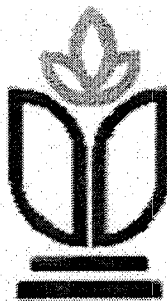


Articulation Manual for

UNION INSTITUTE & UNIVERSITY
(www.myunion.edu)

and the related degree programs of the Florida College System



Union Institute & University Articulation Manual

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Union Institute & University's Bachelor of Science Majors Covered by the Articulation Agreement:

- Business Management with optional concentrations in Human Resource Management, Management Information Systems, and Marketing
- Criminal Justice Management
- Social Work
- Education area with specific majors in Elementary Education, Exceptional Student Education, and Secondary Education

Credits Transferred

College students who transfer with an earned Associate in Arts or Associate in Science degree under the terms of the approved agreement shall enter with junior standing and all credit awarded as applied toward the completion of an associate's degree by a Florida college will transfer to Union Institute & University, which includes a minimum of 60 credits earned at a Florida College. However, the student must meet the specific degree course requirements of Union Institute & University, which means extending the number of credit hours to earn a degree, if the 60 hours transferred and applied do not include all of the degree prerequisites or graduation requirements.

Advanced Standing Policies

Union Institute & University may accept credits in transfer from regionally accredited colleges and universities and via articulation agreements. Union Institute & University reserves the right to apply, or not apply, acceptable transfer credit toward its degree requirements. The dean or an academic support coordinator recommends to the registrar for approval the 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 = A maximum of 90 semester credits may be accepted as advanced standing/ transfer credit.
- Union Institute & University requires a cumulative grade point average (GPA) of not less than a 2.0 for admissions purposes. However, for those students who have earned the associate degree and who have been admitted into Union Institute & University, course grades of "D" will transfer in as part of the degree program.
- Some D graded courses may be accepted as general electives but not applicable to a specific degree plan's major or general education requirements.

- An earned Associate of Arts or Associate of Science degree, from a regionally accredited institution, will fulfill the general education requirements in the B.S. program.
- Courses from non-regionally accredited institutions may be considered on a course-by-course basis if the institution's accrediting agency is recognized by both the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE).
- The maximum number of transfer credits accepted in combination from non-regionally accredited sources (e.g., Certified Learning, ACE credits, POST, CLEP, DSST, International Baccalaureate) is 60 credits. Please check with the Registrar's Office for additional sources not listed.
- Courses awarded through a prior agreement between Union Institute & University and another college, university, organization, or agency.
- Transfer credits from a quarter hour system are converted to semester credit hour equivalents.
- Previously awarded transfer credit will be deducted if course work is repeated.
- The B.S. program will accept vocational/technical credits in transfer from regionally accredited colleges and universities as elective credit provided that the courses are not identified as developmental courses by the home institution. If such courses are to be applied to meet requirements in the major, the UI&U department chair of the involved major will approve such courses on a case-by-case basis and must also gain approval from the center dean.
- Only undergraduate course work will be accepted toward an undergraduate degree.
- International transfer credits may be accepted but need to be based on a course-by-course evaluation from an evaluation service such as the World Educational Services, Inc., Center for Applied Research Evaluation and Education, Inc., Educational Credentials Evaluators, Inc., Josef Silny and Associates, Inc., or International Education Consultants.
- American Council on Education (ACE) credit recommendations from formally evaluated extra-institutional training programs.
- ACE credit recommendations resulting from approved military training programs that appear in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as college level and are appropriate toward the degree requirements of the student's program reviewed. For more information on how to order military transcripts, refer to <http://aarts.army.mil/>.

Union Institute & University also accepts credits in transfer from the following nationally accepted college-level examination options:

- College-Level Examination Program (CLEP)¹ general and subject examinations. CLEP is a national program of credit by examination. Union Institute & University follows CLEP granting recommendations as identified by the American Council on Education (ACE). CLEP subject examinations
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must be completed before the drop/add date of the next-to-last term of Defense Activity for Non-Traditional Education Support (DSST)² examinations. Military service members can earn college credits through successful passage of DSST examinations that are available in over 150 subject areas.

- Advanced Placement (AP) examinations. Upon receipt of official score reports of AP results, Union Institute & University will award transcribed credit for a score of 3 or higher.
- Excelsior College Examinations (ECE): Excelsior College Examinations are available in business, education, liberal arts and sciences, and nursing. See https://www.excelsior.edu/Excelsior_College/Excelsior_College_Examinations for a list of titles and free content outlines and study guides.
- 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 a 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 D 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 in the 60th percentile.
- New York University (NYU) Proficiency Testing in Foreign Languages. Union Institute & University awards credit for NYU language examinations. See www.scps.nyu.edu/trans for more information.
- International Baccalaureate exams with an official score report with scores of four or more on higher level exams.

All college-level examinations must be completed by the student before the drop/add date of the next-to-last term of enrollment.

Remedial courses, duplicate credit, and continuing education units (CEUs) are not accepted in transfer.

Introduction and Overview

Union Institute & University (North Miami Beach) is an accredited private university that has, since 1964, redefined higher education by placing students at the center of their own education. Union Institute & University has administrative headquarters in Cincinnati, Ohio and currently enrolls approximately 2,800

students from all 50 states and more than 20 countries worldwide. Union Institute & University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools and is licensed by the Florida Commission for Independent Education.

REGISTRATION AND TUITION POLICIES 2011-2012

EFFECTIVE JULY 1, 2011 – JUNE 30, 2012

REGISTRATION

Bachelor of Science Undergraduate Program students have the following registration opportunities throughout the year. Registration is required prior to the start of the trimester or session.

16-Week Trimester or two 8-Week Sessions within each 16-Week Trimester		
Fall Trimester 2011 (11-12 F – Fall)	8/29/11 – 12/17/11	Add Deadline: 9/28/11
Fall Session I 2011 (11-12 F1 – Fall Session I)	8/29/11 – 10/22/11	Add Deadline: 9/13/11
Fall Session II 2011 (11-12 F2 – Fall Session II)	10/24/11 – 12/17/11	Add Deadline: 11/8/11
Winter Trimester 2012 (11-12 W – Winter)	1/03/12 – 4/21/12	Add Deadline: 2/2/12
Winter Session I 2012 (11-12 W1 – Winter Session I)	1/03/12 – 2/25/12	Add Deadline: 1/18/12
Winter Session II 2012 (11-12 W2 – Winter Session II)	2/27/12 – 4/21/12	Add Deadline: 3/13/12
Spring/Summer Trimester 2012 (11-12 S – Spr/Sum)	4/30/12 – 8/18/12	Add Deadline: 5/30/12
Spring/Summer Session I (11-12 S1 – Spr/Sum Session I)	4/30/12 – 6/23/12	Add Deadline: 5/15/12
Spring/Summer Session II (11-12 S2 – Spr/Sum Session II)	6/25/12 – 8/18/12	Add Deadline: 7/10/12

At the time of registration, students must meet with their faculty advisors and/or Academic Support Coordinator to ensure that coursework is taken in proper academic sequence and follows the approved Degree Plan. Students should register early and make initial contacts with assigned faculty, prepare a Learning Agreement for any special topics or independent study course, and obtain necessary learning resources at the beginning of the semester/session. The registration form, accepting financial liability for tuition obligation and detailing payment arrangements must be filed by the published deadline in order to remain in the program.

TUITION POLICIES

Tuition and Fee Schedule*	
July 1, 2011 - June 30, 2012	
Tuition	\$ 473.00/semester credit hour
Challenge Examination (per course)	\$ 225.00
Certified Learning	\$ 52.00 per credit earned/transcripted
Prior Learning Assessment (per course)	\$ 225.00
Technology Fee (per semester/session full time)	\$ 60.00 per semester/session
Technology Fee (per semester/session part time)	\$ 30.00 per semester/session
Transcript Fee	\$ 10.00 per copy

****Tuition and fees are subject to change without notice***

Tuition is due on a semester/session basis on the first day of each new semester/session. The amount of tuition and fees charged is determined on an annual basis by the Board of Trustees.

Payment may be made by check, written credit card authorization, or online credit card payment through CampusWeb (<https://CampusWeb.myunion.edu>). A student may elect at the time of registration a deferred payment option that requires equal monthly payments over the number of months of the term. Only the amount remaining due after deducting financial aid may be divided into monthly payments. The monthly payment option is the only deferred payment option available for students. Students with past due balances must obtain financial clearance through the Business Office prior to registration in the next enrollment period.

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. Balances unpaid at the time of leaving your UI&U

program will be processed for collection after 60 days. Should the student seek re-admission at a later date all unpaid balances and collection costs incurred by UI&U must be paid in full before consideration of the application for readmission.

ADD/DROP POLICY

Students may add or drop a course after registration by completing, signing, and processing the Add/Drop section of the Change of Status form. This serves as an addendum to the original Registration form, and becomes a part of the official registration record. Adds of individual courses are permitted up to the published add deadline date as stated in the academic calendar noted above. Course drops may occur through the end of the semester of session (however, the tuition refund schedule is enforced). The effective date of an Add/Drop is either the date of postmark, email request, center call, or the date the written request arrives at the student’s academic center. Add/Drops can impact continuing financial aid eligibility, so students should contact the Financial Aid Office immediately if they plan to drop below full time status (below 12 semester credit hours) and if they are receiving grants. Students who drop below half time status (below 6 semester credit hours) should contact the Financial Aid Office if they are receiving loans. All Add/Drop requests must be approved by the faculty member and the center dean or his/her designee.

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 semester credit hours added equals the number dropped there will be no change in tuition assessed.

If the number of semester credit hours added is greater than the number dropped, tuition will be assessed for the difference at the applicable tuition rate for the full semester/session.

If the number of semester credit hours dropped is greater than the number added, tuition will be assessed for the difference based upon the following refund schedule:

Schedule of Tuition Refunds for Dropped Courses		
	Full Semester	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%

There is no refund of tuition for a dropped course approved by the center administrator after the Add/Drop date.

Application Procedures

A complete application for admission includes:

- Application for Admission form
- Application Essay (2-3 pages)
- Admission recommendation from a Union Institute & University faculty member
- Official transcripts from previously attended regionally accredited colleges and universities (if applicable)

When to Apply: Individuals are encouraged to submit the on-line application at least one term prior to the desired start date.

How to Apply: Contact the admissions department or consult the admissions webpage at www.myunion.edu/admissions/index.html for specific information on majors that meet your academic and career interests.

Enrollment counselors are available to answer questions regarding the admissions process. Enrollment counselors can be reached at **305-653-7141 or 1-800-486-7141**. Complete all items on the Application for Admission. Send written requests to obtain official, sealed transcripts from the registrar 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.) Official, sealed transcripts must be received from each postsecondary institution listed on the application. In addition, any official score reports of standardized college testing, such as CLEP or DANTES, must be submitted if not listed on an official transcript.

Application Essay: Each application must include a two- to three-page essay that includes:

- Brief personal history
- Examples that show evidence of self-direction
- Description of college readiness
- Explanation of applicant's belief that Union Institute & University is appropriate.

Applications may be submitted on-line (preferred option), delivered in person, or sent by mail or fax. An admissions committee will review application materials and make a recommendation to the dean. Applicants will receive a letter advising them of the admission decision.

Veterans Education & Military Education

Union Institute & University is approved for the education and training of veterans and their eligible dependents under all existing public laws. Requests for information should be referred to the UI&U Registrar's Office if the student is enrolled in programs offered through the Cincinnati, Ohio Academic Center or to the Student Services Coordinator at the Florida, California, or Vermont Academic Centers. Union Institute & University is a Service Members Opportunity College (SOC). The toll-free number for the Department of Veterans Affairs is 1.888.442.4551 and the website is <http://www.gibill.va.gov/> for educational benefits information. Consult the Department of Veterans Affairs website at <http://www.vba.va.gov/VBA/> for general VA benefits information. For SOC inquiries contact 1.800.368.5622 or the SOC website <http://www.soc.aascu.org/>.

Veterans and Military Personnel

Union Institute & University is proud to welcome America's veterans, active duty military, 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 2012. This recognition ranks UI&U in the top 20% of all colleges, universities, and trade schools nationwide. Refer to the UI&U Veterans Affairs webpage at <http://www.myunion.edu/admissions/veterans-affairs/index.html> for VA contacts 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 announce its participation in the Post 9/11 GI Bill (Chapter 33) and the Yellow Ribbon Program. Beginning on October 1, 2011, the university provides 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.

Please see the website at <http://www.myunion.edu/admissions/veterans-affairs/index> for up-to-date information.

Yellow Ribbon Program

As a participant in the Yellow Ribbon Program, UI&U will work with the U.S. Department of Veterans Affairs to fund costs above the allowed tuition of \$17,500 per year. The partnership will allow UI&U's students who are eligible veterans to have any tuition and fees that exceed the allowed \$17,500 be matched by the VA and will result in free tuition and fees for eligible veterans. It also allows for the benefit to be transferrable to a spouse or dependent.

Active Duty Military may also use their VA benefits or military reimbursement.

UI&U is proud to offer National Guard and Reserve components a scholarship that equals a 10% tuition reduction. More information is available in the military education paragraph on the webpage at <http://www.myunion.edu/admissions/transfer-credit.html>.