawn from the program for that term.

Student Conference Travel Fund

The Ph.D. program has established a fund to support students who are presenting research at academic conferences (papers, poster sessions, round tables, etc.). Students may apply for reimbursement of up to \$200 per academic year for conference-related expenses. The application form must be submitted in advance of the conference and is available in the CampusWeb Group Cohort Ph.D. Student Resource Center.

Contingency Fund

The Ph.D. Contingency Fund is an internal fund designed to help students in need of small emergency grants. It is supported by donations from our program's faculty, staff, and administration as well as by other students and alumni. The Contingency Fund is not a scholarship or a loan but an attempt to alleviate immediate financial duress that threatens to hinder a student's ability to continue in the Ph.D. program. Some possible uses for the fund include:

- Purchasing seminar books.
- Replacing essential technology used for the program.
- Residency accommodations/transportation not covered by other sources.

Funds cannot be used for tuition costs or to repay student loans.

Students should be aware that the amount granted will depend upon the money available in the Contingency Fund, as well as on the needs of other students. One quarter of the fund's amount will also be held in reserve to protect the fund's ability to receive and disperse awards.

Process

The Student Contingency Fund contains two categories of request, one for emergency Residency aid, and one for all other financial hardships.

Emergency Residency Aid: The fund will provide \$100 cash to the dean at the beginning of every residency to be used for dispersal during Residency. These dispersals go directly to the dean and should be used for immediate emergencies such as occur when a wallet has been stolen, luggage lost, etc. students in need of immediate aid should see the dean directly for access. Receipts will be provided to the Fund Committee concerning Residency Aid dispersals; students are expected to repay this money within 12 months.

Unforeseen Financial Hardships: This category applies to all non-Residency financial emergency requests. Students in need of Contingency Fund money should apply by requesting a form from the program manager. Money awarded in this category is not expected to be repaid, but the hope is that students who regain financial security will donate to the fund at a later time. No Unforeseen Financial Hardship request may exceed \$500. The fund may be accessed no more than two times, no more than once per calendar year, and the total amount awarded over two disbursements may be no more than \$750.

Faculty Advising

The chair of the primary concentration area serves as the faculty advisor for students in that concentration and assists the student in making curricular choices and developing a plan for electives and individualized study. After coursework is completed and when the student is beginning their first term of DIS 780, the dissertation chair takes responsibility for advising the student and becomes the final faculty advisor throughout the remainder of the program and guides the dissertation process. In addition to faculty advisors, students are encouraged to work with program administrators and certificate program coordinators on matters related to progress in the program.

Proficiency Reviews

Proficiency Review Philosophy

The Proficiency Reviews (PR) are intended to assess students' proficiency in research and in their concentration areas and foundational themes of social justice, engaging difference, and creativity. Students are expected to demonstrate comprehensive knowledge: facility with a wide range of texts and the ability to draw on main ideas of important thinkers and writers in their fields of study, linking them together in interesting and relevant ways to other scholars working in the field. In addition, students are expected to demonstrate depth of knowledge: the ability to engage, critically and substantively, with texts that both respect and interrogate the students' claims, positions, and arguments. Finally, students are expected to demonstrate advanced academic skills, including (but not limited to) the ability to develop and sustain a line of argument that is coherent and supported with viable, text-based evidence, while writing clear scholarly prose.

The first PR will be taken no earlier than Term 4 in conjunction with RMTH 787 (prerequisites are RMTH 704 and either RMTH 710 or 709) and will evaluate proficiency in research

methodology. The second PR will be taken in ECL/EDST/HMS/PPS 891 Capstone Course no earlier than Term 5. Prerequisites are: two core courses in the concentration; three advanced courses in the concentration; the three foundations courses (FNDS 701, 702 and 703); the required research courses (RMTH 704, 709 or 710 and 787); and Individualized Study 850. Additionally, students who do not pass four advanced courses prior to the capstone course must take the fourth advanced course concurrently with the capstone course. The second PR focuses on assessing proficiency in the concentration and foundational themes. See the proficiency review guide in CampusWeb for specific guidelines.

Dissertation

Expectations of students pursuing study in a selected concentration are to complete a program within a limited area of study aligned with the core values of the university and the Ph.D. program; achieve proficiency in general principles and approaches to doctoral inquiry; acquire both core and advanced knowledge; develop field/research proficiency; and conduct doctoral-level research completing a dissertation meeting national standards for research at the doctoral level.

Upon successful completion of degree requirements, doctoral students will be awarded the degree of Doctor of Philosophy in Interdisciplinary Studies (Ph.D.) The transcript will denote the degree, primary concentration, secondary focus* and/or area of specialization, and/or certificate if applicable, and dissertation title. The Doctor of Philosophy in Interdisciplinary Studies degree is awarded in recognition of advanced research and demonstrated knowledge in a field of study. *a secondary focus option will not be available to students that matriculate on July 1, 2018 or after.

Dissertation Guidelines

The dissertation integrates and adds to the learning accomplished in other phases of the program. It addresses the appropriate intellectual, cultural, and/or artistic traditions of the field and signifies grounding in the theoretical and critical scholarship in the field. It allows students to exercise originality and creativity so the work provides new knowledge and approaches to the larger scholarly community.

If conducting research for a traditional dissertation or social action project, students may incorporate qualitative and quantitative research methods or other methods appropriate to the research problem and the discipline(s) involved. Creative dissertations will likely not involve a research methodology. However, they are still expected to be grounded in the relevant literature. Regardless of which research design and methods the student may choose for traditional dissertations or social action projects, the dissertation proposal must include an explicit, detailed discussion of the proposed research methods and a rationale for the selection of methods. Discussion of methods should be framed in such a way that other scholars will understand the methods discussed and can critically evaluate them. In order to develop a sound proposal for the dissertation, the student must be conversant with both general research methods and the research methods that characterize the field of study. When appropriate to the dissertation topic, the student must also achieve and document knowledge of statistics. A thorough grounding in research methods, both quantitative and qualitative, and in the literature related to the area of inquiry, will prepare the student to read and evaluate the research of others in order to conduct their own doctoral-level research. To achieve proficiency in research design and methodology, students must complete at least two research courses before engaging in research.

Where doctoral work involves human subjects, the dissertation must include a section that addresses procedures for the protection of research subjects. That section should address any risks to research participants, informed consent, issues of confidentiality, and any other ethical or human subjects matters normally addressed within the disciplines or professions most closely related to the student's area of inquiry. (See section on Research with Human Subjects: Institutional Review Board.)

Union Institute & University accepts a dissertation in several forms, including a traditional dissertation, a creative/artistic project, or a social action project. Regardless of form, the dissertation must add to the learning accomplished in other phases of the program. Finally, the dissertation must demonstrate academic excellence. Jointly authored dissertations are not permitted. Refer to the program handbook for details about each type of dissertation and the dissertation process.

Students are required to prepare and submit specific graduation materials in addition to their dissertation. All required UMI-ProQuest documents are specified within the program's dissertation/graduation materials.

Graduation Policy and Commencement

Following the Ph.D. Dissertation Guide requirements are satisfactorily completed, members of the administrative review committee inventory all academic requirements and financial records. The academic record is reviewed in the Registrar's Office; the Office of Financial Services checks status of financial aid, if applicable; and the UI&U Business Office audits the financial records (student account).

Graduation requirements also include but are not limited to:

- A minimum of 66 semester hours in the established program curriculum.
- A minimum cumulative grade point average of 3.00.
- Submission of Graduation Recommendation and Approval form by the dissertation chair.
- All required UMI-ProQuest documents as specified in the Ph.D. Dissertation Guide in the Administrative Review Process.

Graduation is approved and the degree awarded when all academic and financial obligations to the university have been met. After the dean's approval for graduation, the conferral date is the last day of the term/month of enrollment required to complete all degree requirements. Therefore, in the final term, a student must be registered for credit bearing coursework or enrolled in Dissertation Supervision DIS 780/781 or PCX 799. The final transcript with graduation noted and a diploma will be released when all academic and financial clearances have been completed.

Graduation Ceremony - Eligibility

The university holds formal graduation ceremonies each year at its various regional sites. The graduation ceremony for Ph.D. students takes place in Cincinnati where students in other UI&U Cincinnati-based programs will also be "participating." A Petition to Participate is sent to each eligible doctoral graduate by the program office in May. Doctoral students must have completed their Administrative Review Process in order to be eligible to participate. The Petition to Participate must be returned by the stated deadline in order for the graduate to participate in the ceremony. Each graduating student is permitted a limited number of tickets to the event, to be sure that each may share in the joy of Commencement with key family members or friends. The

UI&U President and members of the Board of Trustees attend, along with faculty representatives, dressed in full academic regalia. A prominent speaker is invited to commend the graduates and encourage future achievements. Each graduating doctoral student is “hooded” by their doctoral chair at the ceremony.

Curriculum / Course of Study

Term One	
Course Name	Credits
Foundations: FNDS 703 Engaging Difference	3 credits
Core Course I Concentration: ECL, EDST, HMS or PPS 700 Series (total of six credits or any two Core Courses, in any sequence)	3 credits
Academic Skills: ACS 700 Critical Writing and Thinking I: Explorations	3 credits
Total	9 credits
Term Two	
Research Methods I: RMTH 704 Foundations of Inquiry	3 credits
Academic Skills: ACS 705 Critical Writing and Thinking II: Analysis and Synthesis as Inquiry	3 credits
Foundations: FNDS 701 Ethics and Social Justice	3 credits
Core Course II Concentration: ECL, EDST, HMS or PPS 700 Series (total of six credits or any two Core Courses, in any sequence)	3 credits
Total	12 credits

With advisor approval students may begin in Term 3 to substitute electives for concentration advanced courses in order to accommodate work on a certificate or specialization. However, in order to enroll in the concentration capstone course, students must have completed the following: two core courses in their concentration, three advanced courses in their concentration, the three foundations courses (FNDS 701, 702 and 703), the required research courses (RMTH 704, 709 or 710, and 787) and Individualized Study 850. Additionally, students who do not pass four advanced courses prior to the capstone course must take the fourth advanced course concurrently with the capstone course. Thus, students who choose to enroll in electives prior to Term 5 should take into account that this may result in a program length exceeding six terms.

Term Three	
Foundations: FNDS 702 The Creative Process	3 credits
Research Methods II: RMTH 709: Inquiry in the Humanities (HMS) or RMTH 710: Qualitative, Quantitative and Mixed Methodologies (ECL/EDST/PPS)	3 credits
Advanced Course I Concentration: ECL, EDST, HMS or PPS 800 Series (except 850, 891, or creative writing workshops)	3 credits
Advanced Course II Concentration: ECL, EDST, HMS or PPS 800 Series (except 850, 891, or creative writing workshops)	3 credits
Total	12 credits
Term Four	
Individualized Study I: Literature Review ECL, EDST, HMS or PPS 850	3 credits
Research Methods III: RMTH 787 Designing Interdisciplinary Research (Research Proficiency Review)	3 credits
Advanced Course III Concentration: ECL, EDST, HMS or PPS 800 Series (except 850, 891, or creative writing workshops)	3 credits
Advanced Course IV Concentration: ECL, EDST, HMS or PPS 800 Series (except 850, 891, or creative writing workshops)	3 credits
Total	12 credits
Term Five	
Individualized Study II– Dissertation Proposal ECL, EDST, HMS or PPS 860	3 credits
ECL, EDST, HMS or PPS 891 Capstone Course (Concentration Area and Foundations Proficiency Review)	3 credits
Elective (can be taken from any courses inside or outside of the Concentration and may be used for, Specialization, certificates, specialized research training or creative writing courses)	3 credits
Elective	3 credits

Total	12 credits
Term Six	
Dissertation: RMTH 900 or MLK 900	3 credits
Elective ⁷	3 credits
Elective	3 credits
Total	9 credits
Curriculum Total	66 credits
Term Seven and Beyond (Optional)	
<p>Program Completion Extension: PCX 799 OR Dissertation Supervision: DIS 780/781</p> <p>Students who do not complete their dissertation within six terms must register for one or more extension terms. When that is the case, depending on what is left to do on the dissertation (minor edits vs. concentration research and writing), the student registers for the seventh term and, in some cases, perhaps an eighth term for either a program extension (minor edits) or dissertation supervision (substantial work); this is determined by the student and the dissertation committee. Program Completion Extension includes a fee (see UI&U Tuition and Fees Schedule), receives 0 credits, and is not eligible for financial aid. Dissertation Supervision includes a fee (see UI&U Tuition and Fee Schedule), receives 0 credits, and is eligible for financial aid through four terms of enrollment. No financial aid available after the fourth term of enrollment.</p>	0 credits

⁷ Electives in final term include the option of ECL/EDST/HMS/PPS 870 and 880 Individualized Study.

Course Descriptions

ACS 700 Critical Writing and Thinking I: Explorations

3 credits

Introduction to alternative approaches to writing within the context of advanced study. Focuses on processes of revision for the purpose of strengthening the perspective or argument within a body of writing.

ACS 705 Critical Writing and Thinking II: Analysis and Synthesis as Inquiry

3 credits

Focus on providing practical guidance synthesizing literature to further strengthen writing through alternative approaches (fiction, creative non-fiction, poetry, analysis and argument) that develop insights, arguments, and the generation of interpretations.

DIS 780/781 Dissertation Supervision

0 credits

Non-credit extension term to complete dissertation research and writing supervised by the dissertation chair. A student registered in Dissertation Supervision may not take other courses/credits in the same term. Dissertation Supervision is considered full-time status. Financial aid is available through registration in four terms of Dissertation Supervision. No financial aid is available after the fourth term of DIS 780/781 enrollment.

ECL 710 Foundations of Ethical and Creative Leadership

3 credits

Introduction to classic and contemporary theories and models of leadership. Focuses on (1) the intersection of leadership, ethics, and creativity; (2) the historical, philosophical, and moral contexts of leadership; and (3) leader/follower relationships in the attainment of organizational and societal goals.

ECL 720 Ethical and Creative Leadership in Group Dynamics, Organizations, and Society

3 credits

Introduction to theories and models of leadership within groups, including small informal groups, groups within communities and organizations, and groups within society. Focuses on analysis of group dynamics and processes within the contexts of power, conflict, cooperation, creativity, diversity, ethics and values, and change.

ECL 802 MLK and Social Change

3 credits

Introduction to the life, sermons, speeches, and thoughts of Rev. Dr. Martin Luther King, Jr. Exploration of the cultural roots of the civil rights movement and the African-American religious traditions as they influenced Dr. King and his cohorts. Additional focus on the struggle of African-Americans to obtain their civil rights and to achieve racial equality in the United States from the "Jim Crow" Era to the 1980s.
(Also see HMS 806.)

ECL 804 Critical Leadership

3 credits

Study of critical theories, including critical race theory, feminist theory, and queer theory, to explore diversity and leadership.

ECL 807 Women, Leadership and Policy

3 credits

Exploration and analysis of the intersection and interaction between and among women, leadership and public policy. Aspects of policy development and leadership theory are discussed. A case method of analysis is employed providing opportunity for investigation in a range of policy areas, e.g., social welfare, health, environment, arts, economics, international affairs and government. Students select a single subject or area for the development of their

own case.

ECL 809 Leadership and Social Justice **3 credits**

Study of theories and practice of social justice as an underpinning for an exploration of how leadership can contribute to greater equality, dignity, fairness, and justice in organizational, national, and global contexts.

ECL 812 Leadership for a Complex World **3 credits**

Exploration of complexity theory, systems theory, futures studies, integral theory, and emergent leadership in the context of a complex and rapidly changing world. Case applications to various organizational leadership situations are integrated into discussion and theories.

ECL 813 Special Topics **1-3 credits**

Examination of various topics of interest in Ethical and Creative Leadership.

ECL 814 Leadership and Creativity **3 credits**

Examination of the relationship of creativity to leadership beyond notions of innovation including creativity as a life force, as a visionary and boundary-pushing endeavor, and as aesthetics.

ECL 815 The Call to Lead: Critical Thinking and Ethical Leadership Development **3 credits**

Study of the ethical development of leadership including the role of human development, as well as the relationship of the individual to the collective in the context of leadership development, integral theory, and spirituality.

ECL 816 Empathy, Dialogue, and the Ethic of Care **3 credits**

Examination of the roles that empathy, dialogue, and the ethic of care play in leadership, particularly to advance social justice and to sustain and transform organizations, communities, and the world.

ECL 817 Protest, Social Movements, and Social Change **3 credits**

Study of theories of social change and the roles of protests and collective action (including social movements) in channeling injustice into social change.

ECL 818 Design Thinking in Education and Leadership **3 credits**

This course explores the meaning, intent, and application of design thinking principles and practices in education and leadership forums. We will explore the broad reaches of this methodology that combines creative and analytical approaches to problem solving and requires collaboration across disciplines for the purpose of creating multiple, innovative solutions to systemic issues.

ECL 821 Community Based Leadership **3 credits**

Examination of the theory and practice of community-based leadership in a global world, including emergent leadership and concepts such as stewardship, empowerment, resilience, and transformation, particularly in response to challenge and crisis.

ECL 822 Leadership and Change **3 credits**

This course focuses on professional experiences and reflective practice as they come together in examination of leadership theories and strategies for transformative change in organizations. The course will include an exploration of the relationship between the organization's leader and the effectiveness of that setting.

ECL 850 Individualized Study I **3 credits**

Individualized and advanced study of specific questions and issues related to the student's dissertation research. Focuses on development of a preliminary literature review/intellectual contextualization for the dissertation proposal.

ECL 851 Art of Social Justice and Leadership **3 credits**

This course examines reflective practices of reasoning and skill-based critical thinking to explore alternative, refreshing, and new solutions to old problems. Visual cognitive skills, social justice theories through the lens of art, and leadership principles through visual culture will lead to new implications for problem solving in education.

ECL 855 Leadership Project: Living Case Study **3 credits**

This course is designed to provide students leadership practice or brief externship with coaching sessions in the student's area of focus. The student identifies a leadership problem or project to work on related to their field of interest and then works on the project as a way of practicing and demonstrating knowledge and leadership skills. The course is designed to assist students in creating a portfolio of leadership artifacts that can be used in seeking new leadership roles.

ECL 860 Individualized Study II **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focuses on generation of a draft dissertation proposal.

ECL 870 Individualized Study III **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

ECL 880 Individualized Study IV **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

ECL 891 Capstone Course **3 credits**

Capstone Course provides students the opportunity to expand upon work toward the dissertation research begun in ECL 850 with emphasis on developing each student's scholarly skills. This course includes the Proficiency Review in both Foundational Themes and Content in the Concentration.

EDST 710 Education, Society and Culture **3 credits**

This course examines historical and philosophical foundations of education in the U.S. and explores the interplay between educational institutions (Pre-K-12 and higher education) and other political, social, and cultural institutions. Particular attention is given to issues of diversity in contemporary U.S. education.

EDST 720 Curriculum and Social Justice **3 credits**

The course will comprise a study of current curriculum innovations and their underlying theoretical bases with a focus on social justice models. Emphasis is given to current research implementation of curricular models in the K-12 and higher education settings and the translation of effective curriculum designs into practice.

EDST 805 Special Topics **1-3 credits**

Examination of various topics of interest in Educational Studies.

EDST 818 Design Thinking in Education and Leadership **3 credits**

This course explores the meaning, intent, and application of design thinking principles and practices in education and leadership forums. We will explore the broad reaches of this methodology that combines creative and analytical approaches to problem solving and requires collaboration across disciplines for the purpose of creating multiple, innovative solutions to systemic issues.

EDST 820 History of Higher Education and Social Justice **3 credits**

This course focuses on the development of higher education in the United States, including: review of sociological, political, and economic influences that have been concentration forces for development and change in higher education and the social justice issues that have been enjoined.

EDST 821 Educating for Democracy and Social Justice: Critical Pedagogy and Pragmatism **3 credits**

This course investigates the Critical Pedagogy of Paulo Freire and the Educational Pragmatism of John Dewey with emphasis on narrative constructions of identity, cultural conditioning, and the links among theory, practice, and justice. Particular attention will be paid to the role of power and privilege in both individual and institutional interactions. The concept of social justice will be explored from various perspectives and theoretical frameworks.

EDST 823 Gender and Education **3 credits**

This course will focus on historical perspectives and current debates in the area of gender as a marker of difference affecting the education of all students. The intersections of gender, race, class, ethnicity, and sexuality will be emphasized throughout while particular issues of gender are explored from a number of theoretical lenses from behaviorist to post-modernist thought and practice.

EDST 824 Technology and Educational Transformation **3 credits**

This course's focus is on exploring existing and emerging technologies and applications and designing them into student-centric learning experiences to facilitate the integration access, and to the use and understanding of new technologies and information resources for continued learning and development. This course's area of focus includes an examination of how technology is changing education and some of the attendant social justice issues such as access of vulnerable populations to technology.

EDST 826 Race, Racism and Critical Race Theory in Education **3 credits**

This course will explore the role that race features in the classroom and beyond, broadening students' understanding of institutional racism in its visible and invisible forms. Historical perspectives will be studied to inform students' ability to grapple with and call into question the assumptive foundations of racism and its effects on marginalized peoples as well as on dominant groups. Strategies for creating classrooms, schools, and communities of equity without erasing difference will be theorized.

EDST 827 Education, Social Justice and Sustainability **3 credits**

This course's focus is on the education and actions required by educators and their institutions to educate, advocate, and provide leadership for integrated solutions that "...meets the needs of the present without compromising the ability of future generations to meet their own needs" (Report of the World Commission on Environment and Development to the United Nations,

1987). This course seeks to explore sustainability and social justice, including environmental justice, issues to which educators need to be attuned in the 21st century.

EDST 828 Pedagogical Structures: Traditional and Alternative Models 3 credits

This course takes an historical view of the role of education in society in light of traditional and nontraditional configurations for schooling systems from the American Colonial period through the present. Various approaches to designing school environments and to managing educational entities in private and public settings will be addressed, including for-profit and not-for-profit models, from the micro to the macro level. The social and economic elements and consequences of these models will be investigated in light of changing viewpoints of the purpose of education, from socialization of citizens to liberatory practice.

EDST 829 Education Law, Policy, and Social Justice 3 credits

This course examines how education-related laws and policies have influenced the lives of marginalized populations in the United States and explores alternatives that may lead to socially just outcomes. The course engages in the study of the social, economic, cultural, and political forces in which Pre-K-12 and higher education programs and institutions have developed, with a focus on contemporary issues of education law and policy, such as affirmative action, desegregation, undocumented immigrant rights, and the school-to-prison pipeline.

EDST 850 Individualized Study I 3 credits

Individualized and advanced study of specific questions and issues of importance within the context of students' individual experiences and professional lives supervised by the chair of the primary area of concentration. Focuses on students' individual intellectual pursuits and interests.

EDST 860 Individualized Study II 3 credits

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focuses on generation of a draft dissertation proposal.

EDST 870 Individualized Study III 3 credits

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

EDST 880 Individualized Study IV 3 credits

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

EDST 875 Internship 3 credits

The Educational Studies internship provides students the opportunity to integrate theory and practice while under the supervision of a qualified individual who possesses documented expertise in education. The internship is not meant to be "business as usual." Rather, the experience is intended to challenge students in new ways, requiring them to step outside of their comfort zones. Given the Educational Studies focus, a central purpose of the internship is for students to explore the complexities involved in furthering ideals of social justice within an educational or related setting.

EDST 891 Capstone Course 3 credits

Capstone Course provides students the opportunity to expand upon work toward the dissertation research begun in EDST 850 with emphasis on developing each student's scholarly skills. This course includes the Proficiency Review in both Foundational Themes and Content in the Concentration.

FNDS 701 Ethics and Social Justice**3 credits**

Examination of alternative conceptions of ethics and exploration of the implications for social justice. Focuses on developing a theoretical foundation and critical engagement of classic texts and contemporary theories.

FNDS 702 The Creative Process**3 credits**

Exploration of historical and contemporary theories regarding the source, nature, and development of creativity. Focuses on examining the creative person, process, product, and environment by viewing these through the eyes of creative individuals themselves as well as through those of the most eminent theorists, philosophers, and researchers in the field.

FNDS 703 Engaging Difference**3 credits**

Exploration of the dimensions and dynamics of difference and their implications for interdisciplinary study and social change. Focuses on the various ways in which “self” and “other” are constructed and interact within multiple theoretical perspectives and worldviews.

HMS 710 Building the Canon: Historical Survey**3 credits**

Examination of some of the ideas that have shaped human history from ancient times to the Enlightenment. Focuses on a broadly inclusive approach to the study of humanities looking at philosophy, religion, music, painting, architecture, sculpture, and tapestry, as well as multiple genres of literature – poetry, history, epic, sacred scripture, drama, short story, essay, treatise, and novel.

HMS 711 The Human Condition: The Pursuit of Happiness**3 credits**

Exploration of contemporary theories that consider how the constructs of gender, race, and class have formed and deformed limits and aspects of the good life. Focuses on deepening the understanding of the idiosyncratic nature of the pursuit of happiness.

HMS 720 Critiquing the Canon: The Idea of Progress**3 credits**

Exploration of the idea of progress from a multitude of disciplinary perspectives (history, philosophy, economics, biology, literature, the arts, etc.) and investigation of its uses and abuses.

HMS 801 The Art of Protest**3 credits**

Exploration of the rich tradition of protest literature in the United States, India, South Africa, as well as other regions of the world. Focuses on the study of the production and consumption of dissent as a site of progressive social critique; examines the historical links between modes of protest and meanings of literature; and explores how various expressions of dissent function as aesthetic, performative, rhetorical, and ideological texts within specific cultural contexts.

HMS 802 Memoir and Identity**3 credits**

Examination of the origins, evolution, and contemporary practice of life-writing (with references to autobiography, biography, and other related forms) with specific focus on personal, social, and cultural identities. Introduces the core questions and issues raised in memoir writing particularly as related to identity, diversity issues, and social justice and the relationship between public and private identities.

HMS 803 Gender, Identity, and Social Efficacy of the Constructed Self **3 credits**
Development of a conceptual foundation for an interdisciplinary inquiry into the gendered self as read through the lenses of French feminism, Lacanian and other neo-Freudian psychoanalytic thought, deconstructionist theory, and contemporary media studies. Focuses on how human subjectivity is grounded in situated narratives of the self and explores current applications of gender theory within and outside of academia in terms of race relations, social justice, political discourse, and pedagogy.

**HMS 804 ReWriting Nations:
Nationalism, Postcolonialism, and the Politics of Literary Representation** **3 credits**
Investigation of the roles the arts and literature (broadly defined) have played in shaping and contesting as well as adopting and adapting a range of national and postcolonial projects of the 19th and 20th centuries. Builds upon the foundations laid in HMS 710 and HMS 720.

HMS 805 Poetry and Politics **3 credits**
Explorations of the complexities of any proffered/accepted social or political accounts of reality, the possibility, through the use of poetic approaches to language, of examining the resemblances rather than identities among the pieces of what we experience as social or political reality (Wallace Stevens), the movement between familiar and comfortable accounts and strange, dissonant ones (Robert Hass, Richard Hugo), and the importance of a concentrated internal linguistic/experiential exploration (Jane Hirschfield, Louise Gluck, Jorge Borges, et al.) as central to the poetic exploration of the many realities that accompany our efforts to explore and revisit familiar as well as unfamiliar accounts of social/political life.

HMS 806 MLK and Social Change **3 credits**
Introduction to the life, sermons, speeches and thoughts of Rev. Dr. Martin Luther King, Jr. Exploration of the cultural roots of the Civil Rights Movement and the African-American religious traditions as they influenced Dr. King and his cohorts. Additional focus on the struggle of African-Americans to obtain their civil rights and to achieve racial equality in the United States from the “Jim Crow” Era to the 1980s.
(Also see ECL/MLK 802).

HMS 807 Visual Culture **3 credits**
Introduction to the history, methods, and central debates within the field of visual studies. Explores how scholars from various disciplines have focused attention on both the cultural specificity of vision and on the ever-widening array of images and objects available for viewing.

HMS 808 Creative Writing I **3 credits**
Study of creative writing, examining multiple genres of literature—poetry, drama, short story, essay, and novel—and multiple ways of understanding the written word. Focuses on supporting the needs of students who are interested in writing a Creative Dissertation that will involve their own poetry, novel, short stories, play, or creative nonfiction. Creative writing courses are to be taken as electives unless otherwise approved by HMS chair.

HMS 809 Critical Theory **3 credits**
Close study of influential schools of critical theory that have gained prominence before the historical backdrops of nationalism, imperialism, and Fascism as well as attendant resurgences of antiauthoritarianism, feminism, civil rights struggles, and decolonization efforts. Special attention is paid to Cultural Marxism, the Frankfurt School, British Cultural Studies, Feminist Critical Theories, and Critical Race Theory.

HMS 811 Global Women’s Writing: Art, Culture, and Social Justice **3 credits**

This course explores works by women writers of the non-Western world in short story, poetry, and personal narratives, with emphasis on those that address post-colonial/contemporary issues and ideas. Global regional writing is then placed in conversation with works by American women authors whose backgrounds express themes of immigration/migration and cultural aspects of their or their ancestors' countries of origin, demonstrating creative, intellectual, and political connections. Throughout the course, students will have the opportunity to address both primary and secondary/critical sources reflecting the interplay of art, culture, and social justice in this literature as well as to complete pieces of creative writing with themes such as women's lives, issues, and creative challenges.

HMS 812 Philosophy and Social Ethics of Religion **3 credits**

Focus on the psychology, social ethics, and world-transforming dimensions of religion. Exploration of religion’s moral and social dimensions, stressing how religion’s social ethics can be connected with questioning power relations and pursuing political justice. Survey of religious pluralism and the various ways that humanity’s liberation has been pursued in many world religions.

HMS 813 New Media and Social Change **3 credits**

Inquiry into societal conditions that are interrelated with media. Exploration of theories of mass communication and recent work in cultural studies. Examination of the global and local dimensions of the relationship between media and social change and the implications and impacts of, as well as the determinants and obstacles to, medial change on a global scale.

HMS 814 Gender, Sexuality, and Public Policy **3 credits**

Examines both the theoretical and historical understandings of gender and sexuality focusing on how specific public policies (or lack thereof) have historically and presently regulate sexuality by validating and legitimizing some behaviors, relationships and identities, while delegitimizing or even criminalizing others. The course will focus on both theory and public policy and how they mutually engage, reinforce, and contradict one another.

HMS 815 Special Topics **1-3 credits**

Examination of various topics of interest in Humanities and Culture.

HMS 816 Creative Writing III: Form and Genre **3 credits**

The course explores some of the issues surrounding contemporary creative writing to facilitate understanding the relationship between form and content and the inevitable political consequences of their artistic choices, in the larger world of contemporary literature, and to suggest ways in which they might articulate all of the above in a coherent and rigorous fashion. Students develop and further their own form and genre choices while working to more fully understand the form and genre choices of other writers. Students produce and share work in a workshop environment and receive feedback on their work from their peers and instructor. Creative writing courses are to be taken as electives unless otherwise approved by HMS chair.

HMS 817 Critical Debates in Postcolonial Studies **3 credits**

Introduction to key issues and debates in the field of Postcolonial Studies. Provides an opportunity to employ a range of interpretive strategies that have become influential in literary and cultural studies. Postcolonial Studies is by nature a hybrid and interdisciplinary field that borrows from multiple perspectives – Marxist, New Historicist, Poststructuralist, etc. – and is lively with debates about definitions and scope of inquiry. Some of the debates echo those taking place in the larger theoretical realm, while others are particular to the discipline. Using

anthologies and selections from seminal works, students will survey and compare multiple perspectives, noting the strengths and limitations of each.

HMS 818 Pragmatism and Justice

3 credits

This course aims both to engage the work of the classical and contemporary pragmatists, with a focus on justice, and to bring a critical lens to it. After reading primary texts of the classical pragmatists and examining debates around their writings and recent scholarship by those working in and around pragmatism for addressing injustice in the areas of race, gender, ethnicity, nation, and empire, as well as those generated by globalization, multinational capitalism, and transnational migration to which familiar liberal theories of justice have proved inadequate.

HMS 819 Literary Theory

3 credits

Exploration of fundamental questions about literature and reading. Focuses on the relationship between literary representation and reality. Examines the kinds of relationships possible between a literary text and a reader and the political and cultural work of literature.

HMS 820 Poetry and Healing

3 credits

This seminar employs a workshop format to examine the conceptual bases for the healing potential in poetry, and to encourage the development and refinement of original poetry on illness and wellness themes. We will review poetry written by health practitioners, by patients, their friends and families. Students will become familiar with poetry on such themes as cancer, Alzheimer's disease, alcoholism, and bereavement. They will be free to select subjects of particular interest as they explore poetry as a vehicle for healing insight.

HMS 821 Ethics After Postmodernism

3 credits

Exploration of the underlying "ethical-political" commitments of the various postmodern thinkers, commitments often obscured by the focus on negative critique that dominated previous debates. Focuses on the assessment of the postmodern legacy, with particular attention to the possibilities of postmodernism in an affirmative mode.

HMS 822 Humanities and Sustainability:

The Boundaries and Intersections of Nature and Culture

3 credits

Examination of the history and representation of nature and the natural and man's alienation from nature from the primitive to the postmodern. Focuses on scrutinizing the meanings of key terms often taken for granted in sustainability discussions, such as the environment, the economy, nature, culture, preservation, and progress.

HMS 823 Creative Writing II

3 credits

This course is for students incorporating a creative component into their dissertation. Exploration of the political consequences of creative compositions. Focuses on peer review and thorough and substantive reactions and constructive suggestions for revision. Examination of assigned texts, to note and to be instructed by their use of particular techniques and elements, and the ways in which they revise and/or reaffirm socio-political constructs for the purpose of increasing awareness of the technical and ideological aspects of one's work the tendency to elide the inevitable political dimension of creative work. Address issues of hegemonic power and violence in the contexts of colonialism, caste, class, gender and institutionalized racism and challenge the underpinnings of the earlier canonical texts. Creative writing courses are to be taken as electives unless otherwise approved by HMS chair.

HMS 824 Democracy and Difference **3 credits**
Examination of classical conceptions of democracy and contemporary democratic theories (liberal, deliberative, communitarian, and agonistic). Focuses on the ways each theory neglects or addresses the continuing persistence of inequalities within democracy including inequalities of class/economy, sexuality/gender, and race/ethnicity.

HMS 825 Critical Social Epistemology **3 credits**
This seminar traces the origins, rise, and use of critical social epistemology across the fields of border and indigenous epistemologies, feminist epistemology, critical philosophy of race and whiteness studies, and queer theory, with particular attention to how these traditions diagnose epistemic injustice and foster forms of epistemic resistance.

HMS 826 Ethnic Fictions in American Literature **3 credits**
Historically contextualized exploration of the intersections between *ethnic* identity, *literature*, and culture in the United States from the late 19th century into contemporary times. Shifting discourses on race, ethnicity, pluralism, multiculturalism, and post-ethnicity are critically examined through the close study of select literary works by African American, Asian American, Chicana/o, Latina/o/x, Indigenous, and Jewish writers.

HMS 850 Individualized Study I **3 credits**
Individualized and advanced study of specific questions and issues of importance within the context of students' individual experiences and professional lives supervised by the chair of the primary area of concentration. Focuses on students' individual intellectual pursuits and interests.

HMS 852 Professional Museum Internship **3 credits**
This course entails the students' 80-120-hour placement at a museum in which they gain practical experience in museum or gallery operations, geared toward career goals of individual students. Placement is arranged through certificate program director, with supervision and evaluation by student, museum supervisor, and certificate coordinator.

HMS 856 Museum Studies: The Nature of Museums **3 credits**
Overview of basic elements of museums, their missions, and their characteristics, organized around the key professional activities of museums – leadership and management and collections. Concentrates on the multi-disciplinarity inherent in museum work required for succeeding in the museum profession.

HMS 857 Museum Studies: The Nature of Museums II **3 credits**
This is the second of a two-semester course sequence and is an overview of basic elements of museums, their missions, and their characteristics. HMS 857 focuses on collections management including the ethics and legal implications underscoring them; repatriation, authenticity, and heritage issues; topics pertaining to interpretation and representation inherent in exhibitions; the role of diverse communities in the engagement process; and the future of museums. This course is a continuation of HMS 856, but HMS 856 is not a prerequisite for HMS 857.

HMS 858 Art, Community and Development: Cultural Resources and Social Justice **3 credits**
This course will examine as a social justice issue the relationship between art and its intrinsic cultural importance to community and as an economic, educational and social developer. It will examine art and its impact on community development and resource allocation and what roles do identity, geography and politics and wealth play. How are political and economic decisions

made to include art/artists in the planning of public budgets, the distribution of private donations, and advocacy for art as a critical factor in community growth and development. The course will also explore decisions on how art/artists are selected to receive support and inclusion in community development. And finally, how do we look at art as a cultural, social and economic industry that includes both nonprofit and for-profit businesses. (Also see PPS 558).

HMS 860 Individualized Study II **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focuses on generation of a draft dissertation proposal.

HMS 870 Individualized Study III **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

HMS 880 Individualized Study IV **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

HMS 891 Capstone Course **3 credits**

Capstone Course provides students the opportunity to expand upon work toward the dissertation research begun in HMS 850 with emphasis on developing each student's scholarly skills. This course includes the Proficiency Review in both Foundational Themes and Content in the Concentration.

MLK 800 Internship **3 or 6 credits**

The internship experience provides an opportunity for students to deepen, broaden, and strengthen their knowledge and professional experiences or acquire skills and knowledge relevant to their area of concentration. Students in the MLK Studies specialization are expected to integrate theory and practice in a setting that provides opportunities to reflect and implement the strategic work of Dr. King.

MLK 801 The Art of Protest **3 credits**

Exploration of the rich tradition of protest literature in the United States, India, South Africa, as well as other regions of the world. Focuses on the study of the production and consumption of dissent as a site of progressive social critique; examines the historical links between modes of protest and meanings of literature; and explores how various expressions of dissent functions as aesthetic, performative, rhetorical, and ideological texts within specific cultural contexts

MLK 802 MLK and Social Change **3 credits**

Introduction to the life, sermons, speeches and thoughts of Rev. Dr. Martin Luther King, Jr. Exploration of the cultural roots of the civil rights movement and the African-American religious traditions as they influenced Dr. King and his cohorts. Additional focus on the struggle of African-Americans to obtain their civil rights and to achieve racial equality in the United States from the "Jim Crow" Era to the 1980s.

MLK 803 Public Policy and Human Rights **3 credits**

Explores the evolution of human rights in theory and practice, particularly the practical implications and applications for public policy. Focuses on its foundations, concentration theoretical debates, as well as current practices.

MLK 807 Women, Leadership and Policy **3 credits**
Exploration and analysis of the intersection and interaction between and among women, leadership and public policy. Aspects of policy development and leadership theory are discussed. A case method of analysis is employed providing opportunity for investigation in a range of policy areas, i.e., social welfare, health, environment, arts, economics, international affairs, and government. Students select a single subject or area for the development of their own case.

MLK 810 Special Topics **1-3 credits**
Examination of various topics of interest in Martin Luther King, Jr. studies.

MLK 812 Philosophy and Social Ethics of Religion **3 credits**
Focus on the psychology, social ethics, and world-transforming dimensions of religion. Exploration of religion's moral and social dimensions, stressing how religion's social ethics can be connected with questioning power relations and pursuing political justice. Survey of religious pluralism and the various ways that humanity's liberation has been pursued in many world religions.

MLK 817 Protest, Social Movements, and Social Change **3 credits**
Study of theories of social change and the roles of protests and collective action (including social movements) in channeling injustice into social change

MLK 826 Race, Racism and Critical Race Theory in Education **3 credits**
This course will explore the role that race features in the classroom and beyond, broadening students' understanding of institutional racism in its visible and invisible forms. Historical perspectives will be studied to inform students' ability to grapple with and call into question the assumptive foundations of racism and its effects on marginalized peoples as well as on dominant groups. Strategies for creating classrooms, schools, and communities of equity without erasing difference will be theorized.

MLK 892 Integrative Course **3 credits**
This course is intended to provide the student with the opportunity to explore salient themes engaged in the MLK Workshops, courses and selected readings. The student is expected to develop a thoughtful paper that integrates scholarly inquiry, creative analysis, and an original contribution to the discussion of the legacy of Dr. King. The culminating essay/paper is expected to include reflection and synthesis, as well as original thinking. Students may be asked to present their final papers during the residency. Student topic selection and content outline should receive prior approval from the faculty of record.

MLK 900 Dissertation **3 credits**
The student works toward completion of an original research study artistic or creative project, or a social action project that makes a contribution to the student's field and MLK Specialization, and to human knowledge.

PCX 799 Program Completion Extension **0 credits**
When a doctoral student reaches the end of their intended final term of full-time academic enrollment (last registered term or Dissertation Supervision) and needs additional time to prepare final documents for dean's review/approval, they are required to register for PCX 799 Program Completion Extension (0 credits) for the subsequent six-month term. In order for a student to have this six-month completion extension approved, the student must have successfully completed all prior enrollment terms.

Registration of PCX 799 is required as follows: The program completion extension affords a student additional time to respond to recommendations for edits as a result of the Dissertation Defense meeting or Dean's Review. No new academic learning activities may be undertaken during or after this program completion extension registration period. The extension period is not a new term of enrollment for academic credit. Registration of PCX 799 will be for a six-month extension of the student's non-academic registration status so that final documents can be reviewed and approved. No more than two (2) extension terms will be approved.

PCX 799 does not qualify for financial aid or loan deferral. The Registrar's Office will report students on PCX 799 extension as less than half-time to external agencies. The dean's office must approve PCX 799 registration.

PPS 711 Policy Processes and Social Change **3 credits**

Examination of a variety of theoretical frameworks that address both the substance of public policy and the processes of policymaking. Special emphasis is given to the underlying assumptions, values, and views of political reality that inform the policy frameworks.

PPS 733 Policy Analysis **3 credits**

Examination of the theoretical and methodological ideas, characteristics, and assumptions of different types of policy analysis and policy analytic techniques. Focuses on approaches that represent traditional and contemporary forms of policy analysis.

PPS 801 Conflict Resolution: Negotiation, Power, and Influence **3 credits**

Examination of the role of negotiation, power, and influence in conflict resolution. Focuses on different types of conflict and the techniques and processes whereby conflicts have been or can be resolved.

PPS 802 Public Policy and Human Rights **3 credits**

Explores the evolution of human rights in theory and practice, particularly the practical implications and applications for public policy. Focuses on its foundations, concentration theoretical debates, as well as current practices.

PPS 804 Community Development and Global Environmental Justice **3 credits**

Using a comparative and interdisciplinary approach, this course examines "First World" environmentalism along with the "environmentalism of the poor." While the former is concerned with the "effluents of affluence" in post-industrial societies, the latter focuses on the rights and survival of indigenous communities in developing countries whose livelihoods are under threat due to climate change, unfettered capitalism, economic modernization and globalization. The main focus of the course will be on the unique set of environmental challenges and social problems that communities in marginal areas of the Global South have to grapple with in the 21st century. We also examine how the underlying principle of private ownership implicit in global capitalism threatens communal ownership of livelihood resources such as farmland, firewood, and water. Loss of communal rights to agricultural land, pasture, and water tend to induce ethnic conflict as different groups – for example farmers and cattle herders – compete over increasingly precarious rural assets. We will therefore take stock of "nature-based conflicts" and the various social movements that have spawned to resist privatization and individualization of the global commons.

PPS 805 Poetry and Politics**3 credits**

Explorations of the complexities of any proffered/accepted social or political accounts of reality, the possibility, through the use of poetic approaches to language, of examining the resemblances rather than identities among the pieces of what we experience as social or political reality (Wallace Stevens), the movement between familiar and comfortable accounts and strange, dissonant ones (Robert Hass, Richard Hugo), and the importance of a concentrated internal linguistic/experiential exploration (Jane Hirschfield, Louise Gluck, Jorge Borges, et al.) as central to the poetic exploration of the many realities that accompany our efforts to explore and revisit familiar as well as unfamiliar accounts of social/political life.

PPS 807 Women, Leadership and Policy**3 credits**

Exploration and analysis of the intersection and interaction between and among women, leadership and public policy. Aspects of policy development and leadership theory are discussed. A case method of analysis is employed providing opportunity for investigation in a range of policy areas, i.e., social welfare, health, environment, arts, economics, international affairs and government. Students select a single subject or area for the development of their own case.

PPS 811 Program Evaluation**3 credits**

Examination of multiple frameworks and methods used in designing program evaluations on a variety of policy issues including education, health, and the environment. Focus on methods of evaluating program effectiveness, the fundamentals of types of program evaluation, designing program evaluation and ethical, political and cultural challenges when conducting program evaluation.

PPS 812 Gender, Sexuality, and Public Policy**3 credits**

Examines both the theoretical and historical understandings of gender and sexuality focusing on how specific public policies (or lack thereof) have historically and presently regulate sexuality by validating and legitimizing some behaviors, relationships and identities, while delegitimizing or even criminalizing others. The course will focus on both theory and public policy and how they mutually engage, reinforce, and contradict one another.

PPS 813 Critical Perspectives in Health Policy**3 credits**

This course employs an interdisciplinary approach to health policy as it examines the social environment and economic and political factors that shape disease and health across societies. Principles that will be considered are social justice, human rights, and equity as they relate to global and local health. Special attention will be paid to health disparities related to race, ethnicity, gender, sexual orientation, and social class. The course will explore the role of state and civil society in promoting health and providing care and consider the ways in which structural factors create and maintain health inequities.

PPS 817 Special Topics**1-3 credits**

Examination of various topics of interest in public policy and social change.

PPS 820 Political Economy**3 credits**

This course explores key concepts associated with alternative approaches to social exchange, understood especially as the central principles, practices, and structural arrangements associated with political economy. The course, then, is intended to provide the intellectual tools that are central to conversations related to alternative political-economic systems and policies so that such conversations can be thoughtfully engaged – and, perhaps, advanced.

PPS 823 Public Policy and Social Justice**3 credits**

Examination of ideological conflicts surrounding the definition of social problems as well as examination of conventional and unconventional political solutions to society's most pressing social problems. Focuses on the understanding of policy formulation and how policy impacts the lives of at-risk people.

PPS 824 Democracy and Difference**3 credits**

Examination of classical conceptions of democracy and contemporary democratic theories (liberal, deliberative, communitarian, and agonistic). Focuses on the ways each theory neglects or addresses the continuing persistence of inequalities within democracy including inequalities of class/economy, sexuality/gender, and race/ethnicity.

PPS 829 Education Law, Policy, and Social Justice**3 credits**

This course examines how education-related laws and policies have influenced the lives of marginalized populations in the United States and explores alternatives that may lead to socially just outcomes. The course engages in the study of the social, economic, cultural, and political forces in which Pre-K-12 and higher education programs and institutions have developed, with a focus on contemporary issues of education law and policy, such as affirmative action, desegregation, undocumented immigrant rights, and the school-to-prison pipeline.

PPS 830 Public Policy Practicum**3 credits**

The practicum is designed to offer students the opportunity to engage in developing, designing, evaluating, implementing and/or analyzing policy as practice in one or more public policy arenas. This course is an individualized learning opportunity.

The practice setting chosen should afford a wide range of opportunity for students to both step forward as practitioners and step back as scholar-practitioners. In this course the student may be understood be acting in a role similar to that of a consultant to the agency/site at which the experience takes place.

PPS 850 Individualized Study I**3 credits**

Individualized and advanced study of specific questions and issues of importance within the context of students' individual experiences and professional lives supervised by the chair of the primary area of concentration. Focuses on students' individual intellectual pursuits and interests.

PPS 858 Art, Community and Development: Cultural Resources and Social Justice**3 credits**

This course will examine as a social justice issue the relationship between art and its intrinsic cultural importance to community and as an economic, educational and social developer. It will examine art and its impact on community development and resource allocation and what roles do identity, geography and politics and wealth play. How are political and economic decisions made to include art/artists in the planning of public budgets, the distribution of private donations, and advocacy for art as a critical factor in community growth and development. The course will also explore decisions on how art/artists are selected to receive support and inclusion in community development. And finally, how do we look at art as a cultural, social and economic industry that includes both nonprofit and for-profit businesses. (Also see HMS 858.)

PPS 860 Individualized Study II**3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on generation of a draft dissertation proposal.

PPS 870 Individualized Study III **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

PPS 880 Individualized Study IV **3 credits**

Individualized and advanced study dedicated to students' individual research objectives supervised by the dissertation chair. Focus on dissertation research and writing. (elective)

PPS 891 Capstone Course **3 credits**

Capstone Course provides students the opportunity to expand upon work toward the dissertation research begun in PPS 850 with emphasis on developing each student's scholarly skills. This course includes the Proficiency Review in both Foundational Themes and Content in the Concentration.

RMTH 704 Foundations of Inquiry **3 credits**

In this course, students will engage with the purpose and processes of scholarly research in the humanities and social sciences in their historical and cultural contexts. The seminar provides students with a framework for thinking about various research paradigms and strategies and offers student opportunities to consider their own research interests from an interdisciplinary perspective. Approaches to research addressing social justice issues are emphasized. Throughout the course, students will reflect on their own worldviews and cultural connections and assumptions they make concerning what is true or real for them (ontology), how they come to know and understand phenomena (epistemology), as well as how these assumptions influence decisions about research. Other topics include ways of knowing and ethical issues in research.

RMTH 709 Research Methods II: Inquiry in the Humanities **3 credits**

Critical exploration of various rhetorical models of thought to explore, compare and contrast ways of thinking, ways of seeing, and ways of characterizing cultural experiences in one or more of five concentration areas: the arts, literature, history, foreign language, and cultural studies. Focuses on how humans make meaning of their experience.

RMTH 710 Research Methods II: Qualitative, Quantitative, and Mixed Methodologies **3 credits**

Examination of how and when to use quantitative, qualitative, and mixed methods in research. Explores various aspects of different research designs such as outcome studies, randomized controlled blinded studies, interviews, polling, cross-over study designs, and surveys, among others. Reviews examples of study designs from social science, psychology, health studies, education, public policy, and business.

RMTH 787 (for students matriculating January 1, 2014 and after) Research Methods III: Designing Interdisciplinary Research **3 credits**

This course explores interdisciplinary approaches to research and affords students the opportunity to develop and practice design skills for their own dissertation projects. The Research Methodology Proficiency Review is part of this course.

RMTH 880 Topics in Research **1-3 credits**

Examination of various types of research methodologies in the context of program themes: (1) Ethics and Social Justice; (2) Engaging Difference; (3) The Creative Process; and (4) Interdisciplinarity.

RMTH 900 Dissertation**3 credits**

The student works toward completion of an original research study, artistic or creative project, or a social action project that makes a contribution to the student's field and to human knowledge.

Internship Insurance Policy

Union Institute & University does not provide liability insurance for students engaging in internships nor does it extend its insurance to students. Union Institute & University advises students to check the host site's insurance requirements of the student. Students may find that host sites may be willing to extend their own insurance coverage to student interns, or they may require that students purchase liability insurance while conducting an internship. It is the students' responsibility to purchase liability insurance or confirm that their existing liability insurance meets the host sites' insurance requirements.

Program Costs for 2020-2021

Program: Doctor of Philosophy with a Major in Interdisciplinary Studies		
Total Credit Hours: 66 minimum credits		
Enrollment Agreement Period: Academic Year July 1, 2010 – June 30, 2021		
Start Date: Six-Month Session A Series (2021-A): 7/1/2020 - 12/31/2020 and B Series (2021-B): 1/1/2021 - 6/30/2021		
Approximate No. of Weeks in Academic Program: 156 Weeks		
CIP Code: 30.9999		
Tuition (Per Credit): \$1,154.00 / Credit Hour Credits for Degree: 66 minimum credits	Tuition Cost: \$76,164.00	Prorated upon cancellation or withdrawal. Refer to refund policy within this agreement.
Technology Fee (Per Term): \$66 part-time/\$132 full-time enrollment	+ \$792 for 6 sessions	
Books Estimated* Cost: (Textbook prices fluctuate depending on recent book editions and pricing changes by publishers.)*	+ \$3,600 for 6 sessions, \$600 per term	
<u>ESTIMATED* COST FOR ENTIRE PROGRAM:</u> (66 Credits x \$1,154) + (\$792 Tech Fee + \$3,600 Est. Book)*	= \$80,556.00	*ESTIMATES DO NOT INCLUDE TRANSFER CREDIT, SCHOLARSHIPS OR GRANTS.
<u>ESTIMATED* CHARGES FOR CURRENT PERIOD:</u> (9 Credits x \$1,154) + (\$132 Tech Fee + \$600 Est. Book)**	= \$11,118.00	
++ Non-refundable STRF charges – (\$0.00 per \$1,000.00)		
<u>Residency Requirement:</u> Two Residencies required per year, held in Cincinnati, Ohio.		

ESTIMATED CHARGES DUE UPON ENROLLMENT: \$11,118.00 = 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 TranscriptsPlus® / \$12 via Registrar's Office, Return Check Fee: \$25.

EDUCATION TRANSFORMATION AND STRATEGIC ALLIANCES

The Union Institute & University Education Transformation and Strategic Alliances Department offers a variety of professional development certification programs and course-based education for persons wishing to continue their learning experience without earning a degree. Union Institute & University brings 50 plus years of experience in experiential and adult learning to provide this education to visiting students, professionals, businesses and organizations. The primary programs operate within Education Transformation and Strategic Alliances: The Center for Workplace Advancement, Sponsor Designed Learning, and Continuing Education (CE). Union Institute & University is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. Union Institute & University maintains responsibility for these programs and their content.

The Center for Workplace Advancement

Union Institute & University's Center for Workplace Advancement (CWA) provides accredited college courses to non-degree seeking students, plus custom-designed non-degree programs offered at the employer workplace to raise employees' confidence, skill levels, and their contributions to the business' bottom line. CWA programs can be customized to serve specific needs of an organization and their employees.

UI&U's Center for Workplace Advancement provides support for each employer and its employees with the goal of achieving a better educated and a more productive workforce. CWA faculty work closely with the employer to create strategic educational plans for individual employees and cohorts. These include on-site classes at agreed upon locations or online courses from the UI&U course catalog. Instructors are experienced and knowledgeable, meeting the Higher Learning Commission standards, and are drawn from both UI&U faculty pools and employer recommendations.

Periodically scheduled offerings for the business community are also provided through the CWA. A wide range of workshops, courses, and professional development programs are offered for specific communities to meet career development needs and goals.

Sponsor Designed Learning

Education Transformation and Strategic Alliances provides graduate and undergraduate credit-bearing courses for non-degree seeking students developed by outside sponsors. The program works with many sponsors, including for-profit and nonprofit organizations and businesses, school districts, individuals and other employers (sponsors), who seek to offer their in-house courses for graduate or undergraduate credit in partnership with Union Institute & University.

Sponsors may offer coursework at one of the university's centers, online, or at other sites. Education Transformation and Strategic Alliances provides support to the organization in the development of coursework that both fulfills Union Institute & University's rigorous academic standards and meets the unique professional development needs of the sponsoring organizations.

Examples of organizations and programs that may benefit from these services include:

- School districts and teacher educational associations
- Professional training organizations
- Employer tuition assistance programs
- Early childhood providers
- Criminal justice departments
- Human services

Continuing Education

Union Institute & University offers a variety of educational options for adults and working professionals looking to further their careers, maintain professional certification or licensure, earn prerequisite credits, or follow a passion. Continuing Education offers professional development and consultation through various approaches and methods to address the needs of adult students in diverse populations. Union Institute & University is approved by the American Psychological Association to sponsor continuing education for psychologists. The program also partners with other organizations and agencies to co-sponsor events, both face-to-face and online.

Continuing Education events, including the PSCE Storefront Workshops, are listed on the Union website.

TUITION AND FEE SCHEDULES FOR UI&U PROGRAMS

Effective July 1, 2020 – June 30, 2021

Amounts shown in the Tuition and Fees Schedules, or in other university publications or webpages, represent tuition and fees as currently approved by the Board of Trustees. However, Union Institute & University reserves the right to increase or modify tuition and fees without prior notice, upon approval by the Board of Trustees or as otherwise consistent with board policy, and to make such modifications applicable to students enrolled at Union Institute & University at that time as well as to incoming students. In addition, all tuition amounts and fees are subject to change at any time for correction of errors.

For a complete listing of tuition and fees for each of the university's programs, please refer to the Registration and Tuition Policies by visiting:

<https://myunion.edu/future-students/funding-your-future/>.

TUITION AND FEES

Effective July 1, 2020 – June 30, 2021

The annual Registration/Tuition Fee Schedule below can also be found at:

<https://myunion.edu/future-students/funding-your-future/>.

Bachelor of Science and Bachelor of Arts Programs	
Tuition	\$ 545.00 per credit hour
Certified Learning	\$ 65.00 per credit hour accepted
Prior Learning Assessment	\$ 250.00 per course
Internship Fee (MCHL-MCH 460)	\$ 125.00 one time
Certificates	\$ 545.00 less scholarships
Technology Fee (full-time)	\$ 88.00 per term/session
Technology Fee (part-time)	\$ 44.00 per term/session
Transcript Fee Via TranscriptsPlus®	\$ 11.00
Transcript Fee: Sent directly to Registrar's Office	\$ 12.00

Master of Arts – Clinical Mental Health and Counseling Program	
Tuition	\$ 810.00 per credit hour
Capstone Project Fee (COUN 521)	\$ 1,000.00 per term
Capstone Writing Extension Fee (COUN 522)	\$ 2,000.00 per term
LiveText e-portfolio Fee (one-time fee)	\$ 192.00 (new students)
Technology Fee	\$ 88.00 per term
Graduate Certificate Program Tuition (ADC)	\$ 460.00 per credit hour
Transcript Fee Via TranscriptsPlus®	\$ 11.00
Transcript Fee: Sent directly to Registrar's Office	\$ 12.00

Master of Arts Program	
Tuition	\$ 748.00 per credit hour
Program Completion Extension Fee (PCX 509) 9 credits	\$ 1,260.00
Program Completion Extension Fee (PCX 506) 6 credits	\$ 840.00
Program Completion Extension Fee (PCX 503) 3 credits	\$ 420.00
Technology Fee	\$ 88.00 per term
Internship Fee (HWEL 528)	\$ 125.00 (one time)
Graduate Certificate Program Tuition (CANS, HEC, CLPS)	\$ 460.00 per credit hour
5 M.A. Certs. (CRST, HWEL, LITW, HISC, SOC JUSTICE)	\$ 748.00 per credit hour
Transcript Fee via TranscriptsPlus®	\$ 11.00
Transcript Fee: Sent directly to Registrar's Office	\$ 12.00

Master of Business Administration Program	
Tuition (new students effective Fall 2018-Summer 2020)	\$ 600.00 per credit hour
Technology Fee	\$ 88.00 per term
Transcript Fee Via TranscriptsPlus®	\$ 11.00
Transcript Fee: Sent directly to Registrar's Office	\$ 12.00

Master of Science in Health Care Leadership Program	
Tuition	\$ 600.00 per credit hour
Technology Fee	\$ 88.00 per term
Transcript Fee Via TranscriptsPlus®	\$ 11.00
Transcript Fee: Sent directly to Registrar's Office	\$ 12.00
LiveText e-portfolio (one-time fee)	\$ 192.00 (new students)

Master of Science in Organizational Leadership Program	
Tuition (new students effective Fall 2018-Summer 2020)	\$ 600.00 per credit hour
Technology Fee	\$ 88.00 per term
Transcript Fee Via TranscriptsPlus®	\$ 11.00
Transcript Fee: Sent directly to Registrar's Office	\$ 12.00

Doctor of Philosophy in Interdisciplinary Studies Program	
Tuition	\$ 1,154.00 per credit hour
Dissertation Supervision Fee (DIS-780/781)	\$ 2,950.00 per term
Program Completion Extension Fee (PCX 799)	\$ 1,750.00 per term
Technology Fee (full-time - 9 or more hours)	\$ 132.00 per term
Technology Fee (part-time - 8 or less hours)	\$ 66.00 per term
Transcript Fee Via TranscriptsPlus®	\$ 11.00
Transcript Fee: Sent directly to Registrar's Office	\$ 12.00

INSTITUTIONAL ADMINISTRATIVE OFFICES

National Headquarters & the
Cincinnati Academic Center
440 E. McMillan Street
Cincinnati, Ohio 45206
Toll-free: 800.861.6400
Local: 513.861.6400
General fax: 513.861.0779

IT Help Desk
Toll-free: 888.858.6456
Local: 513.487.1137
Email: help@myunion.edu

Hours of Operation

Administrative offices: Monday - Friday, 9 a.m. to 5 p.m. EST

Information Technology/Help Desk

Phone: Available 24 hours a day, seven days a week for students and faculty.

Available Monday - Friday, 8 a.m. to 6 p.m. EST for staff.

Please check the IT website for the most current hours.

888.85.UNION (locally 513.487.1137)

Email: Available to students, faculty, and staff Monday – Friday, 8 a.m. to 6 p.m. EST at help@myunion.edu.

Website: <https://www.myunion.edu/offices/information-technology-it/>.

Union Institute & University's administrative headquarters occupy a renovated facility in Cincinnati, Ohio, restored by the university and listed on the National Register of Historic Places. The headquarters building offers 55,750 square feet of office and meeting/classroom space, three kitchen/prep areas, and ample off-street parking. A short drive from downtown Cincinnati, the facility has easy access to expressways, the Greater Cincinnati/Northern Kentucky airport, and public transportation. Security personnel are on-site when the building is in use, such as for evening and/or weekend classes and academic residencies. The university's national headquarters building is handicap accessible.

Employees at the university's headquarters provide services to students in all UI&U programs, allowing staff at the academic centers in other states to focus on student services and support. Offices and departments at the Cincinnati headquarters include: President's Office, Academic Affairs Office, Business Office (including Student Accounts), Human Resources, Information Technology, Office of Admissions, Financial Aid Compliance, Institutional Effectiveness & Accreditation, Institutional Research, Institutional Review Board, Purchasing, and the Registrar's Office. In addition to these administrative offices, the facility also houses the Cincinnati undergraduate academic center, the Center for Teaching and Learning, the Writing Center, administrative offices for the Ph.D. program, the MS-HCL program, Academic Support Services, and Alumni Services.

UI&U ACADEMIC CENTERS/BRANCHES

Los Angeles Academic Center/Branch

6701 Center Drive West, Suite 1200

Los Angeles, CA 90045

Toll-free: 800-486-8328

Local: 310-417-3500

Since 2010, Union Institute & University has leased space in a facility that is part of a five-building complex. The building houses classroom and meeting room space, as well as faculty and staff offices. It features free underground parking and is close to a mall and public transportation. The LA center is fully handicap accessible.

Sacramento Academic Center/Branch

160 Promenade Circle, Suite 115

Sacramento, CA 95834

Toll-free: 800-486-7049

Local: 916-564-3100

Union Institute & University has occupied this leased space since 2009. The center provides more than sufficient classroom, faculty and staff office spaces. Located in a newer office complex, the facility offers free parking and is convenient to two interstate highways. The Sacramento center is fully handicap accessible.

Florida Academic Center/Branch

Address: 4601 Sheridan Street, Suite 400

Hollywood, FL 33021

Toll-free: 800-486-7141

Local: 305-653-7141

The facility at 4601 Sheridan Street in Hollywood, Florida is approximately 11 miles from the previous location in North Miami Beach. The center occupies approximately 10,000 square feet of office and classroom/meeting space. The building is handicapped accessible. The space occupies the 4th floor of an existing building at the corner of Sheridan Street and North 46th Avenue, with easy access to shopping and restaurants. Free parking is available to university employees, students, and visitors in the building's surface lot. The building is readily accessible (1.66 miles) from Interstate 95.

Directions to all UI&U facilities can be found at <https://www.myunion.edu/about/locations/>.

FACILITIES EDUCATIONAL ACCOMMODATIONS

Union Institute & University's academic centers/branches and satellite locations have classroom space equipped with WiFi or MiFi, computers for instruction, projection capabilities, and desks/chairs.

UNION INSTITUTE & UNIVERSITY BOARD OF TRUSTEES

Revised July 1, 2020

The Union Institute & University Board of Trustees members are selected for their commitment to the university's purpose and mission. Members are active and involved participants in the governance of the institution and committed to its growth and development. The university's board of trustees meets four times each year, in January, April, July or August, and October. Current members of the Union Institute & University Board of Trustees, with their affiliations, positions, and locations are:

Ms. Sharon K.G. Dunbar (Chair)

Major General USAF (Ret.)
VP, Cross-Company Business
General Dynamics Mission Systems
Manassas, VA

Mr. Roger Allbee

Former Secretary of Agriculture, Vermont
Townshend, VT

Josefina Castillo Baltodano, JD

Founder/Executive Director
Executive Leadership Academy
Berkeley, CA

Dr. Lee Binder

Instructional Support Staff
Temple Beth Am Day School
Pinecrest, FL

Mr. Donald Feldmann (Treasurer)

Founder
Rippe & Kingston Capital Advisors, Inc.
Cincinnati, OH

Dr. Gladys Gossett Hankins

Management Consultant
President, Telora Victor, Inc.
Author
Cincinnati, OH

Dr. Shekhar Mitra

Former SVP Global Innovation
President InnoPreneur
Cincinnati, OH

Dr. Jeffrey Shepard

Chief Executive Officer,
Chairman & Founder
Medacheck LLC
Cincinnati, OH

Mr. Edgar Smith Jr. (Vice-Chair)

Chairman and CEO
World Pac Paper, LLC
Cincinnati, OH

Dr. Dennis Tartakow

Editor in Chief, *Ortho Tribune*
Marina del Rey, CA

Ms. Christine van Duermen

Past Exec. Vice President, Canadian School of
Management
Toronto, Canada

Ms. Julie Washington

Senior VP and Chief Marketing/Communications
Officer
Trinity Health
Mason, OH

Dr. Karen Schuster Webb (Secretary)

President (Ex Officio)
Union Institute & University
Cincinnati, OH

UNION INSTITUTE & UNIVERSITY ADMINISTRATION

2020-2021

Effective July 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.*

Akers, Lisa, Ph.D., Program Chair, B.S. Maternal Child Health: Human Lactation Program, M.A. Major Chair for Applied Nutrition and Dietetics, Health & Wellness, Human Lactation Studies Programs, and Health Education Graduate Certificate Program

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

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

Atchison, Weston A., M.S.O.L., Associate Director of Student Support & Enrollment Services

Brinkley-Kennedy, Rhonda, Psy.D., Dean, Educational Transformation and Strategic Alliances, and Special Assistant to the President

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

Brugman, Paul, M.S., Program Chair, B.S. Criminal Justice Management and Emergency Services Management Programs*

Burke, Patricia, J.D., SPHR, SHRM-SCP, Vice President, Human Resources

Byas, Kim, Ph.D., MPH, FACHE, Special Assistant to the Provost/VPAA and Program Director, Master of Science in Health Care Management Program

Byles, Angela, M.A., Associate Director Student Support Services and Veterans Coordinator*

Caccavari, Peter, Ph.D., Associate Vice President for Institutional Effectiveness & Title IX Coordinator

Caronis, Christie V., B.S., Senior Brand & Marketing Director

Chaffee, Frederick, Ph.D., Program Chair, B.S. Business Management and Organizational Leadership Programs*

Cotter, Robert, M.Ed., Director, Center for Teaching and Learning

Crandall, Julie, M.A., Executive Director, Student Support and Enrollment Services

Frederick, Thomas, Ed.D., Program Chair, B.S. General Education Program

Golden, Elden, Ph.D., J.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 for Student Support Services, and ADA Compliance Officer*

Kendall, Anthony, IT Administrator

Krause, Carolyn, M.A., Special Assistant to the President for Alumni Relations, Special Events, & Communications

Lamb, Ken, Director, Building Management

Leggett, Allison, Ed.D., B.S. Education Programs and Major Chair, M.A. Education Program
Marks, Nikki, M.A., Director, Academic Support Services
Marrie, Stella, Psy.D., Program Chair, B.A. Psychology Program
McNay, Christopher, M.S.O.L., Associate Registrar
Miller, Mollie, M.B.A., Coordinator, Institutional Review Board
Monks, Birgit, Ed.D., Program Chair, B.S. Child & Adolescent Development Program, California
Teacher Permit Certificate, and Early Childhood Studies Special Education Certificate
Programs
Moore, Lew Rita, M.A., Registrar
Pappathan, Matthew, M.L.S., Director of Library Services
Pohlman, Jean, Director, Financial Aid Compliance
Prather, JoNataye, Ph.D., Director, B.S. Social Work Program
Raymond, Jennifer, Ph.D., Interim Dean, Ph.D. Program
Rossiter, Geraldine, M.A., Director of Assessment
Sacks, Arlene, Ed.D., Associate Vice President, Academic Affairs*
Soto, Nelson, Ph.D., Provost & Vice President, Academic Affairs
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, and B.S. Business Programs
Yang, Kongpheng, M.A.F.M., Associate Director, Financial Services

UNION INSTITUTE & UNIVERSITY FACULTY

2020–2021 as of July 1, 2020

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 descriptions 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	Status⁸	Program(s)
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
Alidou, Hassana	Ph.D., Linguistics, University of Illinois at Urbana-Champaign	FT	PhD, Scholar in Residence
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	AFF	BS
Babzien, Cynthia*	Ph.D., Concentration in Educational Leadership, Union Institute & University	AFF	BS
Baird, Karen	Ph.D., Political Science, University of Houston	PT	PhD
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
Bergh, Sarah	Ph.D., Anthropology, University of Georgia	FT	GENED, MA
Berry, Patricia	Ed.D., General Education, Northcentral University	AFF	BS
Bishop, Michael	M.B.A., Business Administration, University of Phoenix	AFF	MSOL

⁸ 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 normally-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	Status⁸	Program(s)
Blocksom, Cynthia	M.Ed., Health Education; M.Ed., Food & Nutrition, University of Cincinnati	AFF	HEALTH ED CERTIFICATE
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
Boyman, Robert	M.A., Advocacy and Social Justice, Pacific Oaks College	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	PT	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
Corbitt, Aubria	J.D., University of Virginia	AFF	MSOL
Cornwell Tatum, Cheryl V.	D.B.A., Business Administration, Argosy University	AFF	BS
Cricchio, Axil	Ph.D., Transformative Studies, California Institute of Integral Studies	AFF	PhD
Cruz, Edgar*	M.P.A., Public Administration, Barry University	AFF	BS

Name	Highest Degree(s) Earned	Status⁸	Program(s)
Curry, Rosita C.	M.A., Education with Specialization in Family and Community Services, Ashford 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
Del Toro, Rosa	M.A., Education/Early Childhood Education, California State University, Bakersfield	AFF	BS
DiGaetano, Anthony	M.A., 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
Estridge, 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
Fowler, Anne Marie	Ph.D., Arts & Sciences with a Specialization in World Literature in English Transition, Union Institute & University	AFF	PhD
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
Gilmore, Damon	M.P.A., Public Administration, California State University, Fresno	AFF	BS
Glennon, Alexis	M.S.W., Social Work, Arizona State University	FT	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	PT	MA, PhD
Gooden, Dale L.	D.H.S., Health Sciences in Education, A.T. Still University	AFF	MS-HCL
Gordillo, Laura	M.S., Counseling Psychology, California Baptist University	AFF	GENED
Graham, Heather	M.A., English, California State University, Sacramento	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

Name	Highest Degree(s) Earned	Status⁸	Program(s)
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
Harsh, Andrew M.	M.B.A., Business Administration, National University	AFF	BS
Harvey, Andrew	Ed.D., Organizational Leadership, Pepperdine University	PT	MA, 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, 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
Hill, Loren	Ph.D., Clinical Psychology, Fielding Graduate University	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
Ingram, Sheila	M.S., Administration of Justice and Security, University of Phoenix	AFF	BS
Jacobs, Mignon	Ph.D., Religion, Claremont Graduate University	AFF	PhD
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	MS-HCL
Kefford, Michelle*	M.S., Science Education, Florida International University; M.Ed., Educational Leadership, Florida Atlantic University	AFF	GENED
Kelley, Angela	M.S.O.L., Organizational Leadership, Union Institute & University	AFF	BS
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
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, BS
Liss, Samuel	Ph.G., Columbia University, College of Pharmaceutical Sciences	AFF	MA-CMHC
Love, Jamie	M.Ed., Health Education, University of Cincinnati	AFF	HEALTH ED CERTIFICATE
Lundy, Kim	M.A., Forensic Psychology, Argosy University	AFF	BS
Madramootoo, Narinedat	M.S., Biology, University of Nebraska at Kearney	AFF	GENED
Maina, Rose Gathoni	Ed.D., Education, University of Southern California	AFF	BS

Name	Highest Degree(s) Earned	Status⁸	Program(s)
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
Milani, Natalie	Ph.D. in Education, Organizational Leadership, Northcentral University	AFF	BS, MA
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
Monks, Birgit	Ed.D., Educational Leadership & Change, Fielding Graduate University	FT	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., 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
Nya, Nathalie	Ph.D., Philosophy, The Pennsylvania State University	AFF	PhD
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	AFF	MSOL, MBA
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	Status⁸	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	FT	BS
Price, Todd A.	Ph.D., Management, Walden University	AFF	MS-HCL
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	AFF	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
Rossiter, Geraldine	M.A., International Relations, University College Dublin, Ireland; M.A., Literature and Writing, Union Institute & University	AFF	GENED
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	MS-HCL
Scala, Frank*	Certificate of Advanced Graduate Studies, Educational Leadership, Plymouth State College; M.Ed., Administration and Supervision, University of Massachusetts at Lowell	AFF	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

Name	Highest Degree(s) Earned	Status⁸	Program(s)
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
Stevenson, Joseph M.	Ph.D., ED Policy & Management, University of Oregon	AFF	PhD
Stravitz, Shelley	Ed.D., Education, Fielding Graduate University	AFF	BS
Tamburro, Paul-Rene	Ph.D., Anthropology, Indiana University	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
Villa, Yolanda	M.A., Clinical Mental Health Counseling, Union Institute & University	AFF	MA
Voparil, Christopher*	Ph.D., Political Theory, New School for Social Research	FT	PhD
Walker, Myshamil	Ed.D., Educational Leadership & Management, Capella University	AFF	GENED
Wasserman, Leslie	Ph.D., Education, Walden University	AFF	BS
Waterman, Christina	M.A., Child Development, Tufts 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
Williams, Lloyd	Ph.D., Clinical Psychology, Pacifica Graduate Institute; Ph.D., Organizational Psychology, Union Institute & University	AFF	MSOL

